

**FACULTY & STAFF MANUAL**  
**Anderson Christian School**  
**4523 Liberty Highway**  
**Anderson, SC 29621**

**SCHOOL MOTTO**

”And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus. Giving thanks to God the Father through Him.” Colossians 3:17

**The contents of this manual are to supplement the “Student/Parent Handbook” and “Provisions provided in ACS Contract.” In addition to a working knowledge of the Student Handbook, each faculty & staff member is responsible to review this manual prior to the beginning of school.**

**Each faculty member is considered to be a professional in the field of teaching. The purpose of this manual is to communicate expectations of our staff members, being called of God thereby using our God-given talents and abilities to honor and glorify our Lord Jesus Christ.**  
**(Colossians 3:23-24)**

### **ACS MISSION STATEMENT**

Our mission is to partner with Christian parents in providing a quality education integrated by a Biblical worldview that will prepare the student for a life of service to the Lord Jesus Christ.

### **ACS STATEMENT OF VISION**

Anderson Christian School provides excellence in education in a Christ-centered environment through impact-oriented leadership that will challenge and inspire the whole student, equipping each student to glorify God by responsible action in contemporary society.

### **ACS STATEMENT OF FAITH**

#### **We Believe:**

1. The Bible is the inspired, infallible, authoritative, inerrant Word of God. II Timothy 3:15; II Peter 1:21
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Genesis 1:1; Matthew 28:19; John 10:30
3. Jesus Christ is God the Son (John 10:35), virgin born (Isaiah 7:14, Luke 1:35), sinless in life (Hebrews 4:15, 7:26), miracle working in His earthly ministry, substitutionary and atoning in His death on the Cross (I Corinthians 15:3, Ephesians 1:7), victorious in His bodily resurrection (John 11:25, I Corinthians 15:4), ascended to the right hand of the Father (Mark 6:19), coming again in power and glory. (Acts 1:11, Revelation 19:11)
4. Regeneration by the Holy Spirit is an absolute necessity for salvation, because of the exceeding sinfulness of human nature. Men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved. (Ephesians 2:8-10)
5. The saved and the lost will both be resurrected: the saved unto the resurrected life, and the lost unto the resurrection to damnation. (John 5:28-29)
6. All believers in our Lord Jesus Christ are unified by the Holy Spirit. (Romans 8:9; I Corinthians 12:12-13)
7. Every Christian is indwelt by the Holy Spirit and is enabled by the Spirit to live a godly life (Romans 8:13,14), and exhibits a lifestyle that adheres to Biblical teaching.

Our doctrinal tenets are wholly based on the Bible and the confessions proceeding from the Protestant Reformation such as the Westminster Confession (1645) and the Baptist Confession of 1688.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

We need our foundation to be rooted and based upon biblical truth. The Bible needs to be viewed as relevant to all facets of human knowledge and experience. It needs to be an integrative priority within every aspect of the curriculum including extracurriculars. (I Corinthians 3:10-11)

We need to assist students in the integration of formal classroom learning, strong biblical understanding and their personal faith and values. Helping them to see that isolated knowledge is of limited use, but that integrated knowledge leads to wisdom, which can impact their lives, and the world in which they live.

(Proverbs 10:14)

We need to create an atmosphere that is conducive to spiritual growth. Encouraging students to participate in activities that promote a growing love, knowledge and worship of God. In addition, all faculty, staff, and administration need to model a dynamic relationship with Christ before their students.

(II Peter 3:18)

We need to be committed to excellence in carrying out our calling to educate the young people that God has placed in our care. This calling should not be taken lightly, but requires our best effort as we continually depend upon Christ. (James 3:1)

We need to assist students in moving beyond the mere acquisition of information, to the development of the student's ability to think critically, to reason analytically, to solve problems and to express their thoughts clearly and effectively. Helping them to grow in discernment so that they might be able to reason deeply and from a Christian world and life view.

(Proverbs 14:6; Proverbs 17:4)

We need to assist the student in understanding that the way in which we live out our faith is vitally important. Breaking down the wall that enables us to proclaim one set of values and allows our actions to display another. We need to create a supportive atmosphere that allows us to challenge unhealthy attitudes, relationships, and behaviors that would inhibit their spiritual development. Communicating in a loving fashion that we are as concerned about their personal development as we are their intellectual development. (Galatians 6:1)

We need to purpose that there must be an emphasis on character development. Encouraging the integration of faith, learning and living as we seek to develop the whole person-the mature believer. As Paul writes in Ephesians 4:13, "Until we all attain the unity of the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."

We need to work in partnership with the Christian home and in conjunction with the local body of believers. (Proverbs 22:6)

## APPOINTMENT

Qualifications – The candidate must be a born-again Christian with a clear testimony of his or her faith. The candidate must be a member of a local evangelical Protestant church. The candidate must agree with and support the school’s statement of faith. The candidate must possess vitality, emotional stability, and a clear understanding of the principles of Christian education. The candidate must exhibit sufficient instructional expertise in his or her field. Each teacher is expected to obtain certification from the South Carolina Department of Education or the Association of Christian Schools International (ACSI). All faculty members are to be degreed and meet standard degree guidelines as established by ACSI, SCISA (South Carolina Independent School Association), and SACS (Southern Association of Colleges and Schools).

Selection – Teachers will be selected based on an evaluation of a written application, credentials, references, and interviews with the Chief Administrator. All faculty and staff members are hired by the Chief Administrator with the approval of the ACS Board of Directors and are therefore under the direct authority of the Chief Administrator or Head of School.

**Anderson Christian School does not discriminate because of race, color, creed, sex, national or ethnic origin. All faculty and staff must model Biblical standards in their classroom conduct and lifestyle.**

## LIFESTYLE STATEMENT

Anderson Christian School is a non-profit Christian school organization representing Jesus Christ serving the church and the Christian family. ACS requires its employees to be born-again Christians living their lives as Christian role models (Romans 10:9-10, I Timothy 4:12). Employee’s will conducts himself or herself in a manner that will not raise questions regarding their Christian testimony. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contented under authority, and a commitment to follow the “Matthew 18 principle” when an issue arises with fellow employees or management.

Moral misconduct, including but not limited to homosexual or heterosexual, as defined by Scripture, violates the bona fide occupational requirements of employees being Christian role models. Employees acknowledge that the unique role of male and female are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

Personnel will maintain a lifestyle based on Biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment at ACS. There are additional grounds whereby an employee may be dismissed from ACS. It is the goal of ACS that each employee will have a lifestyle where “...He might have the pre-eminence” (Colossians 1:18).

## **JOB DESCRIPTION**

1. To provide classroom instruction that is well prepared, creative, conducive to the learning of each student, presented with enthusiasm in a warm, disciplined, Biblically integrated environment.
2. To evaluate student achievement effectively and fairly, carefully record grades, and consistently express this information to the parents by conference, phone calls, emails, progress reports, and report cards.
3. To report to the office all students absent from or tardy to class.
4. To complete lesson plans which include tests and materials to be covered and submit a copy each Monday morning to the Chief Administrator for the ensuing week.
5. To notify the Business Manager as early as possible (before 6:00 A.M.) of an inability to be at school and to provide detailed instructions and lesson plans for a substitute teacher.
6. To perform routine duties and tasks as requested by the Chief Administrator or his designee.
7. To faithfully participate in and be present at school-wide activities unless otherwise agreed with Administration. These activities include: Association meetings, open houses, school programs, and graduations.
8. To follow the guidelines and procedures established by the Board of Directors and Chief Administrator.
9. Each faculty member is contracted annually. Therefore, contracts may be tendered for the following year assuming the faculty member has performed their duties satisfactorily in accordance to administrative expectations.

## **ACS ORGANIZATIONAL FLOW CHART**

**BOARD OF DIRECTORS**

**CHIEF ADMINISTRATOR**

**BUSINESS MANAGER ---- LEAD TEACHERS ---- ATHLETIC DIRECTOR**

**ADMINISTRATIVE ASSISTANT-----TEACHERS -----COACHES**

**AIDES ---- NON-INSTRUCTIONAL STAFF ----- CAFETERIA COORDINATOR**

## **INTRODUCTION: THE SCHOOL THAT IS GOD-CONSCIOUS**

Teachers must develop God consciousness... which is to say, we are to be cognizant of the presence of God in us. Ephesians 2:22 tells us that our bodies are the habitation of God through the Spirit.

Our mission at ACS is to glorify God. “Whether, therefore, ye eat or drink, or whatever you do, do ALL to the glory of God” (I Corinthians 10:31). We are to allow God to reveal His attributes to the world through us. Thus, the process of God-consciousness is developing an awareness of God, allowing Him to determine our every thought, decision, etc. God-consciousness has been defined as “an habitual sense of awareness of the presence of God in me – bringing about a commitment to bring every thought into captivity and give it to Jesus” (I Corinthians 10:15). This, then, permits a completely biblical view of life – seeing Christ in everything! The following are several very important aspects in developing God-consciousness:

1. **The Christian schoolteacher must be “mighty in spirit.”**

If our goal is to develop students who are “mighty in spirit,” and the process of God-consciousness is developing an awareness of the Holy Spirit in us, we should make our mind a servant of the Spirit. We must demonstrate in front of our students what it means to be led by the Spirit in what we read, listen to, and what we allow to come into our minds. “I would have you be wise unto that which is good, and simple concerning evil” (Romans 16:9). We must learn and teach our students to test all incoming information through the filter of God’s Holy Word.

2. **The Christian schoolteacher must be fed by the Word of God.**

Psalms 103:20 tells us that the Word of God represents the voice of God, speaking to us. Our awareness of God’s presence will increase as we feed continually on His Holy Word (Jeremiah 15:16). We should actively study (II Timothy 4:15-16); memorize (Colossians 3:16); meditate (I Timothy 4:15-16); and thus be able to share with others the results.

3. **The Christian schoolteacher must be very prayer and praise conscious.**

Prayer must be constantly utilized in the classroom, sharing with our student's answers to prayer and demonstrating our dependency upon God. We must also be praise-oriented servants of God...Praising God in ALL THINGS. There is power in praise.

4. **The Christian schoolteacher must exhibit unity and openness of mind with other believers.**

John 17:21 tells us that we cannot expect the world to believe that the Father sent the Son, that Jesus’ claims are true, and that Christianity is true, unless the world sees some reality of the oneness of true Christianity. In John 13 and 17, Jesus talks about a real oneness – a practical oneness crossing all lines among all Christians. In maintaining this unity, we MUST keep our eyes fixed on Jesus, not allowing individual differences that are not central to one’s salvation experience with the Lord Jesus to divide us. We MUST be willing to seek and ask forgiveness from those we have offended. Gossip and slander about other brothers and sisters in Christ will destroy the unity and harmony in the body. According to Matthew 18:15-17, we must commit ourselves to a good report of all brothers and sisters.

5. **The Christian schoolteacher must resolve conflicts following the Matthew 18 principle.**

Never discuss a teacher, student, parent, or your own personal problems or issues in a classroom setting. The biblical principle, which must be followed in resolving a conflict with another believer according to Matthew 18:15-17 is as follows:

- a. Go directly to the person when you have a concern.
- b. If you are not satisfied, bring 1-2 witnesses when you approach your brother or sister in Christ.
- c. If this does not resolve the situation, the Headmaster is to be brought in to help resolve the issue.

REMEMBER: The key is “how you approach the person.” The basic premise behind Matthew 18:15-17 is founded upon reconciliation.

6. **The Christian schoolteacher must demonstrate in front of students the importance of healthy relationships.**

There is no better place to demonstrate to young people what a characteristic of a God-centered lifestyle is than in a classroom setting. The aspect of demonstrating “a serving heart” to our students shows them who Christ really is.

7. **The Christian schoolteacher must be diligent in integrating God’s Word into everything that is taught.**

Everything must be seen from God’s viewpoint. This is what makes a Christian school distinctively Christian!

8. **The Christian schoolteacher must practice and demonstrate faith in God.**

Once again, we are responsible for setting a godly example in front of our students. Someone has said that you do not touch the resources of God until you attempt the impossible. When we are going through difficult times in our lives, we must demonstrate in front of our students our practice of faith – claiming the promises from God – walking in the realm of the supernatural and impossible. We should pray, trust God, and wait upon Him for the results He seeks. Remember, as Paul so aptly stated: “Follow me as I follow Christ...”

## **1.0 SCHOOL ORGANIZATION**

The Board of Directors whose primary responsibility is in the policy-making and planning for the school's continued future governs Anderson Christian School. The Board appoints the Chief Administrator to run the day-to-day operations of the school, including the implementation of all approved policies. The Chief Administrator is responsible for recruiting, hiring, faculty and staff, appointing staff assignments, establishing the academic direction of the school, and providing financial guidance by following and implementing an approved budget. All faculty and staff of Anderson Christian School are under the leadership of the Chief Administrator. All other administrative personnel (Athletic Director, Lead Teachers) assist the Chief Administrator in fulfilling the overall direction of the school.

## **2.0 FACULTY AND STAFF**

### **2.1 School Hours**

<b>Faculty/Staff check in (full-time)</b>	<b>7:30 A.M.</b>
<b>Faculty/Staff Devotions: Tuesday through Friday @</b>	<b>7:45 A.M.</b>
<b>Faculty/Staff Announcements: Tuesday following Devotions</b>	
* Elementary	<b>7:45 – 8:00</b>
* Secondary	<b>7:35 – 7:50</b>
<b>Morning Duties begin - Those on duty must be at school by</b>	<b>7:20 A.M.</b>
* Elementary	<b>7:30</b>
* Secondary	<b>7:30</b>
<b>School Day begins</b>	
* Elementary	<b>8:15</b>
* Secondary	<b>8:15</b>
<b>School Day ends</b>	
* Elementary	<b>2:45 P.M.</b>
* Secondary	<b>3:00 P.M.</b>
<b>Faculty/Staff check out (full time)</b>	<b>3:30 P.M.</b>
<b>Faculty check in (part time)</b>	<b>15 minutes before their class begins</b>
<b>Office opens</b>	<b>7:30 A.M.</b>
<b>Office closes</b>	<b>3:45 P.M.</b>

### **2.2 Leaving Campus During School Hours**

It is suggested that no teacher should leave campus (unless fulfilling a teaching assignment at our other campus) during the normal school day. In case of an emergency, prior approval must be obtained from the Chief Administrator before leaving campus.

### **2.3 Lesson Plans**

Each faculty member is required to do weekly lesson plans for their own benefit. Thoughtful instructional planning is necessary to ensure quality-learning experiences for students. Please turn in plans to Mrs. Martin before 12:00 noon. It is important to note that all teachers must show a detailed copy of their teaching plan when being observed.

## **2.4 Unit Plans**

Prior to the beginning of each eighteen-week semester, teachers are to present the following information to the Chief Administrator:

- a. A condensed description (in sentence format) of each individual subject area taught, clearly showing the specific objectives you wish to cover within the upcoming eighteen weeks. It is important that each subject area is covered within the objectives/themes taught. The number of objectives may range between nine to twelve objectives per subject area.
- b. **DUE DATES FOR EIGHTEEN-WEEK (SEMESTER) OBJECTIVES:**  
August 26, 2005 – FIRST SEMESTER OBJECTIVES  
December 16, 2005 – SECOND SEMESTER OBJECTIVES

## **2.5 Faculty Meetings, Devotions, & Announcement/Prayer Times**

- a. **Faculty Meetings/In-Services:** will be held weekly according to the following format:
  - First Wednesday of each month (3:15 P.M.) – K3-12 grade faculty (MAIN CAMPUS) in Mrs. Chivalette’s classroom
  - Second Wednesday of each month (3:15 P.M.) K4-5<sup>th</sup> grade (PELZER CAMPUS)
  - In-Services and “called” faculty meetings will be held throughout the school year with adequate notification given to all faculty members involved  
**AFTERCARE WILL BE MADE AVAILABLE FOR FACULTY/STAFF CHILDREN DURING THESE TIMES.**
- b. **Devotions:** Each full-time faculty/staff member will rotate throughout the school year leading a weekly devotional for their professional peers. **ALL FACULTY AND STAFF WORKING FULL-TIME ARE REQUIRED TO ATTEND UNLESS PERFORMING A DUTY OR COVERAGE.**
  - Main Campus – held in the Mrs. Workman’s room 7:45-8:00 (Tuesday-Friday)
  - Pelzer Campus – held Mr. Guthrey’s room 7:45-8:00 (Tuesday-Friday)
- c. **Announcements:** For the week ahead
  - Main Campus – Tuesday’s following devotions
  - Pelzer Campus – Tuesday’s following devotions
  - Dr. Chivalette will either be present or the Lead Teacher will oversee these times. .

## **2.6 Teacher Observation & Assessment**

The purpose of the informal observation visits is to provide the Chief Administrator an opportunity to become acquainted with the individual teacher's instruction and classroom management style. The purpose of the formal observation visits is to allow the Headmaster the opportunity to assess the teacher's strengths, progresses, and weaknesses as an educator. "As iron sharpens iron, so one man sharpens another" (Proverbs 27:17).

The overall objective for all observations and assessments is to aid the teacher so that they may develop and utilize their skills.

The Chief Administrator may visit classes frequently for brief periods of time (between 30-45 minutes). The visits may be deemed either informal or formal in nature. **The Informal Observation** though shorter in nature, will focus on a series of visits throughout a given time period (example: two informal visits per semester – 18 weeks). The teacher will be called in to meet with the Headmaster for a brief follow-up following each visit. These are unannounced visits.

**The Formal Observation** will be done no less than two times throughout the school year. These visits are announced in advance and will occur in November and February. Following each formal observation, the Chief Administrator will meet with the individual teacher to review his findings. Following the second formal observation and subsequent meeting, the teacher will be asked to complete and return a self-evaluation.

## **2.7 Appearance Code For Faculty & Staff**

The aspect of modesty and professionalism in our dress is essential when working in a Christian community. However, when looking at the definition of modesty, we see that it clearly means to be chaste and not excessive. In II Corinthians 6:3 we are encouraged to apply the following principle regarding our representation of Christ to others. "We put no stumbling block in anyone's path, so that our ministry will not be discredited."

### **GUIDELINES:**

- Neatness and proper fit are major concerns at all times. All faculty and staff should seek to conform to the standards given our students in the Parent/Student Handbook.
- Except for casual days or other identified events, jeans (denim) of any kind are inappropriate for school.
- Warm-up & jogging suits are to be worn by the Athletic Director and P.E. teacher's only.
- Walking shorts, culottes, jeans and Capri pants (except on Friday's) are inappropriate dress. Capri pants and jeans are acceptable on causal day (Friday) only.
- Ties or dress polo shirts are required wear for male faculty members.
- At all times, teachers and other staff should recognize that they are **ROLE MODELS** for students in every aspect, including how they dress.

## **2.8 Student Supervision**

**At no time are students to be left unattended. If it becomes necessary for any reason to leave your students, contact the office immediately and someone will cover for you. This principle applies both inside and outside of the building.**

## **2.9 Office Support**

**The school offices at both campuses serve the faculty/staff and administration in a professional manner. Office personnel need to concentrate on their tasks and subsequent daily responsibilities. Therefore, faculty and staff are asked to enjoy their visiting outside of the school office area. At no time is loud conversation or private information to be discussed or shared in the presence of students or parents.**

### **GUIDELINES:**

- During the regular school day, be professional and conduct only school business in the office.**
- As we demand of our students, we must also respect our peer's private property including desks, files, and other personal property.**

## **2.10 Supplies**

**For all necessary supply needs, see the Business Manager.**

## **2.11 Copying**

**Photocopier machines are located in the respective staff resource rooms at both campuses. Please be a good steward of paper and copy machine use. Teachers are asked to use the copy machine in a wise manner.**

**Each teacher will be assigned a code number and is asked not to share their number.**

**Only faculty & staff and students assigned to work in the office are to use the copier.**

**Do NOT send students from your class to make copies for you.**

## **2.12 Faculty & Staff Communication**

**Classroom disruptions are often necessary but must be limited to specific times so that classroom instructional time can be maximized. The use of the walkie-talkie in communicating with the main office should always be prior to the beginning of a class or at the end of the class period, unless an emergency arises.**

**General announcements must be legibly written and turned in prior to 8:00 A.M. on the day they are to be announced in order to be sent around the respective class.**

**Athletic announcements regarding practices, games, etc. need to be handled in advance by the respective coaches or Athletic Director in their absence.. Emergency cancellations or last-minute situations are a noted exception.**

## **2.13 Faculty & Staff Memo's**

**This is the Chief Administrator's primary means of communication for all ACS faculty and staff members. It is intended to inform all personnel of school activities, policies, or other subsequent information. The memo will be placed in your respective box. Teachers and staff members wishing to share important information with fellow staff must first obtain permission from the Administrator prior to distribution. Memo's from the Chief Administrator will be weekly, but may also be sent out prior to a week if the information shared is of an urgent nature. CHECK YOUR BOXES DAILY.**

## **2.14 Classroom Care**

Each teacher is responsible for his/her classroom. Teachers are responsible to leave the classroom in suitable condition to support the work of our custodians. No open food containers are to be left in the classroom overnight. To maintain a clean and orderly classroom is to provide a wholesome environment for learning. Each teacher is to communicate through writing regarding any needs or concerns within their respective classroom.

### **GUIDELINES:**

- Items on shelves or desks should be neatly arranged.
- Students should be trained to keep their areas clean and neat.
- Desks should be organized and cleaned on a weekly basis.
- When leaving, always turn off all lights and/or air conditioners.
- Close your door when leaving.
- Do not ever leave any cash/checks in your classroom.

All student money (checks included) are to be turned in with a deposit slip to your school administrative assistant before you leave that day.

**REMEMBER** - parents and visitors often measure a school by its appearance and atmosphere for learning.

## **2.15 Communication With Parents**

The teacher is expected to use good judgement as to whether or not the Chief Administrator should receive a copy of any communication with parents.

Teachers are asked to **DOCUMENT** all parental contacts.

Ongoing communication regarding student progress (academic and behavioral) is encouraged. However, it is important that notes, calls and personal contacts should be used to develop a partnership with the home in regards to their child. Emailing, though helpful, must be viewed as merely sharing necessary information regarding assignment deadlines, upcoming project information, etc. Be careful not to use it as a means of communicating concerns or issues regarding a child.

Should a parent call the office regarding a faculty complaint or concern, they will be instructed to contact the teacher first. If the issue is not resolved at that point, the Chief Administrator will meet with both the teacher and parents to resolve the issue.

Keeping a log is very important and supports each faculty member when discussing a child's academic or behavioral progress with his or her parents. Pertinent or serious information regarding parents conversations should be filed privately and brought to the attention of the Chief Administrator **PRIOR** to a conference involving teacher, parents, and Administrator.

### **2.15.1 Positive Communication With Parents**

It is asked that each teacher in K3-5 & 6-12 make a concerted effort to contact parents on a regular basis ( in writing, e-mailing, or via phone) when a student has done exceptionally well or shown noted improvement in their classroom. Remember, "You catch flies with honey..."

**2. 15 Take Home Information-Notices**

Teachers are asked to make sure that all office communication with parents goes home on the day that it has been delivered to their classroom.

**2. 16 Purchases**

Each teacher is responsible to follow proper procedures when making purchases. Any purchases for your classroom, which need to be paid by the school, must Be PRE-APPROVED and signed by the Chief Administrator. This must be done in advance.

**FORMAT:**

- \* Pick up a PURCHASE ORDER from the Business Manager.
- \* Write out clearly your request and all necessary information, including approximate cost of item(s) to be purchased.
- \* Return requisition form to Business Manager who will then turn it over to Chief Administrator for approval.
- \* If approved, Chief Administrator will sign PURCHASE ORDER and have Business Manager place order.
- \* If approval is not given, Chief Administrator will return PURCHASE ORDER with reason for not-approving order to staff member.
- \* Faculty and staff who order items without following Purchase Order policy, will be responsible for paying for the items.

**2. 17 Keys Issued To Staff**

Only select staff (administrative and office) have keys. Teachers are asked to plan in advance when they need to stay longer in their classrooms or when they desire to come in early to prepare for their day. Please see the office when these times are necessary.

Bus keys are available when signed out in advance through the Business Manager.

**2. 18 Staff Parking**

Staff parking is to be in the designated areas at both campus sites. Those given permission to park in the lot area across from the ACS entrance at the main campus, must have prior permission and have a medical or health reason in order to do so.

**2. 19 School Phones**

Faculty and staff are asked to use the school phone with discretion. Only in the case of urgency or emergency should calls be made. Social calls should not be made during normal school hours. Long distance calls need to be noted and written down and turned into the Business Manager.

## **2. 20 Scheduling School-Related Events**

All scheduling of regular school events (either on site or off), including field trips, athletic events, music events, or other special events must be coordinated after first getting approval for the event from the Chief Administrator, and Mrs. Martin who oversees the ACS Master Calendar.

It is each teacher's responsibility to check the school calendar regularly before scheduling any event, in order to avoid conflicts. When conflicts arise, the teacher who signed up first and obtained approval will be given the opportunity.

### **2.20 .1 Use Of School Vehicles For Field Trips, Athletics, Etc.**

When using school vehicles, all vehicles used must be signed out in advance. This entails no less than 48 hours prior notice through the secondary office. It is also the responsibility of the teacher or staff member to get a driver (licensed CDL). If unable to do so, see Mrs. Hill. All drivers for school-related field trips using ACS vehicles must be listed with our Business Manager IN ADVANCE to using the buses.

## **2. 21 ACS Chain of Command**

When the Chief Administrator is out, a designated representative (Lead Teacher) will be assigned to oversee each of the two campus sites. Any serious needs or issues which need Administrative intervention should be written out so that he might deal with when he returns to campus. Minor issues, concerns, or conflicts, will be handled by the appointee.

If a truly serious situation occurs (urgent, emergency-related, life threatening) the Chief Administrator can always be reached by calling him either at 864-225-7616 or 931-265-0643 (cell phone).

## **2. 22 ACSI Teacher Certification**

Each full-time faculty member is asked to apply for his or her ACSI Teacher Certification. Each new teacher or non-ACSI certified faculty member must have a valid ACSI teaching certificate by the fall of 2006. Emergency and one-year certificates are often made available for those completing necessary CEU requirements.

See Dr. Chivalette for the proper application form.

## **2. 23 Obtaining Office Approval**

- 1. Plan ahead – as issues or activities come to mind make a list. Think things through and organize your thoughts and ideas.**
- 2. Make an appointment with the Administrator – be prepared with any additional information that might be helpful in your discussion.**
- 3. When you want to inform the Administrator of anything, including ideas, or concerns,, write it out and place it in his box.**
- 4. Always fill out the proper forms – remember, everything must have prior approval from the Chief Administrator. KEEP MIKE INFORMED!!**

## **2. 24 Personnel Files**

**A personnel file is maintained on each employee containing all records connected with his/her employment at ACS. Report changes affecting you personally to the Business Manager at once. This includes: change of address, phone number, dependents, emergency numbers, insurance, academic achievements, certifications, etc. It is necessary to keep these files current. They will include the following job-related information:**

- **Copy of Teacher Application**
- **Background and State Police check**
- **Record of hiring and signed contract**
- **Copies of all classroom observations by administration**
- **Insurance forms**
- **State Certifications**
- **ACSI certification**
- **Letters of Commendation**
- **Notifications and reprimands (if necessary)**
- **All other significant job-related information**

**THESE FILES ARE DEEMED CONFIDENTIAL AND ARE TO BE SHARED AND ONLY DISCUSSED BETWEEN THE CHIEF ADMINISTRATOR AND EMPLOYEE.**

### **3.0 EMPLOYEE BENEFIT SUMMARY**

**3.1 Classification:** For administrative purposes, each employee is classified. All requirements, benefits, and discount policies should be interpreted according to an employee's classification. Listed below is a brief classification description:

A - Administration, F - Faculty, S - Secretarial, SS - Support Staff (aide, lunchroom, etc.)

1. A1, F1, S1, SS1 - An employee that works 30 or more hours per week and is generally expected to work 1500 or more hours per year.
2. A2, F2, S2, SS2 - An employee that works more than 20, but less than 30 hours per week and more than 1500 hours per year.
3. A3, F3, S3, SS3 - An employee that works less than 20 hours per week and/or less than 1500 hours per year.

**3.2 Group Medical:** Group medical is made available to A1, F1, S1 and SS1 employees.

The program runs on an annual basis. Coverage changes and employee contribution may change during the course of the school year. All employee insurance policies are effective based on the employee contract dates. All insurance coverage will be continued through vacations and holidays.

All insurance benefits cease on the last day of employment when an employee leaves the school's employ. The same policy applies to any employee who changes status after vacation or holiday. The new classification will determine the employee's status. A dismissed employee loses all insurance benefits on the day of termination.

**3.3 Salary/Compensation:** Each employee will be paid on a monthly basis. Contracted employees should consult their individual employee agreement to determine whether would like to be paid on a 10 or 12-month basis. The employer determines all other employee's pay plans. Those choosing the 12-month plan will receive their first

**3.4 Leave Policy:** The sick/personal leave policy will be as follows for A1, F1, S1, and SS1 employees:

1. Eight (8) absences per school year accumulated at a rate of 1 per 20 school days for employees working a ten (10) month calendar. Personal days may be included in this number.
2. Absence days are non-cumulative from one year to the next and are not carried over.
3. Leave for death in the immediate family (spouse, child, parent, grandparent, grandchild) may not exceed three (3) days on any one occasion.
4. Personal days are non-cumulative. Personal leave should be requested for such things as family or personal business, which must be transacted during, school hours. Personal leave days may not be taken the day before or the day after a holiday or vacation, the first two weeks of school, the week leading to mid-term or end-of-year exams or after May 1.

5. While not required to do so, ACS has chosen to come under the Federal guidelines for extended medical leave for its full-time employees. Under the provisions of that act, all A1, F1, S1, SS1 employees will be provided with up to 12 weeks of unpaid medical leave for the following reasons:

- \* To care for the employee's child after birth, or placement for adoption or foster care
- \* To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- \* For a serious health condition that makes the employee unable to perform the employee's job.

In the case of personal medical leave or that of a spouse, a doctor's statement will typically be required to confirm the need for the leave. During the twelve (12) week period, the employee will be guaranteed the return to school in the same or similar position. After twelve (12) weeks, the employee's position will typically be filled and any return to work after that time will be treated as a new application.

**The sick/personal leave policy** will be as follows for A2, F2, S2, and SS2 employees:

1. Four (4) absences per school year without reduction in pay.
2. Absence days are non-cumulative.
3. Leave for death in the immediate family (spouse, child, parent, grandparent, grandchild) may not exceed three (3) days on any one occasion.
4. Unused absence days will not be reimbursed at the year's end.
5. No provision is made for personal days.

All absence days are computed on a school-year basis (August 1-May 31). Any absences in excess of those allowed will be deducted from the employee's monthly salary based on the per diem rate of that employee's salary.

### **3.5 Tuition**

1. A 50% discount on tuition for A1, F1, S1, AND SS1 employees.
2. A 50% discount on tuition will be given to A2, F2, S1, and SS1 employees.
3. All A1 and F1 employees shall pay 100% of commitment fees.
4. All A2, F2, S1, and SS1 employees shall pay 100% of the commitment fees.
5. All other fees shall not be discounted for any employee.

- 3.6 Special Provisions:** All teachers are contracted on a yearly basis. Signed contracts or a letter of resignation must be received by the announced due date. An unsigned contract will be considered a resignation, and the administration will begin a search for replacement faculty or staff. All non-contracted employees work on a two-week basis. However, any employee terminated with just cause may be released without a two-week notice.

Any employee with delinquent tuition account at ACS may be subject to a wage deduction of that delinquent amount on the next paycheck issued. In addition to tuition, this will include monies owed for other special projects and services, private music, fees, trips, etc. Being current with our obligations is part of our Christian testimony, and delinquency in this area is considered a serious problem.

- 3. 7 Grievance Process:** Any teacher and/or staff member who wishes to address a formal grievance should adhere to the following procedures:
1. The grievance must be put in writing and submitted to the Chief Administrator requesting a conference regarding the matter. The issue is not to be discussed with others.
  2. If the grievance is not resolved in Step 1, the staff member may request, in writing, a hearing with the Board (including the Chief Administrator). All decisions at this level are final.
- 3. 8 Absence Report:** In the event of illness, all K3-12 grade teachers should call Teresa Hill (864-446-3766) or Kim Martin ( 864 231-9281) no later than 6:00 AM. They will find a sub for you. Please call the school office prior to 3:00 P. M. on the day of absence to inform the office as to whether or not you will return the next day so that we may retain the same substitute and thereby provide continuity for the students.
- 3. 9 Substitute Guidelines:** To assist the substitute in carrying out an instructional day as smoothly as possible, the following procedures are expected:
1. Lesson plans are complete and on the teacher's desk along with teacher manuals and other resource material to which they refer.
  2. In one drawer of the teacher's desk or mailbox is to be an envelope labeled "Substitute" that contains information concerning classroom procedures or you may use a prepared form. This sub folder should be complete by the end of the first week of school. As a minimum the sub folder should contain:
    - a. Attendance procedures including a list of students in first period homeroom
    - b. Discipline procedures
    - c. Student seating chart
    - d. Lunch forms and procedures
    - e. Xerox copies for all activities
    - f. Daily schedule
    - g. Explanation of routines & dispensing of medications for students
      - 1). Pencil sharpening
      - 2). Drinks
      - 3). Restrooms
      - 4). Breaks

## **4.0 GENERAL PROCEDURES**

**4.1 Accidents and First Aid Procedure:** Teachers must keep safety as a top priority in all classroom and outside activities. Thoughtful planning and proper supervision should be key elements of all activities. Even with this careful attention we must acknowledge that accidents will occur. It is imperative that the school staff be informed on how to deal with accidents and be consistent in its handling of these accidents.

Teachers should observe the following procedures when dealing with student accidents:

1. Teachers must exercise discernment in determining the seriousness of the accident.
  - a. Minor scratches, scrapes, and cuts are to be given first aid attention by the teacher in the room using first aid supplies provided.
  - b. When dealing with accidents involving potential head or neck injuries, students should not be moved. In cases such as these (with any potentially serious injury), the teacher should stay with the injured student and have a responsible student go seek the assistance of the closest teacher. The other students should be escorted away from the accident and supervised by a teacher. The Administrator or Lead Teacher should be called to the scene immediately.
  - c. Discernment is needed in deciding who should escort the student involved in the accident to the office. With minor cuts, scrapes, or bruises it is acceptable to have another student escort the student involved in the accident. With potential sprains, broken bones, or injuries to the face or head, the teacher should escort the student to the office. A reliable student can be called on to seek help from another teacher in terms of student supervision. The secretaries are available to assist with care for injuries once the student is in the office area.
2. Teachers must also demonstrate discernment in notifying parents.
  - a. With possible serious injuries, parents should be notified immediately. The main office will assist in this notification. This type of call should involve seeking the parents' desires regarding physician involvement. Except in cases of emergency, no calls for medical assistance should be made without first checking with the parents. No medication should be given without first checking with the parents. If parents cannot be reached, please check with secretaries for the emergency phone number listed. All efforts should be made to reach an adult who can grant permission.
  - b. With injuries that are not serious, it is still a good practice to drop a note or mention in the car pool line the situation involving the accident. Parents appreciate this information.
3. Teachers should observe these follow up procedures after the child has been taken care of:
  - a. Be sure, on the day of the accident, to complete an accident form.  
The rule should be if a teacher has been involved in seeing to the child involved in the accident, then a form should be completed.
  - b. Give a copy of the form to the Administrative Assistant and keep the original in your records.
  - c. It is a good practice to call the student's home on the night of the accident just to see how the student is doing. Again, discernment is the key.
4. If you as teacher or staff member are exposed to blood or other body fluids, please follow procedures as outlined in the school guideline notebook and complete the exposure form in the back of this handbook.

- 4 . 2 Duty Responsibility:** Elementary teachers are responsible for supervising students from school dismissal time until the parent or designated picks up the student. Teachers are released from responsibility when all students have been picked up. Secondary teachers will observe the front area where students are picked up every afternoon for 15 minutes after school is dismissed.
- 4. 3 Announcements/Handouts:** Handouts that are to be distributed to our families must first be approved through the school office. Please do not distribute handouts to school families without first obtaining approval from the Chief Administrator.
- 4. 4 Required Attendance:** The following events are required to be attended by all full-time employees
- \* Daily devotions
  - \* Faculty meetings
  - \* Open Houses (Fall/Winter/Spring)
  - \* PTF Functions
  - \* Christmas Program
  - \* Spring Program
  - \* Annual Meeting
  - \* Baccalaureate
  - \* Commencement
- 4 .5 Blood Borne Pathogens:** In accordance with OSHA requirements, ACS has established an exposure control plan (ECP) complying with the Blood borne Pathogens Standard by Christian schools and church child care centers to minimize and to prevent the exposure of our employees to disease-causing microorganisms transmitted through human blood. The EDP training is conducted annually during a scheduled in-service day.
- \* Treat all bodily fluids as though they are infectious. Because of confidentiality laws, you will probably not know if a fellow employee or a student has an infectious disease such as HIV virus, AIDS, etc. By treating all bodily fluids as infectious, you protect not only yourself, but others also.
  - \* Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when finished.
  - \* Dispose of contaminated disposable latex gloves and other contaminated materials in plastic-lined waste containers.
  - \* Wash your hands with soap and running water at regular times during your workday.
  - \* Carefully dispose of trash that contains sharp objects. Use containers that cannot be broken or penetrated by such objects instead of plastic trash bags. Do not bend, break, or recap needles.
  - \* Clean surfaces that have blood or other potentially infectious materials (OPIM) containing blood on them with an EPA approved disinfectant or a 1:10 solution of liquid household bleach and water. That is two cups of bleach added to one gallon of water mixed fresh daily to ensure proper strength. Allow disinfectant to work for ten minutes before cleaning.

- 4.6 Bulletin Boards:** Teachers are responsible for maintaining the bulletin boards in the rooms to which they are been assigned. Guidelines are as follows:
1. Be sure that calendars are current and information is up-to-date.
  2. In displaying student work, be sure that every student has a representation on the board at sometime in the year.
  3. Change holiday boards immediately after a holiday has past.
  4. Elementary: The bulletin boards must be changed at the beginning of each month
  5. Secondary: Bulletin boards must be changed at the beginning of each grading period.
  6. In accordance with fire codes, hall doors may not be covered with paper or paper products.
- 4.7 Business Office Procedures:** In order to accurately and correctly process deposits and checks the following procedures are to be followed:
1. A cash/check deposit form to be used for all funds deposited is found in the Forms Appendix. The form is to be completed by the person collecting the monies and forwarded ASAP to the business office. Any funds sent to the business office without the correct form will be returned to the person for correction.
  2. A cash/check Request Form is to be used for cash/checks needed from the Business Office. It is important to remember that the Business Office prints checks on Tuesday's and advance planning is needed. Receipts are required for reimbursements from each teacher's account. All check requests must receive advance approval.
  3. Failure to follow # 1 & # 2, may result in monies either being lost or stolen. Lost or stolen monies will then become the teachers or supervisor's responsibility.
- 4.8 Chapel:** All full-time faculty members are expected to attend chapel with their students. Chapel announcements should be submitted (in writing) to the Administrator ahead of time. Any special music, skits, or other special chapel presentations must be cleared one day in advance with the Administrator. .  
Guidelines: Actively assist your students in viewing our chapel programs as a time to establish a positive atmosphere to worship the Lord. Please work to instill the following behaviors in each of your students:
- \* Enter the chapel quietly
  - \* Older students (grades 6-12) should bring Bibles
  - \* Encourage your class to actively participate
- 4.9 Cleaning:** Often the impression your classroom gives will determine how others will view your teaching abilities.  
Guidelines: Items on shelves that are visible should be neatly arranged. Students should be trained to keep their areas clean and neat. Desks should be organized and cleaned weekly with disinfectant to prevent germs from spreading.
- 4.10 Communication With Parents & Conference Days:** One of the strengths of any school is the open communication between parents and teachers. Please make every effort to initiate or to follow-up on any communication with parents within 24 hours. All communication with parents should be recorded in grade books or on the Parent Contact Form in the back of the handbook. Documentation is critical particularly in cases where student performance is below expectations. In these cases, give a copy of your correspondence to the office.

**4.11 Handling Parent Concerns:** In accordance with our Lord's instruction in Matthew 18, the Administrator's first response to a parent concern regarding an individual teacher or class matter will be to direct them to the teacher. If the parent and teacher are unable to resolve the problem, the Administrator will be called in to help solve the difficulty through a conference with the parent and teacher. Always remember: As educators, we are dealing with the most valuable commodity the parents have on earth - their child. It is virtually impossible for them to remain completely objective in situations involving their children. Also, if you realize you are in error, be willing to admit it and ask for forgiveness. Nothing can have a more disarming effect on an upset parent than a penitent teacher.

**Guidelines (James 1:19):**

1. If a parent approaches you with visible anger, do not react defensively or internalize the parent's feelings.
2. Listen. Most problems can be resolved by simply "hearing them out". Avoid defending yourself. Listen earnestly to the parent's complaint.
3. Attempt to resolve the situation objectively.
4. If after listening objectively, you and/or the parents do not feel the situation has been sufficiently resolved, ask the parents if they would like to meet with you and the Administrator.

**4.12 Convention Attendance:** ACS is a member of the Association of Christian Schools International. Attendance at the annual Southeast Region ACSI convention is required of all full-time professional teaching and administrative staff unless there is a providential hindrance. The school covers the cost of registration and two night's lodging at the hotel. The school will also cover the cost of part-time employees wishing to attend; however, attendance is not required.

**4.13 Lockers & Cubby Areas:** Secondary faculty members will be assigned to maintain one of the cubby/lockers rooms. This involves recruiting teachers and/or students to clean the areas.

**4.14 Morning Devotions For Students:** As is appropriate for the age level, appreciation for our God and country will be demonstrated in a corporate pledge of allegiance to the American flag, the Christian flag, and to the Bible. A short (maximum of 5 minutes) devotional should also be part of our morning exercise.

As a Christian school, our reliance on God and His presence should be reflected in our daily practices. All classes should begin with a brief prayer seeking God's presence and His wisdom for the lesson. In addition, tests, meals, etc. should be preceded by corporate prayer.

**4.15 Discipline:** The key to discipline is based on each teacher being FIRM, FAIR, & CONSISTENT in how he/she handles daily student-based discipline issues. Our goal is two-fold. We want the individual student to imitate Christ in his/her daily walk. We also want the school to be represented in the community by students who radiate an image and impression, which brings ultimate glory and honor to our Lord Jesus Christ. We want our students to stand out in a crowd for all the right reasons. The faculty and staff have certain expectations of Christian students in regard to conduct. Teachers should address these principles within their individual classrooms. In return, the proper conduct is praised, and the improper conduct is corrected with the focus that it is God who can change them.

As Administrator, I have tried to limit the rules involved in our policies concerning discipline. Rules accomplish nothing if the student's individual heart is not right with Christ.

- \* Please refer to the student handbook for specific school-wide rules and consequences. It is the responsibility of each staff member to aid in the enforcement of all student-based policies.
- \* Teachers are encouraged to handle discipline maintenance within their respective classrooms. A goal of the school is to work toward a consistent approach on the part of teachers in regard to student discipline. Each teacher must file with the office a "Discipline Plan" for the classroom. That plan should include three basic sections:
  - a. classroom rules
  - b. specific consequences for violation of stated rules
  - c. system of rewards

#### **4.16 Discipline Procedures:**

1. Develop and post a Classroom Discipline Plan.
2. Give specific directions for each classroom situation.
3. Provide positive reinforcement for appropriate and on-task behavior.
4. Provide disciplinary consequences for disruptive or continually off-task behavior.
5. Work with the Headmaster.
6. Communicate with parents.
7. Document chronic student misbehavior.
8. Work with substitutes.

#### **Common expectations:**

1. Specific Don'ts:
  - a. Don't send students out of the room with no specific place to go. Either step out with him/her and straighten the matter out immediately, or provide him/her with a specific place to go and a task to do.
  - b. Don't threaten students with any punishment you are not fully equipped, able, and willing to carry out.

#### **Teacher's may not:**

1. Keep a student from another teacher's class without permission.
2. Keep a student from eating lunch.
3. Reduce an academic grade because of misconduct.
4. Degrade a child vindictively. (Name-calling, sarcasm, and general humiliation of a student).

**General Guidelines:**

1. Each staff member should deal with his own minor disciplinary problems. Please make sure to distinguish between childish irresponsibility and willful disobedience.
2. Whenever an incident occurs in the presence of a staff member, who requires disciplinary attention, that staff member should accept the responsibility even if the child is from another grade. A student who is unsupervised becomes everyone's responsibility.
3. Early contact with parents may keep minor problems from becoming serious. Be the initiator.
4. Conduct in common areas (cafeteria, chapel, halls, and walkways) is the individual homeroom teacher's responsibility. Large groups of students are held to a higher standard of behavior than a small group
5. Explain the rules. Everyone must know rules. Behavior of students will improve if the consequences are known and if these consequences are implemented
6. Avoid group punishment. Find out those who were involved and deal with them only.
7. When there is a recurring problem with a disruptive student, it is the teacher's responsibility to seek help. Resource people include other faculty members, the Administrator, the parents, and the Lead Teacher.
8. If a teacher suspects that an individual or a class is not progressing in academics or in discipline, it is the teacher's responsibility to indicate immediate contact with the Administrator.

**4.17 Distribution & Collection of Books:**

Teachers are responsible for the distribution and collection of all school-issued books. Teachers are to mark all school textbooks "Property of ACS" and an inventory number. When distributing the texts, teachers are to record the number and condition of the text. At collection time, it is the responsibility of each teacher to collect all books and assess damaged/or lost book fees. The report is to be given to the business office as part of the close out procedure.

**4.18 Early Duty:** Secondary and elementary supervision begins at 7:30 A.M. Students on the elementary & secondary level should report to the gym until dismissed to class. Elementary students will be supervised outside or in the hall. Faculty students should observe the same policies as all other students. Secondary classrooms open at 8:00 A.M. and elementary open at 8:00 A.M.

**4.19 Extra-Curricular Events:** Faculty members are encouraged to attend as many extra-curricular events, such as sports and music concerts as possible. A teacher demonstrates personal interest in a student by attending extra-curricular events, which are important to the students.

**4.20 Emergency Procedures:**

**Fire drills**

Fire drills are conducted monthly. When a drill begins, the following procedure is to be followed:

1. When the fire alarm sounds, everyone is to leave the building by way of the routes shown on the posted plan to the designated assembly areas.
2. Students are to WALK -- NOT TALK.
3. Any student who is out of the classroom is to use the nearest exit.
4. Teachers are to close all windows, shut off lights, and close room door. They are also responsible for checking bathroom, workroom, etc.
5. Teachers are to take roll book. Once class is assembled in designated outdoor area, take attendance; report absentees to administrator on duty. Do not return to the building until instructed to do so. Students are to remain quiet during all drill procedures.

**Tornado**

Drills for emergencies such as a tornado also are held periodically. In each room, emergency procedures are posted on the wall in case of fire or tornado. The teacher knows the procedures and is diligent in their implementation. Students should be trained to direct a substitute teacher regarding the posted emergency procedures.

\*\* A Tornado Warning is set when dangerous weather with high winds approaches your area.  
Signal -- Verbal Announcement "TORNADO WARNING" 3 TIMES OVER WALKIE TALKIE

**What you should do (Tornado)::**

1. During a Tornado Watch, review the tornado safety information below.
2. During a Tornado Warning, go quickly and quietly to your designated shelter area (posted in each classroom) with your teacher, where you will sit with back to wall, draw your knees up under you, and cover the back of your head with your hands or a book.
3. Remain in your shelter area until the office gives the all-clear signal verbally.

### **When a tornado actually occurs::**

Stay away from windows, doors and outside walls. Protect your head. In homes and small buildings go to the basement or an interior part of the lowest level -- closets, bathrooms, or interior halls. Get under something sturdy. In high-rise buildings, go to interior, small rooms or hallways. In mobile home or vehicles, leave them and go to substantial structures. If there is no shelter nearby, lie flat in the nearest ditch, ravine or culvert with your hands shielding your head.

### **Lightning safety tips::**

If you're outside, go inside. Get into a house or large building or into a car. If you must stay outside, get away from metal pipes, clotheslines, and fences. Don't carry anything made of metal or be near anything made of metal. Stay away from lakes, oceans, or any water. Stay away from tractors and all farm equipment. Get away from railroad tracks. Stay away from sheds and open areas. Don't use the telephone unless there's an emergency. Don't go under a large tree that stands alone.

### **4.21 Emergency "Lock-Down" Procedure:**

In order to be pro-active regarding building security problems, the following guidelines are being established. Such a building security problem will be defined as a "Lock Down."

The following will signal a BUILDING LOCK-DOWN:

\*\* Signal --- "PLEASE CHECK YOUR ROLL" (over WALKIE TALKIE)

During a **lock down**, the following actions are to occur:

1. All exterior doors will be locked with monitors assigned as necessary.
2. The main entrance will be monitored to screen individuals requesting entrance into the building until a law enforcement official arrives if one has been requested.
3. All classroom doors are to be locked. Classes will *not* leave the room until released by the Administrator or his designee.

Practice for a LOCK DOWN situation will be handled in the same way practices for fires and tornados are handled. Please review the guidelines with your students.

**4.22 Field Trips:** Field trips should be scheduled during the school year to supplement the classroom teaching experience. Current research, however, tells us that the preparation for and follow-up after the trip are crucial in the instructional use of field trips. Where the preparation and follow-up are not present, the trip can actually have a negative impact on the child's learning within a given unit of study. Prepare your students carefully.

The teacher is responsible for completing the "Field Trip Request" portion of the required form and turning it into the office (Elementary-office/Secondary - office) at least 4 weeks in advance. One copy is returned to you and one copy is kept in the office. AFTER APPROVAL, the teacher is responsible for making all necessary arrangements, including obtaining an approved driver with a CDL. It is your responsibility to secure a written permission slip from each child. **NO** child is to be allowed to go on an off-campus trip unless you have received parental permission, which is verifiable.

No field trips are to be scheduled during the month of May with the exception of end-of-year class parties.

K3 – K5: The number of field trips per year are not to be in excess of five (5).

Grades 1-12: Classes are not to exceed four (4) field trips per year not excluding end-of year class parties.

**DRIVER'S GUIDELINES:** are to be given with each trip. This should be sent home to the parent the day before the scheduled trip. Forms should be given for parents to sign up for trips at orientation. Please note that the driver's guidelines state that no children other than those in the class are allowed to go on field trips. This includes teacher's children.

**DRIVER'S AND CHAPERONES:** are to be sent the following before the trip:

1. Map and directions
2. Itinerary with all stops listed
3. Procedures
4. Rules
5. Parent expectations

**A VOLUNTEER DRIVER APPLICATION** must be on file for each driver of a car transporting students to or from a school event. Please work to secure them at the beginning of the year. Remember that only parents or legal guardians may act as chaperones during field trips.

A "**Field Trip Checklist**" is a helpful way to plan successful field trips.

**4.23 Laminator & Copier:** Is available in the teacher resource room for teacher use.

See your building administrative assistant for help. A code will be assigned for each Teacher and is to be used when making copies. The laminator is to be used for School purposes only.

**4.24 Lunch Duty:** K4-5 teachers will rotate lunch duties in regard to coverage of students during assigned lunch times. Teachers covering lunch are responsible for monitoring student behavior and making sure that each table has all trash removed. Teachers in grades 6-12 will also be placed on a rotational coverage in order that proper order will be observed in the lunchroom and that all tables will have trash removed and placed in receptacles.

**4.25 Medications:** Taken by a student at school requires written authorization by their Parent or guardian. All prescribed medications are to be kept in the school office. No student is to have any medication (prescription drugs included) in his/her possession unless it has been cleared through the school office upon arrival at school.

**Medication guidelines:**

1. Medication is to be administered at the time and in the dosage prescribed by the physician.
2. Under no circumstances should one student be given another pupil's meds.
  - a. Students are not to bring any medications to school unless absolutely necessary. Prescribed and non-prescribed medications may not be kept in the child's possession. They are to be turned into the office immediately upon arrival to school.
  - b. The parent or guardian must fill out a medication form, for dispensing prescribed as well as non-prescribed medication to any student.
  - c. Medication must be kept in their original bottle or container.
  - d. A new medication form must be filled out for each subsequent illness.
  - e. Prescribed medication (more than two weeks): The policies in a-e apply. An additional form, to be completed by the prescribing physician or nurse practitioner, will be required.

**4.26 Playground Supervision:** Recess is an absolutely critical time for teachers to monitor their classes. RECESS IS NOT A TIME FOR TEACHERS TO VISIT OR GRADE PAPERS. If more than one class is present at one time, teachers should divide responsibility so provide optimal monitoring of students. Know where your students are at all times. Teachers are to accompany (not send) their classes to recess.

**GUIDELINES:**

1. Dispose of all trash in proper trash receptacles. Make sure your students pick up all trash prior to returning inside.
2. Enforce classroom rules on the playground.
3. Deal with situations in a pro-active manner. Remove the opportunities for potential student confrontations and situations BEFORE they happen. One example, lay out clear rules for games so that everyone is aware of how the game should be conducted.

**4.27 Release of Children:** Only parents or legally signed guardians are to pick up their children. Parents/guardians must come to the office. Students who are being picked up should be sent directly to the office for pick-up. Students are to be picked up at the office by parents. No student will be released to a person to pick them up, unless accompanied by a written note from the parent or guardian.

**4.28 Visitor's on Campus:** Visitors are to check in at the office first. They must sign in, pick up an ID badge and sign out upon leaving. All staff are to make sure that visitor's have first checked in and received an ID badge before allowing them near students. RULE: When in doubt, contact the office immediately.

## **5.0 GRADING/STUDENT EVALUATION:**

- 5.1 Philosophy:** The evaluation of students is an ongoing process and is done on a day-to-day basis. The purpose of evaluation is to ascertain strengths and identify weaknesses for remediation. It is important to recognize that we will be instituting a QUARTER GRADING SYSTEM (9-WEEKS).
- 5.2 Report Cards:** will normally be mailed about one week after the grading period ends. The process for recording those grades and turning them in is detailed and should be followed carefully. Grades turned in on Grade Sheets for report cards are considered final. Changes of student's grades should only be requested when they have received an (incomplete), or when a mistake on the printed report card has been verified.
- 5.3 Grade Sheets:** Grades 6-12 - After averaging grades, you will receive a computer generated *Grade Sheet* for each class. Fill in each student's grade with a percentage grade (rounded to the nearest whole number). Do not write in a letter grade. Elementary teachers – also use the Grade Sheet and need to include a letter grade and conduct grade for their students. Discrepancies regarding student absences and tardies need to be checked and verified through the main office.
- 5.4 Request For Change of Grade:** These forms are to be used when submitting a grade that for some reason (incomplete, late, mistake in report card) was not recorded on your Grade Sheets. The office will not change grades in the computer unless a request is received on the proper form. When a parent or student has questions about a grade they will be referred to the teacher first. If a mistake has been made, please use this form to notify the office.
- 5.5 Progress Reports:** Deficiency reports will be mailed to the parents of students who, at the 4-½ week point of the grading period, have grades averaging 76 or below. Please observe the due dates announced for all progress reports, and record on the report an accurate average of the student's current grade. These averages are important to do accurately as they have an effect on athletic eligibility. Reports are to be turned into the respective offices on or before 8:00 AM the due date listed on the calendar. **Commendation reports** may be mailed out at anytime throughout the school year. The commendation report is a note of commendation signifying marked or significant improvement in a student's academic or behavioral effort.  
**In addition to progress reports, there is no substitute for “regular, ongoing” parent communication when necessary. This should be both written and verbal communication with adequate documentation being kept to support any significant parent/teacher conversations.**
- 5.6 Major Projects:** Projects may not be due during exams or the day following a holiday. If project due dates are changed, parents must be notified in writing. Due dates for different major projects for one grade must be at least two weeks apart.

**5.7 Make-Up Work:** Students with excused absences will be allowed to make-up work within a reasonable length of time. A reasonable length of time will be from one to five class days, depending upon circumstances and the discretion of the teacher. An example would be a student missing two school days (excused) and having two school days to make-up any/all missed assignments. Students should not expect teachers to delay tests or to allow them extra time simply because they missed a day of school prior to a previously announced test day. Consideration will be given to pupils missing several days in a row, or those too ill to prepare for school.

**5.8 Late Work:** The following guidelines shall apply to all work turned in late. Each class will allow ONE GRACE PER QUARTER for each student. After the grace, a zero is given for each assignment not turned in on time. This applies to daily assignments only. Special projects and term papers that are late will be reduced one full letter grade per day they are late. After two late days they will receive a zero.

**5.9 Incomplete Grade:** An “incomplete” is given on a report card when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to “F” if the work is not completed within 5 school days.

**5.10 Homework:**

Each teacher needs to assign a reasonable amount of homework in light of the subject matter being taught. Homework should only be used for remediation, enrichment, or skill strengthening purposes. Homework should never become driven by the concept of “busy work.” Homework assignments should not be given on Wednesday evenings and should be minimized over the weekends. The following guidelines have been provided to aid each teacher in the amount of homework they should seek to administer:

**1<sup>st</sup> grade = 15-20 minutes**

**2<sup>nd</sup> grade = 20-30 minutes**

**3<sup>rd</sup> grade = 30-40 minutes**

**4<sup>th</sup> grade = 40-50 minutes**

**5<sup>th</sup> grade = maximum of 60 minutes**

**6<sup>th</sup> grade = maximum of 60 minutes**

**7-12<sup>th</sup> grades = maximum of 15 minutes per subject (with the exclusion of AP courses & upper level math (grades 9-12))**

**5.11 Test Days:**

Secondary level teachers are not to have more than two tests on any given day. This does not include quizzes. Teachers in grades 7-12 **MUST SIGN-UP IN ADVANCE** in the teacher **No tests (except for math and spelling ) should be scheduled for Thursday’s (grades 1-12)**

**5.12 Projects:**

Projects should be done with much planning and ample notification to students and parents alike. Individual and class projects, which require “outside” work and resources need to be planned out so that the student is not overloaded by other class work and assignments.

Remember, the following guidelines regarding assigning a project:

- It should be planned well in advance.
- Reminders are necessary for both students and parents.
- Make sure to provide a clear purpose for why you are doing the project.
- \*Make it “student-friendly,” eliminate (as much as possible) parent involvement.

**No projects should be due on Thursday’s.**

**5.13 Help For Students:** It is expected that all teachers a ACS will have a regularly scheduled help time set aside for students to be helped one-on-one when necessary. Times set aside either before or after school are recommended (when able). Otherwise, finding time during lunch or planning periods are to be done at the discretion of the teacher.

**5.14 Modification For Students:**

Modification for students needing remediation simply implies that the student is given a reduction of work or assignments by which results in an altered grade are given to that student and are shown as such on their report card.

**Modified grades for students can only be done when the Headmaster has met with the parents and teacher of the student and have agreed to modify a particular subject or subjects for the student. The report card will show “M” next to each modified grade, verifying modification of that subject.. Students “currently being modified,” are ineligible for academic awards and honor roll.**

**5.15 Student Records:** Two kinds of records are kept for students in the school. Cumulative records are established and maintained for all students. Confidential files are established for those who have had special testing such as individual intelligence tests, psychological assessments administered to them.

Students who have confidential files have cumulative folders flagged. Teachers at their convenience may review cumulative files. They must be returned to the office before the end of the school day.

Teachers are responsible for taking care of the following items in the cumulative files:

1. Recording grade averages and absences at the close of the school year or when a student has withdrawn.
2. Posting of standardized test scores.
3. Filing standardized test narrative reports. (Please remove any perforated edges.)

**GRADING SCALE AT ANDERSON CHRISTIAN SCHOOL**

<b>A+ = 100</b>	<b>C = 80-82</b>
<b>A = 96-99</b>	<b>C- = 77-79</b>
<b>A- = 93-95</b>	<b>D+ = 75-76</b>
<b>B+ = 90-92</b>	<b>D = 72-74</b>
<b>B = 87-89</b>	<b>D- = 70-71</b>
<b>B- = 85-86</b>	<b>F = 0 TO 69</b>
<b>C+ = 83-84</b>	

**5.16 Tests:** The purpose of a test is to verify the student's mastery of the subject area. It should attempt to test the knowledge base, comprehension, overall understanding of the topic, skill development, and Biblical perspective on the subject. Tests should be announced on Monday with all other assignments. Earlier announcements are even better. Tests planned for Monday or Tuesday should be reflected in the lesson plans (and assignments) from the week prior.

Review carefully with your students. Your students should know exactly what you expect. Clear communication is essential in this area.

The test should accurately measure the level of understanding of the student over a range of information.

**Tips For Test Preparation:**

1. During review, have in mind the exact material to be covered.
2. Plan specific questions on which to review or drill.
3. Never review questions in the exact order or in the exact words they will appear on the test.
4. In mathematics, problems should be entirely different, however, identical in process.
5. Tests should be written (rarely verbal). Use a variety of questions. While quizzes rely heavily upon recognition and recall type questions, tests should be composed of questions that verify comprehension, understanding relationships, application of Biblical principles to the subject, and application of factual knowledge. Tests should be written to test for these levels of learning.
6. All tests are to be graded and returned to the students within one (1) week.
7. All tests and quizzes are to be returned to the students following grading for subsequent review in preparation for semester examinations. The teacher may retain only semester examinations and grading period tests.
8. Extra credit is to be used only occasionally and never as a substitute for student's who fail to complete their regular assignments.

**5.17 Examination Exemptions – Grades 6-12:** During the first semester, no exemptions will be given. However, students achieving a 93 average or above for the second semester may be exempted from taking an exam in that particular course.

## SIGNATURE PAGE

I have read the Faculty/Staff Handbook and Student Handbook and agree to abide by the guidelines detailed therein in order to help insure the smooth operation of the ministry of Anderson Christian School.

Date Read: \_\_\_\_\_

Teacher/Staff Signature: \_\_\_\_\_







