

**rcca**

ROSS CORNERS  
CHRISTIAN  
ACADEMY

# **Faculty & Staff Handbook**

**August 2020**

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## 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.

Our Statement of Faith is not exhaustive of all of 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, all of whom comprise the executive committee, along with the Administrator as ex-officio member. The primary function of the board is to hire/develop the head 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, 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 will be completed by the Administrator in the spring. 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 to receive students in their classrooms by **7:30 am**.
- Full-time faculty/staff are not to leave earlier than **3:00 pm** without proper authorization.
- Part-time teachers are to work with the Administrator on arrival and departure times.
- Teachers and staff are not to leave the grounds during school hours without notifying the school office.
- For any staff desiring to take a personal day (per his or her contract), a 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.
- For any 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 (\$75/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 (\$75/day).

## Weekly faculty meetings:

- a) All faculty members are to be present for the weekly, 2:45 pm-3:30 pm meeting. Ideas, concerns, questions from the faculty are encouraged. The weekly faculty meeting may be changed from time to time, and, in such case, the Administrator 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 the school year (June), and 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, teacher conventions, conferences, special 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 (e.g., at least mid-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) In cases of questionable attire, the school administrator will determine whether articles of clothing are deemed appropriate or inappropriate.
- d) 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 blatant/excessive tattoos or piercings.

### **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, 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. The school custodian will tend to general cleaning in the room. Teachers should see that other areas of the room are adequately maintained. This includes: clean desks, no writings or marks on walls, clean whiteboards, orderly shelves, etc.

Teachers should take care of classroom garbage and recycling (daily), and floors swept, and debris removed off floors in preparation for disinfecting mopping by custodial staff (daily).

**\*\* COVID-19 Classroom disinfection and cleaning protocols can be found in "RCCA Reopening Fall 2020 Teacher Information"**

**Excuses and passes from class:** Students are not to be moving about the halls during regular class time without an appropriate pass from a teacher or the office. If a student arrives late to a class with a pass, he or she should be allowed entry without penalty. When a student arrives tardy to a class without a pass, the tardiness should be considered "unexcused." 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. Intentional "skipping" must result in a discipline report and appropriate action will then be taken by the Administrator.

**Field Trips:** 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 anyone class.

**\*\* Due to COVID-19, there will be no field trips until further notice**

### Grading procedures:

- a) Prompt feedback to the student on completed work, whether homework, tests, or the like, is a must. To help toward that end:
  - a. Standard homework/class assignments are to be returned to the student within three (3) class days.
  - b. Test/quizzes are to be returned within five (5) class days.
  - c. Projects/papers should be returned within ten (10) class days.
  - d. Late/made-up assignments (homework, tests, etc.) are to be returned within three (3) days.
- b) The grading scale used by the school is given in the student handbook. A passing score is 65%

- or higher.
- c) K-6<sup>th</sup> daily work "Corrections" are an opportunity for students to learn from their mistakes and master concepts. Students should be given the opportunity to perform corrections toward a grade of 100%.
  - d) Teachers must establish a grading procedure prior to the start of a new class and make this available via LMS. Such a procedure should be communicated to the students. For example - use a point system for all work, assign percentages to tests, attendance, quizzes, participation, projects, and homework, policies for late work, etc.
  - e) All tests and quizzes should be typed as opposed to hand-written.
  - f) Tests should never be weighted more than 40% of a student's overall average in a quarter.
  - g) Final exams should not be weighted more than 10% of a student's final average.
  - h) 7<sup>th</sup>-12<sup>th</sup> teachers will record upcoming tests in the "test calendar" located 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.
  - i) Teachers should avoid giving tests and quizzes on Monday.
  - j) On average, teachers should use at least one form of evaluation, other than homework, every ten days (test, quiz, project, presentation, etc.).
  - k) If suspended from school, whether in-school or out, a student's grade will 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.
  - l) 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.

**Graduation and course requirements:** All students are currently expected to acquire a minimum of 24 credits in grades 9-12 in order to graduate with a RCCA diploma. The Administrator also serves as the "school guidance counselor," and she/he will see that each student meets his or her requirements. In general, a student will need the following credits as part of his or her requirements: 4 Bible, 4 English, 4 History, 3 Math, 3 Science, 1 Fine Arts, 1 Spanish (or other language), 2 Physical Education, ½ Health, and 1 ½ electives. The Administrator is aware of all of those requirements and will inform the teachers as needed and if requested.

### **Homework:**

- a) K-6<sup>th</sup> students **may** be assigned homework – but 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) 7<sup>th</sup>-12<sup>th</sup> students can be 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.
- c) **Time limit** – homework should not exceed 30 min. per subject per night (120 min. total).
- d) **Wednesday** - NO HOMEWORK (church, youth group, etc.)

- e) All assignments – homework, upcoming tests, projects, etc. – are to be posted on RenWeb/FACTS at least one day **before** the assignment is due. In general, the more advance notice of assignments, the better. If due dates and/or assignments change, teachers need to update RenWeb/FACTS accordingly.
- 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 **at least 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) 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.

**Length of the school year:** The school year for students traditionally begins on the Wednesday following Labor Day. The year generally ends the second or third week in June with graduation. The students will be in session for approximately 180 days. Faculty will report and begin meeting for in-service training during the week prior to Labor Day. The duties of the faculty will be concluded at the time of graduation and no later than June 30<sup>th</sup>. A specific "check list" for end-of-the-year duties will be given to the faculty in early June.

**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 the Administrator at the end of the school year.

**Recording student absences and tardiness:** Each homeroom teacher is to record students' attendance in RenWeb/FACTS. It is important that accurate attendance records be kept. 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. The school office will determine whether or not a student's absence or tardiness is considered "excused" or not. Students who arrive at school after the 8:03 bell must sign-in at the school office. Teachers are not required to record attendance each class period throughout the day, though that is a good practice to follow. 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 (i.e., two days to make-up work for each day absent, etc.).

**Study Halls:** Starting the year with a clearly defined study hall procedure will eliminate many frustrations as the year goes on.

- a) Students should be instructed to come to study halls with all work needed for that period.
- b) 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.
- c) Students are not be allowed to "study" together.
- d) Students should not be allowed out of the room without permission. Using a sign-out/sign-in sheet is advised.
- e) Cell phone usage during study halls is not permitted unless working on a school assignment with study hall monitor approval.

**Textbooks:** Textbooks are the property of the school, and all K-12 students are charged \$175 annually as a usage fee. When books 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. Try to determine the reason for misbehavior at this time.
3. Documentation of Action: If misbehavior is repeated, discuss with student and document incident and any action taken (seats moved, recess removed, etc.). Parents must be notified the same day (email or phone call) by the teacher.
4. Visits to the Administrator: Students who do not respond positively to the teacher's action need to meet with the school administrator.
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 or conference will be held to determine the best course of action needed. At this conference, decisions will be made 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 detention/suspension or may be removed from the school per the policies in the student handbook. It is the task of the Administrator to assign detentions/suspensions. When a student misses school due to a suspension, he/she will 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," 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 a "Classroom Procedure" sheet to distribute and display to all students in the class and communicate this plan with parents. The information shall include expected behavior, as well as needed materials for class, grading policies, and absent/late work policies.
- e) Though it may be tempting to do so on days of nice weather, teachers are only allowed to take classes outside with administrator approval. \*

*\* Due to COVID-19, Fall 2020 classes are encouraged to meet outside under the tent, on the soccer field or pavement. See "RCCA Reopening Fall 2020 Teacher Information"*

## **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. 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:** Elementary and 7<sup>th</sup>-12<sup>th</sup> chapels will be held once each week in the Bridgewater Church auditorium or another venue on campus that is appropriate. Generally, the 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 at the beginning of the year. Teachers are expected to be present for all chapels. Those who have a homeroom should sit with their classes during chapel to help keep students attentive. Speakers will be scheduled for the chapels by the student pastor or Administrator. Input from staff about prospective speakers is encouraged.

***\*Due to COVID-19, Chapel will not use Bridgewater Church auditorium, and may be in smaller groups in the gymnasium for Fall 2020. See "RCCA Reopening Fall 2020 Teacher Information"***

- c) **Class Parties:** All class parties must be approved by the class advisor and/or Administrator. The 7<sup>th</sup>-12<sup>th</sup> class advisor will need to consult with the Administrator if the facilities are used after school hours. Non-class members are not to be invited to class parties.
- d) **School Drama:** 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 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 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 two (2) major fundraising projects during the school year. These projects will require teacher, staff, and student assistance. The funds will be used to meet general budget needs, to provide for student scholarships, and to allow for the purchase of need items.
- f) **Class Fund Raising:** For classes wishing to host a fundraiser, a "Fund Raising Request" form should be submitted to the Administrator by the class advisor at least 30 days prior to the desired start of the activity. Class advisors should direct 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 their senior trip are solely intended for the purpose of meeting their expenses for the senior trip or some other purposes as voted upon by the class. There is no individual right to any funds raised through class fundraising activities.
- g) **RCCA Honor Society:** The RCCA 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) **Student Council (SC):** A faculty member will be appointed to advise the SC. Officer positions include president and vice-president. Further, classes may choose a "class representative" to participate in SC meetings. 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 or after school in the production of the book. 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, and/or a fundraiser that is approved by the Administrator. 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: lunch supervision, bus duty, morning duty, and class advisors.

- a) **Bus Duty**: Teachers will take turns, as assigned, as a.m. and p.m. monitors. During morning bus duty, a teacher should be in the gym by 7:30 am. In the afternoon, teachers are to be in the gym by 2:25 pm. Any inappropriate behavior should be discouraged and reported to the Administrator as necessary.
- b) **Home Room**: Full-time teachers will be assigned a homeroom class (1<sup>st</sup> period). Daily, the homeroom teacher is to take morning attendance (record in RenWeb/FACTS) and communicate any school announcements for the day. K-6<sup>th</sup> should begin the day with prayer, reading of Scripture and music-worship or patriotic songs, and three pledges (American flag, the Christian flag, Bible). For grades 7<sup>th</sup>-12<sup>th</sup>, the day should begin with prayer, reading of Scripture, and Pledge to the American flag.
- c) **Class Advisor**: Each year, the class advisor should lead the class in efforts to raise funds for their future banquet and senior class trip. It would be appropriate for students to pay annual dues toward their class budget. The amount of dues should be set by the class after being given direction by the advisor. Each class should elect officers each school 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 the Executive Assistant and Administrator at the end of each school year.
- d) **Lunch supervision**:
  - **Preschool, Kindergarten, and First Grade** will eat lunch in their classrooms. Teachers will also eat lunch in their classrooms while supervising their students.
  - **2<sup>nd</sup>-6<sup>th</sup> teachers** will supervise their students during lunchtime (unless an arrangement has been made with a volunteer helper, another teacher, etc.). This includes sitting with or standing near class, helping with the opening of food items, managing social interactions, and encouraging manners. 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).
  - **7<sup>th</sup>-12<sup>th</sup> Teachers** will be assigned a time to supervise the lunch period on a rotating basis. The same guidelines and rules apply as with elementary. All lunchroom supervising teachers should be in the gymnasium with the students (i.e., not taking care of duties in the classroom, making phone calls, etc.). Lunch is a time for students to relax and socialize. If the teacher agrees and is willing to supervise, students may go to the outside to eat lunch if a PE class or elementary

recess is not in session.

***\* Due to COVID-19, students must remain seated during lunch, and teachers are encouraged to take students outside for lunchtime***

**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 can be made during an off-duty lunch break or planning period. Please do not take/make personal calls or text messages during classroom time.
- b) Cell phones should be silenced or turned off during classroom time. (teachers and students)
- c) Make an attempt to return parent calls (or emails, etc.) the same day the message was received.
- d) Teachers should not visit social networking sites during school hours.
- e) Students should not use teacher computers at any time.
- f) No student should be sitting at a teacher's desk at any time.

**Visitors to school:** Any visitor, whether student or adult, seeking to be at the school or 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.

***\* Due to COVID-19, visitors to RCCA will be extremely limited, and visitors must undergo a health screening to gain admittance into the facility.***

## **Technology and School Resources**

**Computers:** The school has laptop computers for student use. Students are not to be given unsupervised access to school computers. If students desire to use a laptop, they must sign-out a laptop 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. Faculty should utilize their free periods and before/after school time to make copies. With advanced planning, teachers can avoid last-minute copy needs. Furthermore, to save on supplies for unnecessary copying, teachers should be careful to print the exact number of copies that will be needed. 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 will be distributed as needed to part-time 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 year

**Library:** The RCCA library is managed by a volunteer librarian for K-6<sup>th</sup> students. 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 5<sup>th</sup>-12<sup>th</sup>. For extensive research projects, the teachers are encouraged to plan a field trip to a local public library.

**Maintenance needs:** Each teacher is asked to bring maintenance needs to the attention of the Administrator with a written request (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, 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, 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, resource room, and staff room (old bookroom). Students should be directed to the school office if they need to use a school phone.

**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. Most are kept in the school office (in the back). 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. Groups seeking to use the facility must contact the school administrator and will be asked to fill out a *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. The teacher 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 special occasions (unless scheduled for a class party, 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 complete accident report of the incident should be provided by the 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 REMIND. Announcements of school closings can also be received via email, Facebook, or on [www.wbng.com](http://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 a REMIND 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 conduct at least two (2) announced lockdown drills throughout the school year (Fall and Spring). A "lockdown" will be announced via the school intercom, followed by repeated three 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 (Ashlynn Jennings, RN). Miss Jennings 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 the student to the school office for triage. ***\* Due to COVID-19, teachers must follow COVID-19 health and assessment guidelines for any sick student***

**School security:** Once the school day begins, all exterior doors are locked. Neither students nor staff members should let anyone into the locked facility. Rather, 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. ***\* Due to COVID-19, visitors must complete a health questionnaire to be granted permission to enter past the school office lobby.***

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

**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 has 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.
- 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 you represent the ministry of RCCA, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the

social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) 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.

### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

### **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 your 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 current students.
- Do not post photos of students who are on the RCCA “Do Not Photo” list.

## **APPENDIX A**

### **RCCA Conditions of Employment**

1. The teacher 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 gives testimony that he/she has a sense of God's will, that teaching is his/her calling, and that teaching in a Christian school is God's direction.
3. The teacher 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, illicit drugs, vulgar or profane language, and pornographic material. The teacher will not post anything on social media regarding any use of alcohol. (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 church whose beliefs agree with the Statement of Faith of RCCA. Since stability of your church and home life are vital to our ministry, we require that you notify us of any changes in your church affiliation.
5. The teacher accepts without verbal or mental reservations the Statement of Faith of RC Christian Academy, Inc. and is committed to upholding this position at all times in the classroom.
6. The teacher 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.
7. A teacher 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.
8. 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.

9. The teacher 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.
10. The teacher will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance (See Faculty Dress Code).
11. The teacher agrees to be present on time at 7:30 am, which begins each school day, and to remain in the building thirty (30) minutes after classes have been dismissed (3:00 pm). He/she also agrees to remain after school or report for faculty meetings, devotions, staff prayer, school conferences, or meetings as may be called by the Administrator. He/she agrees to provide support at our school-sponsored events such as Musicals, Drama Productions, Graduation Commencement, and Annual Basketball Tournament.
12. The teacher 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 parties to this agreement are Christians and believe that the Bible commands them 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, the parties 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 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, either heterosexual or homosexual, 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 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.

## **RCCA TEACHER HANDBOOK ACKNOWLEDGMENT**

I agree that I have read and will abide by the policies and procedures, as stated in the RCCA Teacher Handbook (August 2020).

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_