

SECTION I – EMPLOYEE BENEFITS

BEREAVEMENT LEAVE

Full-time faculty and staff

The faculty/staff member will receive pay in accordance with the following guidelines in the event of the death of an immediate family member. (Immediate family consists of father or mother, father-in-law or mother-in-law, husband or wife, brother or sister, son or daughter, grandfather or grandmother, grandson or granddaughter, son-in-law or daughter-in-law, brother-in-law or sister-in-law.)

1. A maximum of three (3) regularly scheduled workdays may be excused and paid at their regular rate. If, due to unusual circumstances, additional time is needed in excess of the maximum three (3) days, arrangements may be made with the Headmaster regarding unpaid leave.
2. Any such paid days must be within the period starting with the day of death and ending with the day following the funeral. These days need not be consecutive.
3. To qualify for the pay allowance, the faculty or staff member must attend the funeral of the deceased.
4. The faculty or staff member should have a clear understanding with the Headmaster before leaving for the funeral, concerning his/her paid time off and what is to be excused without pay if applicable.

Part-time faculty and staff

Part-time faculty and staff are not eligible for bereavement leave.

MATERNITY LEAVE

Teachers may receive up to six weeks of maternity leave. During these six weeks they will be partially compensated for regular workdays and will receive full pay for any school holidays occurring during the entire time they are absent. The School Administrative Council may adjust these terms if the leave extends past six weeks.

IN-SERVICE TRAINING

All full-time employees must attend in-service training due to the outstanding benefits and opportunities for professional growth. In addition to the several days before school starts, the school will select to attend a convention and will pay registration fees for all employees who are expected to attend. If the school provides hotel accommodations, all employees are expected to spend the night.

MEDICAL/DENTAL BENEFITS

1. Full-time staff and faculty members may choose to participate in a group health program.
2. The school will pay a portion of the medical insurance premiums.

APPLICATION DISCOUNT

1. Full-time teachers and staff with children attending The Academy are exempt from all registration fees.

2. Employees may have their student's tuition and fees deducted from their pay if their paycheck will cover the entire amount.

SALARIES

1. Salaries are based on qualifications and the responsibilities of the job description.
2. Paychecks are given on the 15th and the last day of the month.
3. Teachers are paid over a 12-month period.
4. The Academy pays the employer's part of the social security and Medicare taxes.

VACATION

1. Full-time staff members are expected to work all year. The school office is open only four days a week in the summer.
2. If the salaried full-time staff member works 12 months, she/he will receive two weeks of summer vacation leave after the first year and three weeks' summer vacation leave after the second year.
3. Teachers and staff have Thanksgiving break, Christmas break, Presidents' Day, Spring Break, Good Friday, Memorial Day, Fourth of July, and Labor Day as paid vacation leave.

WORKMAN'S COMPENSATION

Oak Ridge Christian Academy does not provide workman's compensation in the event of an accident.

SECTION II – EMPLOYEE POLICIES

QUALIFICATIONS OF EMPLOYEES

- Be in whole-hearted agreement with the Statement of Faith of The Academy.
- Be in whole-hearted agreement with The Academy’s Christian Lifestyle Statement.
- Articulate a strong, clear Christian testimony of having received Jesus Christ as his/her personal Savior.
- Be a mature Christian role model in attitude, speech, and actions toward others.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a member in good standing at a local evangelical church, which has a Statement of Faith in agreement with The Academy.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Respectfully submit and be loyal to constituted authority.
- Exhibit good verbal and written communication skills.
- Possess disciplined time management skills.
- Use integrity in dealing with confidential parent/student information.
- Demonstrate a spirit of dedication, commitment, and flexibility in regards to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.

JOB DESCRIPTIONS

Each position will have a job description, which will be a guide for that particular position. Employment for teachers and administrators will be confirmed by a contract from the administration. Salaries for all other employees will be agreed to in a written employment agreement.

CONDITIONS OF EMPLOYMENT

The employee will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Doctrinal Statement of this school.

The employee pledges active support for the Christian philosophy of education as stated in the literature of the school, all policies and regulations adopted by the school, and the personal and professional standards established by the school

The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living.

The employee will avoid taking positions on topics that tend to divide believers. Consult with the Headmaster and Oak Ridge Reformed Baptist Pastor-Teacher regarding these issues.

The employee will strive at all times to understand, appreciate, love, and nurture the pupils entrusted to his/her care. To the best of his/her ability the employee will provide for the fullest spiritual, intellectual, physical, and emotional development of the student.

The employee agrees that if at any time during employment he/she is out of harmony with the philosophy, standards, or administration of the school, he/she will immediately make this fact known to the Headmaster, and shall voluntarily withdraw from employment, or be subject to termination for cause.

The employee agrees to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles—always presenting a united front. Appropriate confidentiality will be observed in regard to student, parent and school matters.

No employee will accept part-time outside employment or ministry engagements if such employment or ministry presents a conflict of interest or in any way interferes with the efficient discharge of the duties required to function satisfactorily in the position held at The Academy. This determination is at the discretion of the administration.

BACKGROUND CHECKS

Background checks, including criminal history checks, will be conducted on all applicants for all positions at The Academy. It is The Academy's policy that a conviction for any of the following offenses bears directly upon an applicant's qualifications and ability to teach or perform jobs involving children in any manner:

- a. A felony or misdemeanor classified as an offense against the person or family.
- b. Any felony or misdemeanor involving moral turpitude, including any violations of the Texas Controlled Substances Act.
- c. Any other criminal conviction which, in the sole discretion of the administration, would render an applicant unfit for employment at The Academy.
- d. Crimes committed as a child to the extent that they involved a felony, physical injury, or sexual assault, or if the applicant was tried and convicted as an adult of the aforementioned offenses.
- e. A conviction involving unlawful consenting sexual activity which involves a minor.
- f. Adult criminal behavior to the extent that such behavior involved a felony, sexual assault, Class A misdemeanor, or caused serious injury.
- g. Theft.

SALARY

Annual salaries for the administration, staff members, teachers, and aides will be determined by the School Administrative Council. Payment for contract personnel is made on a 10 or 12 month basis, and for staff on a daily rate per pay period.

Employee contracts and agreements are conditioned upon the adequacy of such operating revenues as are available during the contract period, and the school expressly reserves the right to make any adjustments necessary to conform to the operating budget of the school.

PERSONNEL FILES

Each staff member is responsible for providing the following for his/her Personnel File:

- A copy of an official college/university transcript showing degree(s) earned
- A record of all Professional Growth while at The Academy.
- An application for employment
- A signed contract or employee agreement
- An emergency form
- A copy of teacher or other professional certification

DISMISSAL OF EMPLOYEES

The school may choose to not renew the employment of an individual at the end of a contract or agreement period, if in the judgment of the school; the best interest of the school will be served. Such a decision terminates the employment relationship between the school and the employee upon the expiration of the contract or agreement without hearing or recourse under the law.

An employment contract or agreement may be terminated by mutual written agreement of the Employee and the School upon such terms and conditions as are mutually agreed upon.

Employees who voluntarily terminate their contract or employment agreement or who choose not to sign a contract or agreement for the next school year do so by notifying the Administrator of their intent to terminate this notification shall be given in writing at least one month in advance. The notice shall include the date of termination unless a different termination date is mutually agreed upon. Failure by an Employee to return a contract or agreement by the date specified shall be construed as intent to terminate employment.

The School may remove the Employee during the term of the contract or agreement for cause as outlined in the School's Handbooks, Policies, Contract, or Employment Agreement. "Cause", as used herein includes but is not limited to any violation of school policies and/or conduct tending to discredit or seriously impair continued effective employment, and/or the Employee's inability to tender service because of inefficiency, incompetence, physical disability, conduct detrimental to the school, immorality, homosexuality, or disloyalty. In the event that the School takes such action, the Employee will be afforded written notice of the proposed action, and the opportunity for a hearing to contest this proposed action. Notwithstanding the foregoing, the School may at any time place the Employee on administrative leave with pay and remove the Employee from the school for a time period to be determined by the School.

In the event that there are not sufficient operating revenues during the term of the contract or agreement to meet the School's obligations under the contract, the parties may by mutual written agreement adjust the terms of the contract to conform to the School's operating budget.

Substance Abuse:

If a staff member is suspected of having a substance abuse problem, the Administrator will be responsible for discussing this with the staff member. Upon confirmation, the principal or supervisor will take appropriate action. Use of alcohol or drugs at school will be reason for immediate dismissal. The Academy is seriously concerned about potential drug, inhalants, or alcohol abuse by employees since many employees, in the performance of their duties, are responsible for the safety and welfare of children and youth. The Academy prohibits the use, sale, or possession of alcohol, inhalants, or illegal drugs by an employee upon the school premises. The Academy will not tolerate any employee being under the influence of alcohol, inhalants, or illegal drugs while on the job. Violation of this policy is grounds for immediate termination of employment. As a condition of employment, all employees are subject to random drug testing. Refusal to submit to drug testing will be grounds for immediate termination of employment.

Prescription and over-the-counter medications:

Many medications available by prescription or purchased over the counter have side effects that may alter an employee's ability to perform his/her job safely and effectively. When employees are taking medications that can alter behavior, physical ability or mental function, they must report the use of this drug to the Health Care Provider. All medicines kept at school must be in the original identifying containers. If the Administration suspects that an employee may have been adversely affected by drugs, the employee will be sent home and required to consult their physician to determine whether their medications affect their ability to perform their job safely. Their return to work will be contingent upon the doctor's written approval and the approval of the administration. Violation of this policy is grounds for immediate termination of employment.

Communicable Diseases:

Communicable diseases include, but are not limited to measles, influenza, viral hepatitis- A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection) and AIDS, leprosy, and tuberculosis. Employees with communicable diseases, whether acute or chronic, shall bring the information to the school's attention or the employee will confirm the information when asked.

If the administration has reason to believe that the employee has a communicable disease and is unable to perform the job or poses a threat to self or others, the employee may be asked to submit to a medical examination to determine whether the employee's physical condition interferes with the performance of regular duties or poses a threat to self or others. The administration shall request the examining physician's advice regarding any restrictions in duties or necessary accommodations in duties based on the results of the examination. The Health Care Provider and other staff may be informed to the extent necessary for them to provide emergency care.

An employee may be excluded from work if the administration, in accordance with this policy, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

Employees who are excluded from the workplace in accordance with this policy may have their employment terminated when any personal leave to which they are entitled has expired.

DAILY SCHEDULE

Morning:

- 7:30 Devotions for faculty and staff members; Duty stations according to Duty Roster.
8:00 Morning assembly begins
8:05 Teachers pick up students to go to class. Staff members begin their assigned duties. Teachers begin class promptly.

Lunch:

Teachers may eat in the Teacher Conference Room. At least one teacher or staff member must be present in the cafeteria at all times. Cafeteria staff members are not expected to monitor the students at any time. Staff members may eat in the Teacher's Conference Room at their scheduled lunchtime. School office personnel should not eat at their desks.

Dismissal:

Teachers will escort their students to the car line at 3:10. Teachers will be assigned duty to supervise children or to assist in loading children into the cars. Any child remaining at 3:30 should be **escorted** to Extended Care. The teacher on duty must remain with the students until an extended care worker is present. Teachers of third grade and older students may be required to supervise after school detention on a rotating schedule.

ATTENDANCE/TARDY POLICY

Absences:

The following procedures should be followed in the event of any full or part-time employee absence:

1. Employees must submit a Substitute Request Form to the Headmaster at least two days before a scheduled appointment. The Headmaster must receive at least two weeks' notice of absences exceeding two days and must be approved by the Administration before a substitute is secured.
2. In the event of a personal or family illness or emergency notify the Substitute Coordinator as soon as possible.
3. The Substitute Coordinator must be notified by 6:30 a.m. to report your absence. Be prepared to explain necessary modifications to lesson plans for the substitute. If you leave a message and do not receive a confirmation call within 20 minutes, call back. If you do not receive any response in 30 minutes, call the Secretary. **Do not call the school office and leave a message.**
4. All substitutes must be secured by the Administration.

An employee who is unable to report for work due to any personal illness or injury is expected to aid the recovery process in every way possible and to report back to work as soon as his/her physical condition permits. The Academy reserves the right, prior to the employee's return, to request a statement that the employee is fit to work. This statement must be issued from a doctor's office and attest that the employee is well enough to assume his/her full job responsibilities.

Full-time Employees:

Full-time employees are permitted six (6) personal days with pay per contract year. These six (6) days must be taken in either full-day or half-day increments. Less than three hours constitutes a half-day. More than three hours is a whole day. When all six (6) personal days have been exhausted, the

employee will be docked at their regular rate for each additional half-day absence. Personal days are not cumulative from one year to the next. Any personal day(s) not used by the end of the contract period will be credited on the final paycheck.

Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job related purposes, shall be treated the same as disabilities caused by or contributed to by other medical conditions.

Every effort must be made on the part of the employee to give notice of absence in time for a substitute to be secured. All absence other than that which is due to illness or emergency must receive prior approval from the administration.

Employees will be granted leave with pay for jury duty. When summoned for jury duty, the employee must immediately report such summons to the Headmaster.

The employee will be excused with pay for a court appearance when subpoenaed as a witness in a school-related matter. This leave does not apply to court cases involving the employee's personal business.

Part-time Employees:

Part-time employees are not permitted personal days with pay. Part-time employees are paid based only on days present.

Employees will be granted leave with pay for jury duty. When summoned for jury duty, the employee must immediately report such summons to the Headmaster.

Tardiness:

All employees are expected to arrive to work in a timely manner, as punctuality is very important in relation to the responsibilities of maintaining an organized and orderly atmosphere that is conducive to learning. Moreover, the teacher must understand his/her responsibilities for conveying good and respectable leadership skills that students will emulate as well. Set your home clocks and school clocks by school time so that you will be on time to work, enrichment classes, lunch, etc.

All full-time employees must be present for devotions or assigned morning duty at 7:30 a.m. Punctuality is very important. If an employee exhibits consistent habits of not arriving in a timely manner, then the employee will have to meet with the Headmaster. Record will be kept in the employee's permanent file for reference upon contract termination or renewal.

All part-time employees must be present for their assigned responsibilities as outlined in their contracts. Time sheets must be turned in to the Business Manager on the last school day of the month or the employee will not be paid. Part-time employees will be paid on the 15th, following the month the work was done. Time sheets should not be taken from the school office.

CHAIN OF COMMAND

1. The church elders are the final authorities on all church matters.
2. The School Administrative Council is appointed by the church to assist and advise the Headmaster of the school and to be certain that the best interests of the church are maintained in all school activities. They assist in establishing all major policies of the school.
3. The Headmaster of Oak Ridge Christian Academy directs all activities and personnel, including teachers, office staff, and part-time employees.
4. The teachers are in charge of the classrooms and student activities.

DRESS CODE

We believe that a person's appearance is an important tool as an effective Christian witness. All Christian school faculty/staff must be constantly aware of their importance as a Christian role model for students and their families. A faculty/staff member's appearance should reflect the idea that learning is important enough to call for precision and neatness in dress. No clothing should be excessively loose or tight fitting.

Female Faculty/Staff Guidelines:

- ◆ Modest dresses, skirts, blouses and/or sweaters, and slacks or pantsuits are allowed. Blouses and dresses should be fashioned and properly buttoned to modestly cover the bust. Dress/skirt length should be no more than 2" above the knee.
- ◆ Hairstyles should be neat, clean, and becoming.
- ◆ Capri outfits that are modest and loose fitting may be worn.
- ◆ Dresses or skirts must be worn on Chapel days, Orientation and Preview Nights.*
- ◆ Nice, tailored short outfits* are allowed, if worn with panty hose* and not more than 3" above the knee.
- ◆ Jeans* are considered *inappropriate*, except on designated "Jeans Day" or field trips. A blazer or the red Oak Ridge Christian Academy uniform shirt **must** be worn with jeans.
- ◆ Sundresses, thin-strap dresses, and tank tops are considered *inappropriate*.
- ◆ Flip-flops or between the toe sandals without a heel are considered *inappropriate*.
- ◆ No T-shirts with a logo, emblem, or writing are allowed.
- ◆ Earrings may **only** be worn in the ear.

*This does not apply to P.E. teachers or the cafeteria staff. They are permitted to wear jeans or shorts at their discretion; however, the length guidelines of no more than 3" above the knee are applicable for shorts.

Male Faculty/Staff Guidelines:

- ◆ Suits or slacks with dress shirts or collared polo shirts are allowed.
- ◆ Shorts are considered *inappropriate*.
- ◆ Jeans* are considered *inappropriate*, except on designated "Jeans Day" or field trips. However, a blazer or the red Oak Ridge Christian Academy uniform shirt **must** be worn with jeans.
- ◆ Flip-flops or between the toe sandals are considered *inappropriate*.
- ◆ No T-shirts with a logo, emblem, or writing is allowed.
- ◆ Earrings may **not** be worn.

*This does not apply to P.E. teachers or the cafeteria staff. They are permitted to wear jeans or shorts at their discretion; however, the length guidelines of no more than 3" above the knee are applicable for shorts.

GRIEVANCE PROCEDURE

Occasionally an employee may feel that a current condition, co-worker, or situation is affecting him/her personally or his/her ability to meet the expectations of The Academy. From time to time, an employee may feel that decisions made or actions taken by the school administration (or other person functioning in a supervisory capacity) are not warranted or are, in some way, unsatisfactory. Grievances (concerns, issues, etc.) are to be handled according to the Matthew 18 principle. Follow these guidelines in appealing to authority:

1. The employee should communicate with his/her immediate supervisor. Other people should not become involved in the process if they are unable to resolve the problem. See if the issue can be clarified or addressed at that level.
2. If the issue cannot be satisfactorily addressed or clarified at that level, the employee is encouraged and welcomed to make an appointment with the Headmaster.
3. The administrator will check to see if the first step has been followed. If not, the Headmaster will either refer the staff member back to the supervisor or determine whether or not there is a compelling reason to set aside that part of the process (confidentiality issues, staff children involved, etc.).
4. In extreme cases, the employee may feel that the issue is one that must be brought to the attention of the School Administrative Council or the elders of the church. While there is no penalty for doing so (if the grievance procedure has been followed), the employee is encouraged to understand the role of the School Administrative Council and elders of the church regarding day-to-day operations and personnel issues: authority and responsibility rests with the Headmaster, who in turn, operates within the parameters established by the School Administrative Council and the church elders.

LEAVING CAMPUS

All faculty/staff members who are planning to leave the school campus during the school day **must** notify the school office personnel upon leaving and returning to the campus. Notification must include where he/she may be reached and when he/she will return. Any faculty/staff member desiring to leave the building is responsible for being back in time for the next class.

PUBLIC RELATIONS

It is to our advantage to have and maintain the proper relationship between the school and the community. In our efforts to serve the needs of our youth, our students will be our best resources for good public relations. Our teachers can contribute positively toward establishing proper relations and creating the proper school spirit if they will deal with every student as a living advertisement of the school. We should take pride in our students and always strive to present them at their best. All school employees are expected to practice the following principles in their communication:

1. Refrain from discussing private school problems, school business, or fellow faculty members in such a manner as to create an unfavorable attitude on the part of anyone.
2. Do not discuss one student or teacher with another student nor discuss a student with the parents of another student.
3. Do not allow personal differences to reflect unfavorably upon the work of our school. Neither should personal differences be expressed in an unfavorable manner.

4. Defend and protect our school by believing in its ideals, policies, and contributions, and by constantly striving to improve its services.
5. Make every effort to acquaint our parents with the actual work and achievements of our students through newspapers, bulletins, programs, and other media.
6. Always have a good word for the program, the personnel, and the policies of the school.
7. In contacts with parents always maintain an attitude of courtesy, sincerity, and understanding.

RESPECT FOR OTHERS

All faculty/staff members are to be addressed by their surname preceded by Mr./ Mrs./ Miss/ Ms. by students. In the case of child to parent, it is of great honor and appropriate for a child to refer to their parent as Mother/Mom, or Father/Dad. Students and faculty/staff involved with the Mother's Day Out program may be addressed by their given name preceded by Miss or Mr. When addressing students or in the presence of other students, faculty/staff members should also use the surname when referring to other adults.

Learning to submit to the authority of teachers and other adults is vital to the proper development of a student's relationship with God. Titus 3:1 states, "Remind people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men." Students must learn to submit to the authorities that can be seen if they are to learn to submit to our Heavenly Father. One way for students to exhibit respect and honor for all adults is for all students to **rise slowly and respectfully and stand** (Leviticus 19:32) when any adult enters a classroom and to remain standing until acknowledged. This applies to students in first grade and above.

RISK MANAGEMENT PLAN

All employees are expected to have read the Risk Management Plan. Each employee is responsible to know the Chain of Command and procedures to follow in the case of any kind of emergency. Classroom teachers and staff will participate in drills along with the students. Any adult is expected to oversee children that might in the area in the event of an emergency, whether the children are directly under his/her supervision or not.

In the event of a school closure that needs to be communicated to the parents, teachers need to keep a copy of student and teacher rosters at home and be prepared to call in case of emergency.

STUDENT SUPERVISION

The teacher/student relationship is a very special and unique relationship; it is one that should be treasured and held in high regard. The Academy has been entrusted and authorized with the sacred charge of teaching and training students. Every employee of The Academy should realize the importance of maintaining a respectable and professional relationship between students and their families. As Christian role models and mentors of young students, it is our responsibility to evaluate all situations to ensure the relationship is not compromised in any way and any presence of evil cannot be allowed.

All Academy employees (full and part-time) must follow the following guidelines:

Any activities, which occur after school hours, must be extra-curricular and organized as a class activity with the required amount of adult chaperones and approved by the administration. **NO FACULTY/STAFF MEMBERS SHOULD BE ALONE WITH A STUDENT OUTSIDE OF SCHOOL HOURS WITHOUT THE KNOWLEDGE OF THE HEADMASTER.**

If a teacher of The Academy tutors a student of The Academy, it must be done on the school grounds between the hours of 3:30 p.m. and 4:30 p.m. Any special circumstances must be approved by the Administration.

All children of Academy employees must be in the sanctuary under the supervision of the staff member on duty in the mornings. Children of employees will follow the dismissal procedures of their grade level. After dismissal, they must be under the supervision of their parent or responsible staff person at all times. No children of employees should be on the playground after school without supervision. No children of employees should remain in the office during office hours.

TELEPHONES

There is a telephone in the Teacher Conference Room for faculty use. If you need to make a long distance call for school purposes, ask the office for the long distance code.

Cell phones should be left on silent mode in the classroom and office. Do not take personal calls in the classroom. Wait until your break to respond to the caller.

When you receive personal phone calls at school, a message will be left in your box. Messages will not be delivered to your room except in emergencies.

UNIVERSAL PRECAUTIONS

All staff must use “Universal Precautions procedures” when tending to situations that involve a person’s body fluids. Federal guidelines recommend wearing Latex gloves whenever handling another person’s body fluids. Assume that all body fluids are infectious.

If there is a spill of such fluids (blood, vomit, nasal secretions, urine, feces), use Latex gloves to clean up the spill with paper towels. Make sure you put the paper towels in a plastic bag, remove the gloves (pulling them inside out as you take them off), and let the office know you need a custodian to disinfect the area. Wash your hands immediately if accidental contact with blood or body fluids from anyone occurs.

Avoid punctures from objects that may be contaminated with blood. Never pick up broken glass with your bare hands; always use a dustpan and brush. Dispose of trash that contains sharp objects carefully. Use hard-sided containers that cannot be broken or penetrated by a sharp object rather than plastic bags.

VIDEOS AND FILMS

All videos and films shown in classes must be indicated as a part of the lesson and included in the lesson plan. **The Headmaster must approve PG and PG-13 videos and any other possible controversial film/video.** Under no circumstances should a PG-13 or R-rated film be shown in the elementary grades or an R-rated film shown in junior high or high school.

The parents must sign a permission slip whenever any film with a rating over G is shown.

SECTION III – SCHOOL PROCEDURES

ACCIDENT REPORTS

In the event of any injury to a student or to a faculty/staff member which might be considered serious (any blow to the head, a cut which might require stitches, seizure, unconsciousness, a hard fall, etc.) which takes place during school hours, on the school grounds or during a school sponsored trip, a complete written report should be submitted to the Health Care Provider as soon as possible. The Administrator will review the report before the report is filed in the injured student's file. All potentially hazardous material or equipment should be removed and reported immediately. The Accident Report forms are available in the office.

If an accident is serious enough to call emergency services, call 911 and then let the administration know ASAP. For an accident that does not require emergency services but is more serious than the usual, you can call the Health Care Provider to assess the injury. You can also send the student to the office with another student or staff member if you feel it is necessary. You may want to come yourself if your class can be supervised by another adult. The supervising adult needs to fill out an accident report form as soon as possible for head injuries and any injury that might cause a bruise or open wound that might require additional care. Submit the form to the Health Care Provider as soon as possible. The office will contact the parents if there is a more serious injury, especially a head injury. The Headmaster must see and sign the accident report form before the supervisory staff member leaves the campus. Extended care workers must call the parents and then the Headmaster.

CONFERENCES

Parent/Teacher Conferences are mandatory after the first nine weeks. Conferences are optional in the spring semester. Conferences should always be held in a positive atmosphere. Wisdom must always be coupled with truth. It may be helpful to discuss any problems with the teacher representative or Headmaster. All teachers should be included in the 5th grade and above in the mandatory conferences. The Headmaster may also need to be included if there are more serious academic and/or behavior issues to discuss. Every effort should be made to have a personal conference with the parent(s) of every student; only as a last resort are phone conferences allowed. However, a parent may call at anytime to request a conference with a teacher should circumstances arise. Conferences should be conducted in the following manner:

- ◆ Gather samples of the student's work and have available to show parents
- ◆ Begin every conference with prayer
- ◆ Document as much as possible what needs to be conveyed
- ◆ Complete the *Parent/Teacher Conference Form* immediately following the conference and submit it to the Administrator, so that it can be reviewed and then filed in the student file.

A *Parent/Teacher Conference Form* should be completed and forwarded to the Headmaster anytime a teacher is contacted by the parent regarding a student's academic or behavioral problems. These forms are kept in the student's file and provide beneficial reference information should a problem persist.

END OF THE YEAR ACTIVITIES

The end of the school year is a very exciting time for students and faculty as it brings closure to the school year. Classes are allowed to schedule fun activities during the last week of school. Please follow the procedure for Field Trips in seeking approval from the Headmaster.

Students may be excluded from attending the End Of Year trip in the following instances:

- ◆ The student is failing two or more core subjects
- ◆ The student has 10 or more accumulated demerits
- ◆ The student has been absent 10% or more of the school year
- ◆ The family has an outstanding balance on their account

EXTRACURRICULAR RESPONSIBILITIES

Some teachers will be asked to sponsor events. When the students building is used for after school functions, the sponsor is to see that the building is secure and that all the students have departed before he/she leaves.

FIELD TRIPS

Field trips are an important avenue of learning for a student. Field trips should be educational in content and complement the subject being learned; however, an occasional field trip just for entertainment or enjoyment is allowed. Absences of students are not to be excused simply because they do not want to go. Proper preparation is of the essence. When planning a field trip, please observe the following:

1. Submit a *Field Trip Authorization Form* to the Headmaster prior to notifying the parents or students of any plans.
2. Provide parents with ample notification of all details regarding the field trip.
3. Teachers are responsible for scheduling all field trips including costs, directions, and transportation. The cost per student should include all costs of necessary chaperones. Parents that are designated chaperones should not pay for a field trip and neither should The Academy incur the expense. Inform the Business Manager of the cost for each child and the family will be invoiced. You are not required to collect money from the students.
4. All grades should have a ratio of 1 adult chaperone/4 students. The teacher should not be responsible for four students. They should be overseeing the entire class. A chaperone must be able to transport at least three students in their vehicle. Parents that have to bring other young children on field trips cannot be considered a chaperone, since their full attention cannot be directed to Academy students.
5. The number of students riding in a car must not exceed the number of seat belts available for their use. Seat belts must be used. Car seats must be used according to state guidelines.
6. For Pre-K through 4th grade, if a teacher must drive, another adult must accompany that teacher in his/her vehicle.
7. Each teacher must keep a file with copies of his/her students' *Authorization for Activities* for use on field trips throughout the school year. Teachers are responsible for obtaining these copies at least one day before the field trip.

8. If a check will be needed to pay for the field trip, notify the Business Manager at least one day prior to the scheduled event. If cash is needed, give at least two days notice, as a trip to the bank will be necessary.
9. Head count before - during - and after!
10. A thank you note should be sent to the place visited.
11. Teachers must attend the field trip to oversee all activities. In the event of the teacher's absence, the field trip may be rescheduled, or the Headmaster may assign another staff member to replace the teacher.

MAINTENANCE REQUESTS

Repairs of an emergency or immediate nature need to be reported to the office as soon as possible. Maintenance requests should be submitted to the Headmaster for all other repairs or maintenance.

NOTES TO PARENTS

All notes and letters to parents must be approved by the Headmaster. Always remember to sign your name.

OUTSIDE SAFETY GUIDELINES

1. Teachers should take the whole class to the restroom and to get a drink either at the beginning or end of recess. The students should only go to the restroom during recess if urgently necessary and then only one at a time. Recess is not to be combined with snack time.
2. No more than two classes should be on the playground during recess. The P.E. classes have priority for location on the playground.
3. During recess, never leave students unattended. Teachers/supervisors should arrange themselves so that all viewpoints of the area being used for recess are watched. The teachers may need to move to opposite sides of the area in order to see all of the children. Teachers should have their attention on the children who are playing and not on a conversation with other adults or individual students.
4. All students should be supervised during transitions to and from your destination as well as when you reach your destination. NEVER leave students unattended.
5. Students should eat in their designated area during snack time. Be aware of other classes and be quiet. Dispose of all trash before entering the playground or foyer. Each teacher is to bring a trash can out for snack time and take it back into the room after snack time.
6. Always supervise your class as they go out on the portico or through the foyer or while waiting in line for the restroom or water fountain. Make sure the foyer doors are closed at all times. Observe quiet zones.
7. **Shoes must be worn at all times, i.e. before, during and after school.** Students should clean their shoes before entering the buildings.

8. Pick up all playground equipment before leaving the playground. Check that everything is picked up at the end of the day.
9. Only pre-kindergarten, kindergarten, and first grade students are allowed on the pre-k playground. These students may eat their snacks on the playground, but should dispose of all trash before leaving.
10. The pre-k playground may be used during extended care under the supervision of the extended care supervisor.
11. Only 30 or fewer students need to be on the pre-k playground at one time.
12. The pre-kindergarten and kindergarten students may not use the monkey bars on the large fort in the pre-kindergarten playground. Use your judgment with older students.
13. When parents come to eat lunch with their children, the students may invite one guest to eat outside with them. No one is allowed on either playground until the teacher and the rest of the class come out from lunch. Siblings must be supervised by the parent.

RECORD KEEPING

The teacher is responsible for keeping accurate records for attendance, grades, discipline problems, and dress code violations. These records are considered personal and private and must be kept in a secure place, which is not accessible by other students or parents.

Attendance:

All classes should be in the sanctuary by 8:00 a.m. Any student not present in the sanctuary at **8:00 a.m.** is considered tardy or absent. Each teacher must take attendance at the beginning of each day.

Absences - The day a student returns from an absence, he/she should have a permit to return to class from the office. The teacher should send the student back to the office for a permit.

Tardies - Should a student arrive after **8:00 a.m.** the student **MUST** come to the office to receive a *Class Admittance Slip*. No late students should be allowed into class without first reporting to the office.

REIMBURSEMENT FOR EXPENSES

Any purchase of learning aids or equipment that a faculty/staff member would like to make must **HAVE PRIOR APPROVAL** from the Business Manager and/or Headmaster, if the faculty/staff member desires to be reimbursed for the expenditure. No reimbursement will be made for expenditures that are made without approval. These expenditures will be considered an expense for a faculty/staff member's personal inventory.

To receive reimbursement, a *Check Request Form* must be completed and signed by the Headmaster with the receipt for the expenditure attached. No reimbursement will be made for sales tax. Any item a faculty/staff member is reimbursed for becomes the property of The Academy.

(Note: Oak Ridge Christian Academy is a non-profit 501(c)(3) organization; therefore, we are not required to pay sales tax so when making purchases please ask for a *Tax Exempt Letter* to submit to the retailer).

RISK MANAGEMENT PLAN

Each teacher has a copy of the risk management plan for Oak Ridge Christian Academy in a red folder in the classroom. Teachers should be familiar with all the emergency drills and lead the students properly in the different procedures for each drill. The teacher and students should treat the emergency drills as actual emergencies.

Drills are an effective tool in familiarizing faculty/staff and students with the procedures for a safe evacuation in the event of an emergency. All faculty/staff must remain calm. The students will depend upon the teachers for reassurance and support. Note: REFER TO THE RISK MANAGEMENT PLAN FOR SPECIFIC GUIDELINES ON PROCEDURES FOR ALL EMERGENCY DRILLS.

Fire Drills:

Fire drills will be held on a regular basis. All faculty/staff should be thoroughly familiar with the evacuation procedures. A fire evacuation route should be posted in each classroom in an area that is clearly visible and near the exit.

The alarm will sound with one long blast. The teachers should direct the students to their designated safety area. The students should walk in an orderly manner with no talking, running, or horseplay. Teachers check roll and inform the Administrator of any missing students. The Administrator will dismiss the classes verbally or with another long blast from the air horn.

Shelter in Place Drills:

In the event of a tornado warning or a chemical spill, a series of three short rings for a total of nine in a series will be sounded. This drill may also be used for a suspicious person on campus or there may be a coded announcement. The doors to the rooms should be locked, if possible. Teachers should lead the students to their designated safety area. Everyone should face the wall, covering their heads with their arms in order to avoid the possibility of head injuries from flying debris.

SCHEDULE CHANGES

If a teacher feels the school schedule for his/her classroom presents difficult learning time constraints, the teacher should arrange to meet with the Headmaster to discuss possibilities for changes. No teacher should change the schedule without approval from the Administrator. The Headmaster will notify teachers of any changes.

WITHDRAWAL

When a student withdraws from The Academy, the teacher will be notified by the Administration. No books or curriculum should be released to the student until the teacher has been notified by the Administration, since all accounts must be settled prior to release. Once released, a student is entitled to all of their personal supplies and consumable workbooks. No other materials including hardcover books or test booklets are to be released since these are the property of The Academy.

SECTION IV – TEACHER RESPONSIBILITIES

CERTIFICATION REQUIREMENTS

Teachers who are non-certified in their primary teaching field are required to enroll in an alternative certification program within the first semester of employment. This will include an approved schedule for completion of certification deficiencies. No reimbursement will be made for coursework or testing required to complete certification. The teacher is expected to keep the Headmaster updated as to progress in the certification process. Failure to comply with this requirement may result in the teacher not being renewed the following school year.

CHAPEL

The chapel set-up form must be turned in to the Headmaster at least a week in advance. You may schedule practices after notifying the Headmaster. After the practices and actual performances, please put all equipment back into its original location. If you need assistance, alert the office staff. Show respect for and honor the church's sanctuary. Teach the students not to run in the chapel or get on the platform without permission. Students should sit up straight and be on their best behavior.

Classroom flags should be brought to the chapel when you are responsible for chapel. The person holding the flag should have both hands on the flag and the person holding the Bible uses both hands. Since they are leading the pledges, they do not put their hands over their hearts. Help the new students understand the routine: pledges, then prayer, and then usually singing and they remain standing during that time. Remind them about not wearing jackets or coats in chapel. Also, instruct the students not to lean their heads back on the chairs.

CLASSROOM APPEARANCE

The teacher must maintain a clean, attractive, and well-organized classroom. The room should be decorated in an appealing manner, which complements the grade level/subjects that are taught throughout the school year. Keep the walls clean and do not write directly on walls or doors. Neatness and eye appeal should always be a priority. Use staples or pushpins to attach posters and bulletin board paper to walls.

The bulletin boards inside the classroom are the responsibility of the classroom teacher. Boards should be changed regularly. Wall hangings should always be neat with all four corners anchored so there are no flapping or curled papers. All displays must follow ORCA spiritual guidelines with a focus on Christ. **Any materials that are of a controversial or offensive nature should not be used. This includes materials regarding Halloween, Santa Claus, Easter Bunnies, or St. Patrick's Day.**

CARE OF ROOM AND FACILITIES

All loose papers, projects, books, etc. should be cleared from the desktop at the end of the day. The grade book, tests, and student work should be secured in a locked cabinet or drawer each night. If your classroom is shared with the church, do not leave equipment, personal belongings, items belonging to individual children, etc., in the room on Wednesdays and Fridays. All staff should encourage children to pick up any trash in their classrooms, the foyer, in the cafeteria, or on the playground. Teachers with

lockers in the classroom must monitor the lockers for neatness. There should not be an accumulation of paper in the lockers; books and binders should always be stacked neatly.

Teachers only should be in the Work Room between the pre-k rooms. There you have access to the die cut machine, small paper cutter, construction paper, border, posters, games, art supplies, dry erase markers, etc. Keep the door locked.

All maintenance and supply closets are to be kept locked and are for teacher use only.

The Academy provides tape, staples, paper clips, manila folders, hanging file folders, forms, first aid, sanitary supplies, etc. Request forms are available in the office.

Check your thermostats and make sure to lock your door daily. If any doors are unlocked when you arrive, let the Headmaster know.

1. Lights should be turned out upon leaving the room.
2. Candles must never be burned in any building on campus.
3. Children's coats, sweaters, etc., should be hung properly.
4. If you go through a locked door, lock it back.
5. Playground equipment should be put up at the end of recess.
6. Nothing should be left on the portico.
7. Return cleaning supplies to the proper place.
8. Turn in requests as needed, and do not "hoard" supplies.
9. Rooms should be kept neat at all times.
10. No food should be kept in the room.
11. Close and lock all doors at the end of the day.
12. Prevent unsightly accumulation of books and papers on desks, bookshelves, file cabinets, etc.
13. Do not put liquids, heavy, and/or sharp items in trash bags.
14. Keep staples and paperclips from the floor.
15. Do not put tape on the doors or walls.
16. Use push pins and staples on the walls.

CLASS MANAGEMENT AND ORGANIZATION

The teacher is the most important influence in establishing the climate in the classroom. The guidance-minded teacher organizes the classroom in ways that permit each child to feel a sense of worth and self-respect. As the children feel the teacher's acceptance, they are able to be friendly and supportive of one another.

Punctuality is contagious; be prompt in meeting all classes. Students should leave the room in an orderly fashion at the dismissal time. They should enter the class in the same manner. In order to maintain proper control at these times, teachers should be aware of the conduct in the hallways as well as in the classroom.

It is the goal that teachers never leave the classroom unattended. However, if an emergency should necessitate the teacher leaving the room, the teacher should make every effort to have another teacher cover the class until the teacher returns.

Allowing students to leave during class time is strongly discouraged and is to be confined to personal necessities only and these should be of an emergency nature.

Classes should not be dismissed early, and students should not be allowed to stand in and around the doorway waiting to be dismissed.

No students should be sent outside the room as punishment.

Lower School teachers are to accompany their students to and from enrichment classes, lunch, etc.

CONFIDENTIALITY

Maintain a close, professional, and working relationship with parents. Keep any information regarding a student or parent strictly confidential at all times. Information from a student's file as well as information shared with a teacher by the Administrator, for example, classroom activities, grades, standardized testing scores, behavioral activities, etc., shall be kept in strict confidence. **Please use the highest degree of professionalism and discernment when discussing one of your students or when discussing any subject regarding The Academy.**

In keeping with the above policy, parents should not be allowed into the classroom during instruction/lesson time without prior approval from the Administration.

CURRICULUM

All curriculum guides and keys are the property of The Academy and should remain on campus. In the event of a teacher absence, the materials need to be utilized by a substitute teacher. All Teacher Keys and copies of tests and quizzes should be in a secure location, which cannot be accessed by students.

All supplementary reading materials **MUST** be reviewed and approved by the Headmaster to ensure it is in keeping with the Christian school philosophy.

Teachers must use the tests, quizzes, and worksheets that are provided by the curriculum publishers; no other materials can be used in lieu of the specified curriculum tests and quizzes; however, these may be complemented with additional information learned in class. **The Headmaster must approve any deviation from the prescribed curriculum.**

BEHAVIOR

We insist upon respect between the students and the teachers. To accomplish this, our class routines and school rules must be well defined. Good discipline is an integral part of learning, and it does enhance self-esteem. Teachers should model Christ-like behavior; therefore, when a student is disciplined a teacher should never yell at a student, grab a student, or act aggressively toward a student. All discipline should be done in the admonition of the Lord.

- a. Treat your students with consideration: remember that you and your conduct may influence their future attitudes.
- b. Be friendly, but be firm. Appeal to their sense of fair play.

- c. Discover the student's problems, if you can. If you know his/her background, you may be better able to help him/her.
- d. Gain his/her confidence and respect.
- e. Correct students privately and never humiliate or intimidate in him/her in front of classmates.
- f. Never curse or use inappropriate language in front of your students. Always maintain control.
- g. Teachers should never use "pop" quizzes to punish the entire class.
- h. Be consistent.

Minor Infractions:

Follow the guidelines in the Conduct section of the Student/Parent Handbook. Typically, the teacher will confer with the student to correct actions or attitudes. The parents will not be contacted unless the teacher's corrective action has proven unsuccessful.

If a student fails to respond to the teacher's correction, the student may be referred to the office for counsel. A student will be called to the office after the teacher sends a disciplinary action form explaining the problem.

Major Infractions:

The Headmaster will be responsible for handling major infractions. The faculty or staff member witnessing or becoming aware of infractions will document the infraction in writing or verbal conversation with the school administration.

DOCTRINAL ISSUES

The Academy seeks to present the great redemptive themes and principles of Christianity as revealed in the Holy Scriptures. The Bibles used in class should be the New American Standard, New International Version, or the King James Version. Teachers are admonished to teach no other doctrine, and to avoid fables and stories that could deceive.

Teachers have the responsibility to teach the truth to their students. The absolutes in Scripture become the absolutes in the classroom. Teachers are not to use the classroom as a forum to expound on personal beliefs or agendas.

Teachers are to avoid debatable topics such as a family's belief or participation in Santa Claus, tooth fairies, Halloween, Easter eggs, etc.

GENERAL RESPONSIBILITIES

1. Teach classes as assigned, following the prescribed scope and sequence as scheduled by the curriculum guides or the administration.
2. Integrate biblical principles throughout the curriculum and activities.
3. Keep proper discipline in the classroom and on the school premises for an environment conducive to learning.
4. Plan programs of study that, as much as possible, meet the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
5. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
6. Seek the counsel of the Headmaster, colleagues, and parents while maintaining a teachable attitude.

GRADES

Teachers are to maintain regular and accurate attendance and grade reports to meet the demands for a comprehensive knowledge of each student's progress. Depending on the grade level and teacher's assignment, contents may include the following: attendance, conduct grade, class rolls, grades and assignments, record of books issued, or record of lockers issued. Teachers should include the formula for weighting the grades. **Grades are confidential and should not be shown to anyone.**

GRADING PROCEDURES

Grades are personal records that should be handled in a confidential manner; therefore, parents are not permitted to grade student papers. Papers or tests must be graded and recorded in a timely manner; such activities are to be performed only by the teacher. Tests must be graded within one school week. Homework/daily work must be graded within two school days. Major papers or projects must be graded within two school weeks. All grades must be recorded by the teacher in a timely fashion.

Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates. A student's grade should never be lowered because of a discipline problem.

Daily Grades:

All teachers must keep at least one or two grades weekly for each subject. Students not completing work should receive homework offenses. All work must be made up to the same level of expectation granted to other students.

If class participation is counted as part of this grade, the teacher must be able to provide a clear explanation of how this grade is determined.

No incomplete (I) grade will appear on a student's report card or progress report unless approved by the Headmaster. The student cannot receive credit for the course unless the work is completed within a designated time.

Exams:

Students in grades 5-6 take nine weeks' exams and Upper School students take semester final exams. These exams are summative in nature and comprehensively cover the facts, skills, and concepts covered during the semester. During the exams the teacher is responsible for providing the most conducive environment for performance. Begin the test promptly. Students who finish early should be encouraged to review their answers before turning them in. Those who finish early are to remain in place and be silent—no talking, whispering, or circulating through the room. The Headmaster will review all exams after they are graded and before students have been informed of the grades.

Failing Grades:

The teacher must inform the Headmaster, prior to the parents, regarding an "F" on a student's report card or progress report. The student's name and grade in the failing subject should be posted on a list and submitted to the Headmaster.

It is the teacher's responsibility to have previously informed the parents (in writing or a phone call) that their student's grade has reached a failure level or the grade declines a full letter grade.

Make-up Assignments:

Students will be permitted to make up work missed due to an excused absence. Students are allowed one to two days for each absence to complete the work; however, the completion period cannot exceed two weeks.

Consideration should be given to time and circumstances regarding the assignment when a teacher determines whether one or two days per absence will be allotted for completion. Assigned make-up work not completed within this designated time limit will be assigned a zero grade. Scheduled assignments, including tests, are due on the day the student returns to class unless a previous arrangement has been made with the teacher.

Students will not be allowed to receive credit for work missed due to an unexcused absence. The student must complete the work missed, so the student will not fall behind in their studies; however, if the student fails to complete the work the teacher should discuss the matter with the Administrator to determine a consequence. Unexcused absences contribute to the maximum amount of days missed. The student will be penalized by being assigned a zero grade for work that is due or done the day of the unexcused absence.

Progress Reports:

The intent of the progress report is to notify parents of difficulties or the achieved success of a student in their academic or conduct assessment. Contact with the parents is essential and required.

All students will receive Progress Reports at the end of each nine weeks. Progress Reports will be sent out according to the dates outlined in the school year calendar.

All progress reports must be submitted to the Headmaster for review. The original form will be sent to parents and the copy placed in the student file. No student can receive a score greater than 100% on progress reports.

Report Cards:

The report card is the official grade transcript for a student and should be handled in a confidential manner. The homeroom teacher is responsible for accurately completing the report card. **All report cards must be submitted to the Headmaster for review.**

No student can receive a score greater than 100% on a report card. The comment section must be completed for each quarter. Report cards will be sent out according to the dates outlined in the school year calendar. Teachers must collect the report cards from the students after the parents have signed the card and return the cards to the office.

For students in grades 1st through 3rd, a numeric grade will be recorded in all core classes and in Music, Computer, and P.E. and Art. In other enrichment subjects, a conduct grade will be recorded. Students in 4th Grade and above will receive a numeric average or letter grade for all classes. Students in Pre-K and Kindergarten receive conduct grades for music, computer, and P.E.

GUEST SPEAKERS

All guest speakers must be approved by the Headmaster before being invited to the school for chapel or to a class.

HOMEWORK

We believe that meaningful home study is a necessary part of each student's educational program, and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

The completion of homework assignments should be recorded by the teacher and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care must be taken, though, not to take away from the family unit by too much homework. Family communication and togetherness must be a priority.

IN-SERVICE

The purpose of in-service is to provide additional training and encouragement to the classroom teacher. The Academy is committed to the spiritual growth and professional development of its faculty. Each teacher should be personally dedicated to striving for excellence, by the help of the Holy Spirit, both personally and professionally, for God's glory. Periodically, there will be days set aside within the schedule when classes will be suspended and in-service training will be provided for the faculty. Attendance by all full-time teachers is required.

OFFICE CORRESPONDENCE

It is imperative that all teachers check their box in the office at least once daily. Campus mail envelopes will be delivered to each classroom in the afternoon. Teachers should have their envelope ready for pick up and should check the afternoon envelope for notes to go home, extended care notification, car pool notes, etc.

LESSON PLANS

Plan broadly through the use of semester and quarter plans and objectives. Weekly lesson plans should be readily viewable by the Headmaster by Monday morning of each week.

A substitute folder should be easily available on the teacher's desk. Daily plans are to be clear, legible, and available for a substitute's use. The substitute folder should include class seating charts, schedules, student monitors, and any other pertinent information, such as a transcribing key for any acronyms or abbreviations used in lesson planning.

PROFESSIONAL DEVELOPMENT

The call of being an educator necessitates that the role of being educated never ceases; therefore, the teacher will participate in continuing education either through collegiate courses or certified continuing education courses equivalent to three semester hours per school year, or the recommended reading and report criteria established by the Administration.

If a teacher chooses the read and report criteria, then three selections per school year must come from the Oak Ridge Christian Academy Recommended Faculty Reading list and a written report must be submitted to the administrator. All continuing education must be completed prior to the beginning of the next school year.

SCHEDULE

Follow the school schedule as determined by the Administration. Punctuality is very important. No changes should be made to the schedule, unless approved by the Headmaster.

SCHOOL-WIDE PROGRAMS

The teacher must be available to assist in all school-wide programs, such as the musicals, Preview Nights, etc. It is mandatory that faculty/staff members attend all school functions unless approved for absence in advance by the Headmaster.

STUDENT SUPERVISION

The teacher must remain with the students at all times unless another adult is supervising. Teachers should not grade papers or talk to other teachers when supervising students on the playground. If more than one class is present on the playground, teachers should be in separate positions to ensure that all children are being supervised.

SUBSTITUTE PLANS

Teachers should have an updated substitute folder and lesson plans available in the classroom for the substitute. Teachers need to convey any schedule and/or lesson plan revisions to the administrator or secretary when making the request for a substitute.

Each teacher is to prepare a substitute folder which includes the following information. This folder must be kept current and available at all times in the office

- Class Roll
- Seating Chart
- Classroom Rules
- Classroom Management – (discipline plan, restroom procedures, end of the day and carline procedures)
- Class Schedule
- Class Routines
- Activity Sheet, review pages, book to read, color sheets, etc., for extra work
- Notice of any students with special needs (ex: ADD meds, allergies)

- Location of Lesson Plans & Teacher Manuals
- Location of Teaching Aids
- Key to decode abbreviations on lesson plans
- Location of supplies
- Individual students' needs – medical, academic, procedural
- Pledges to flags and Bible
- List of helpful students
- Optional – If you know in advance that you are going to be out, you may want to put a snack and thank you note for your substitute.

Note: The substitutes receive a folder with information from the handbook regarding basic procedures such as attendance, campus safety guidelines, discipline guidelines, fire drills, etc. Also, they will have a name tag with their name and the teacher for whom they are substituting.

TEACHER EVALUATION POLICY

All teachers will be observed during the school year for the purpose of positive assessment of the teacher's performance. This is done with a view toward mature growth. The teacher will meet with the Administrator to review the evaluation, which becomes part of a teacher's personnel file.

Evaluation is the process of assessing teacher effectiveness during a given period of time for the purpose of improving instruction. The process provides pertinent data to be used for administrative decision-making related to reappointment, termination, reassignment, or promotion of professional staff.

1. The performance of all teachers who are in the first year of employment at The Academy shall be evaluated in writing at least two times during the school year.
2. There shall be an annual formal evaluation of the performance of all teachers who have been employed at The Academy for more than one year.
3. A narrative evaluation format may be used at the discretion of the supervising administration for teachers who have been employed at The Academy more than three years.
4. All evaluation statements and ratings shall be treated as confidential.
5. Complaints by students, parents, or fellow staff members directed toward a professional teacher shall not become a part of the teacher's personnel file.
6. Academy policy provides for an appeals process for employees who are dismissed.

Classroom Observations of Other Teachers:

As part of the evaluation process, the Headmaster may require teachers to conduct classroom observations of other teachers. This will be done to improve instruction in the classroom as needed.

Formal Observations:

Formal observations for evaluation shall be made in person for a minimum of 30 consecutive minutes or an entire lesson presentation. The evaluator shall also conduct unannounced visits to the classroom for the purpose of gathering data related to evaluation, with improvement of instruction as the primary goal.

Within one week after a formal observation, the evaluator shall have a conference with the teacher. Both the evaluator and the teacher shall sign the evaluation as evidence that the teacher has seen the written evaluation and discussed it with the evaluator. Such signature does not indicate agreement or disagreement with the contents of the evaluation. Should the teacher disagree with the evaluation as

written, he/she may write a statement of rebuttal, which shall be attached to the evaluation. This must be done within one week of the aforementioned conference.

Narrative Format:

The narrative format must include comments based on the teacher’s classroom performance. The comments must be based on several unannounced visits to the classroom for the purpose of gathering data related to evaluation, with the improvement of instruction as the primary goal.

At the discretion of the supervising administrator, the second evaluation for teachers in their first year of employment with ORCA may use the narrative format.

Probation:

When any staff member’s performance is found to be unsatisfactory, a probationary period shall be established which shall continue until the time for reissuing of the yearly contract, or until such time as the teacher may be dismissed. Typically, any teacher placed on probation during the school year will have performance reviews and recommendations finalized prior to May 15th.

The teacher placed on probation shall be duly notified in writing of the areas of work which are deficient, including the condition of the probation. A professional growth plan, indicating areas of weakness, objectives for improvement, and expected dates of achievement shall be developed by both the evaluator and teacher. A copy will be given to the teacher, and a copy will be placed in the personnel file.

TEACHER REPRESENTATIVES

The teacher representatives are appointed by the Headmaster for the Grammar, Dialectic, and Rhetoric grade levels. They meet weekly with the Headmaster. Their responsibilities include the following:

- Communicate information to the other teachers.
- Bring ideas, questions, and topics for discussion to the administrator from other teachers.
- Answer other teachers’ questions.
- Serve as mentor teachers for new teachers.
- Help with scheduling and planning events and activities.
- Assist in formulating guidelines for their areas of responsibility.

LOWER SCHOOL CLASSROOM TEACHER JOB DESCRIPTION

Position Purpose: The teacher shall prayerfully help the students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

FLSA Classification: Exempt

Reports to: Headmaster

Date Modified: August 2009

Essential Functions:

- Teach classes as assigned, following the prescribed scope and sequence as scheduled by the curriculum or administration.
- Integrate Biblical principles throughout the curriculum and activities
- Maintain an atmosphere conducive to academic learning and spiritual growth.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Plan a program of study that challenges each student to do his/her best work.
- Keep proper discipline in the classroom for an environment conducive to learning.
- Utilize organizational skills for maintaining a class schedule.
- Maintain a clean, attractive, and well-ordered classroom.
- Prepare lesson plans weekly for each assigned class.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Use homework effectively for drill, review, enrichment, or project work.
- Prepare quizzes, tests, and exams, as well as other forms of evaluating the progress of the students.
- Maintain a classroom inventory of books, curriculum notebooks, teaching aids, and teacher's editions.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- Document parent-teacher conferences and give a copy to the administrator.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Prepare adequate information and materials for a substitute teacher.
- Supervise students in the buildings and on the playground, ensuring their safety and security.

Other Responsibilities:

- Read the Faculty-Staff and Student-Parent Handbooks.
- Cooperate with the Administration in implementing and following all policies, procedures, and directives governing the operation of the school.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Enforce school rules.

- Seek the counsel of the Headmaster, colleagues, and parents while maintaining a teachable attitude.
- Assist with extra-curricular and fundraising activities.
- Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Be prompt in attending and participating in scheduled devotional, in-service, retreats, committee meetings, faculty meetings, school events, duty, and parent teacher fellowships.
- Review and follow the Risk Management Plan.
- Know the procedures for dealing with issues of an emergency and medical nature.
- Receive training to be certified in First Aid/CPR.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Assist with morning and afternoon carline duty.
- Be responsible for scheduled chapels by preparing a performance or securing a speaker.

Qualifications:

- Bachelor's Degree in Elementary Education
- Texas certification in elementary education

Physical Requirements and Work Environment:

- Works in standard classroom conditions and climate and also outside in a variety of weather conditions.
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

Spiritual, Personal, and Professional Characteristics of Academy Employees:

- Be in whole-hearted agreement with the Statement of Faith of The Academy.
- Be in whole-hearted agreement with the Statement of Christian Lifestyle.
- Articulate a strong, clear Christian testimony of having received Jesus Christ as his/her personal Savior.
- Be a mature Christian role model in attitude, speech, and actions toward others.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a member in good standing at a local evangelical church, which has a Statement of Faith in agreement with The Academy.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Respectfully submit and be loyal to constituted authority.
- Exhibit good verbal and written communication skills.
- Possess disciplined time management skills.
- Use integrity in dealing with confidential parent/student information.
- Demonstrate a spirit of dedication, commitment, and flexibility in regards to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.

UPPER SCHOOL CLASSROOM TEACHER JOB DESCRIPTION

Position Purpose: The teacher shall prayerfully help the students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

FLSA Classification: Exempt

Reports to: Headmaster

Date Modified: May 2006

Essential Functions:

- Teach classes as assigned, following the prescribed scope and sequence as scheduled by the curriculum or administration.
- Integrate Biblical principles throughout the curriculum and activities
- Maintain an atmosphere conducive to academic learning and spiritual growth.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Plan a program of study that challenges each student to do his/her best work.
- Keep proper discipline in the classroom for an environment conducive to learning.
- Utilize organizational skills for maintaining a class schedule.
- Maintain a clean, attractive, and well-ordered classroom.
- Prepare lesson plans weekly for each assigned class.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Use homework effectively for drill, review, enrichment, or project work.
- Prepare quizzes, tests, and exams, as well as other forms of evaluating the progress of the students.
- Maintain a classroom inventory of books, curriculum notebooks, teaching aids, and teacher's editions.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- Document parent-teacher conferences and give a copy to the administrator.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Prepare adequate information and materials for a substitute teacher.
- Supervise students in the buildings and on the playground, ensuring their safety and security.

Other Responsibilities:

- Read the Faculty-Staff and Student-Parent Handbooks.
- Cooperate with the Administration in implementing and following all policies, procedures, and directives governing the operation of the school.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Enforce school rules.

- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
- Assist with extra-curricular and fundraising activities.
- Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Be prompt in attending and participating in scheduled devotional, in-service, retreats, committee meetings, faculty meetings, school events, duty, and parent teacher fellowships.
- Review and follow the Risk Management Plan.
- Know the procedures for dealing with issues of an emergency and medical nature.
- Receive training to be certified in First Aid/CPR.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Assist with morning and afternoon carline duty.
- Be responsible for scheduled chapels by preparing a performance or securing a speaker.

Qualifications:

- Bachelor's Degree with at least 24 hours in the area(s) in which they teach
- Texas teacher's certification

Physical Requirements and Work Environment:

- Works in standard classroom conditions and climate and also outside in a variety of weather conditions
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

Spiritual, Personal, and Professional Characteristics of ORCA Employees:

- Be in whole-hearted agreement with the Statement of Faith of The Academy.
- Be in whole-hearted agreement with the Statement of Christian Lifestyle.
- Articulate a strong, clear Christian testimony of having received Jesus Christ as his/her personal Savior.
- Be a mature Christian role model in attitude, speech, and actions toward others.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a member in good standing at a local evangelical church, which has a Statement of Faith in agreement with The Academy.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
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- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.