

rcca

ROSS CORNERS
CHRISTIAN
ACADEMY

Faculty & Staff Handbook

Updated September 2023

TABLE OF CONTENTS

Mission Statement

Guiding Values

Statement of Faith

RCCA Personnel and Organization

- Role of school personnel
- Requirements for employment
- Supervision of instruction & Annual evaluations

Meetings and Attendance Requirements

- Reporting to work
- Sick day/personal day
- Meeting requirements

Expectations of Professionalism

- Appearance expectations
- Conduct expectations

Academic Policies and Procedures

- Field trips
- Grading procedures
- Homework policies
- Recording student absence/tardiness
- Study halls

Classroom Management and Student Discipline

- Code of conduct
- General guidelines

School Policies and Procedures

- Extracurricular activities
- Non-teaching duties
- Student supervision

Technology and School Resources

- School Computers
- Maintenance needs
- Purchasing/requisitioning procedures
- Intercom system
- Phone

Health and Safety Procedures

- Abuse or suspicion of child abuse
- Emergency closings
- Fire drills
- School security
- After-hours supervision
- Video surveillance

Social Media Policy

Appendix A

Appendix B

Our Mission

RCCA's mission is to develop godly character through a sound program of academic excellence, spiritual and Biblical emphasis, outstanding extracurricular activities, and high expectations for intellectual, physical, social, and spiritual growth.

Guiding Values

As we strive to fulfill our mission, we are driven by the following values:

1. **True to God's Word:** RCCA is committed to God's Word in all we do because we believe that the Bible is our sole authority for what we believe and how we should live. II Tim. 3:16-17; I Sam. 15:22.
2. **Christlikeness:** RCCA is committed to developing character in our students that reflects the character of Jesus Christ as revealed in the Scripture, resulting in knowing right from wrong and choosing to do right. I John 2:3-6; James 4:17.
3. **Excellence:** As God is excellent, Psalm 8:1, and because all that God does is excellent, Isa. 12:5, RCCA is committed to striving for excellence - academically, spiritually, and in every venture, we undertake.
4. **The uniqueness of Each Child:** Because each child is a unique creation of God, Psalm 100:3, and is therefore highly valued by God, Matt. 19:14, RCCA is committed to assisting the home in helping each child come to know Christ and fill their place in God's plan resulting in fruitful service for Him. John 15:1-16.
5. **A Serving Spirit:** Following the example of Jesus Christ as a servant, Mark 10:45; John 13:2-17, RCCA is committed to promoting and demonstrating a servant's heart at every level resulting in a humble, loving service to others. Gal. 5:13; Mark 10:35-44.
6. **Honor the Home:** Because we recognize the home to have been ordained by God, Gen. 1:26-28; Gen. 2:7, 18-24; Matt. 19:4-5, RCCA is committed to assisting the home in achieving its God-given responsibility to instruct children in the ways of God. Deut. 6:5-7; Eph. 6:1-4.

Statement of Faith

1. RCCA teaches that the Bible is the infallible revelation of God and, therefore, the only authority and binding rule of faith and practice.
2. RCCA teaches that there is only one living and true God, manifesting Himself in three Persons - Father, Son, and Holy Spirit, equal in every perfection and executing distinct but harmonious offices in the great work of redemption.
3. RCCA teaches the Deity, Virgin Birth, Sinless Life, Substitutionary Death, and Physical Resurrection of our Lord and Savior; that He is very God and Creator of all things.
4. RCCA teaches the personality and Deity of the Holy Spirit. He was active in creation, restrains the evil one, convicts of sin, and is the agent in the New Birth.

5. RCCA teaches the universal depravity of man and hence the need for regeneration by the Holy Spirit.
6. RCCA teaches that the salvation of sinners is wholly by grace on the single ground of faith in the shed blood of Jesus Christ, our Lord and that an Eternal Son offers an Eternal Salvation through an Eternal Spirit.
7. RCCA teaches the eternal security of the believer.
8. RCCA teaches that immersion in water is the only Biblical means of baptism; moreover, the baptism of the saved is a prerequisite to church membership.
9. RCCA teaches that the Lord's Supper is a privilege peculiar to believers only, preferably the immersed.
10. RCCA teaches that ordinances are to be administered by the church.
11. RCCA teaches that our Lord gave the Great Commission to evangelize the world to His local church.
12. RCCA teaches the personal, imminent, pre-millennial second coming of our Lord Jesus Christ. First, He will come for His saints, and then He will rule and judge with them.
13. RCCA teaches the reality and personality of Satan, the god of this age, destined to judgment in the Lake of Fire.
14. RCCA teaches the Heaven of eternal bliss for the righteous and Hell, the place of endless conscious punishment, for the unsaved.
15. RCCA teaches that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe and teach that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography is a sinful perversion of God's gift of sex.
16. We believe God has given parents the responsibility of bringing up their children in the "nurture and admonition of the Lord." Since the accomplishment of this objective is a very complex task, parents look to the school and to the church for assistance in reaching this goal. We believe that a consistent and meaningful education will result when the home, the school, and the church are in agreement on the basic concepts of life. Only as the sum of all learning is seen in the light of God's Word will the student be able to differentiate the truth from error. With the aid of Christian teachers in a Christian environment, we believe these goals will be realized.

RC Christian Academy, Inc.'s Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. RCCA's School

Board of Directors holds the final interpretive authority on the Bible's meaning and application in matters of faith, doctrine, policy, practice, and discipline.

RCCA Personnel and Organization

The School Board of Directors: The board is made up of 7-8 members. The board shall meet once per month unless another time is previously agreed upon by the board. Each year, the board shall elect a chairman, secretary, and treasurer. The Administrator serves as an ex-officio member. The primary function of the board is to hire/develop the administrator, set policy, approve the annual budget, and plan for the future. Further guidelines and policies for the board are contained in the by-laws of the corporation.

Administrator: (synonymous with the principal or head administrator) Shall be directly responsible to the school's Board of Directors. His/her primary responsibilities include recruiting and developing faculty and staff, screening potential students, and implementing the policies of the school as developed by the Board of Education. An annual evaluation of the Administrator will be conducted by the board.

Faculty: Shall be directly responsible to the Administrator. The primary responsibility of the faculty is to accurately communicate God's truth in their various assigned subject matter. The faculty are responsible to consistently and fairly execute the policies of the school as directed by the Administrator and as outlined by the board. Each faculty member shall be a member of a Bible-believing evangelical church and agree to RCCA's statement of faith unless an exception is granted by the School Board of Directors.

Staff (non-teaching): Shall be responsible to the Administrator. Staff positions include, but are not limited to, school office, kitchen staff, custodians, teacher aides, tutors, After Care workers, and maintenance. Each staff member shall execute their duties as outlined by the Administrator and the board. Staff members must demonstrate a consistent Christian testimony.

Athletic Director: An athletic director (AD) shall be hired by administration after board approval. Whenever possible, the AD shall be one currently on staff at the school. The AD shall be responsible to act as a liaison between the administration and coaches. Primarily, the AD shall oversee the operation of the school's athletic program (Ram Chargers) and any fundraising for that program. The AD shall be responsible to the Administrator, and operate on an annual contract.

Coaches: Shall be hired by the Administrator upon recommendation of the AD. Coaches are directly responsible to the AD. Coaches are primarily responsible to teach and direct their teams in a manner that is Christ-honoring and in keeping with the school's educational philosophy. Specific guidelines pertaining to the athletic program are contained in the school's Athletic Handbook.

Requirements for Employment, a summary:

- a) All employees of RCCA must be born again Christians as evidenced by a written testimony of God's grace and by the testimony they live.

- b) Employees must be exemplary in their faithful attendance in an evangelical church.
- c) Employees must be examples of good stewardship in the school and community.
- d) The employee will adhere to total abstinence in the use of vulgar and/or profane language, tobacco and illicit drugs.
- e) In order to preserve the function and integrity of RCCA as a ministry of the body of Christ, and to provide a Biblical role model to the school's members and the community, it is imperative that all persons employed by RCCA, or who serve as volunteers, agree to and abide by the school's Statement on Marriage, Gender, and Sexuality. The Statement in its entirety can be found in the student handbook and in annual teacher contracts (Appendix A "RCCA Conditions of Employment")
- f) Each teacher shall have, at least, a four-year college degree. It is desired that teachers possess current teaching certification. In the event that a qualified candidate with a four-year degree cannot be found, competent and talented individuals without a bachelor degree may be approved by the school board.
- g) In demonstration of a total commitment to Christian education and the mission of RCCA, it is expected that a full-time teacher will have his/her school-age eligible children enrolled at RCCA. Any exceptions to this policy must be granted by the school board and will only be granted in unique situations such as special academic or physical needs that cannot be met by RCCA.
- h) For a complete detailed list, see Appendix A "RCCA Conditions of Employment."

Supervision of Instruction: Supervision will be aimed at improving a teacher's skills, the instructional process, and learning outcomes so that the teacher can be more effective in his or her service to the Lord, the students, and their families. Because teachers are indwelt by God the Holy Spirit and are called to Christian school teaching, they can be trusted to press on towards improvement and maturity, both personally and professionally. It is assumed that teacher's contracts will be renewed each year unless God moves them elsewhere or their performance indicates a misplacement in ministry. As part of the supervision process, classroom observations will be conducted throughout the year. A conference between the teacher and the Administrator will take place as soon as convenient following an observation.

Annual Evaluation of Teachers: An annual summative review of teacher performance should be completed by the Administrator during the school year. The review will be discussed with the teacher and will be the basis of recommendation to rehire and contract renewal.

Meetings and Attendance Requirements

Reporting requirements:

- All full-time staff/faculty members are to be ready in the building by **7:30am**.
- All full-time staff/faculty members are to be ready to receive students into their classrooms by **7:45am**.
- Full-time faculty/staff are not to leave earlier than **3:00pm** without proper authorization from Administrator (*Teachers may leave after dismissal at 2:35pm on Fridays if their classroom is cleaned and ready*).

- Part-time teachers are to coordinate work with the Administrator on arrival and departure times.
- Teachers and staff are not to leave the grounds during school hours without notifying the Administrator.
- For any faculty/staff desiring to take a personal day (per his or her contract), a formal request should be submitted to the Administrator one week in advance. Teachers are asked to avoid taking personal days, if at all possible, just prior to and just after scheduled holiday breaks. Time off request forms are in the school office.
- For any faculty/staff who need to take a sick day due to illness, the Administrator must be contacted as soon as possible to ensure arrangements for a substitute. Staff must make sure that the Administrator has received the sick-day request as soon as possible. If a message is left on a phone or text sent, keep attempting to contact the Administrator until a reply is received.
- Staff will receive bereavement leave as follows: All full-time faculty and staff shall be allowed up to three (3) days of bereavement leave without loss of pay or sick leave in the event of a death in their immediate family. For the purpose of this policy, "immediate family" shall include: parent, child, spouse, sibling, father/mother-in-law, brother/sister-in-law, son/daughter-in-law, grandchild, grandparents, grandparents-in-law, or other members of the individual's household with a guardian or adoptive relationship.
- All full-time faculty and staff members shall be allowed one (1) day of bereavement leave without loss of pay or sick leave in the event of the death of a member of their, or, if applicable, their spouse's, extended family (aunt, uncle, niece, nephew, or cousin).
- Faculty or staff members wishing to attend the funeral of an individual not mentioned above must forfeit a personal day to do so, or reimburse the school for the cost of the substitute for any additional days off (\$100/day).
- Additional time may be requested if travel time is necessary for connection with the funeral of a family member. This must be approved by the Administrator.
- Teachers must keep a substitute folder in their classroom with emergency lesson plans, attendance sheets, seating charts, and any other instructions for a substitute teacher. Please make the Administrator aware of the location of your substitute folder.
- If days off are needed beyond what is allotted per the teacher's contract, the teacher will be asked to reimburse the school for the cost of the substitute for any additional days off (\$100/day).

Weekly faculty meetings:

- a) All faculty members are to be present for the bi-weekly PreK-12 Teacher meeting @2:45 pm-3:30pm meeting and bi-weekly Teaching Team meetings @2:45pm-3:30pm. Ideas, concerns, questions from the faculty are encouraged. The bi-weekly PreK-12 teacher meetings will also include professional development. These meetings may be canceled or changed from time to time, and, in such case, the Administrator or Teaching Team Leader will seek to provide ample notice to the teachers.
- b) All teachers are to promptly attend all staff meetings at the scheduled time unless a request for leave has been granted. It is preferable for requests to be in writing to the Administrator (email or note).

Summary of additional attendance requirements:

- a) All faculty members are expected to attend staff development and teacher in-service

meetings held at the end of each school year (June), prior to the school start in late August and early September, and held at other scheduled times throughout the school year and summer.

- b) Attend open-house, professional development seminars/conferences as schedules allow, special school programs, and other employee-related activities.
- c) If a staff member cannot attend a scheduled activity or if there are questions regarding attendance requirements for a specific activity, please consult with the Administrator.

Expectations of Professionalism

Appearance::

- a) As professionals, it is assumed that each teacher will be dressed as such. It is appropriate for men to be in dress slacks, collared shirts, and dress shoes. For the ladies, a skirt of modest length (below the knee) or dress slacks along with a modest top or blouse are appropriate.
- b) Faculty are not to wear jeans or athletic attire for regular class dress unless for PE or unless specified as appropriate by the Administrator (i.e., select, school spirit days, dress down, etc.).
- c) Jeans are allowed on Fridays for Teachers and Staff.
- d) In cases of questionable attire, the Administrator will determine whether articles of clothing are deemed appropriate or inappropriate.
- e) Faculty are not to wear excessive make-up or jewelry and are not to use uncommon/faddish hair color. It would be inappropriate for employees of RCCA to be adorned with excessive tattoos, ear lobe gages or nose piercings.
- f) Please see Appendix B for RCCA Faculty Dress Code 2023

Conduct expectations:

- a) Teachers and Staff must maintain professionalism by avoiding participation in gossip and/or rumors.
- b) Teachers and Staff must maintain professionalism by keeping confidentiality.
- c) Teachers and Staff must NOT talk about internal school issues to parents, students, friends, or family members.
- d) Teachers and Staff must NOT talk about their students to other staff members in a negative manner.
- e) Teachers and Staff must maintain professionalism by supporting RCCA and demonstrating a positive attitude toward students, parents, staff, and Administration of RCCA.
- f) Teachers are to make every effort to work in a positive way with parents and be willing to meet in conference to help solve problems.

Academic Policies and Procedures

Classroom care: The teacher's classroom should be kept clean and neat at all times. A clean work environment will be appreciated by the students and will minimize distractions to learning. Furthermore, good organization and cleanliness are marks of a good steward. Teachers should see that areas of the room are adequately maintained. This includes: clean desks, no writings or marks on walls, clean whiteboards, orderly shelves, floors swept, etc.

PreK-12th : Clorox Wipe/disinfect ALL desks, sinks, countertops. Sweep floors, put garbage and recycling

outside of classroom door, cubbies organized, debris removed from floors, etc after dismissal.

Tardies and Hall Passes: Students are not to be moving about the halls during regular class time without permission from a teacher or the office.

- a) While in the hallway, all students MUST have a teacher-issued "Hall Pass."
- b) If a student arrives late to a class with an "Excused Tardy Slip," he or she should be allowed entry without penalty.
- c) When a student arrives tardy to a class without an "excused" tardy or absence, he/she should be considered "unexcused tardy."
- d) Should a student skip a class entirely, the Administrator should be informed as soon as possible so that care can be taken to determine the student's whereabouts and safety.
- e) Intentional "skipping" must result in a discipline report and appropriate action will then be taken by the Administrator.

Field Trips: K-6th Teachers are encouraged to plan field trips to supplement classroom instruction. Many local attractions and activities would be applicable to a student's learning.

- a) Teachers will present plans, including cost, for a proposed trip to the Administrator at least two weeks in advance of the outing. Forms are located in the RCCA school office.
- b) The teacher must ensure adequate supervision, i.e., male and female adult/parent chaperones. At a minimum, one adult chaperone should be provided per ten (10) students.
- c) Both adult male and female chaperones must be used if both male and female students are on the field trip.
- d) Plans for the trip, including any costs involved and required dress code, should be sent home to parents two weeks in advance.
- e) No more than three (3) trips per year should be taken by any class.

**** All school field trips must have prior approval by the School Administrator. Field trip request forms can be found in the school office.***

Grading procedures:

- a) Prompt feedback to the student on completed work, whether homework, tests, or the like, is a must.
- b) K-6th:
 - Daily seat work should be returned for corrections opportunities within two days
 - Tests/quizzes/papers/projects are to be returned to students within one week.
- c) 7th-12th Grades:
 - Homework/class assignments are to be returned to the student within three (3) class days.
 - Test/quizzes are to be returned within five (5) class days.
 - Projects/Large papers should be returned within ten (10) class days.
 - Late/made-up assignments (homework, tests, etc.) are to be returned within three (3) days.
- d) The grading scale used by the school is given in the student handbook. A passing score is 65% or higher.

- e) K-3rd Grades: Daily seatwork "Corrections" are an opportunity for students to learn from their mistakes and master concepts. For daily seatwork, students should be given the opportunity to perform corrections toward a grade of 100%.
- f) 4th-6th Grades: Daily seatwork "Corrections" are an opportunity for students to learn from their mistakes and master concepts. For daily seatwork, students should be given the opportunity to perform corrections up to ½ credit for each correction.
- g) Teachers must establish a grading procedure prior to the start of a new class and make this available via Renweb. Grading procedures ***must*** be clearly communicated to the students and parents. For example - use a rubric/point system for all work, assign percentages to tests, attendance, quizzes, participation, projects, and homework, policies for late work, etc.
- h) All tests and quizzes should be typed as opposed to hand-written.
- i) ***ALL K-12th: Tests should never be weighted more than 40% of a student's overall average in a quarter.***
- j) 7th-12th Final exams should not be weighted more than 10% of a student's final average.
- k) 7th-12th teachers will record upcoming tests in the "test calendar" located on the Google Docs form and/or hard copy in the school office. No more than two (2) unit/chapter tests can be given in one (1) day. No more than three (3) quizzes/tests can be given in one (1) day. This is to alleviate the problem of students being overwhelmed with too much material.
- l) All teachers should avoid giving tests and quizzes on Monday.
- m) On average, teachers should use at least one form of evaluation, other than homework, every ten days (test, quiz, project, presentation, etc.).
- n) If suspended from school, whether in-school or out, a student's grade may be reduced 50% for all work missed during the suspension. Exceptions to the grade reduction are at the discretion of the Administrator and may depend on the circumstances of the individual.
- o) Grades for all students and their parents can be viewed in the students' RenWeb/FACTS accounts once teachers post graded assignments. Thus, once again, it is important for teachers to grade completed work in a timely manner. Grade reports are printed off for all students and handed out shortly after the conclusion of a marking period. Dates for report card distribution are on the school calendar. Teachers will be notified by the administration when it is that grades will need to be posted at the end of each marking period.

High School Graduation and course requirements: All high school (9th-12th) students are currently expected to acquire a minimum of 24 credits in grades 9-12 in order to graduate with a RCCA general diploma. The Administrator and Guidance Counselor also serve as the "school guidance counselors," and they will see that each student works toward meeting these requirements. See RCCA Student & Parent Handbooks for requirements.

Homework:

- a) K-6th Homework - This should generally be school work that was not completed during the school day. Extra regular homework given to elementary students is ***not recommended***. However, spelling

practice and reading (books) are encouraged as work at home.

- b) 7th-12th Homework - Assigned homework on a regular basis as a means to reinforce and review the material that is presented in class. It would not be unusual to assign homework, on average, three days per week. * 7th-12th homework should not exceed 30 min. per subject per night (120 min. total).
- c) **Wednesday** - NO HOMEWORK in K-12 (church, youth group, etc.)
- d) All assignments – homework, upcoming tests, projects, etc. – are to be posted on Renweb by Sunday night (K-6th: Lessons Plans; 7th-12th: LMS). In general, the more advance notice of assignments, the better. If due dates and/or assignments change, teachers need to update RenWeb/FACTS accordingly.
- e) Homework assignments should be clearly written and remain on the whiteboard for all 7th-12th classes.
- f) Homework should be graded and returned to the student in a timely manner per the guidelines under "**Grading Procedure.**" Teachers must then update grades on RenWeb/FACTS **weekly** as that information is helpful to parents and students.
- g) Teachers are to be aware of the sports schedules, school calendar, church events, etc., which will impact the time that students will have available to them for homework. As such, teachers need to communicate to their students that, should students not have time to complete homework, then a note from their parent to that effect will be sufficient to allow the students an extension for the assignments without penalty.
- h) In the event that a student has not turned in an assignment on time and this continues with any regularity (i.e., 3 of the last five assignments were late/not done), the teacher must communicate with the student and also parents. This can be done via RenWeb/FACTS, email, phone, etc. If problems persist, the teacher should continue to make contact with the parents.
- i) If an assignment is turned in late, a 10% reduction will be added to each school day until the said assignment is turned in. Assignments that are 10 school days late, will be automatically graded as "0." This late assignment policy **must** be clearly communicated with students and parents.
- j) In general, the teacher should communicate with parents, especially when there are concerns of health, study habits, inconsistent homework, learning difficulties, or note-worthy praise.

Integrating the Bible in subject matter: The Word of God is foundational to all we teach. Therefore, the Word of God should be evident in all we teach. Thus, the teacher should make a conscious, consistent effort to point out how the Bible relates to the subject matter and to the students' Christian life. NOTE: 4th-6th Grades will use ESV for Bible memorization and study (Bibles provided).

Length of the school year:

- a) The school year for students traditionally begins in sync with the Broome County public school districts (See 2023-2024 School Calendar).
- b) The students will be in session for approximately 180 days. Faculty will report to the building during the last week of August and one week after school concludes in June.
- c) The “duties” of the faculty will be concluded at the time of graduation, and no later than June 30th.
- d) A specific "year-end check list" for teachers will be given to the faculty in early June. This check list must be completed along with a classroom “walk through” with Administration prior to a teacher taking their leave for the summer.

Lesson plan and grade books: Any plan books and grade books that are provided for the teacher are considered the property of the school. Both books should be kept secure at all times - free from student access, etc., and both books will be returned to and reviewed by the Administrator at the end of the school year.

Recording student absences and tardiness:

- a) Each 1st period/homeroom teacher is to record students' attendance *in RenWeb by 8:15am each school day*. It is important that accurate attendance records be kept.
- b) If a student is late to homeroom, the student is to be recorded as **tardy**. If a student is missing from homeroom, the student is to be recorded as **absent**.
- c) The school office will help to determine whether or not a student's absence or tardiness is considered "excused" or not, as parent notes are generally sent to the school office.
- d) Students who arrive at school after the 8:03am bell must sign-in at the school office.
- e) 7th-12th teachers are not required to record attendance each class period throughout the day, though that is a good practice to follow.
- f) If there is noticed a discrepancy between the attendance report on RenWeb/FACTS and the actual students present in class, the teacher should notify the school office of such a discrepancy as soon as possible.

Students making up work when absent: Each teacher should have, as part of his or her classroom procedures, an explanation of how late work will be handled (Best practice is two (2) days to make-up work for each day absent for illness. Absences due to family vacations will have school work due and tests taken immediately upon return from vacation, or on the original due date if test/schoolwork was due after student’s return – See RCCA Student Handbook for further details regarding this policy).

Study Halls: Please follow the STUDY HALL rules listed here:

- Quiet, God-honoring instrumental music may be played by teacher
- Students should be instructed to come to study halls with all work needed for that period.
- Students should be instructed to work *silently*.

- Students should not have to leave a study hall so they can find a quiet place to work.
- Students are not allowed to "study" together.
- Do not move desks, tables, or other classroom furniture during study hall. They are to remain as set for regular classroom instruction.
- Students should not be allowed out of the room without permission. Using a sign-out/sign-in sheet is advised.
- Cell phone usage during study halls is **not** permitted.
- Headphones are not permitted during study hall

Textbooks: Textbooks are the property of the school, and all K-12 students are charged \$200 annually as a usage fee. When textbooks are issued to students in the class, the teacher must keep a record of each book received by a particular student. Please ask students to cover their textbooks. At the end of the school year, the teacher is responsible to see that all books have been collected from all students. If books are damaged beyond normal wear, the teacher is to report this information to the office so that the families can be assessed the appropriate charge for the damage (Check out procedures in June).

Classroom Management and Student Discipline

Purpose of discipline: Discipline is the teacher's responsibility as God's servants and as an agent of the parent. It is an act of love demonstrated to the student. It is necessary in order for that child to grow up in Christ (Hebrews 12:5-11, Ephesians 6:1-4, Proverbs 22:6). **All teachers are expected to maintain proper classroom management.**

Teachers are responsible for maintaining order so that teaching and learning may occur; therefore, the teacher has the authority necessary to carry out this responsibility.

1. **Positive Reinforcement:** Teachers must be first and foremost, positive role models of behavior expected from the students. This modeling includes such areas as punctuality, following school rules, returning papers promptly, following through on promises, etc. Positive reinforcement also involves recognizing or rewarding good behavior in students. Praise and/or tangible rewards should be employed.
2. **Warning:** Students who misbehave must be addressed personally (and ideally, privately) at the time of the incident. Give a verbal warning, and try to determine the reason for misbehavior at this time.
3. **Visit to the Administrator or Exec Assistant to Administrator:** If misbehavior is repeated, please send student to school office. Please use intercom to inform school office or send student with note.
4. **Documentation:** If a student is sent to school office, the teacher must write a Renweb Behavior Report and email it to the School Administrator that same day. Please note any action taken (seats moved, recess removed, etc.). Administrator will review Behavior Report and administer demerits, if needed, and send behavior report to parents.
5. **Parent Conference:** If inappropriate behavior continues in the classroom after a student has had a meeting with the school administrator, then a parent call needs to be made to determine the best course of action needed. If a further call or conference is needed, decisions will be made by teacher and school administration concerning appropriate measures needed to change the student's behavior.

Student Code of conduct: The student code of conduct is explained in the RCCA Student Handbook. Specific infractions and the corresponding consequences are contained therein.

Detentions, suspensions, and expulsions: For serious and/or repeated offenses, a student may be assigned after school/in school detention or suspension. He/She may be removed from the academy per the policies in the student handbook. It is the task of the school administrator to assign detentions/suspensions. When a student misses school due to a suspension, he/she may have all work reduced by 50% (i.e., a test that is later made-up scoring 84% should be recorded as a 42%). Under certain circumstances, the Administrator may waive the 50% reduction, and he will communicate that to the faculty at those times. Students can only be expelled from the school by recommendation of the Administrator and action of the School Board.

General guidelines:

- a) As a teacher presents himself/herself as a professional and demonstrates respect for the students, the students will often reciprocate respect. All students should respond to all teachers and staff using the title of "Mr.," "Mrs.," "Miss," Last Name, etc.).
- b) **Consistency** in enforcing school policies is of utmost importance. Neglect on the part of the teacher to enforce school policies creates confusion in the minds of students, undermines the unity and morale of the staff, and is contrary to the direction of the School Board, who has placed the Administrator and teacher in a position to carry out the policies.
- c) It is the duty of the teacher to understand the policies as explained in the student handbook and to follow those policies in the classroom. The Administrator welcomes questions from any staff member seeking clarification of any policy.
- d) Teachers shall prepare their "Classroom Policies & Procedures" and distribute and display in the their classroom. This must be clearly communicated to all students and parents at the beginning of the school year and ongoing (via email, hard copy, class newsletter). The information shall include expected behavior, as well as needed materials for class, grading policies, and absent/late work policies.
- e) Teachers may take classes outside weather permitting, but need Administrator approval.

School Policies and Procedures

Extracurricular

- a) **Athletics:** Whenever possible, coaches should be members of the RCCA staff. Currently, RCCA competes interscholastically in boys' and girls' soccer and basketball. A cheerleading squad may also be formed during the basketball season. Students must maintain a grade average of 75% or higher to keep eligible for participation. Students whose grade average is between 74% and 65% may be placed on academic probation per the administrator's and athletic director's discretion. The RCCA Athletic Handbook provides further detail about the RCCA athletic program.
- b) **Chapel:** K-6th and 7th-12th chapels will be held once each week either in the RCCA gymnasium. Generally, chapel will take place on Wednesday unless the Administrator determines otherwise. A

revised class schedule will be followed on chapel days. This "chapel schedule" will be shared with the staff and students in August of each school year. Teachers are expected to be on time and present for all chapels and sit with students to help keep students attentive.

- c) **Class Parties:** Celebrations are encouraged at RCCA, and should include ALL students in the class. Non-class members are not to be invited to class parties, and parents are welcome to assist with Administrator approval.
- d) **School Drama (6th-12th):** Whenever possible, the Drama Director should be a member of the RCCA staff. The director will select a script that must be approved by the Administrator. The Drama Director will conduct try-outs for interested cast members. Rehearsals will take place after school and can also take place on non-school days, as needed. The director is responsible to oversee the construction of the set. The Drama Director should recruit other adult help to assist with items such as props, costumes, make-up, and advertising.
- e) **School Fund Raising:** RCCA will host up to three (3) major school-wide fundraising projects during the school year (Run with the Rams, Gertrude Hawk, Save Around Books). These projects take priority over class fundraisers and will require teacher, staff, and student assistance. The funds raised will be used to meet general budget needs, provide for annual student scholarships, and Music/Art Guild.
- f) **Class Fund Raising (9th-12th):** For classes wishing to host a fundraiser, a "Fund Raising Request" form must be submitted to the Administrator by the class advisor by September 30th or at least 30 days prior to the desired start of the activity. 9th-12th Class advisors will be required to meet with school administrator during the first week of school to determine the dates they would prefer to do their class fundraisers. Class fundraisers **cannot overlap** with each other and cannot interfere with a school wide fundraising effort. Class advisors should lead their classes to consider projects that will not be directed toward the "same people" (parents, family, and church members) all the time (i.e., car wash, rummage sale, community workdays, etc.). Students and their parents are responsible for any additional funds needed for the senior trip that are not earned through the scheduled fundraisers. All funds raised by a class toward class field trips, Jr/Sr Banquet and Senior Trip are solely intended for the purpose of meeting their expenses for said class events (these may be voted on by the class). There is no individual right to any funds raised through class fundraising activities.
- g) **RCCA Honor Society:** The RCCA Honor Society induction ceremony takes place once each year. Only students in grades 10-12 who have an overall grade average of 90% or higher are eligible to apply for RCCA Honor Society membership.
- h) **RCCA Student Council (SC):** Mrs. Christine Lane is the faculty member who is appointed to advise the SC. SC student representatives will be elected class vice-presidents. The SC's main purpose is to promote school spirit, to add positively to the spiritual temperament of the RCCA culture, and advocate to the administration for the overall educational, spiritual, and emotional health of RCCA.
- i) **Yearbook:** Whenever possible, the yearbook advisor should be a member of the RCCA staff. The advisor will work with students during school as an elective course. A small amount of funds is generally budgeted to help with the production of the book. The bulk of the funds needed for the book must be raised through the selling of ads for the book, the selling of the books. As for the

content, the advisor must guide the students to use discretion so that all is God-honoring, and all ads must have Administrator approval.

- j) **Other Activities:** Other groups, such as a worship club, chess club, student-led Bible studies, etc., can form and meet provided an adult/faculty advisor is present, and permission has been granted by the Administrator.

Non-teaching duties: Each teacher will be assigned various non-teaching duties as deemed appropriate by the Administrator. The Administrator will seek to be equitable in all assignments. Such duties include: Lunchroom supervision, recess duty, and class advisors.

- a) **HOME ROOM:** Full-time teachers will be assigned a homeroom class (1st period). Daily, all homeroom teachers are to take morning attendance (record in RenWeb/FACTS) and communicate all school announcements for the day. Expectations for start of the school day:
- **K-6th** Begin the day with prayer, reading of Scripture and music-worship/patriotic songs, and three pledges (American flag, the Christian flag, Bible).
 - **7th-12th** Begin with prayer, reading of Scripture, Pledge to the American flag (playing a worship song is optional).
- b) **9th-12th CLASS ADVISOR:** Each year, the class advisor should lead the class in efforts to raise funds for their future banquet, any field trips, and senior class trip. It would be appropriate for students to pay annual dues toward their class budget (\$10-20 per year). The amount of dues should be set by the class after being given direction by the advisor. Each class should elect officers by September 30th to help in conducting class business (president, VP, secretary/treasurer). A complete financial report, including the amount of funds in each student's "account," should be submitted to Mrs. Tammy Buck, Executive Assistant and Administrator, at the end of each school year.
- c) **LUNCH SUPERVISION:**
- **Preschool and Kindergarten**
 - a. Students will eat lunch in their classrooms.
 - b. PreK and K students who order hot lunch will need to be escorted by PreK or K Teacher Aide to the lunch counter in the gym to retrieve their lunch.
 - c. PreK and K teachers will also eat lunch in their classrooms while supervising their students.
 - **1st^d-6th Teachers**
 - a. Supervise their students during lunchtime in the gymnasium (unless an arrangement has been made with a volunteer helper, teacher aide, or another teacher, etc.).
 - b. Please sit with or stand near class, helping with the opening of food items, managing social interactions, and encouraging manners.
 - c. Lunch period is a social time, so students are encouraged to talk with one another, but must stay seated while eating and until the class is dismissed (unless waiting in line at the lunch counter or taking care of garbage).
 - d. Teachers are not to be taking care of other duties or on their cell phones, etc.
 - **7th-12th Teachers**

- a. Lunch Duty Teachers will be assigned a time two times per week to supervise the 7th-12th lunch period on a rotating basis.
- b. The same guidelines and rules apply as with elementary.
- c. All lunchroom supervising teachers should be in the gymnasium with the students at the start of lunchtime.
- d. They are to check on students – making sure every student has a lunch to eat, something to drink, and provide support/intervene as necessary to make sure all 7th-12th student have something to eat/drink during lunch period.
- e. Lunch Duty Teachers are not to be taking care of duties in the classroom, on their cell phones, etc.
- f. Lunch is a time for students to relax and socialize. Talking is allowed, but students **must** remain in the gymnasium until 2 minutes prior to the bell (unless they have permission).
- g. If a Lunch Duty Teacher agrees, and is willing to supervise, students are encouraged to eat lunch outside (weather permitting).
- h. Students eating outside are to remain on the blacktop area with picnic tables or on the bleachers near soccer field.

Student supervision: Teachers must always provide direct supervision for students in their classrooms. Teachers should never leave the classroom unattended. If no one is available to monitor the classroom, teachers should notify the office via the intercom system and ask for the class to be monitored. To leave students unattended would expose the school to unnecessary liability concerns.

Telephone/computers:

- a) Personal calls and text messages may be made during an off-duty lunch break or planning period. Please do not take/make personal calls or personal text messages during classroom time (unless it is an emergency).
- b) Make an attempt to return parent calls (or emails, etc.) the same day the message was received. School phones are located in the school office, AD room, Resource Room and Conference room.
- c) Teachers should NOT visit social networking sites during school hours.
- d) Students should not use teacher computers at any time.

Visitors to school: Any visitor, whether student or adult, seeking to be at the school or to visit a class, must receive permission from the Administrator in advance of the visit. All visitors are asked to follow the guidelines, including the dress code, of the school. Should a visitor become disruptive to the school setting, he or she will be asked to leave the grounds.

Technology and School Resources

Computers: The school provides laptop computers and Chromebooks for student checkout and use. Students are not to be given unsupervised access to school computers. If students desire to use a school laptop or Chromebook, they must sign-out at the device with the school office or use the classroom laptop with teacher's permission. To protect the equipment, food and drink must not be consumed around the laptops. No programs should be installed on the computers without permission from the Administrator or teacher.

Copy Machine: The Minolta copy machine is in the school office. Teachers should utilize their free

periods and before/after school time to make copies. With advanced planning, teachers can avoid last-minute copy needs. Only students who are serving as a "Teacher Aide" can use the copier for classroom needs.

Keys: Upon hire, full-time faculty will be given one (1) key to their classroom and one key to school "front door." Keys and scan cards will be distributed as needed to faculty and staff. No copies are to be made of these keys. If keys are lost, faculty are to report that to the Administrator immediately. All faculty members are to return all keys to the Administrator at the end of their contract time unless they are returning to the ministry the following school year.

Library: The RCCA library is managed by Mrs. Joan Knickerbocher, volunteer. K-6th students will have a library "special" once per week. Students are not allowed to be in the library without teacher/adult supervision. A limited amount of reference material and reading books are available for grades 5th-12th. For extensive research projects, the teachers are encouraged to have students utilize their local public library.

Maintenance needs: Each teacher is asked to bring maintenance needs to the attention of the Administrator with a written request AS SOON AS POSSIBLE (e.g., bulbs out in a light, broken window, repairs, etc.). If a student causes the damage due to carelessness, this must also be reported to the Administrator along with an incident report, and appropriate discipline will follow. More major needs (e.g., painting a room, replacing the carpet, etc.) will be fixed/addressed during school break times.

Purchasing/Requisitioning procedures: Teachers should submit to the Administrator, in writing/email, requisitions for needed equipment and supplies - classroom needs, materials, etc. Items will be purchased according to need and as the budget permits.

School phones and intercom system: Each classroom contains an intercom system. Teachers can communicate directly to/from the school office. Landline school phones are available for teacher use in the school office, AD office, and Conference room. Students should be directed to the school office if they need to use a school phone.

Walkie Talkies: Teachers outside for PE, lunch, or recess and PE teachers in gym - should always have a Walkie-Talkie within reach, and place the walkie-talkie on the charger when finished.

Supplies for teaching: Teachers are provided with basic supplies – i.e., blue/black/red pens, copying paper, dry erase markers, tape, staples, stapler, and scissors. Many are kept in the office cabinets and in Teacher Supply Closet - across from the Art room. If additional supplies are needed, teachers can submit requisitions to the Administrator who will seek to meet the teacher's request if such supplies are deemed necessary and the school budget permits.

Use of the facilities after hours: Teachers may use the facilities after school hours. The teacher is responsible to see that the entire building is secured before leaving (lights out and doors securely locked and shut). Groups seeking to use the facility must contact the school administrator and will be asked to fill out a *RCCA Facility Use Request* form.

Videos and use of other special media: Videos that are educational in nature and are intended to supplement the material being presented in a class are encouraged as an educational tool for instruction. Teachers must screen all videos for any questionable content (i.e., bad language, inappropriate subject matter, etc.). If there is any doubt as to some of the movie's content, the teacher is advised to seek counsel from the Administrator. Teachers are NOT to show a video simply for "entertainment purposes," but only as educational supplementation or for special occasions (class parties, celebration, reward, etc.).

Health and Safety Procedures

Abuse, suspect abuse: All school faculty members are considered mandated reporters in NYS and, as such, are obligated to report any suspected abuse or maltreatment of school children. Without delay, the faculty member should bring suspicion to the attention of the administrator who will contact the necessary authorities. If the administrator cannot be reached or is otherwise unavailable, the faculty member should coordinate with the school office and call **1-800-342-3720**. All teachers and staff must attend the required "Protect My Ministry" sexual abuse prevention training.

Accidents involving students: Occasionally, accidents do happen. If a student is injured, the staff member should tend to the student's immediate safety needs and then notify the school office right away. Parents will be contacted by the school office. Emergency personnel will be called if the situation is deemed serious enough. As soon as is practical, a formal RCCA Incident Report of the accident should be submitted by the teacher or staff member and submitted to the Administrator.

Emergency closings: Whether due to weather or other circumstances, the school may occasionally be closed. If this happens prior to the beginning of the school day, each faculty member will receive a text from the Administrator via Renweb Alert. Announcements of school closings can also be received via email, Facebook, or on www.wbng.com. If an emergency happens to arise during a school day such that students need to be evacuated from the building, an intercom announcement will be made, along with Renweb Alert message. Students will be moved outside the facility to the designated assembly point (soccer field).

Fire drills: Teachers should be aware of two (2) emergency exit routes from their classroom/part of the building (doors, windows). A clear picture/notice of the escape routes must be posted in a visible and conspicuous location in the classroom. No blockages of these exits are allowed. The teacher should inform all of his or her classes of these routes at the beginning of the school year. It is advisable for the teacher to take each class on a "walk-through" of the route. The Administrator will conduct twelve (12) unannounced fire drills throughout the year. Whenever the fire bell sounds (which is much louder and different from the class bells), the teacher is to safely guide the students to the designated location (soccer field). Students and teachers are to **quietly** line up. The Administrator or executive assistant to the Administrator will provide instruction as to when teachers and students may return into the building.

Lock Down Drills: The Administrator will announce and conduct at least two (2) lockdown drills throughout the school year (Fall and Spring). A "lockdown" will be announced via the school intercom, followed by repeated three (3) rings of the school bell. Teachers must lock classroom doors, turn out lights, and keep all students in the classroom, out of sight, during the lockdown drill. RCCA LockDown Instructions are located in the school office and given to each teacher at the beginning of the school year.

School nurse: A registered nurse is employed by the Vestal Central School District. The VCSD school nurse is only present in the school and providing services to our students as needed. Should a student become ill or injured in class, the teacher should send them to the school office for triage. An incident report must be submitted to the school administrator regarding any injury sustained at school.

School security:

- Once the school day begins, **all** exterior doors **MUST** be locked at all times.
- Neither students nor staff members should let **anyone** into the locked facility, and doors **should not** be propped open during school hours.
- On library days, all exterior doors must remain locked. For re-entry into the building after library, teachers will escort students via the "school front" door with their school issued key.
- All visitors and late-arriving students need to be directed to the school office entrance where they

will be "buzzed in" by the school office. Once visitors and late arrivals enter, they will be asked to sign-in.

- Upon leaving for the day, teachers must secure his/her room (lock door, turn off lights, turn off A/C, air purifiers, fans, etc.).
- If a teacher is the last to leave for the day, he/she must see that all school exterior doors are locked and secured and all lights are out.

Supervision, after-hours: Coaches and teachers are not to leave students unsupervised, in or outside of the facility, after school hours.

Video surveillance: Video footage of the interior and exterior of the facility is recorded 24/7. No unauthorized persons should tamper with the video equipment. The Administrator and school office have access to review videos as needed.

Social Media Policy

At RCCA teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Instagram, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

Below are guidelines to follow when teachers and staff are representing RCCA in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the ministry of RCCA, and testimony of or teachers and academy. This is clearly written in RCCA Teacher Contracts and RCCA Employee Understanding documents.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because our teachers and staff represent the ministry of RCCA, please stick to discussing only those school-related matters that are within one's area of responsibility.
- Teachers may be open on social media about their affiliation with RCCA and the role/position they hold.

- Teachers are discouraged from interacting and communicating with a student via social media. If it is not related to classroom activities, teachers must reconsider using a social network for communication as email is a safer method of communication. If you are uncertain how to proceed, consult the Administrator.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of RCCA, rather than damage them. See RCCA Teacher Contract and RCCA Employee Understanding for more details and expectations regarding this.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right ...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let administrator know immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are ***never*** private.
- Use caution if asked to share birth date, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Administrator for guidance.
- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of RCCA students.
- Never post photos of students who are on the RCCA "Do Not Photo" list.

APPENDIX A

RC Christian Academy, Inc – Employee Understanding

The School Board of Directors and Administration recognize and affirm the ministry of teaching and working in a Christian school as a God-ordained vocation. We rejoice that God has brought you to us as a “fellow-laborer” in the ministry. This is a framework of mutual obligation and responsibility to assure the orderly operation of an exemplary academic program at Ross Corners Christian Academy.

Conditions of Employment

- 1) The teacher/staff member affirms that, as part of the qualifications for this position, he/she is a “Born Again” Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)
- 2) The teacher/staff member gives testimony that he/she has a sense of God’s will, that teaching is his/her calling, and that working in a Christian school is God’s direction.
- 3) The teacher/staff member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes but is not limited to refraining from such activities as alcohol drunkenness, the use of tobacco, marijuana, illicit drugs, vapes, vulgar or profane language, and pornographic material. The teacher/staff will not post anything on social media regarding the use of alcohol and must refrain from posting negative comments, political statements, or anything that may be perceived as being in opposition to the mission of RCCA. (Col. 3:17, Titus 2: 7-8, I Thess. 2:10, I Thess 5:18, 22-23, and James 3:17-18).
- 4) Church Membership: We require our staff and teachers to be active members of a local Bible-reaching church whose beliefs agree with the Statement of Faith of RCCA
- 5) The teacher/staff member accepts without verbal or mental reservations the Statement of Belief of RC Christian Academy, Inc. and is committed to upholding this position at all times in the classroom and in conversations with students on and off the RCCA campus.
- 6) The teacher/staff member has read and agrees to abide by the regulations set forth in the RCCA Faculty Handbook, as well as any additions made during the year. He/she agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the School Board of Directors.
- 11) The teacher/staff member agrees to be present on time for his/her assigned times for work and agrees, when able, to provide support at our school sponsored events such as Athletics, Musical Drama Productions, Graduation Commencement and Annual Basketball Tournament.
- 12) The teacher/staff member agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Bible principles-- always presenting a united front. Appropriate confidentiality will be observed regarding pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15)
- 13) The Bible commands all teacher/staff and administration to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, Matthew 18:15-20. Therefore, employees

agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by Biblically based mediation. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes.

14) The teacher/staff member agrees that the Scripture dictates standards of sexual behavior. The unique roles of the male and female are clearly defined in Scripture. The teacher agrees that scriptural guidelines for sex are limited to one male and one female in a marriage relationship. Any deviation from this standard, regarding heterosexual or homosexual behavior, or verbal/written statements, violates the bona fide occupational requirement of being a Christian role model, and is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).

15) The teacher/staff member has read the RCCA Teacher Job Description and agrees to abide by the requirements listed. The teacher has also read and agrees to abide by the regulations set forth in the Student Handbook, as well as any additions made during the year. He/she agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the School Board.

16) A teacher/staff member new to the staff will be given an orientation period of ninety (90) days in which to prove his/her teaching ability to the satisfaction of the Administrator and School Board. If any areas need improvement, such will be communicated to the teacher in a timely fashion so that an effort may be made to correct the deficiency before the expiration of the ninety days. Should such teaching not prove to be satisfactory as determined by the Administrator and School Board, this contract terminates at that time without further obligation by either party.

17) Assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the Administrator after consultation with the teacher. He/she agrees to accept his/her proportionate amount of supervision outside of the regular classroom assignment, the extent of such supervision, and assignment to be determined by the Administrator who will seek as far as possible to achieve equity in all staff assignments.

18) The teacher/staff member will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability, provide for their fullest spiritual, intellectual, physical, and emotional development.

19) The teacher/staff member will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance (See Faculty Dress Code).

20) The teacher/staff member acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.

APPENDIX B

RC Christian Academy, Inc. - FACULTY and STAFF DRESS CODE

1. As professionals, it is assumed PreK-12th grade faculty, teacher aides, substitutes and school office staff members will be dressed as such during school hours.
2. For men: Dress slacks, collared shirts, button up shirts, or polos and closed-toed shoes are appropriate (tie is optional).
3. For women: Dress or skirt (below knee length), dress slacks, and modest tops or blouses, and closed heeled shoes are appropriate. No low-cut necklines; No miniskirts; No leggings (unless worn under knee length dress/skirt); No form fitting dresses, shirts, or pants.
4. In cases of questionable attire, the School Administrator will determine whether articles of clothing are deemed appropriate or inappropriate.
5. All faculty, teacher aides, substitutes and school office staff are asked not to wear excessive make-up or jewelry, not to use uncommon/faddish hair color, and not be adorned with visible tattoos or excessive piercings.
6. No jeans, t-shirts or athletic attire for regular school days except for teaching P.E. or unless specified as appropriate by School Administrator (i.e. School Dress Down Days, Spirit Week, Theme Days, Special Events, etc.).
7. On Fridays: All faculty, teacher aides, substitutes and school office staff are allowed to wear "Student Dress Code" attire (jeans, polos, hoodies).