



Staff & Faculty Handbook

Revised August 2022

TABLE OF CONTENTS

| | |
|--|----|
| Statement of Purpose | 4 |
| Mission | 4 |
| Philosophy of Education | 4 |
| Statement of Faith | 5 |
| Accreditation | 6 |
| School Board | 6 |
| Facilities | 6 |
| | |
| Academy Director Job Description | 7 |
| Academy Teacher Job Description | 10 |
| | |
| Employee Policies | 13 |
| Staff Dress Code | |
| Hiring, Retention, & Termination | |
| Staff Attendance and Leave Policies | |
| Employee Review and Evaluation Procedure | |
| Employee Benefits | |
| Staff Development | |
| | |
| Communication | 18 |
| Parent/Guardian-School Relations | |
| Parent/Guardian Conferences | |
| Class Newsletters | |
| School Calendar and Scheduling Events | |
| | |
| Student Records and Evaluation | 21 |
| Students Attendance | |
| Grades | |
| Grade Ranges | |
| Calculations | |

| | |
|-----------------------------------|----|
| Testing Guidelines | |
| Report Cards | |
| Retention | |
| Grades for Suspension | |
| Special Students | |
| Phone Calls | |
| Grade Alerts | |
| Students Cumulative Records | |
| Student Classroom File | |
| Director's Awards | 30 |
| Academic Excellence Award | |
| Leadership Award | |
| Service Award | |
| Supervision of Students | 31 |
| Classroom | |
| Lunch | |
| Before School | |
| After School | |
| Student Competitions | |
| Student Disciplinary Policies | 33 |
| Curriculum | 39 |
| Lesson Plans | 41 |
| Student Safety, Injury, & Illness | 43 |
| Field Trips & Transportation | 45 |

| | |
|------------------------------|----|
| Miscellaneous Teacher Duties | 45 |
| Classroom Procedures | 46 |
| Beginning the day | |
| Student dismissal | |
| Classroom | |
| Student dismissal | |
| Lunches | 47 |
| Playground & Safe Zone | 47 |
| Class Funds | 47 |
| Teacher Resources | 48 |
| Library | |
| Teacher's Workroom | |
| Book Room | |
| Science Lab | |
| Pledges | 48 |

Statement of Purpose

At Christ's Chapel Academy (CCA), the entire educational process is used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind, and to train in Godly living so that God's total purpose can be fulfilled in the student's life.

Mission

Our mission is to provide a Christ-centered educational experience for each family, focusing on a Biblical worldview approach to academic, social, and physical issues. Our objective is to develop in all students a sound academic foundation and a discerning Christian character that will empower him/her to succeed in higher education, vocations, Christian service, citizenship, and leadership.

Philosophy of Education

The educational philosophy of Christ's Chapel Academy (a ministry of Christ's Chapel Assembly of God) is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His son, Jesus Christ, the universe and all life are totally subject to God and are made to glorify Him forever. This is very true of man, who was made in God's image, different in kind from all other creation, with the unique capacity of knowing and responding to God personally, intimately, and voluntarily. Man is a sinner by nature and choice, and he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord through which he is enabled to do God's will, which is the abiding purpose of his life.

The entire educational process is used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him, and to train him in godly living so that he can fulfill God's total purpose for his life, personally and vocationally.

The student must:

- Be taught the Bible so he may understand God, his new nature, and role in God's image.
- Be developed and related to God as a whole person spiritually, mentally, physically, and socially.

- Learn to see all truth as God’s truth and integrate it with, and interpret it by, God’s Word.
- Be educated as an individual with his own unique abilities and personality, who must learn to live and work with others at home, in the church, and in a changing secular society.
- Interact with and be taught by parent/guardian and teacher models that are themselves born again and have a Biblical perspective on life.

Statement of Faith

WE BELIEVE:

- The Bible is the inspired and only infallible and authoritative Word of God (2 Timothy 3:16).
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19; 3:22).
- In the deity of our Lord Jesus Christ—His virgin birth; sinless life; miracles; vicarious and atoning death; bodily resurrection; ascension to the right hand of the Father; and, His personal, future return to this earth in power and glory to rule a thousand years. (Matthew 16:16; 1 Corinthians 15:3-4).
- In the blessed hope, which is the rapture of the Church at Christ’s coming (Titus 2:13).
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (1 Peter 1:18-19).
- Regeneration by the Holy Spirit is absolutely essential for personal salvation (John 3:3-5).
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).

- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16).
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (John 5:28-29).

Accreditation

Christ's Chapel Academy is a member of the Association of Christian School International (ACSI). CCA is pursuing full accreditation with ACSI. Many services and programs are made available to us through these organizations.

School Board

Christ's Chapel Academy (a ministry of Christ's Chapel Assembly of God) is a not-for-profit organization whose fiscal and policymaking authority is vested in the School Board, who in turn is accountable to the Lead Pastor of Christ's Chapel Assembly of God and the Church Board. School Board members are appointed by the Church Board of Christ's Chapel Assembly of God to serve on a rotating-term basis without remuneration. Each member must be found faithful in their Christian walk as evidenced by their involvement in and support of the church.

Facilities

Christ's Chapel Academy is located in Christ's Chapel Assembly of God (3819 Turfway Road, Erlanger, KY 41018). The present church campus is used cooperatively between church ministries and school activities. It includes classrooms for grades Pre-K through 5th, and an auditorium/multipurpose meeting room, primarily used for chapel.

ACADEMY DIRECTOR POSITION DESCRIPTION

Purpose:

The Director is responsible for the overall operation, supervision, enrollment, finances, quality and integrity of the school. This position is focal in providing direction, leadership, momentum, and continuity for Christ's Chapel Assembly of God's ministry of providing a Christian alternative to public school education. The Director will assure an educational opportunity where God's truths are believed and openly discussed, where parents can trust that Biblical and family values will not be compromised nor apologized for, and each child will be encouraged to become all that God has created them to be. Parents/Guardians will be challenged to be participants and supportive in the educational process and will receive adequate communications regarding progress, and areas requiring increased emphasis or change. The Director is responsible for providing excellence in education not compromised, but affordable by financial management of fundraising, enrollment, and financial stewardship.

Key Responsibility Areas:

A. Provision of excellent teachers, curriculum, learning environment that motivate, instruct, and challenge students to develop into educated, responsible citizens, with leadership ability, spiritual truths to triumph as kingdom citizens in the hostile world that exists by:

- Hiring, developing, and retaining professional top quality teachers led of God who are both knowledgeable in their specialties, and competent in motivating/communicating to a mix of students, controlling the classroom decorum, and bring models of Christ inspired living.
- Reviewing new and current curriculum resources to assure it is fitting, and will/does accomplish the student development desired.
- Maintaining a healthy learning environment that encourages individuality without allowing abuse of other. This includes safety and security of students, teachers, and the facility.
- Providing standards and measurement of learning, instruction, accomplishment and provide feedback to teachers, CCA board and parents/guardians.
- Providing activities that develop interpersonal skills such as teamwork, leadership and social interaction to provide student effectiveness and a portfolio for employment and college opportunities.
- Managing the day-to-day operations of CCA, in accordance with CCA policies, through leadership, delegation, and use of volunteers, and assuring educational integrity and excellence.
- Presenting to CCA board, as necessary, policies or revision of same that overcome/avoid problems and contribute to an improved product (student) or process (instruction).
- Participating as a teacher where appropriate and utilizing professional church staff for spiritual development, music, chapel and youth counseling.

B. Directing the development of growth in enrollment, funding, and facilities in partnership with the CCA school board through:

- Public relations that promote excellence of CCA's educational and spiritual reputation in a positive way, promote corporate and community financial support, and encourage Christian parents/guardians to enroll their children at CCA.
- Research for grants and gifts that enable CCA to provide expanded facilities, programs, and the funding to provide financial aid to aspiring students with limited financial resources.

C. Controlling stewardship of finances to assure CCA financial viability and success by:

- Submitting annual budgets that are realistic, responsible, and support a Five Year Plan.
- Administrating the finances to meet budgetary and occurring obligations in a timely fashion.
- Assuring tuitions are paid when due, and referring families along with payment histories to the finance committee where payment extensions or exceptions appear to be warranted.

D. Motivating and increasing parental involvement through:

- Communications between CCA and home.
- Support of Parent/Teacher Fellowship (PTF).
- Positive teacher/parent dialogues that encourage student support, growth and decorum.
- Open door to parents/guardians that does not reduce the effectiveness, and control of teachers, or school flow.

E. Providing example, environment, incentive, and opportunities for every student to grow in their relationship and response to Christ the Lord, and comfortable in being a witness to Christian living in a non-Christian environment by their involvement in:

- Observing the principal as a positive Christian role model in all areas of administration and interface.
- Bible curriculum that provides increased faith, understanding, witnessing skills, and spiritual Biblical living direction adapted for each age level understanding and application.
- Encouraging teachers to integrate Christ into instruction, discipline, and encounters.
- Chapels that provide opportunities to demonstrate/practice faith, where the Holy Spirit operates, and which students eagerly attend.

F. Assuring CCA policies are followed and adequate records appropriately maintained by:

- Annual review of policies for compliance, random audits of financial records, attendance, and student records.
- Determining adequacy of records for all compliance with CCA requirements, student needs, and operational integrity and protection. Reviewing retention schedule to meet current and future requirements.
- Maintaining confidentiality and protection from removal and/or change by unauthorized persons.
- Monitoring financial transactions have acceptable approvals and audit trails.

G. Fair and consistent treatment of teachers, staff, and students regardless of race, sex, and church affiliation.

Reporting Relationships:

The Academy Director reports directly to the Lead Pastor. The CCA Board is the policy setting authority for the school, and has final approval of tuition changes, capital additions, approved activities, and CCA staff being recommended by the Director, with assistance of the Lead Pastor. The Lead Pastor provides operating oversight of the Finance Director, who is accountable to the Church Board. Annual objectives will be negotiated with the Lead Pastor and Church Board.

Qualifications:

The Academy Director must be: a committed Christian, living a Holy Spirit directed life with a calling in Christian education; Master's Degree; knowledgeable in Bible and leadership skills.

The Academy Director's experience should include: a minimum of 2 years teaching experience and 3-5 years of school administration in a Christian school setting or as an alternative in a public school plus history of active participation in Christian ministry.

The Academy Director should exhibit the following interpersonal qualities: excellent leadership; motivational communication skills, as well as planning, organizing, and control skills; creative ability and a capacity for strategic implementation; ability to communicate with enthusiasm as a recruiter and fundraiser; capacity to operate in a proactive mode as opposed to reactive, but able to respond to crisis in a calm and controlled manner.

The Academy Director will be someone who: believes in and has a conviction for Christian education as a priority; supports Creationism and the role of the Holy Spirit in guiding our lives; accepts the Bible as the primary direction for living as a Christian.

The Academy Director will be: mature, positive, personable, and professional. They must be a person of integrity, as well as a good listener with openness to other's ideas. They will be sensitive to the leading of the Holy Spirit, discerning in matters of problem solving, counseling and proper timing of both. They must be empathetic to the pressures on teachers/students and able to encourage joy and peace.

CHRIST'S CHAPEL ACADEMY TEACHER JOB DESCRIPTION

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

Overview: The teacher shall be a born-again college graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.

Hired by: Board upon recommendation of the Director for one year

Responsible to: Director

Supervises: Student teachers, aids, volunteers, and students

Evaluation: Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation.

Required Personal Qualities

The teacher shall:

- Follow Jesus Christ as his/her personal Savior and Lord.
- Believe that the Bible is God's Word and that it is the standard for faith and daily living.
- Be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's Biblical standards for conduct (Luke 6:40).
- Be a member and regular attendee at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Support and be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education and code of conduct.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go" (Proverbs 22:6).

Recommended Personal Qualities

The teacher shall:

- Recognize the role of parents as primarily responsible before God for their children’s education and be prepared to assist them in the task.
- 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.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Notify the administration of any policy he/she is unable to support.
- Refuse to use or circulate confidential information inappropriately.
- Place his/her teaching ministry ahead of other jobs or volunteer activities.

Key Responsibility Areas

The teacher shall:

- Honor Christ in every class and in every activity.
- Motivate students to accept God’s gift of salvation and help them grow in their faith.
- Lead students to realization of their self-worth in Christ.
- Cooperate with the School Board and administrations in implementing all policies, procedures, and directives governing the operation of the school.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the Director.
- Integrate the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on school premises to create a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Keep bulletin boards creative and attractive.
- Plan a program of study that, as much as possible meets the individual needs, interest, and abilities of the students, challenging each to do his/her best work.
- Utilize varied techniques to achieve curriculum goals within the framework of the school’s philosophy.
- Employ a variety of instructional aids, methods, and materials to reach the whole child: spiritual, mental, physical, social, and emotional.
- Plan through approved channels the balanced use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment, or project work.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student’s progress.
- Keep students, parents/guardians and the administrations adequately informed of progress or deficiencies and give sufficient notice of failure.
- Recognize the need for good public relations. 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, guardians, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, guardians, staff and administration.

- Seek the counsel of the Director, colleagues, and parents/guardians while maintaining a teachable attitude.
- Attend and participate in scheduled devotional, professional development, retreats, committee, team and faculty meetings.
- Know and follow the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.
- Willing to learn new procedures using technology and curriculum.
- Arrive at least 5 minutes before the required time to receive students on campus.
- Prepare adequate information and materials for a substitute teacher.
- Abstain from social media usage between teacher/student/parent if the content is not educational or for spiritual edification.
- Perform other duties, given with adequate notice assigned by the Director.

EMPLOYEE POLICIES

Staff Dress Code

The dress code at Christ's Chapel Academy is in accordance with Biblical injunctions on modesty. In order to maintain our Christian testimony at school as well as in the community, staff should dress modestly and in a respectful manner at all times.

During school hours, men must wear modestly cut trousers and shirt, and must wear socks. Jeans/Shorts may be worn only on designated days, or when the schedule of extra activities (PE, field trips, etc.) makes them more appropriate apparel. Hair should be above the eyebrows and not below the middle of the ear.

During school hours, ladies must dress modestly. Female staff members may wear skirts, dresses, dress slacks, or casual pants. All skirts or dresses must reach the top of the knee or lower. Jeans/Shorts may be worn only on designated days, or when the schedule of extra activities (PE, field trips, etc.) makes them more appropriate apparel. Leggings are to be worn with longer, dress length tops.

Hiring, Retention, & Termination Procedure

Non-discriminatory Hiring Policy:

Christ's Chapel Academy will not discriminate on the basis nor race, color, sex, national nor ethnic origin when considering student applications and employee hiring.

Teacher Qualifications:

- All teachers shall be born again Christians AND faithful members of a local church.
- All teachers shall fulfill the professional requirements as stated in the job description.
- All teachers shall be in agreement with the Statement of Faith of Christ's Chapel Academy AND shall give evidence of good moral character.
- Sign Confidentiality Agreement, Employee Lifestyle Statement, and Declaration of Moral Integrity.

Hiring:

Step 1 - Each applicant must:

- a. Complete the employee application.
- b. Forward copies of all transcripts to Christ's Chapel Academy.
- c. Submit a personal reference, a professional reference, and a clergy reference.

Step 2 - Each applicant receiving further consideration will:

- a. Interview with Director and at least one other member of the hiring committee.
- b. If recommended for employment advance to Step 3.

Step 3 - Each applicant receiving further consideration will:

- a. Be asked to teach a lesson.
- b. The topic of the lesson will be provided by the Director a few days before said lesson is to be presented.

Step 4 – If the hiring committee recommends the applicant for employment, the applicant will be offered the teaching position on a one-year basis. He/She will sign the Confidentiality Agreement, Employee Lifestyle Statement, and Declaration of Moral Integrity.

NOTE: All staff will attend orientation training within 90 days of hiring and implement what they have learned.

Retention:

- All teachers are required to sign an "Intent to Return" form in the spring. The form will indicate the teacher's decision to return for the following school year or to leave employment at Christ's Chapel Academy.
- All signed intent forms will be reviewed by the Board to determine rehires.
- NOTE: Signing an intent form is not a guarantee of a position.
- Teachers shall be notified in writing if their services will be required for the following year. Should an "Intent to Return" form not be turned in, a meeting with the teacher will be held to discuss the teacher's intentions.
- A teacher's invitation to return for the following school year is a confidential agreement, and the terms are to remain confidential.

Termination:

Involuntary Termination: When during the unfulfilled term of a school year, it becomes necessary to consider terminating the employment of a teacher, the documented reasons will be discussed with the School Board. If the School Board approves in a meeting with the Director, the teacher will be given documented reasons for dismissal. Such reasons shall relate only to the welfare of the school and its students. Terms of involuntary termination will be established by the Director and School Board. Consideration will be on an individual basis.

Reasons for Involuntary Termination of Employment:

- Incompetence
- Physical or mental condition improper for those working with children.
- Breach of confidentiality in matters concerning a student, parent, guardian, teacher, contract, Principal, School Board, or Pastor.
- Repeated violations or refusal to submit to policies and regulations of the School Board as established in the Faculty Manual.

Reasons that can lead to immediate Involuntary Termination:

- Immoral conduct
- Unprofessional conduct
- Committing or aiding criminal acts
- Conviction of a felony
- Dishonesty

Termination Process:

The following shall be implemented after verbal discussions about improvement and little improvement with growth areas have been observed as indicated on fall and/or spring evaluations. The goal is for restoration if possible.

Step 1 - Professional development plan with regular meetings to establish progress. Frequency of meetings determined by administration. If insufficient progress is made, move to Step 2.

Step 2 - Personnel Corrective Action Form. Meet with individual to determine ongoing and future employment.

Step 3 - School Board will make decision about if termination is recommended.

Voluntary Termination of Employment:

- Should a teacher be unable to fulfill his/her agreement to teach for the balance of the existing school year, a letter of resignation shall be submitted to the Director and School Board.
- If a teacher is absent from his/her duties more than 3 days without the Director or School Board approval, the School Board may rule a breach of agreement and the position open.
- When a teacher resigns or retires, he/she must turn in all Teachers' Editions, supplies, book lists, clean out their classroom (if at the end of the academic school year), gradebook, keys, etc., before he/she will be paid.

Staff Attendance & Leave Policies

Teacher Attendance & Leave:

- Working Days: All teachers are hired for 187 days (subject to change based on state requirements) of service during the academic year. The calendar for days may be extended if days are added due to snow make-up days. Teacher salaries are computed according to this policy, and teachers are expected to fulfill their stated responsibilities during this period.
- Arrival Time: Teachers must be in classroom no later than 7:55 AM.
- Departure Time: Teachers will remain at school at least 15 minutes after school has dismissed for the day (3:15 PM).
- Sick/Personal Days: During the school year, all teaching staff will be eligible for 10 paid sick/personal days. Eight of these days are for sick leave and two for personal leave. Deviation from this standard will be considered on a case by case basis. These days may be used for any reason, including illness, without deduction of pay. Absences exceeding 10 days will result in a pay deduction. All non-illness absences require a minimum of three-days prior notice. For the first year of employment, leave days are accrued on monthly basis and in the event of early termination or resignation only 1 day for each month of employment may be awarded. Any and all days taken above that number will be deducted from the last paycheck. Absences which are due to unexpected illnesses or emergencies and occur without a three-day notice should be handled in the following manner:
 - A phone call or text made to the Director no later than 6:00 AM of the day of absence. Teachers should acquire a substitute from the approved list for the day. Communicate who will be covering to the Director and the school office.

- If lesson plans are not in the classroom, the teacher must take responsibility to see that his/her lesson plans are delivered to the Director and the school office that same morning by 7:30 AM.
- In case of an extended absence, a teacher will be involved with daily planning in cooperation with the substitute teacher.
- Holidays: Each teacher will receive the same school holidays that the students receive, unless a professional development day is scheduled.
- Sick/Snow days: CCA determines when school will be closed due to inclement weather. School cancellation will be reported by 6:30 AM to local TV stations, as well as on our Christ's Chapel Academy Facebook page. Should inclement weather develop after school is in session, at the Director's discretion, teachers living long distances from school will be dismissed with the students. Classes and remaining teachers may be combined to supervise students until parents/guardians arrive.

Employee Review & Evaluation Procedure

Scripture states that as iron sharpens iron so one man sharpens another (Proverbs 17:7). Accountability is essential for growth and maturity within Christian school community. With this as the foundation, Christ's Chapel Academy will pursue excellence in character and ministry through a process of review, evaluation, and observation.

Evaluation of teachers will be for the purpose of commendation and recommendation and will be viewed as a means in itself to release individuals from their teaching responsibilities.

Each teacher will be evaluated according to the following guidelines:

- Each teacher will undergo review and evaluation by the Director once a year.
- Classroom evaluation will occur twice per year and will only be conducted after the teacher has been informed of the time frame of the observation of their class.
- Drop-in visits and evaluations may be conducted by the Director or designated person without notice to the teacher.
- Each teacher will be evaluated according to the same established criteria as all other teachers within Christ's Chapel Academy.
- Each teacher will complete a self-evaluation each year and submit the completed form to the Director.
- Each teacher will meet personally with the Director to discuss the observations and evaluations.

- Teachers will also be evaluated according to their compliance with the stated staff development policies and successful fulfillment of duties outside the classroom. Failure to do assigned duties and enforce rules will result in a poor evaluation.
- Weekly submitted lesson plans will also be considered in the evaluation procedure.
- Evaluations and conference results will be kept in each teacher's personal file.
- Teachers will fulfill yearly personal growth goals set by the Director such as book readings, etc.

Employee Benefits

- **Salaries:** Salaries for all teachers will be based upon experience, length of time at CCA, and education. Raises and pay increases will be determined as each teacher fits into the established scale. All raises and pay increases must be approved by the School Board. Teachers will be paid on a pay schedule set by the School Board. Salary may be spread out over a twelve-month period.
- **FICA:** Christ's Chapel Academy will pay the employer's share of each employee's FICA each school year. The balance will be withheld from the employee's pay.
- **Tuition:** One child of each full-time teacher will receive free tuition each year.
- **Extra Pay:** Teachers who participate in various extracurricular activities may be compensated for their time. The compensation will be in accordance with the stated policy and procedure and/or approved by the School Board.
- If the budget allows, teachers will be compensated with an End of Year Bonus.

Staff Development

Individual Staff Development Requirements

- Teachers will participate in all professional development opportunities.
- Teachers will participate in all staff meetings.
- Teachers will participate in personal growth and development assigned by the Director, such as readings, etc.
- Select teachers will receive first-aid training and up-dates every 2 years.

School Wide Professional Development

In order to enhance and sharpen teaching skills, Christ's Chapel Academy will conduct professional development programs for our teachers.

- Professional development prior to the school year beginning.
- Weekly faculty meetings will be a means by which teachers are instructed, motivated and encouraged in their teaching ministries.
- Yearly, teachers will be evaluated by the Director.
- Teachers will evaluate course/curriculum objectives and scope & sequence each year; thus allowing them the opportunity to develop a greater understanding of their materials and a clear focus on their program goals. Long Range Plans should be made by the quarter or semi-annually.

Communication

Parent/Guardian-School Relations

Christ's Chapel Academy is an extension of our students' homes. We cannot replace the God-given responsibility of the home in training and nurturing children. We can, however, extend our resources and ministry to the parents/guardians of each student and work in cooperation with them in the process of developing their children in spirit, mind and body.

The following guidelines are critical for good parent/guardian-school relationships:

- Each teacher shall make it a goal to meet every student's parent(s) or guardian(s) in person.
- Teachers shall work to develop a professional yet close relationship with each parent/guardian.
- Teachers will use phone calls and other forms of communication to not only relay negative information, but positive as well.
- Teachers shall express a genuine concern for the families of their students when a family member is sick or a death in the family occurs.
- Teachers shall never belittle the school, the staff, or the students.
- Teachers shall send progress reports at mid-points between each nine-week grading period.
- Teachers shall remain composed when dealing with parents/guardians, no matter how opposing the parent/guardian may be.
- Teachers shall never belittle a parent/guardian before their child, other students, or any faculty member.
- Teachers are required to attend all graduation, orientation, and other school functions.
- Teachers may select a Room Parent/Guardian each year. The Room Parent/Guardian may be requested to help the teachers with various classroom activities such as phone calls, field trips, party plans, etc.

- All teachers are expected to initiate at least two parent/guardian meetings per year for social or instructional purposes, at the teacher's discretion.
- Any serious disciplinary note sent home should be previewed by the Director.
- Please be careful to proofread all communications to parents/guardians.

Parent/Guardian Conferences

Occasions will arise when a teacher will recognize the need to meet personally with parents/guardians. Also, parents/guardians may need a personal meeting with their child's teacher. For this reason, the following guidelines shall be followed.

Two specific parent/guardian conference days are set aside each year—one in the fall and one in the spring. These days are scheduled following the first and third nine weeks grading periods and report cards. Student's progress will be discussed at this time. These conferences are required.

The Director will be available to assist in conferences, should the teacher request assistance.

Meeting with parents/guardians may occur at times other than calendar-scheduled conferences. Teachers must be sensitive to situations that need to be addressed immediately and constructively communicate that information to parents/guardians.

Conference suggestions:

- Establish rapport with parents/guardians prior to conferences, building a relationship beginning on the first day of school.
- Plan ahead and carefully prepare for the conference time. Look over test records, assess report cards, disciplinary actions, and any other pertinent data that will help them be more informed about the student.
- Focus on one solvable problem.
- Emphasize strengths and areas for improvement.
- Employ the Matthew 18:15-16 principle when applicable.
- Prepare several possible solutions to the student's need.
- Document a specific action plan agreed upon with the parent/guardian.

Class Newsletters

The Director should preview classroom newsletters before being sent home to parents/guardians. Please allow adequate turnaround time (24-hour minimum).

School Calendar and Scheduling Events

Calendar:

- Field trips and extra-curricular events should be submitted to be put on the office calendar. Forms are available in the school office.
- Requests should be made at least two weeks prior to the event.

Room requests: When a room is needed for an additional class activity or extra-curricular event, a room needs to be reserved in the school office, as far in advance, as possible.

STUDENT RECORDS AND EVALUATIONS

Student Attendance

- Before school care: Morning care begins at 7:30 AM, and the door does not open until then. Students will be supervised in the Student Ministry Center until they are released to their classroom at 7:55 AM.
- Drop-off routes and pick-up routes will be the same.
- Students will not be allowed in classrooms before 7:55 AM. Students arriving prior to that time will report to early care in the Student Ministry Center.
- Christ's Chapel Academy will not enroll students on a part-time basis unless they are in Preschool.
- Absences/Tardies:
 - All absences shall require a note of explanation signed by the child's parent/guardian, specifying the reason(s) and date(s) involved. This note must be sent with the student upon returning to school and be brought immediately to the school office upon the child's arrival.
 - Elementary students shall then be given an admittance slip to the classroom teacher which will indicate that the note has been received and verifies an excused or unexcused absence or tardy.
 - Absent/Tardy students shall not be admitted into the classrooms without an admittance slip.

- Students will not receive credit for made-up work missed due to unexcused absences unless deemed necessary by the teacher/Director.
- Absences which may be excused are the following: personal illness or serious illness in the immediate family, death or relative or close friend, attendance at a funeral, reasons listed in the Student Handbook or other valid reasons acceptable to the Director.
- All other absences will be considered unexcused.

In addition to the above reasons for an acceptable absence, a student may be granted an excuse for a family trip if advance notice is given to the teacher so that appropriate work may be assigned.

A maximum of 5 days per semester may be excused without a medical statement.

Absences will be unexcused when due to:

- Suspension
- Truancy
- No note is brought from home within 2 days of the absence.
- Being absent in excess of 5 days per semester without a medical statement.

Absences which are excused through a medical statement do not add to the cumulative total affecting a condition of truancy but would be recorded on the student's permanent record.

If a student is absent more than 5 days per semester without medical excuses or school permission he/she will serve an in-school suspension after each day missed up to the 8th day. The School Board will review the student's attendance history and determine what action to take. This may include removing the student from school or grade retention.

After the 4th day of absence without medical excuses within a semester the office will be notified by the teacher. Should any student be absent from school in excess of 4 days, a letter will be sent to the parents/guardians to reinforce the school policy.

A student with unexcused absences in excess of 5 days will require a parent/guardian conference with the principal. If the situation cannot be resolved, the student may be dismissed from school.

Absences will be recorded in this manner (For office use only):

- A: Absent
- S: Sick
- M: Medical note
- F: Funeral
- V: Vacation
- O: Other
- ED: Early Dismissal
- HD: Half Day

A tardy is considered excused when:

- The office approves it for traffic or inclement weather conditions.
- A student has been to a doctor's appointment, funeral, etc. A parent/guardian note must be submitted.

Office personnel or the Director will grant an early dismissal for illness, doctor's appointments, funerals, etc., only after receiving written or verbal verification by the parent/guardian.

Five tardies in a nine-week grading period constitutes excessive tardiness and shall result in a lunch detention.

Seven tardies in a nine-week grading period constitutes extreme tardiness and shall result in a one-day suspension.

Verified doctor and dental appointments will not be considered tardy if CCA is contacted prior to the appointment. The student should report in through the school office.

Grades

Grades are to reflect a student's intellectual discipline and development. They are to be earned by consistent effort and diligence on the part of the student. The consistent practice of assigning extra credit in order to improve the grade(s) of a negligent student is not encouraged. Teachers must train students to discipline their lives by being consistent in the expectation of the student in completing

schoolwork in assigned timeframes. Students who show lack of subject or content understanding should receive extra assistance from the teacher. Teachers should also involve the parent/guardian as much as possible in assisting their child to progress.

Grade Ranges:

| | |
|----------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70– 79 | C |
| 60 – 69 | D |
| Below 60 | F |

Calculations:

Grades are to be averaged at mid-term and at the end of the nine-week grading period.

Kindergarten & Elementary Elective Teachers:

- E – Excellent (above average) A is 90 – 100 when applicable
- S – Satisfactory (average) B – C is 70 – 89 when applicable
- N – Needs improvement (below average) D is 69 or below when applicable

If a percent grade cannot be established, the grade is determined by observation. Grades will be rounded to the nearest whole number. All tests with a failing grade will require communication with the parents.

A “D/F” report will be prepared for the Director at the close of each grading period by the teacher. This report will include course of action and type of notification to the parent/guardian.

All grades are to be determined on the school’s standard grading scale. Grades are not to be curved.

Lower elementary (K-2) grades have these requirements per quarter:

3 quizzes per core subject

3 tests per subject per quarter
Homework/Seatwork is 30% of the grade.
Participation is 20% of the grade.
Quizzes are 20% of the grade.
Tests are 30% of the grade.
Minimum of 10 grades are required per subject.

Upper elementary (3-5) grades have these requirements per quarter:

Homework/seatwork is 25% of the grade.
Participation is 10% of the grade.
Quizzes are 25% of the grade.
Tests and projects are 40% of the grade. Projects can include term papers, book reports, large extra assignments, and special assignments.

Testing Guidelines:

- At least 3 test grades will be recorded for each nine-week grading period.
- Tests must be scheduled far in advance to give the student adequate study time.
- Teachers will always give students fair indication of the material that will be on the test/quiz. Study guides are encouraged, but exact questions should not be provided.
- Teachers will reduce homework assignments before tests.
- Teachers will not permit open-book tests and/or take home tests. Any exceptions will be discussed with the Director ahead of time.
- Teachers will require students to use a blank sheet of paper as a cover sheet. Students will cover answers as the work on their test.
- Teachers will not allow students to retake a test after a low or failing grade without proper documentation for justification.
- Teachers may allow students with excused absences to make up a test or quiz without penalty. However, students with unexcused absences will receive a 0 for their score.
- Teachers should have quizzes and tests returned within three to four days. Time should then be taken to go over the tests briefly.
- When students are taking tests the teacher must be in the room and monitoring this activity.

All tests with a failing grade require communication with the parent/guardian. In the case of homeschooling students transferring credits, testing maybe required to show content knowledge and for proper grade placement. Students transferring into our program are required to do placement testing.

Report Cards

Christ's Chapel Academy works on a nine-week grading period. The school calendar documents the end of the grading periods and the dates report cards are to be issued. The Director will establish dates for grades to be turned in for processing if they are to be computer generated.

A letter grade will be placed on the report card next to the percentage. The letter grade will be determined by rounding up. If the grade is not rounded up, the teacher will submit to the Director the rationale for that decision. All honor roll awards will be based on number grades.

For all grades, and all subjects there will need to be at least 10 grades, 3 of these must be from tests.

There should be no surprises to parents/guardians when report cards are available. Good communication between the teacher and the parent /guardian should take place regularly.

At the end of the first semester, the semester total will be determined by averaging the first and second quarter grades. At the end of the year, the second semester total will be determined by averaging the two semester totals. Do not average all four quarters.

Report cards should include all academic grades, attendance, teacher comments and conduct grades (elementary)

Conduct Grades

E = Excellent

S=Satisfactory

N=Need improvement

U=Unsatisfactory

Retention

If a teacher is in the process of considering retention of a student, he/she will bring that to the Director's attention as soon as it appears to be a possibility. Together they will discuss a plan on what criteria this will be based and when a final decision must be made. A parent/guardian conference will be set to discuss this issue.

Grades for Suspensions

Any assignment due on the day of suspension will receive a grade. Any assignment that is assigned as routine daily homework, quizzes or tests given on the day of suspension will receive grades of 0. Homework given on a day of suspension is still required to be done and handed in with the rest of the class. Quizzes and tests are to be taken on the day of suspension, although they will hold no credit. If the circumstance warrants, this stipulation may be altered at the Director's discretion.

Late Assignments

We understand circumstances and emergencies occur that are out of students' control. Because of this, a late assignment will be accepted up to three days late from the due date. However, each day the assignment is late, 10% will be deducted from the overall grade earned. The assignment will not be accepted if it is more than 3 days late.

Special Students

If a teacher suspects a student is a challenged learner, the Director will be notified. Steps will be taken to determine how to evaluate this student and plan a special course if testing proves this to be necessary.

Phone Calls

Occasionally, phone calls to parents/guardians to update them on the progress, or lack thereof, on the part of their child will be beneficial. Encourage the parents/guardians to work with their child in growth areas. Be ready to suggest ways they can accomplish this.

Grade Alerts

Grade alerts are to be issued at mid-point between report cards (midterms).

Student Cumulative Records

All students must have up-to-date records on file. The following information is kept on file in the school office for current and former students:

- Applications
- College placement test summaries (if applicable)
- Grade reports
- Health card
- Honor code pledge
- Immunization record
- Letter of reference
- Parent agreement
- Acceptance correspondence
- Progress reports
- Referral for disciplinary reasons
- Standardized test results
- Transcripts
- Transcript requests
- Waivers
- Honors
- Retention and grade promotions

Teachers have access to information placed in student files when such access is essential to the performance of employee duties. If a file should be removed from the office, a sign-out and return sheet must be signed and dated by the teacher. Also, a sign-out sheet inside the file must be signed and dated by the teacher.

The teacher will record end-of-year grades on the student's file card and affix the ACT scores on appropriate card. Grades will be rounded to the nearest whole number. The teacher will calculate the end of the year grades for each subject by taking the average of the 2 semester totals.

Notes:

- Please sign the log inspection record each time records are reviewed.
- The cumulative record is filed in the middle of the CCA folder. Prior records are filed in a separate folder and placed behind our folder. Each student has a separate hanging file color-coordinated by grade. Please do not file more than one student in a hanging folder.
- Report cards, standardized test summaries, spiritual assessments, honor codes, and writing samples are filed chronologically with the most recent year on top.

Student Classroom File

Each elementary teacher will maintain a file on each student in class. That file will contain at least 4 writing samples, one from each quarter. It does not matter what subject area it comes from, but a variety would be best. Two writing samples will be forwarded at the end of the school year to the office where it will be put in the student's permanent file. Papers must be dated. Teachers can decide if students will take part in the selection of pieces that will go into their permanent file.

When grading the sample to be placed in the student's file please use the "Composition Grading Scale" below. Do not write on the paper, however, feedback to the student is crucial for grading purposes. It is recommended to keep a copy of the grading scale and give one to the student.

Composition Grading Scale

- Spelling (10 points)
- Grammar (30 points)
- Sentence Structure (15 points)
- Punctuation (15 points)
- Composition (60 points)
- Composition elements and style (20 points)

- Interaction with assigned material (20 points)

DIRECTOR'S AWARDS

Three separate Director's Awards will be presented based on the following criteria:

Award for Academic Excellence: This award will be given to the student in each class who has earned the highest GPA for that school year. Two awards will be presented in the case of a tie.

Leadership Award: This award may be given to one (two students depending on the size of the class) in each class who exhibit the following qualities:

- a. Integrity (gives unprompted, appropriate responses)
- b. Repentance (self-admission of wrong and a sincere desire to restore a right relationship with the Lord or others)
- c. Servanthood (genuine concern for others, selflessness)
- d. Interpersonal skills (builds and maintains positive relationships with others)
- e. Positive attitude (versatility, accepts change willingly)
- f. Obedience (willingly and joyfully submits to authority)
- g. Humility (genuinely transparent about personal faults)
- h. Demonstrates an active, personal relationship with Christ
- i. Demonstrates compassion for others

Service Award: This award will be given to the student who best exemplifies Philippians 2:3 and Colossians 3:17 because they have a heart for serving others. Only one school wide award will be given.

1. Elementary teachers will determine awards for their class. Should they have multiple students who exhibit all above qualities, they will carefully assess each student on the above qualities using the scale of never, seldom, often and consistently (1-4 points respectively).
2. Nominations will be collected and evaluated. Students who are repeatedly nominated will be considered as recipients of the leadership award. Should there be multiple students listed, they will be assessed by all teachers and staff members that have contact with the student using the scale mentioned above.

SUPERVISION OF STUDENTS

In order to ensure the safety and maximize the learning experiences of our students, all teachers are expected to be involved in close student supervision throughout the day. Teachers should exercise appropriate responses, whether with their own students or being made aware of potential problems.

Classroom

- Never leave the class unattended. If it is necessary to leave the room, seek assistance from a neighboring teacher or from the school office.
- Make sure all students keep their work area neat and clean.
- Post school rules in the classroom AND teachers will follow all the classroom rules.
- As a security measure classroom doors are remain locked at all times.
- When moving students from one location of the campus to another, do so with decency and order. Keep students in a single-file line. Do not allow horseplay.
- Management by walking around the classroom throughout the day will provide a good means by which minimize potential problems.
- Teachers will supervise students during class changes and/or breaks. Teachers are expected to be by their classroom door, available to supervise adjacent hallways.

Lunch

- Teachers should offer prayer for the food before having lunch.
- Students should not leave the lunch area unless for an emergency and then only after they have received teacher permission.
- All conversations will be conducted quietly.
- Teachers will supervise lunchtime.

Before School

Students arriving before 7:55 AM will report to morning care in the Student Ministry Center. Teachers must be in their room, available to supervise adjacent hallways, no later than 7:55 AM. It is preferred for teachers to be in their classrooms at least 5 minutes prior to that (7:50 AM).

After School

Elementary teachers will line up their students in the hallway at 2:50 PM. They will stay with their class until 3:30 PM or until all of their students have been picked up, whichever comes first. Students who have not been picked up by 3:30 will be taken to aftercare in the Student Ministry Center.

Student Competitions

Christ's Chapel Academy participates in ACSI student activities when possible. Other competitions are considered when appropriate.

STUDENT DISCIPLINARY POLICIES

Our philosophy of discipline seeks to encourage and develop self-discipline. We believe self-discipline is a necessity in the maturing process and we strive to provide an atmosphere that is corrective and preventative in nature.

Even as the Father disciplines in love, the staff of Christ's Chapel Academy will endeavor to discipline with a tender heart and Christian love. Correction and chastening are essential parts of genuine love. The child who learns obedience to parents/guardians and teachers is developing a lifestyle that encourages obedience to God.

Good conduct is necessary for the welfare of the student as well as the entire school. Christ's Chapel Academy expects full cooperation from both student and parent/guardian in the adherence to all school policies and regulations.

Jurisdiction

Christ's Chapel Academy discipline policies have jurisdiction over its students during any attended school activity, regardless of time and location.

General Principles

These four general principles are the cornerstone of all disciplinary policies at Christ's Chapel Academy, and are in keeping with mission, purpose, and philosophy.

1. Treat other people the way you want them to treat you (Matthew 7:12).
2. Students must respect the responsibility of the teacher to teach, as well as each student's right to learn.
3. Students must respect church/school property and the property of others.
4. Un-Christlike and/or disobedient behavior, attitude, or activity will result in disciplinary action.

Enforcement

Each teacher is given the responsibility of enforcing Christ's Chapel Academy discipline policies and classroom rules. A discipline plan will be posted in each classroom. Elementary teachers should post rules, rewards, and consequences. All teachers must keep a record of any disciplinary action taken in Praxi. The Director will be available to assist as needed.

Students will be treated fairly and impartially. Discipline will be applied consistently based on careful assessment of the circumstances. Factors considered will be:

1. Seriousness of the offense
2. Student's age
3. Frequency of misconduct
4. Student's attitude

Offenses & Consequences

Some violations of school policy and suggested consequences are listed below and grouped in categories according to the seriousness of the offense. This list is not intended to be all-inclusive. Modifications will be made, when necessary, at the discretion of the Director and/or School Board. Additional infractions will be added as the need arises, and penalties will be modified as the need arises. In all instances, consequences will be administered impartially and consistently.

Level 1 Offenses: Any violation of these or similar offenses require a verbal reprimand, possible loss of privileges, and will be accompanied by the issuing of a demerit. Detentions may be issued when all disciplinary factors are taken into consideration.

- Chewing gum
- Eating food outside designated areas without permission

- Improper use of class time (passing notes, wasting time, etc.)
- Non-approved use of electronic devices
- Unprepared for class without valid excuse
- Tardy to class or school without excuse
- Out of class without a pass/permission
- Talking without permission
- Creating disturbances or causing distractions
- Making disruptive or excessive noises
- Disturbing another class while it is in session
- Sleeping in class
- Failure to do homework
- Failure to return forms requiring a parent's signature
- Being in unauthorized areas of the building or church property
- Inappropriate conduct or roughhouse play
- Violation of personal space ("6-inch rule")
- Poor sportsmanship as a spectator or participant
- Selling items without prior approval
- Dress code violation

Level 2 Offenses: Any violation of these or similar offenses will result in detention. Repeated violations may result in loss of privileges, suspension, or expulsion from school.

- Escalation or persistence of Level One Offenses
- Use of swearing, vulgarity, profanity, suggestive speech, or obscene gestures
- Derogatory or defaming remarks toward an individual or the school
- Inappropriate or discriminatory banter, including remarks meant to be humorous
- Meddling with another person's property
- Throwing objects which could cause harm or damage
- Public displays of affection (PDA)
- Leaving campus without permission or proper checkout procedures
- Skipping class or leaving class without permission
- Noncompliance; disrespectful or rebellious attitude or behavior

- Disregard for school or church property
- Physical aggression, fighting, or scuffling
- Failure to stay after school to fulfill a detention
- Aiding or encouraging others to participate in any of the above

Level 3 Offenses: Any violation of these or similar offenses may result in suspension or expulsion from school.

- Escalation or persistence of Level One or Level Two Offenses
- Vandalizing or destroying school/church property or items belonging to someone else
- Stealing
- Lying or cheating
- Forgery or plagiarism
- Threats or verbal abuse; harassment
- Assault of any kind
- Setting fires or false alarms
- Sexual immorality (including media usage)
- Drinking or possession of alcoholic beverages
- Smoking, vaping, possession of tobacco or any related products or paraphernalia
- Possession of weapons, firearms, or exploding objects of any kind
- Committing a serious breach of conduct inside or outside the school which has an adverse effect on the testimony of the school or is disruptive to the school's learning environment, even temporarily
- Aiding or encouraging others to participate in any of the above

Harassment & Bullying

The Christ's Chapel Academy community is to be one of respect and reconciliation. Harassment of any member of CCA's community will not be tolerated. Comments relating to a person's race, age, physical differences, sex, or ethnic background are unacceptable. Students must refrain from words or actions that disgrace, insult, bully, or threaten others. Even if a student considers his/her disrespectful comments or behavior a joke, such activity will be considered a violation of the Honor Code.

Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, sexually suggestive remarks, jokes, gestures, and other unwelcome visual, verbal, or physical conduct or communication of a sexual nature. This includes any form of sexual

communication through voicemail, email, and social media. Any student engaging in such activity, whether on or off campus, will be considered in violation of the Honor Code.

At Christ's Chapel Academy, we believe bullying is unacceptable. Bullying violates the principles set forth in Scripture outlining love, kindness, and invitation toward others. While protection of the victim is of paramount importance in all bullying cases, CCA believes that special attention must also be paid to the underlying spiritual issues at play in the heart of the one doing the bullying.

Should a student experience or witness bullying, it is vital that it be brought to a teacher's or the Director's attention. For a school to be able to deal effectively with bullying, there must be a culture of self-advocacy as well as advocacy for others. The faculty and administration commit to doing their best to maintain anonymity wherever possible.

There are distressing behaviors that occur that are not bullying, even though such behaviors may be unpleasant and/or inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action. Disliking someone, exclusion, isolated incidents, arguments, aggression, and meanness are taken seriously, but may not necessarily be indicators of bullying. In all cases, CCA will seek truth and reconciliation for its students.

Level 3 Consequences—Probation, suspension, or expulsion with Director and/or School Board action.

Conduct Management Techniques

Discipline and order is attained through a proper balance of positive and negative techniques or reinforcements. The teacher or Director may use conduct management techniques separately or in conjunction, or in any appropriate order. A written record of all contacts with parents/guardians, anecdotal records, etc., should be kept on each student. This will be helpful to have for conferences, and when discussing any developments about a student, both disciplinary and academic, with the parent/guardian, another teacher or the Director. Some suggested techniques are as follows:

Description of Corrective Measures

Christ's Chapel Academy reserves the right to use the following corrective measures in response to student offenses and infractions:

Demerit: Students may receive demerits for minor infractions or when warnings are issued. Parents will be notified with a demerit slip when their student receives a demerit, and these reports will be available via the school's online portal. Demerit slips are to be signed by the parent/guardian and returned with the student to the assigning teacher the day after a demerit was issued. Failure to return a

signed demerit slip will result in an additional demerit. The accumulation of three demerits within a grading period will result in the issuing of a detention.

Detention: Any school faculty or staff member may issue a detention to a student. Students will be required to complete assignments or to do work detail (i.e., cleaning halls, picking up trash from school grounds, etc.). Parents/guardians will be given at least one day's notice of assigned detention.

Detention slips are to be signed by the parent/guardian and returned with the student to the assigning teacher the day after a detention was issued. Failure to return a signed detention slip or to show up to detention will result in an additional detention.

The office also issues detentions for excessive tardiness. When five unexcused tardies have been received during a grading period, a detention will be assigned.

It is realized that detention may be an inconvenience for parents/guardians and those involved in carpooling; however, students assigned to after-school detention will be required to stay for the duration of the detention on the assigned day. Students must be picked up as soon as the detention is over, or the student will be sent to the office and be billed accordingly.

Probation: Probation may be academic, disciplinary, and/or extracurricular. Probation is a set period during which the student is expected to make significant academic or behavioral progress in order to show that he/she should remain a student at Christ's Chapel Academy.

Suspension

In School: Suspended students will be assigned to a room in the school for the term of the suspension. Such suspension shall be made either when it is judged in the best interest of the student or when a parent is not continuously at home to supervise the student. Suspended students are not to have any contact with other students without the expressed permission of administration.

Out of School/At Home: Such suspension shall be made only when either (or both) parent(s) are home to continuously monitor the suspended student and when it is in the best interest of the school to have the student off campus.

An in-school suspension will be issued for seven unexcused tardies during a grading period.

A student serving an in-school or out-of-school suspension is not permitted to participate or attend any extracurricular school activities during the suspension period. Any assignments due on the day of suspension will receive a grade. A student serving an in-school suspension may receive credit for work completed during the day as determined by the teacher and administration.

Upon returning to school, the student will be placed on probation. The terms of probation will be defined by the teacher and the Director. A written copy of the terms will be given to the parents/guardians and a copy will be placed in the student's permanent file. If the administration feels that the situation has not changed within two weeks, parents/guardians will be asked to withdraw their student from the school.

Expulsion: Expulsion is the permanent removal/exclusion of a student from school. Expelled students are not permitted to re-enroll at Christ's Chapel Academy.

Christ's Chapel Academy reserves the option to dismiss or deny re-admission to any student for problems relating to the following:

1. Attitude incompatibility
2. Uncooperative attitude
3. Rebellion towards discipline
4. Chronic complaining
5. Sowing discord
6. Chronic unexcused absences or tardiness
7. Nonconformity to standards of conduct or grooming
8. Lack of parent/guardian concern
9. Repeated unacceptable behavior, socially or academically

CURRICULUM

The philosophy of Christ's Chapel Academy is carried out in its educational program. This is accomplished, in part, through specific textbooks and curriculum. Textbooks and curriculum will be closely evaluated and selected for use in our program.

All textbooks will be approved by the School Board.

Textbooks are the property of Christ's Chapel Academy. The parents/guardians purchase paperback workbooks as part of the book fee.

Students are responsible for their textbooks and the parents/guardians are accountable for any damage or loss incurred.

Order of Materials

Ordering of materials will be done in June for the up-coming year. Teachers will complete an inventory of their current books and projected needs turned in prior to closing out the school year.

Supervision of Texts

Teachers should note the condition of all textbooks prior to the beginning of the school year. Each book should be assigned to each student. The teacher is responsible for keeping the "sign-out" sheet. All teachers are responsible for communicating to the office concerning any books that are damaged or lost.

Program Goals

Teachers are responsible to maintain a steady pace in covering the curriculum materials required for their grade level. It is expected that teachers will have freedom to be creative in the use of their assigned curriculum. However, they will not stray from the content and course charted out by the curriculum guide.

Requirements

Kindergarten: Bible Reading, History, Geography, Community, Science, Printing, Phonics, Numbers, Readiness Skills, Physical Education

Elementary (Grades 1-5): Bible Phonics (K-2), Reading, Printing/Handwriting (K-4), Grammar, Mathematics, Spelling, Health, Science, History, Geography, Music, Physical Education, Art, Literature, Vocabulary

Chapel: Chapels are held weekly. Staff and students are required to attend.

LESSON PLANS

Lesson Plans are to be turned in weekly and are to include:

- Lesson objective (which will be communicated to the student before the lesson is taught)
- Materials
- Teaching method
- Designation of material to be covered
- All lessons should begin with some type of review.

*Lesson Plans should be submitted no later than 12:00 AM on Sunday.

Substitute Folder

Each teacher should prepare a substitute folder to include:

- Class roster(s) and/or seating chart(s)
- Daily schedule
- Description of daily routines
- Lesson plans
- Emergency procedures
- Discipline referral
- Substitute feedback form

Homework

The purpose of homework is to aid and advance the student in his studies. Teachers should exercise wisdom in assigning homework. Homework should be given to reinforce what was taught in the classroom, not to teach a new concept.

The following guidelines should be followed:

- Time

- Kindergarten 10-15 minutes
- First Grade 15-30 minutes
- Second Grade 30-40 minutes
- Third Grade 40-50 minutes
- Fourth Grade 50-60 minutes
- Fifth Grade 60-70 minutes

- Homework will not be assigned on Wednesday nights.
- Schedule small goals along the way, with checkpoints on projects such as reports, papers, etc.
- Do not load up homework assignments on Friday. Be sensitive to students' responsibilities at home, as well as their family life.
- Set a standard for acceptable homework and other work quickly. Do not accept less than your standard.
- Communicate homework assignments clearly. Do not wait until the bell rings to give homework. Writing homework on the board is the most effective method of communicating homework with students.
- Teachers should attempt to give students time to begin homework assignments during class. This will not only allow time for the teacher to aid students who need help, but get students started on homework and provide time for questions.
- Each student is expected and required to complete all homework. An unexcused or excused absence from class does not exempt the student from homework assignments. Students are responsible to ask their teachers for any missed assignments and turn it in. However, elementary students may need assistance in following-up on missed work.
- Each day an assignment is late, 10% will be deducted from the overall grade earned. The assignment will not be accepted if it is more than 3 days late.
- Failure to complete to turn in homework is a Level I offense. The teacher has the prerogative of assigning appropriate consequences.

Make-up Policy

- It is the responsibility of each student to see the teacher about any work they may have missed. Elementary students may need assistance in following-up on missed work.
- It is the responsibility of the teacher to provide a written copy of assignments missed by the student.
- If a test has been assigned before a student's absence, the student should be prepared to take the test on a date set by the teacher. This may include taking the test upon returning to school depending on the reason for the absence. If the teacher

determines that the student may have been too ill to study for the test, the teacher should postpone the test. Make-up tests should not occur later than one week from the absence, unless the teacher chooses to postpone it for reasonable cause.

- The student is given the same number of days to make up work as the days they were absent, 1:1.
- For students following “Simultaneous Instruction” the requirements and expectations are the same as for those who are on campus.

STUDENT SAFETY, INJURY & ILLNESS

Some teachers will receive first aid training as a part of their development program.

Teachers are responsible for knowing school rules and procedures to follow when an accident occurs.

Injuries

- Students who are injured while at school should have the injury evaluated by a teacher. Minor cuts, scrapes, and burns may be taken to the office for minor first aid treatments (ice, Band-Aids, etc.).
- A staff member with first aid certification should assess any injury of a more severe nature and all necessary aid provided. Parents/Guardians should be notified immediately.
- All severe injuries must be documented in the office with an accident report form and signed by the Director.

Illness

- Students, faculty or staff should stay home OR be sent home if they have the following symptoms:
 - Temperature greater than 100.4
 - New Cough
 - Shortness of breath or difficulty breathing
 - Sore Throat
 - Vomiting/diarrhea
 - New rash, muscle aches, or headache`
 - Chills or repeated shaking with chills
 - Loss of taste and/or smell

- Teacher may send a note to the office requesting temperature be taken or parents/guardians be called.
- The student, faculty or staff member will not be permitted to return to school until their health care provider provides documentation indicating it is safe to return to school.

Medications

- All medications must be sent to the office for administration.
- No medicine can be administered without parent/guardian authorization.
- Students who receive daily medications should be seen at the appropriate times.

Fire Drills

- Fire drills will be conducted at various times.
- A fire drill route map shall be posted near the door of every classroom.
- Fire drills will occur 3 times in the Fall semester and 3 times in the Spring semester, a total of 6 times during the school year.
- Students are to line up quickly and quietly at the door to the classroom.
- The teacher shall lead the class outside the building to their designated meeting point.
- Each teacher must take the roll book with them and check to make sure all their students are accounted for.
- No talking or running will be permitted in the exit of the building.
- Students will return to their classroom in the same orderly fashion in which they left.
- Teachers will instruct their students in what to do if the student is not with their classroom when the alarm rings.

Tornado Warning Plan

- Teachers will discuss proper procedures for tornadoes with students.
- Students in classes that do not have windows are to get under their desks and keep their heads down.
- Students in classrooms with windows will exit the room and line up in the hallway kneeling down, facing the wall.

Lockdown Drills

- These will be done 3 times in the Fall semester and 3 times in the Spring semester, for a total of 6 times each school year. They will be scheduled in advance, and all staff members will be notified in advance.

The crisis management manual has details of procedures for all emergency situations and will be consulted in the event of any crisis.

FIELD TRIPS & TRANSPORTATION

- Field trips should be educational in nature and appropriate for the intended grade level.
- At least 2 weeks before planned event, request authorization from the Director with the form provided in the office.
- Guests are not to attend any field trips unless approved by the Director.
- Teachers will be responsible to recruit adequate adult supervision from the class parents/guardians.
- Parents/guardians must sign a field trip permission slip before a child will be allowed to participate.
- Parents/Guardians drive students on field trips. The school office needs the name of each driver, a copy of their driver's license, and auto insurance card.
- A list of all students and adults on the field trip is to be left with the school office.
- A planned schedule with times and locations will be left in the school office.
- Students are required to be in a seat belt and a car seat if appropriate when being transported. The teachers and/or drivers must have a copy of the emergency medical form for each student they are transporting.
- All funds collected for any activity should be placed in the office safe.
- For all activities requiring a school check, the teacher must submit a check request to the school office at least 2 weeks before the activity.

MISCELLANEOUS TEACHER DUTIES

- Hallways are to remain clear. Students should take things home daily.

- It is the teacher's responsibility to note any uniform violations and to follow-up with proper procedure. Violations will result in discipline.
- Teachers need to check what the students need copied before sending them to the office. Students should not copy tests for teachers. If it is an emergency, send a note, request help to the office with the original in a folder. Copying of classroom notes by students should be done by hand unless prior arrangements have been made for students with special needs.
- If teachers see students who do not attend CCA or other people in the building, ask them if they have checked in at the office. Every visitor must wear a badge.
- Food and drinks in class are at the teacher's discretion and should not be a distraction to the learning process.
- Students are not to sit on desks/tables.
- Students are not allowed to play in snow, and no throwing of snowballs.
- Each Wednesday and Friday, classrooms are to be made ready for Church activities.
- At the end of the year, testing scores (Terra Nova's) and report cards are not to be released if there are outstanding balances due.

CLASSROOM PROCEDURES

Elementary

- Classroom procedures should begin as soon as the announcements have been made. Any student who arrives after 8:15 AM is tardy and should be sent to the office for a tardy slip.
- On the first day, students should be seated according to a seating chart prepared by the teacher beforehand.
- Take and submit the daily attendance report no later than 8:35 AM.
- All announcements will be completed by 8:30 A.M.
- All preliminaries should be completed and class ready to begin no later than 8:30 AM.

Student Dismissal

- Each Wednesday and Friday, classrooms are to be made ready for church.
- All classroom activities must be completed by 2:50 PM so that you may be ready for pick-up by 3:00 PM.
- Late student pick-ups are to go to aftercare at 3:30 PM.

Classroom

- Class should begin promptly. Any student entering the classroom after the appointed time should be counted tardy.
- Check attendance and submit a daily report no later than 8:35 AM.
- A student should not be allowed to leave the class without permission and should only be allowed to leave the class when absolutely necessary.
- At the end of each activity period, students will be dismissed by the teacher and are expected to push in chairs and tidy area before leaving. Students are expected to leave in an orderly, respectful fashion.

LUNCHES

11:30 – 12:00* = Lunch for Preschool/Kindergarten (Student Ministry Center) + Recess for Elementary

12:00 – 12:30* = Lunch for Elementary (Student Ministry Center) + Recess for Preschool/Kindergarten

*Times are subject to change on occasion, as needed.

PLAYGROUND AND SAFE ZONE

Elementary teachers rotate playground duties among themselves. Students must play within a designated “safe zone.” Cones are placed to mark the safe zone. Students must ask permission to leave this area for any reason. Teachers are responsible for their own classroom balls and outdoor equipment.

CLASS FUNDS

Any monies collected from students need to be locked securely in the teacher’s desk or in the main office. Teachers requesting special classroom materials, etc., should apply for administrative approval and fill out appropriate forms in the office for reimbursement(s). Please do not order materials unless it has been approved. If approval has not been requested and item is ordered, the teacher will be responsible for the purchase.

Some field trip locations and other school service vendors will not take a personal check or cash as payment for services. In such cases, teachers may collect monies and turn them in to the school office. The school bookkeeper will issue a school check for the event. To secure a school check, apply to the bookkeeper at least 2 weeks prior to the event.

TEACHER RESOURCES

Library: Teachers may schedule library time, depending on availability of resources from the Boone County Public Library. Teachers will take their students to the library and supervise them.

Any teacher reference materials available in the main office must be checked out and returned in a timely manner.

Teachers' Workroom (Main Office): Students are not allowed in the main office without specific permission. Students may not make copies. This includes children belonging to staff members.

Book Room: This room is used for storage of hardback texts and teacher manuals owned by the school, as well as overstock of books ordered but not used. Any other materials should be kept in the teacher's classroom.

Science Lab Materials: Materials such as science kits, models, slides, aquarium, Petri dishes, scales, etc., must be returned in the condition they were issued.

PLEDGES

Pledge of Allegiance to the United States of America: I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

Pledge of Allegiance to Christ: I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.