

# Fayetteville Christian School

## **Personnel Handbook**

### 2017-2018



The ***FCS Personnel Handbook*** explains the guidelines for the FCS faculty and staff. This Handbook is for ALL WHO SERVE in Fayetteville Christian School.

Please read these guidelines carefully. They have been established to bring about common vocabulary, goals, consistency, and vision. If you have any questions at all, please do not hesitate to ask or discuss them with a school administrator.

FCS is a ministry of



***Welcome to FCS!***

You are part of a very unique and wonderful team of volunteers committed to serve Christ by providing a sound, affordable Christian education to students in Northwest Arkansas.

We are a team working with a common calling and a common vision. Each of us feels that our work at FCS is God's will for our lives. We are working together to help the children know Christ as Savior and Lord, and to offer them a sound academic foundation.

To achieve these goals we must be in unity. Every player on an athletic team must be a team player and must follow a common game plan for the team to succeed. This *FCS Personnel Handbook* is our game plan for success at FCS. By consistently following the policies and procedures within, we will also create the greatest success for our students.

As one of the FCS personnel, you are responsible to follow this Handbook. *Please read it thoroughly. The administration, other school personnel, and parents expect you to conform to the guidelines found within it.* There are specific procedures outlined which you need to follow. Every faculty, staff, and administrator is expected to know and to be committed to all of the FCS perspectives, procedures, and policies.

If you have any questions at all, please do not hesitate to contact one of the administrators for clarification. Thank you for response to the Lord and commitment to our students. May the Lord richly bless you in your ministry here at FCS!

Sincerely,

Brad Jones, Superintendent  
Eric Whittaker, Principal

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# THE PURPOSE OF THIS HANDBOOK

This Handbook is for all those who serve at Fayetteville Christian School.

**The *FCS Personnel Handbook* serves as a detailed agreement between the personnel and the school, explaining what we, the school personnel, do to implement the operations of the school.**

As a requirement to serving at Fayetteville Christian Schools, **all faculty and staff must know and adhere to the principles, policies, and procedures in this manual.** In doing so, we will develop common vocabulary, goals, consistency, and vision while creating a prime environment for our students to successful within.

All personnel are expected to read and understand this manual, and they must sign the “Personnel Agreement Form” agreeing to follow the principles and procedures outlined in this Handbook. Many of these policies and procedures are also replicated in the 2017-2018 Fayetteville Christian School Handbook.

# OUR PERSPECTIVES

## FOUNDATION

**The mission of Fayetteville Christian School is to provide an affordable Christian education based upon the Bible enabling our students to develop Christian character, to establish a sound academic foundation for their future, and to promote the Biblical worldview. Our program is designed for families who believe in the Lord Jesus Christ and are dedicated to serving Him.**

### A Brief History of FCS

In 1978, the parents of the Mission Boulevard Baptist Church became convinced of the need for their children to have a Christian education. Because most families could not afford the rates of most Christian schools, we determined to work together to provide a Christian school for our children. All teachers and staff were parents giving their time to make an affordable Christian education for their children and others in the community. In the fall of 1978, MBBC began the Mission Boulevard Baptist Church Child Development Ministry for K4, and K5. The following year we added 1st and 2nd grades.

In the summer of 1981, the church youth group and their parents requested that we have all twelve grades. Stepping out in faith that the Lord would provide teachers, we announced that we would go through high school. Qualified people volunteered to teach the classes, and we have offered K3 through 12th grades ever since.

Recognizing the need for our 7th through 12th grades to have the benefits of accreditation for transfers, scholarships, etc, we achieved accreditation through the Arkansas Nonpublic School Accreditation Association (ANSAA) in 1994.

Because God continues to call people to give their time and lives as an offering to Himself, FCS continues to provide affordable, Christian education in Northwest Arkansas.

## Our Philosophy

A school's philosophy determines how it operates. Its philosophy includes its foundational concepts and guiding principles. A Christian education derives its foundational concepts and guiding principles from the Bible.

Fayetteville Christian School is based on the Biblical worldview with the traditional philosophy of education. The Bible tells of two educational institutions: the family and the church. The Lord has given parents the responsibility to train up their children (Pr. 22:6; Eph. 6:4; Dt. 6:7-8), and He has given His church the responsibility to teach His instructions (Mt. 28:19-20; Eph. 4:11-15). Operating under the auspices of the Mission Boulevard Baptist Church, FCS combines the efforts of parents and the church to provide a Christian education. Our competent Christian faculty helps parents provide their children academic instruction consistent with Christ-centered teaching received both in the home and the local church.

Fayetteville Christian School's philosophy is based upon the Biblical view of God and humanity. We recognize that God is the loving, righteous, and just ruler of the universe and that mankind, although created in the image of God, has chosen to fall into sin. Through Jesus Christ's death on the cross and His resurrection from the grave, God has provided the way for all of us to be reconciled to Him. The most important issues in life are that a person be reconciled to God through faith in Christ and that a person lives to bring others to Christ. This responsibility to lead others to Christ requires one to develop in Christian character and to promote the Biblical worldview. It causes one to strive to be a leader, standing against the pressures to do wrong, and leading others in doing what is right.

## Our Guiding Principles

•Education should be God centered. Because the LORD is the Lord of all aspects of life, all subjects should be viewed from His perspective and all ideas evaluated according to his Word. His truth is integrated throughout our curriculum.

•Education should focus on character development. Christ-like character is the most important quality for anyone to develop. Our choices, and thus our experiences, result from our character. Character training is accomplished by keeping clear standards and examples of good behavior before the students. Our students are expected to maintain proper attitudes and behavior; therefore, effective supervision and discipline are practiced.

•Education should prepare a person for adult life. Whether preparing for further education or for going directly into the work environment, everyone needs a spiritual orientation based upon the Bible; a mastery of reading, writing and math skills; a functional knowledge of history; a scientific understanding of the universe; and practical living skills. Academics, athletics, and extra-curricular activities help our students develop not only knowledge but also responsibility, courtesy, discipline, confidence, initiative and other qualities they need in order to be successful adults.

•Education should be compassionately authoritarian. Because children are not born with the knowledge, skills, and character needed for adult life, they must be taught and trained. The teacher is responsible to impart knowledge and skills; therefore, the teacher must be a worthy example understanding the importance of his or her influence upon the children, and must have authority to manage the class. To receive maximum benefit from the class, our students are responsible to respectfully submit to the teacher. Our teachers lovingly, firmly, and wisely guide the students throughout the education process.

Recognizing that it is humanly impossible to fulfill these guiding principles, we rely upon the wisdom and guidance of the Bible and the Spirit of God.

Fayetteville Christian School is a team composed of our parents, students, school personnel, and the church. The school works with parents to educate their children. Our teachers and staff give their time in response to a spiritual calling to offer a Christian education that is affordable to those who are committed to a Biblically centered education for their children. **Our ultimate**

**goals are that all our students know Christ as Lord and Savior, have Christian character, and promote the Biblical worldview by their lives of service and testimony.**

### Our Statement of Faith

Fayetteville Christian School is a ministry of the Mission Boulevard Baptist Church. The school adheres to the church's statement of faith. Its major points include:

- The Bible is supernaturally inspired. It is the final revelation of the will of God to man. We use the traditional King James Version as the textbook in our church and school.
- There is one living and true God, the infinite Spirit who is from everlasting to everlasting. He is omnipotent, omnipresent, and omniscient. His nature is righteous, just and loving. He is the creator and ruler of the universe, worthy of all honor, confidence, and love.
- In the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit, all equally God, of the same nature, yet fulfilling different offices in the work of redemption. The Father represents God's authority. Jesus Christ, the virgin-born Son, is the revealer of God and sacrifice for sin. The Holy Spirit convinces men of God's truth and draws them to Christ as Savior.
- We accept the Genesis account of Creation, that God directly created man in His own image. We reject the notion that living creatures evolve into new kinds of organisms.
- God created man in innocence, yet man voluntarily disobeyed God and fell into his present sinful condition, and all mankind are now sinners by choice and under just condemnation.
- The devil is an actual person, created as an angel, who fell through pride and now is the enemy of God and Christ and humanity.
- The Gospel is God's means of saving man from sin. The Gospel is the good news of the death, burial, and resurrection of Christ to



pay for the sins of mankind. It is the Gospel of Grace by which God saves all those who will come to Him repenting of their sins and trusting Him to keep His promise to save them.

- Salvation is the free gift of God. It is given by grace through faith without any works to all who receive Christ as their Lord and Savior. All believers have God's righteousness imputed to them. They are children of God by the new birth and have everlasting life. They are also citizens of the Kingdom of Heaven, and are eternally secure in Christ.
- All Christians are responsible to live a pure, holy life, not in order to be saved, but to please Christ and to have an effective witness for Him.
- After removing believers in the Rapture, God will judge the earth in the Tribulation; and Christ will return to rule the earth for a thousand years. After the Millennial Reign of Christ, the unsaved will be judged and believers will live forever with the Lord in a New Heaven and a New Earth.
- The Church is Christ's organization to carry the Gospel to the world and to make disciples. It is an educational institution. A church is a congregation of baptized believers covenanted together to fulfill the New Testament's instructions to the churches. The New Testament church has been doing His work from the time that the Lord Jesus Christ founded it during His earthly ministry until today, and it will continue until the end of the age.

Because FCS is an educational ministry of the Mission Boulevard Baptist Church, we do teach the Bible from the historic Baptist perspective. FCS has had the privilege to have students of many faiths in our program. While we respect the right of others to hold different beliefs, FCS teaches and upholds the historic Baptist viewpoint.

#### WHY WE ARE HERE

As FCS faculty and staff, our convictions are that FCS is a work

of the Lord and that He wants us to have a vital part in it. He has called us to teach and serve in this school ministry, to help bring the children to Christ as Lord and Savior, to help them to develop in their Christian character, and to offer them a sound education.

We are working with the Lord to help students accept Christ as their personal Lord and Savior and to develop Godly character and convictions within them. These qualities will help students to become Christian leaders as adults. We are seeking to develop our children in the context of teaching academics, involvement in athletics, and other extra-curricular activities. Experience, as well as the Word of God, has shown us that, when pleasing God is the priority, then excellence in other areas will naturally follow.

### HOW WE OPERATE

FCS is an educational ministry of Mission Blvd. Baptist Church, which is open to families within the Northwest Arkansas community. Our faculty and staff include both members of MBBC and those of like mind and faith within the community. The school is administered by the pastoral staff of MBBC, and the school board is composed of members of the church. All board meetings are open to the school community. Board meetings are held on the third Tuesday of each month in the school library. The school is a cooperative effort between the church, the school, and the school community to provide a sound Christ centered education for our children.

*FCS admits students, faculty and staff of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at school. We do not discriminate on the basis of race, color, national or ethnic origin in the selection of students, faculty or staff, or in the administration of our educational policies, admissions policies, scholarships and loan programs, and athletic or other school administered programs.*

### DISCIPLESHIP

Discipleship is Christ's method to accomplish His work in this

world. The great commission as recorded in Matt. 28:19 is to “Go ... and teach (disciple) all nations.” Jesus had the twelve disciples: He was with them; He was their friend, yet their authority; He was their example; He instructed them; He supervised their work.

**ALL FCS personnel must first be disciples of Jesus, and we must be dedicated Christians growing in Christ. Then, we can view our students as our disciples. Our expectation is that each of our school personnel be an influence upon the students for salvation and spiritual growth, as well as academic growth. We are here to minister to the children by teaching and discipling them from day-to-day. Children need friendly, Christ-like, mature, adult leadership and modeling.**

We do offer professional training and teacher development to our staff. In addition, we offer a support system for our teachers and staff to help encourage them in their strengths and promote professional growth. Furthermore, newer school personnel learn from experienced staff, and take advantage of their prior experience, practice, and training. The more experienced personnel have an obligation to help the newer personnel in their professional development.

#### Selection of Teachers/Staff

All persons who desire to teach or work within our school will be screened. This screening includes the following: A) Written Application- All teachers/staff seeking to work with our children must complete and sign an application. The application will request basic information from the applicant and will inquire into previous experience with children, religious affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application will be maintained in confidence on file. B) Personal Interview- A face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. C) Reference Checks- All applicants will provide three references. Documentation of the reference checks will be maintained in confidence on file. D)

Criminal Background Check- A criminal background check is required for all teachers/staff. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the school to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with children.

## **GENERAL PROCEDURES**

### **ADMINISTRATIVE AGREEMENT**

The administration is responsible for the quality and efficiency of Fayetteville Christian School. The administration will support students, staff, and the whole school community by promoting the school's mission and vision, by creating a positive school culture, and by being purposeful in bringing about school improvement and overall effectiveness. Therefore, administrators will periodically ask to see lesson plans, visit a

class, do a classroom observation, or conduct surveys. Do not panic! The administrators are here to support you, encourage you, offer suggestions and resources, and to help teachers and students be successful. We are behind our teachers 100% in order to advance the Lord's work and to advance high quality teaching that fulfills our mission.

### PERSONNEL AGREEMENT

All personnel must have an application, a signed staff agreement form, and their commitment for each school year on file in the school office. Teachers must also have their college transcript(s) on file. All personnel must have a background check completed as well.

In our effort to maintain a consistent, properly functioning educational program and to uphold a positive, spiritual example and influence in our school, the FCS personnel, agree to conform to the following commitments in our ministry at FCS.

- To point the students to Christ that they might be saved and dedicate their lives to Him.
- To be a positive Christian example at all times.
- To implement the school's curriculum effectively as it fits the learning needs of the students.
- To implement the school's program and policies in all areas.
- To be prepared for my responsibilities every day.
- To be spiritually focused and conscious each day.
- To properly follow instructions and guidance from administrators.
- To attend personnel meetings, teacher developments, and professional trainings.
- To know and follow the school and personnel handbooks.
- To prayerfully uphold the school's leadership.
- To be a positive and uplifting influence among the personnel.

- To genuinely care about all the students beyond class time.
- To effectively supervise the students.
- To treat all the students with courtesy, respect, and dignity.
- To keep classrooms and other school facilities picked up and orderly.
- To keep student work graded regularly and turned in by the established deadlines.
- To dress appropriately and professionally by following the personnel dress code.
- To maintain professional conduct and conversation in and out of the classroom.
- To effectively manage the behavior of the students in the classroom to ensure a productive learning environment.
- To be on time for my class or other duties each day.
- To arrange for an approved substitute whenever I am absent.
- To complete my commitment for the entire school year.

Although this is not an exhaustive list of guidelines for our personnel, it does list many of our outstanding duties.

Personnel who are unwilling to conform to the policies and procedures of the school are subject to dismissal.

### COMMUNICATION

In any organization, communication is always so essential. It is a means to keep our school personnel, students, and families unified and informed through common vocabulary, goals, consistency, and vision. In addition, it is a means to notify our school community of the school's vision, policies, and scheduling needs.

The administration and office will make every effort to keep personnel up-to-date and informed through our school email system, master calendar, elementary door mailboxes, and

occasional mail outs.

When scheduling school/class events or activities it is vital to reference the school master calendar and seek administrative approval before notifying students, parents, and families of these events.

Teachers and staff may communicate to parents and families in a variety of ways. Email, the use of class distribution lists, notes home, and the use of weekly folders may be used by personnel to inform the school community of events and announcements.

Student specific information such as behavioral or academic performance is confidential and should be communicated through a more private means of communication. Examples would include a telephone call, an email, or a note home. Notes that are sent home may involve a parent signature and be required to be given back to a teacher or administrator. This is a means of assuring that the parent received the student specific information.

The school seeks to communicate general information to the parents through several channels including: the FCS School Handbook, Orientations, Open House, the FCS website, Facebook, texts, mail outs, notices sent home with students, and weekly folders within the elementary.

## TECHNOLOGY EXPECTATIONS

The school furnishes technology for teachers to use to enhance student learning and increase communication.

FCS creates an email account for each teacher. This email account is for professional use only. For example, it may be used to communicate with the administration, staff, and the families whom we serve. Each teacher's email address is also listed on the school website. Therefore, school email accounts should not be used for personal use. Do not use your school email account in signing up for advertising, promotions, or unprofessional list serves. This service is for professional use only.

Email allows us to offer quick and easy communication. Please make it a habit to check your email account frequently. Staff members should make a timely and conscience effort to respond to emails.

Teachers also have access to the school master calendar. You can find the school calendar on our school website. Please check this calendar for the most up-to-date list of events and activities. When attempting to schedule class activities or events, reference the master calendar and then send a request to the administration to review.

There are other educational resources available through your email service. Please use discretion when accessing these resources. Technology can be a wonderful tool to help us within the classroom. On the other hand, children can unfortunately misuse it. **So, any school PC, email, RenWeb, or wi-fi usernames/passwords CAN NOT be given to any student for any reason!** In addition, all educational videos need to follow the guidelines established in the “Movies” section of this handbook.

The FCS Acceptable Use Policy can be found later in this handbook.

### Staff Acceptable Use Policy

Fayetteville Christian School (FCS) has as part of its mission “to provide an affordable Christian education...to establish a sound academic foundation for [our students’] future.” To this end, the School Board and Administration encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of FCS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the School Board and Administration adopts this policy governing the voluntary use of



electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on FCS-owned equipment or through FCS-affiliated organizations. FCS expects all faculty, students, and staff to use the school's computers and networks for the intended purposes of education, research, and administration. Use of FCS resources is a privilege that may be revoked for violation of these policies and procedures.

All computers remain under the control, custody, and supervision of the FCS Technology Department.

### FCS Rights and Responsibilities

It is the policy of FCS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, FCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, FCS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to FCS-owned equipment and, specifically, to exclude those who do not abide by FCS's acceptable use policy or other policies governing the use of

school facilities, equipment, and materials. FCS reserves the right to restrict online destinations through software or other means.

5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
  - A. Staff Responsibilities
    1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of FCS as stated in the acceptable use policy published in the FCS Handbook.
    2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
  - B. User Responsibilities
    1. Use of the electronic media provided by FCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of the acceptable use policy.
- 1) Acceptable Use
  - a) All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of FCS.
  - b) Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme

caution must always be taken in revealing any information of a personal nature.

- c) Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- d) All communications and information accessible via the network should be assumed to be private property.
- e) Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- f) Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- g) From time to time, FCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- h) All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of FCS.
- i) Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- j) Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- k) All communications and information accessible via the network should be assumed to be private property.
- l) Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- m) Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

- a) From time to time, FCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- b) FCS Technology has not been established as a public access service or a public forum. FCS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in FCS Staff Handbook and the law in your use of FCS Technology.
- c) You may not use FCS Technology for commercial purposes. You may not offer, provide, or purchase products or services for personal use through the use of FCS Technology. The purchase of products or services via the internet is strictly limited to FCS administrators and faculty and staff of FCS.
- d) You may not use FCS Technology for political lobbying. However, you may use the system to respectfully and appropriately communicate with elected representatives and to express your opinion on political issues.
- e) You are not allowed to download or install any software, add ons, apps, etc without authorization from FCS Computer Systems Administrator or FCS Network Advisor.

## 2) Unacceptable Uses

The following uses of FCS Technology are considered unacceptable:

- a) **Posting Personal Information:** You should refrain from posting personally identifiable information about yourself or others online. Personal contact information includes your social security number, addresses (personal, school, or work), telephone numbers (home, work, school, or cellular), financial information (credit or debit card numbers), etc. Personal information can be used for

identity theft. Any sharing of personal information should be done with care.

### 3) Commercial Use

- a) Any use of the network for commercial or for-profit purposes is prohibited.
- b) Excessive use of the network for personal business shall be cause for disciplinary action.
- c) Any use of the network for product advertisement or political lobbying is prohibited.

### 4) Illegal Activities

- a) You will not attempt to gain unauthorized access to FCS Technology or to any other computer system through FCS Technology or go beyond your authorized access. This includes attempting to login to an unauthorized computer, another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c) You will not use FCS Technology to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, posting and/or browsing inappropriate content, posting and/or browsing details or situations that involve inappropriate content, etc.
- d) Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any

other applicable law or municipal ordinance, is strictly prohibited.

5) Breach of System Security

- a) You are responsible for your individual email account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Never use another users account or password. You should log off the network when you cannot monitor the use of your machine.
- b) You will immediately notify your direct supervisor or the system administrator if you become aware of a possible security problem. Do not attempt to locate security issues, as this may be construed as illegal activity.

6) Inappropriate Language

- a) Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) You will not post information that could cause damage or a danger of disruption.
- d) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f) You will not knowingly or recklessly post false or defamatory information about a person or organization.

7) Lack of Respect for Privacy

- a) You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b) You will not post private information about another person.

8) Disrespecting Resource Limits.

- a) You will use FCS Technology only for educational or other authorized school activities.
- b) You will not post or email chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- c) You should only subscribe to high quality discussion group mail lists that are relevant to your education or career development.

9) Plagiarism and Copyright Infringement

- a) You will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law is complex, so ask your teacher if you have specific questions.

10) Inappropriately Accessing Material

- a) All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Even though filters are in place, they are an imperfect means of blocking access to inappropriate material.
- b) FCS will utilize filtering software or other technologies to prevent staff and students from accessing materials/sites that are obscene, contain child pornography, or could be harmful to minors.
- c) You will not use FCS Technology to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for subjects that may be considered as hate literature if the purpose of your access is to conduct research and you have the approval of the administration.
- d) If you mistakenly access inappropriate information, you should immediately tell the system administrator or another member of administration. This will protect you against a claim that you have intentionally violated this Policy.

## C. Your Rights

### 1) Free Speech

- a) Your right to free speech applies to your communication on the Internet. FCS Technology is considered a limited forum, similar to the school newsletter or yearbook, and therefore the School may restrict your speech for valid educational reasons. Within reason, freedom of speech and access to educational information will be honored.

### 2) Search and Seizure.

- a) You should expect only limited privacy in the contents of your personal files on the School system. The situation is



similar to the rights you have in the privacy of your desk or locker.

- b) Routine maintenance and monitoring of FCS Technology may lead to discovery that you have violated this Policy, FCS Staff Handbook, or the law.
- c) An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, FCS Staff Handbook, or the law. The investigation will be reasonable and related to the suspected violation. If this requires FCS Technology to monitor, inspect, copy, or review files maintained on School computers or networks, FCS reserves the right to do so. All information garnered shall be and remain the property of FCS and no user shall have any expectation of privacy regarding such materials.

### 3) Due Process

- a) The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through FCS Technology.
- b) In the event there is a claim that you have violated this Policy or FCS Staff Handbook, in your use of FCS Technology, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation to a school administrator.
- c) If the violation also involves a violation of other provisions of FCS Staff Handbook, it will be handled in a manner described in FCS Staff Handbook. Additional restrictions may be placed on your use of FCS Technology.

### D. Limitation of Liability

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, financial loss,

loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system or be liable for any claims or demands against system users by another party.

### Student Electronic devices

No student, regardless of age, is permitted to have any electronic devices, including cell phones, iPods, iPads, etc with them, in their belongings, or in their locker during the school day. Students should power off their cell phones and turn them in to the appropriate location at the beginning of the school day (8am) and retrieve them after the final bell. Secondary students will turn in any electronic devices to our school office. Elementary students will turn in any electronic devices to their teacher. Students may check for messages only during lunch.

If any FCS personnel finds **any electronic device** in the possession of a student or anywhere on school property except for the appropriate school location or inside a student's vehicle, the device will be confiscated and held by the Administration. At such offense, a citation will be issued and the parent will be required to come to the school to retrieve the electronic device. In addition to these actions, a \$25 penalty must be paid before the item will be returned to the parent.

International students may receive an exception for translators, at the discretion of the International Student Advisor.

FCS is not responsible for any lost or stolen electronic devices.

### TEACHER MEETINGS

Attending established faculty and staff meetings is a requirement of school personnel. We respect the time and sacrifice of all of our personnel. Therefore, the administration will make every effort to assure that scheduled trainings are

productive and beneficial. These meetings are vital in assuring that we are in unity with common school vocabulary, goals, consistency, and vision. In addition, these trainings help us to fulfill continued education for our staff as required by our accrediting agency.

At the onset of a new school year, we have personnel meetings and/or professional development to prepare for the upcoming school year. The dates of these meetings are announced early in the summer for your scheduling convenience.

FCS will schedule monthly 2:00pm elementary staff meetings on the first Friday of each month. We will schedule quarterly Saturday staff meetings for secondary teachers that will be announced in advance.

*In the event that a staff member needs to miss a scheduled meeting due to an emergency or a dire situation, the personnel must notify the administration directly in order to make appropriate plans. **Remember, all teacher meetings are vital! Therefore, personnel need to make every effort to attend.***

## SCHOOL CALENDAR

The general school calendar is located at the end of this handbook and on our website. All personnel are expected to be aware of this calendar.

In the event of inclement weather or snow days, we may need to adjust the general school calendar. If this were to occur, the office or school administration would notify you of any changes in a timely manner.

*Important Notice: When scheduling school/class events or activities please reference the master school calendar and **seek administrative approval before notifying students, parents, and families** of any added events not posted on the general school calendar.*

*School administrators will review the school calendar every second Thursday of each month. Therefore, if you need to submit possible dates and times for a school/class event, please plan to*

*submit any recommendations by this monthly meeting and in a timely manner for everyone's scheduling conveniences.*

## FACILITIES

The Lord has blessed us with pleasing facilities. Everyone within the FCS community needs to be conscientious about cleaning up and doing all that we can to help keep the facilities clean and orderly.

We can model an appreciation for our facilities to our students. We can teach the students to clean up after themselves. Please don't simply depend on "someone else" to pick up and straighten up. As you go about your day, as much as possible, clean and straighten as you go, even outside of your own classroom, etc. When the children see us model such school appreciation and pride, they will learn this valuable life skill as well.

You may report any building maintenance or repair needs to the school office.

## TELEPHONE USE

The office telephones are the business phones for both the church and the school. Students are only allowed to use the office phones for emergencies or with permission from a teacher. A teacher may send a student to the office with a phone pass or teacher note. Personnel are welcome to use the office phones.

Teaching, supervising children, and performing our school tasks requires our undivided and professional attention. Therefore, teachers may not be on personal cell phones or electronic devices during scheduled class times unless it is an emergency situation or for educational purposes. Administration may be exempt to this rule due to the need for their availability.

## PARENT-TEACHER RELATIONS

At Fayetteville Christian School, parents and teachers are on the same team in the training of the children. We all have the same goal for our children, and that is to develop the children in

Christian character and establish a sound academic foundation for their future. This is accomplished only when there is mutual respect, frequent communication, and cooperation between parents and teachers.

Teachers should become familiar with the unique learning needs and personalities of each student within their classroom. This also includes getting acquainted with the child's family. Make an effort to get-to-know families through regular communication. Teachers are encouraged to share their heart, vision, and academic goals through means such as Open House, notes home, parent letters, emails, ect.

When communicating with families it is often a good "rule of thumb" to begin with a positive statement about the class or child. This is especially true when needing to discuss a child's academic or behavioral weaknesses.

In the event that there is a disagreement with a parent, or a parent becomes disrespectful and rude please follow the following steps:

- 1) Respond respectfully, calmly, and professionally regardless of any ill manners. We must maintain a professional demeanor in all situations.
- 2) Kindly ask to schedule a conference later, a meeting with an administrator, or kindly dismiss yourself from the conversation.
- 3) Finally, always notify an administrator of the details of the situation so that we can best support you.

By responding with these steps, you will retain a professional witness and the administration can best support you. Once an administrator has been notified by the teacher, they may move the situation forward to a reasonable resolution where a teacher is best supported. The administration realizes that the teachers' preparation, class time, grading, recording, etc. are all freely given as an offering to God and a gift to the parents and students; therefore teachers should be treated with honor and respect.

In addition, families have agreed to the following problem solving procedure found in the Fayetteville Christian School Handbook:

### Problem Solving Procedure

If something happens in which a parent has questions or disagrees with school personnel, parents and students must seek to resolve the situation. Gossiping or sowing discord, whether by parents or by students, can result in a student's dismissal from school.

Parents must respect the teachers and communicate that respect to their children. All our teachers are here in response to the Lord's leading in their lives; all of them are giving up other things because they feel the importance of providing a Godly education for our children. Although they are not perfect, our teachers are worthy of our respect. Parents should never speak negatively about our teachers in the presence of children.

For minor issues

- The parent should discuss the matter with the staff member involved in the situation. For this purpose, the parent should set up an appointment with the staff member through the appropriate office or contact the teacher via email. It is not appropriate to discuss any issue with a teacher while he or she is with students. Any discussion should be had in a confidential fashion.
- If the problem must be addressed during school hours or before the particular staff member is available, the parent may discuss the matter with an administrator.
- If the problem is not resolved by discussing it with the person involved, the parent should contact an administrator.
- If the administration does not handle the problem to the parent's satisfaction, the parent should contact the school board president to include the issue on the agenda of the next school board meeting.

For major issues

- The parent should contact the administration to explain the situation. The administrator may call for a meeting with the parties involved to resolve the situation.
- If the administrator does not handle the problem to the parent's satisfaction, the parent should contact the superintendent to discuss the matter.
- If both levels of administration do not conclude the matter to the parent's satisfaction, the parent should contact the school board president to include the issue on the agenda of the next school board meeting.
- If the matter is not resolved at the school board level, the parents will need to enroll their student(s) elsewhere.

All parents and students are required to follow this Problem Solving Procedure. Failure on the part of a parent or a student to follow the Problem Solving Procedure may result in the student's being removed from FCS

## SAFETY POLICY

Fayetteville Christian School seeks to provide a safe and secure environment for the children who participate in our school. By implementing safe practices, our goal is to protect the children of FCS from incidents of misconduct or inappropriate behavior while also protecting our teachers and staff.

## EMERGENCY PROCEDURES

The safety of the children is always a top priority here at FCS. There is an Emergency Procedures notebook near the door of each classroom for convenient reference for any personnel. All staff members are responsible to know our emergency procedures.

### Fire Alarm

When the alarm sounds (long horn), follow these steps:

1. Teacher must get roll book.
2. Close all windows and turn out all lights.
3. Lead students quickly and orderly out of the classroom and follow the specified fire exit plan as posted in the classroom.
4. Teacher should be the last one to leave the classroom: make sure your room is vacant and shut the door.
5. Students are to line up in the lower parking lot, middle parking lot, or the new gym parking lot. (See the Emergency Response Book in a classroom to know your destination.)
6. Teacher should take roll to make sure ALL students are accounted for.
7. Do not re-enter the building until told to do so by an administrator.

#### Tornado/Severe Weather

When the alarm sounds (short rings), follow these steps:

1. Students should quietly and orderly proceed to their designated position in the hall against the wall and assume the kneeling position, head down, with hands covering their heads.
2. Teachers are to close the classroom doors.
3. Teachers should keep their class rosters with them to account for all students.
4. Wait for an all-clear before returning to class.

#### School Lockdown

If you see a situation that warrants a lockdown, notify the office via the intercom system. Once a lockdown situation has been activated, move to the following steps:

1. Lock the classroom door(s), window(s), and turn off the lights.
2. Direct students toward the blind corner of the room. The blind corner is the corner of the room that cannot be seen



when looking through the window that is on the classroom door. Students should lie down on the floor.

3. Staff and students should remain quiet and shut off all audio-visual equipment.
4. Teachers should have their cell phones with them on silent or vibrate.
5. Remain in lockdown in a ready position, until given the “all clear”, or an opportunity for safely fleeing the building with your students arrives.

## HEALTH AND SAFETY PROCEDURES

### Student Health

Because FCS wants to ensure the good health of all its students, students should not report to school who have had any of these symptoms within the past 24 hours:

- Fever over 100.5 degrees
- Vomiting
- Diarrhea

Students should also be kept at home who have cloudy drainage or a persistent cough. Students with allergies must bring a doctor’s note to the office verifying their condition.

Children who become ill or hurt at school can be referred to the nurse’s office. Teachers will fill out a “Nurse Referral Slip” for any child who needs to see the nurse. This slip can be used for documentation purposes by the school nurse. If a child is in much discomfort, the parent is called and asked to take the child home. In the meantime, everything is done for the child’s comfort and welfare.

FCS requests that parents schedule all doctor appointments outside of school hours. However, if a parent must schedule a doctor appointment during school hours, a doctor’s note verifying the appointment is required.

FCS administers vision, hearing, and scoliosis screening to its students.

FCS reserves the right to test students for drug use.

#### Student Medication(s)

**Students cannot keep medication(s) with them. All prescription medication and any other medication brought from home must be given to the school nurse who will administer it as prescribed.** The school nurse keeps standard medications on hand which may be administered to students who have parental permission to receive the medication. This authorization is given on the Medical Release Form.

Any time oral medication is administered by the school, documentation must be filled out.

#### Student Illness Procedure

Try to determine if a child is really sick. Ask where the student feels bad. Feel their head to see if they are hot. See if the child looks pale. Sometimes a student will feel better after placing their head down for a little while, but if the child has a fever, is pale, or is nauseated, send them to the nurse with a "Nurse Referral Slip". If the child is sick to their stomach, give them the trash can and immediately send him/her to the restroom, then send the child to the nurse.

#### First Aid Trainings

FCS will arrange periodic first aid trainings for full-time faculty and administrative staff through a Red Cross First Aid Training Course. First Aid Training and CPR Training is provided by a certified Red Cross or American Heart Association Instructor for school personnel. A training course is also provided for the use of the school's defibrillator (AED). Finally, certificates will be granted for attending these trainings.

#### First Aid Procedure

First aid will be provided to any student/staff who sustains a minor injury during school hours or extracurricular activities.

#### *Definitions:*

1. Injury: damage or harm done to a person as evidenced by

abrasion, laceration, bruise, swelling etc.

2. First Aid: any treatment whether topical or oral given to an injured or ill person.
3. Accident: an event which is unexpected, or the cause which was unforeseen and resulted in an injury that required first aid.

*Procedure:*

1. The school nurse or a staff member who has received training in first aid will assess an injury.
2. The student's emergency medical card needs to be consulted to determine treatment that has been approved for the student.

Note: Oral medications are NOT administered by the school without written instructions or a verbal telephone notification from the parent on the day the medication is to be given.

3. Appropriate first aid will be provided by the trained staff.
4. If additional treatment is needed, the student/staff will be referred to the nurse's office for further evaluation.
5. The parent/responsible party will be notified of the injury.
6. If further evaluation is necessary, the student/staff will be transferred to the local ER Dept.
7. An accident report will be completed and filed.

A first aid kit can be found in every classroom. There first aid kits are periodically checked and/or restocked by a school nurse. A defibrillator can be found in the nurse's office or in the coach's office inside the new gym.

### Blood-Related Injuries

All blood-related injuries require that gloves be worn when assessing and/or treating injury.

1. The teacher/staff who conducts the initial assessment of a blood-related injury must wear gloves. (Gloves are provided in every classroom and included in each first aid kit.)

2. If further treatment is needed, the student is referred to the nurse's office.
3. If the injury cannot be treated on campus, the parents are notified and the student is transported to a local ER dept. to be evaluated by ER staff.
4. An accident report will be completed and filed.

### Tuberculosis Screenings

All food services staff must meet TB screening state requirements.

1. All food services staff must submit a TB screening upon volunteering.
2. If the person has not had a TB screening in 5 years, they are required to have an initial test with a reading in 72 hours and a repeat in one week.
3. If a person has had a positive TB screening in the past, they must have documentation of the appropriate treatment as required by state law.
4. If a person has a medical condition that prohibits a TB screening, a medical statement from their physician must be provided and filed in their record.

### Communicable Disease Policy

Any student or staff with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability.

1. A teacher or administrative staff who reasonably suspects that a student or staff has a communicable disease shall immediately notify the administration and health services.
2. Any student or staff identified with communicable disease will be excluded from school until that person is no longer ill or contagious.
3. FCS may require a physician's examination and/or note from the student or staff verifying the diagnosis of the communicable disease.
4. The student or staff may return to school when it has been

determined that the person is no longer communicable.

Some communicable diseases must be reported to the Washington County Health department. The school nurse will assist in fulfilling this requirement.

### Abuse Reporting

All alleged or suspected cases of child abuse must be reported. All FCS staff are considered mandated reporters of abuse.

1. All FCS personnel are personally responsible to report suspected child abuse. Reporting suspected child abuse to a FCS school administrator is not required. On the other hand, it is strongly suggested due to the impact that such harm can have on a child. The Child Abuse Hotline number is 1-800-482-5964.
2. If a teacher or staff is unsure of whether to report, they may contact the administration for questions or clarification.
3. An Abuse Documentation Form, located in the school counselor's office, may be completed by the teacher and placed in the child's medical records for documentation.

### Responding to Allegation(s) of Child Abuse

"Child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following: Physical abuse, Emotional abuse, Sexual abuse and Neglect.

In the event that an incident of abuse or neglect is alleged to have occurred at FCS or during our sponsored programs or activities, the following procedures shall be followed:

1. Administration will be notified.
2. The parent or guardian of the child will be notified by administration.
3. The alleged perpetrator will immediately be placed on leave from working with children or suspended from

school pending an investigation.

4. Civil authorities will be notified, and FCS will comply with the state's requirements regarding mandatory reporting of abuse. The school will fully cooperate with the investigation of the incident by civil authorities.
5. The school superintendent or principal will be our spokesperson to the media concerning incidents of abuse or neglect. All other representatives of the school should refrain from speaking to the media.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position or expelled.

### STUDENT SUPERVISION

FCS is responsible for our students from 7:30 a.m. until 3:30 p.m. Therefore, we cannot have unsupervised children at school during these times. Regardless of our small school environment, children must be under our supervision for their protection and for our own liability.

We understand that situations may arise that you may need to take care of. For example, if you have a child that you need to speak one-on-one with, you may speak to them in the hallway while leaving your class door open. You can hear the other students while addressing the individual student in this way. Also, you may send a child to the hall to complete a missed quiz or assignment. This is fine as long as there are only a few students in the hall that you can clearly hear and easily monitor. If you need to leave a class for a moment, you may ask another nearby adult to watch or monitor the students. Always remember that you are responsible to supervise the students.

### Restroom Guidelines

Children in daycare, preschool, kindergarten, and elementary should be escorted to a bathroom when taking group

bathroom breaks. The teacher should prop open the bathroom doors and have the group proceed to take their restroom break. The teacher should remain outside the bathroom door and then escort the group to their next activity after the restroom break. If a child requires assistance while in the restroom, the teacher should leave the restroom door propped open, and leave stall doors open as they assist a child. For the protection of all, teachers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

### PERSONNEL DRESS CODE

To help our students reflect Christian character in their appearance, we have a personnel dress code to model these characters and professionalism. Although the faculty and staff are not required to dress in student dress code, we are responsible to conform to the spirit and philosophy of that dress code.

#### *Ladies*

All female personnel should follow these guidelines.

1. Clothing must always be modest, loose, and properly fitting.
2. Skirt hemlines should come below the knee.
3. When pants are worn, they must be loose fitting **slacks**.
4. Tops and blouses must have modest necklines no lower than four finger widths below the collar bone. Keep in mind that teachers often stoop over and move frequently to address children's questions and needs.
5. On Friday's ladies may wear jean slacks.

#### *Gentlemen*

All male personnel should follow these guidelines.

1. Men must dress business casual
2. Slacks with a button-up dress shirt or polo shirt are

required. Both long and short sleeves are allowed.

The administration understands that some of our faculty and staff may go back and forth to work during the school day and, due to time constraints, they cannot change clothes for school. Regardless, we do ask that they conform to the philosophy of neatness and modesty within the dress code.

The administration may approve exceptions to the personnel dress code based on work related conflicts or physical labor requirements at school.

## **TEACHING PROCEDURES**



## THE FCS CURRICULUM

Our curriculum is implemented from K3 through 12th grades. In K3, we use the ABeka curriculum. In K4-6th, we use the Bob Jones Press curriculum. The secondary utilizes curriculum from ABeka, Bob Jones Press, and other sources. The secondary Bible classes are developed and taught by members of Mission Boulevard Baptist Church and overseen by its pastoral staff.

Our curriculum combines sound academic standards and educational principles with Biblical truth. It is designed for the average student. FCS does not offer special education, Advanced Placement (AP), International Baccalaureate (IB), or Gifted and Talented (GT) programs. We follow the traditional classroom format. Our students' performance on standardized tests confirms that our students receive a quality education.

The Bob Jones Press curriculum Scope and Sequence can be found online at: [www.bjupress.com/product/295980](http://www.bjupress.com/product/295980)

At FCS our purpose is to provide a quality, Biblically integrated education from beginning to end, ensuring that the students get the best total education possible.

FCS is committed to a sound Christian education based upon the curriculums that we have chosen. Teachers are expected to primarily implement our selected curriculum to achieve the greatest success in our program. Teachers may moderately adjust the selected curriculums to fit the specific learning needs and styles of their students. For example, if a curriculum allots two days for one concept, yet the majority of your students require three days of focus on that concept to master it, then take three days. We are here to meet the needs of our learners more than to fulfill a specified curriculum map. Also, if you find tools and resources from outside the curriculum that you would like to implement to help your children learn, feel free to do so. On the other hand, don't spend too much time adding additional resources so that you don't fulfill the majority of that year's content. Balance is the key.

## ESSENTIAL QUALITIES FOR TEACHERS

To achieve our goals, we must be spiritually alert; we must have a shepherd's heart toward each child and a captain's head to guide our class; and we need positive collaboration to work together with the administrators and other teachers. Due to the life impacting nature of our duties as teachers, we need wisdom from the Lord to make the best decisions for our students. We teachers also need to maintain a heart yielded toward the Lord Jesus Christ day by day and sensitivity toward the spiritual and emotional, as well as the academic, needs of our students.

A shepherd's heart is an ongoing concern for what the students are experiencing inside and outside the classroom. It involves being concerned that the student feels loved, is being treated fairly and respectfully, and is encouraged to do their best. Every interaction we have with our students, even disciplinary corrections, should be characterized by warmth and genuine concern for their well-being.

A captain's head must objectively and thoughtfully consider the direction the class is going. Careful planning is an essential aspect of good teaching. The curriculum represents the academic mission which we will accomplish, and we should not vary too far from it. We should always make our classroom expectations clear, whether they are behavioral or academic. The teacher must maintain a sense of justice and impartiality. We must also watch out for favoritism, and never let any relationships outside of class cause preferential treatment in the class.

Within our collaboration, we should work together positively with both the administrators and other staff. Positive collaboration recognizes that each teacher must pour out his or her heart to teach the class within the framework of the guidelines and procedures of the school. The teachers and administrators must “strive together to keep the unity of the spirit in the bond of peace”, because, among other reasons, the students can tell when a teacher is not in agreement with the administrator or another teacher. Students have good eyes at seeing discord or inconsistency.

## TEACHER SUPPORT SYSTEM

FCS uses a teacher support system to help advance high quality teaching, identify teacher strengths, promote professional growth for teachers, and to improve student learning. The system that FCS uses is based on the “Frameworks for Teaching” model derived from the research of Charlotte Danielson. This model developed for FCS focuses on three key areas (domains) of teaching: Planning and Preparation, The Classroom Environment, and Classroom Instruction. School trainings are provided to create a common vocabulary and foundation of teaching based on these three essential domains.

New teachers will be assigned a mentor. The mentor will serve as an ongoing resource for the new teacher. In addition, the administration will provide additional support and guidance for newer teachers.

Administrators will conduct periodic unannounced classroom walk-throughs or observations. The intent of such informal observations are to encourage teachers in the areas that they are exemplary. Administrators may also provide educational resources and suggestions to promote teacher growth following a classroom observation.

Administrators will also conduct planned formal classroom observations. For such observations, the administrator will collaborate with the teacher to establish a day and class time to be observed. Following the classroom observation, the teacher would complete a post-observation form to be discussed with the administrator at a future time.

Please know that the heart and intent behind this support system is to truly support our teachers within the classroom. This model is designed to identify and encourage our teacher’s strengths and to offer teachers kind assistance, resources, and suggestions in order to promote professional growth and improved student learning.

Administrators will also be evaluated by the teachers in an effort to audit the effectiveness of our overall school leadership.

## TEACHING AND DISCIPLESHIP

Discipleship is at the core of everything we do at Mission Blvd. Baptist Church. As a ministry of MBBC, Fayetteville Christian School is primarily focused on discipling the students in the school. Discipleship is the process of training a person to do God's will from the heart.

Our students need friendly, Christ-like, mature, adult leadership.

We are examples to our classes. Our students adopt what they see modeled by us. We should display enthusiasm for learning and improvement. We teachers must maintain a spiritual focus, seeking always to please the Lord, objectively evaluating our own obedience to Christ and surrendering all areas of our personal lives unto Him from day to day.

Teachers must stimulate their students to learn. Harshness and aloofness do not stimulate a love of learning or a love of school. With that being said, teachers must be masters of communication. We are passing on the skills to effectively serve the Lord and to function in this world to our students. Our teaching must reach the behavior, the mind, and the heart of our students.

Ultimately, we are training our students to be effective adult leaders for Christ. We must teach our children to take responsibility for their actions. Experiencing the consequences of bad decisions motivates one to make good decisions. These are sometimes difficult lessons to teach to the students. It requires compassion, firmness, and wisdom on our part.

We must also monitor and influence our student's actions and attitudes. Dealing with misbehavior is not an interruption to the educational process; rather, it is an important part of the educational process. Teachers will need to distinguish between developmental immaturity and bad, or rebellious, attitudes. We want to address the heart of a child. When they are truly rebellious, we can steer them toward God's desires for their life. On the other hand, when they may be showing signs of their

youth, we may need to show them grace. To do this requires love and wisdom from the Lord.

Please pray for your students daily. In fact, pray specifically for the child that gives you trouble. Ask the Lord to give you careful discernment and patience when dealing with difficult students.

## CLASSROOM MANAGEMENT

### Student Expectations

Please develop a set of classroom rules or expectations for your students. These expectations need to be clearly communicated to the children on the first days of school and continually referenced throughout the school year. Elementary teachers may develop a rewards/consequence system within their classroom.

Remember to reward, celebrate, and acknowledge students who are following the class expectations. Such attention reminds the other children of how to properly behave in the class. It is often easy to give attention to students who are not following the class expectations while forgetting to give attention to those who are indeed following the rules.

Citations, or discipline reports, may be issued to document negative behavior. You can find such behaviors listed in the school handbook. If a citation is issued, please send the carbon copy to the Principal's office to be monitored, filed electronically, and recorded. In addition, the original citations will need to be signed by the student's parent and returned to the staff member who issued the citation the following day. This ensures that the parent is in the lines of communication as well.

Please make efforts to redirect a student's negative behavior or choices prior to sending them to an administrator. In the event of a dire offence or failed responses to multiple attempts at redirection, send the student to the appropriate administrator. Sending students to the office too frequently may cause a student to develop a lack of respect for teacher authority. That is why we ask that discipline be handled by the teacher as often as it can.

On the other hand, know that the administration will support you in the event that you need to refer a child to the office.

### Classroom

The **teacher** is responsible to see that the classroom is attractive, organized, clean, safe, and comfortable.

Each room has places for bulletin boards or posters. Since they enhance learning, put up bulletin boards/posters and change them periodically. Try to make your classroom compliment the content that you teach. Displaying exemplary student work is also a great idea.

Please make efforts to keep your classroom clean and organized. The chalkboard may be washed with water as needed. Please do not use soap on a chalkboard. Erasers may be pounded out on the far side of the parking lot, not on walkways or on the buildings. The aisles should always be kept clear. The trash can should be emptied daily or when full. The floor will also need to be vacuumed periodically. Prior to vacuuming, please pick up larger items that cannot be vacuumed up. We want our vacuum cleaners to last many years.

Please report any building maintenance or repair needs to the office.

In addition, you will want to train the children to help keep the classroom clean and neat. Students' personal belongings such as large coats, lunch boxes, etc. should be in a centralized place in the classroom, not at their desks. Students' books and notebooks are to be in their desks, under their desks, or in cubbies. Each student's desk/locker should be cleaned out periodically. Please have the students pick up at the end of each day or class period. You may enlist students in cleaning up a classroom as needed as long as it does not take away too much time from the learning process.

*NOTE for 7<sup>th</sup> – 12<sup>th</sup> teachers: Unlike the pre-k and elementary teachers, 7<sup>th</sup> – 12<sup>th</sup> teachers do not “live” in their classrooms. They use it an hour or two; then they leave for the day. But, 7<sup>th</sup> – 12<sup>th</sup>*

*teachers must also care for the rooms. Try to coordinate bulletin boards with the other teachers using the room. Leave the room orderly and clean every day.*

### Materials

At the beginning of each school year children must write their names on the inside front cover of each issued textbook. Report any lost or damaged books to the bookstore manager so they can be replaced. The student's name and grade level are to be written inside the front cover of all workbooks and textbooks so they may be identified if lost or misplaced.

Have workbook pages, tests, review sheets, speed drills, etc., collated and prepared to hand out in advance. These and all teaching materials must be easy to find so that you, or your substitute, can spend class time teaching, rather than searching for materials.

Feel free to use the copiers as needed for school prints.

When you need supplies, you will usually find them in the supply closet; but if you have a classroom need that you cannot find there, make your request with the school office.

### STUDENT FILES AND INFORMATION

The students' personal cumulative files are kept in the main office or counselor's office. Teachers may have access to this information to gain background knowledge needed to help make decisions to provide better education for children. Remember that the information in a student's file is confidential and may not be shared with others.

The information in the students' school records is the property of the custodial parents who may view their student's file, but they may not necessarily receive a copy of the information in the file.

FCS teachers are allowed to have students help grade one another's papers.

For academic honors or extra-curricular activities, etc. the school may publicly release minimal student information such as:

name, age, city of residence, grade in school, a photograph of the student, etc.

Be extremely careful when discussing specific students in the presence of others. The teachers' lounge or hallway is not a confidential place. Please exercise discretion when speaking about students or needing advice in dealing with certain situations.

## GRADES & STUDENT WORK

Teachers will need to set up a well-organized grade book before the school year begins. Grade your students' papers quickly. Research shows that students need quick and specific feedback to gain the most out of their work. Make an effort to be caught up on your grading each week. This will enable you to be able to easily turn in your grades on time, and to know how each of your students are truly understanding the content that you are teaching.

Grades will be communicated to families through reports. Progress reports will be sent home to families the 5<sup>th</sup> or 6<sup>th</sup> week of each quarter. Quarterly report cards will be sent home at the end of each quarter. Therefore, grades must be entered into RenWeb and turned in by 3pm by the following deadlines.

*Tuesday, September 13<sup>th</sup>- First Mid Quarter*

*Tuesday, October 18<sup>th</sup>- First Quarter Final*

*Tuesday, November 15<sup>th</sup>- Second Mid Quarter*

*Tuesday, January 3<sup>rd</sup>- Second Quarter Final*

*Tuesday, February 7<sup>th</sup>- Third Mid Quarter*

*Tuesday, March 28<sup>th</sup> - Third Quarter Final*

*Tuesday, April 25<sup>th</sup> - Fourth Mid Quarter*

*Friday, May 19<sup>th</sup> – Senior Grades are due*

*Friday, May 19<sup>th</sup> – Fourth Quarter Elementary Grades (1-6)*

*Friday, May 30<sup>th</sup>- Fourth Quarter K5 and Secondary Grades*

After progress reports are sent home, teachers with a student with a D, or lower, in any course need to contact the child's



parent to discuss ways in which the child can bring up their grade. This can be done through email. In addition, Jr-Sr High teachers need to place at least 1 comment in the comment section of report cards to assure that we are communicating with families.

### Grading Scales

#### **K3 & K4 are evaluated by the following:**

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- NI – Not Introduced

#### **K5 is evaluated by the following:**

- 1 – Very Good
- 2 – Satisfactory
- 3 – Needs Improvement
- 4 – Unsatisfactory

#### **Academic Grading Scale for 1<sup>st</sup> through 12<sup>th</sup> grades:**

Percentage	Letter	Description	GPA Value
90-100%	A	Excellent	4.0
80-89%	B	Above Average	3.0
70-79%	C	Average	2.0
60-69%	D	Below Average	1.0
0-59%	F	Failing	0.0
	I	Incomplete	

Conduct comment codes and grades are also included on report cards, along with a legend describing each comment.

### GPA

FCS uses the four point scale to compute Grade Point Average (GPA). For the purpose of GPA, physics and pre-calculus are considered honors courses and are computed on a 4.5 scale. Although students may participate as much as they want in extracurricular programs, their cumulative GPA may include only one semester credit from a specific extracurricular activity.

Class rankings are calculated only for seniors and are based on the cumulative GPA.

### Assignments

Elementary students may have about an hour or so of homework, and secondary students may have around two hours. Each student is expected to complete his/her homework assignments every day; but if a child seems to spend an excessive amount of time on homework, a conference with the teacher may be in order. Because we want to encourage the children to be in church, our teachers usually assign only language, reading, and math homework on Wednesday nights. Also, major tests and projects will not be assigned for Wednesday evenings.

### Grading Papers

The purpose of assigning grades is to accurately report a student's level of mastery in an academic content. Although the exact procedure for assigning grades may vary from course to course, teachers may not arbitrarily assign grades. The teachers are required to assign grades that are fair, just and accurate appraisals of how well the students attained mastery of the course.

All grading procedures must be clearly communicated to students at the beginning of the school year or course. Proper proportion must be given to homework, quizzes, tests, special projects, etc. Any "extra credit" must be minimal and must be given for work that leads to a mastery of the course material. If extra credit is made available, it should be made available to all students within the class. In the case where the teachers' curriculum for a course recommends particular grading procedures, the administration usually request that they follow those recommendations.

### Make-up Work

In the case of an UNPLANNED, NECESSARY ABSENCE (such as illness or emergencies), the student is allowed a maximum of one

day per each day of absence to complete all assignments. Tests will be caught up according to the number of days a student is absent. If a student has more than 3 consecutive days of absences, the teacher will reschedule the test at an appropriate time.

In the case of any PLANNED ABSENCES (such as vacations), the parents are responsible to contact the teachers to make arrangements beforehand. *The students are expected to complete their assignments during their absence.* The teacher should be notified at least a week in advance of any planned absences so the teacher can arrange the work to be made up before or during the period of absence.

Any situation which causes a teacher to issue an “I” ncomplete for a grading period must be resolved within 3 weeks (or a period of time deemed appropriate by the administration) and the grade changed; otherwise, the “I” will be converted to an “F” on the report card and/or transcript.

### Incomplete Homework

Homework is a valuable tool in helping students practice and develop skills. In the event that a child comes to class without their homework completed, the teacher may give a consequence. All secondary teachers will follow this common procedure:

1. Issue a Homework Citation.
2. The carbon copy will be turned into the Principal’s office, the parents will be notified, and it is recorded.
3. The original copy will be kept by the teacher for his/her classroom record keeping. The teacher has latitude to deal with students who are not turning in their homework.
4. In addition, a school administrator will then track students who are having excessive incomplete homework. In an effort to support the struggling student, the administrator will make contact with the student’s parents to address a

child's ongoing offense with incomplete homework and assign appropriate consequences.

### Promotion and Retention

In the 1<sup>st</sup> through the 8<sup>th</sup> grades, any student receiving an F in either language or math is subject to being retained in the same grade the following year. When making the decision to promote or retain a student, the administration considers grades, information from teachers, and the needs of the student. The administration has the final say about promoting or retaining students in FCS.

*Teachers must never predict the possibility of retention with a parent. Advancement and retention are decided after the final grades are in and with administrative guidance and discretion.*

In the 9<sup>th</sup> through the 12<sup>th</sup> grades, any student failing one SEMESTER of a course required for graduation must repeat that semester with a passing grade in order to receive credit for that course. ***The students are expected to make up their credits in FCS summer school or in a scheduled online credit recovery course,*** unless an exception is granted by the Guidance Counselor. Additional fees may be associated with summer school or credit recovery classes. In the case of repeated classes, both semester grades will appear on the transcript and be used in the cumulative GPA calculation. The original grade will not be replaced.

FCS does not allow students to skip grade levels.

### SPECIAL ACADEMIC NEEDS

Please remember that our curriculum is designed for the average student. Students must demonstrate sufficient academic preparation to be eligible for enrollment in FCS. The school uses previous school records, developmental surveys, and placement tests to verify academic preparation.

FCS does not offer special education or resource room programs. Students with extreme educational needs cannot be serviced in our program.

There are situations where the Fayetteville Public Schools offers speech therapy or Title I services to the needs of identified children attending FCS.

### Accommodations

For students who may benefit from minor, in-class accommodations, the FCS administration may approve minor adjustments in the delivery of content or expectations. Accommodations are only changes the format of classroom instruction and performance, yet maintains learning expectations. The administration confers with specialists, teachers and parents to verify that minor accommodations are necessary and feasible.

Modifications, on the other hand, change the level of classroom instruction and performance, and CHANGES learning expectations. FCS does not offer to modify class content for its students.

### Referral Testing

For students who may have learning disabilities or other educational needs, upon the parents' request, the administration will contact the local school district to begin testing procedures.

FCS will cooperate with the public school to provide any information for the evaluation of the child's educational needs. Students with extreme educational needs cannot be serviced in our program.

### ATTENDANCE

The Arkansas Compulsory Attendance Law requires that "every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years...shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child." Arkansas law requires that excessive absence standards be set by the school and that excessive absences be reported to the prosecuting attorney. Those standards are noted below. ***It is every parent's duty to ensure that his or her child is***

**in class on time, each day. The administration has final authority for judging the legitimacy of any absence.**

### Excused vs Unexcused Absences

The categorization of an absence as excused or unexcused is applicable only to the ability of the student to make up homework, other assignments, quizzes, or tests – not to the compulsory attendance total. All absences are considered in the compulsory attendance total.

The following causes of an absence would automatically be considered excused: school activity (such as a field trip or athletic event), student medical situations, serious illness or death within the student's family, or legal appointments. NOTE: The administration may require documentation for any absence.

Other absences which may be granted status of excused, such as family vacation, should be communicated to and approved by the administration in advance of the absence(s). Failure to notify the school regarding a student's absence may result in the classification of unexcused for that absence. ***Unexcused absences may result in receiving 50% credit on assignments, quizzes, or tests related to the date of absence.***

### K3 & K4 Absences

Although K3 and K4 do not come under the Compulsory Attendance Law, FCS requires that students in those classes attend school regularly. If a student is absent more than 10 days in one semester, the school may request the parents to withdraw the student from the school for the remainder of the semester or the school year.

### Elementary Absences

For the K5 through 6th grades, more than 10 total absences, whether excused or unexcused, in one semester is considered excessive. Students in these grades may have 10 absences in a semester without a discipline.

Any K5 through 6<sup>th</sup> grade student with excessive absences, may be required to come before the School Board with his or her

parent to review the absence record, at the administration's discretion. When a K5-6<sup>th</sup> grade student has more than 10 absences, the administration may notify the Washington County Prosecuting Attorney of violation of Arkansas Compulsory Attendance Law.

Upon returning to school after an absence, all **K5-6<sup>th</sup> grade students** must bring a written note to the teacher from their parents stating the reason for and the date of the absence(s).

### Secondary Absences

Absences in the secondary are tracked for each class period. An absence is defined by the lack of the student's presence for more than ½ of a period, regardless of the cause. Thus, if a student reports to a class 25 minutes into the period, that student is considered absent for that period. If a student is absent for 3 of the 7 class periods in the day, they are considered absent for the day.

For the 7<sup>th</sup> through 12<sup>th</sup> grades, more than 10 total absences, whether excused or unexcused, in one semester is considered excessive. Any 7<sup>th</sup> through 12<sup>th</sup> grade student with excessive absences, may be required to come before the School Board with his or her parent to review the absence record, at the administration's discretion. Students may be required to make up missed class time in Saturday School. When a 7<sup>th</sup>-12<sup>th</sup> grade student has more than 10 absences, the administration may notify the Washington County Prosecuting Attorney of violation of Arkansas Compulsory Attendance Law.

Upon returning to school after an absence, all **7<sup>th</sup> – 12<sup>th</sup> grade students** must bring a written note to the school office from their parents stating the reason for and date of the absence(s). When the office receives a note from the parent, the office will notify the teachers of the designation of the excused or unexcused absence.

Students on academic probation or in excessive absence status may not be given excused absences if they miss classes for

non-emergency situations. The administration has final authority for judging the legitimacy of any absence.

Students whose circumstances causes legitimate excessive absence will continue enrolled status, but may receive NC (no credit) for transcript purposes.

### Elementary Tardies

For the K5 through 6<sup>th</sup> grades, more than 10 total tardies in one semester is considered excessive. Students in these grades may have 10 tardies in a semester without a discipline.

Any K5 through 6th grade student with 10 tardies, may be required to come before the School Board with his or her parent to review the excessive tardy record, at the administration's discretion.

### Secondary Tardies

More than 12 total unexcused tardies in one 9-week quarter is considered excessive. An excused tardy would be one caused by a teacher or administrator, not the student. Each 8<sup>th</sup> through 11<sup>th</sup> unexcused tardy may result in lunch detention. The 12<sup>th</sup> and each subsequent unexcused tardy may result in Saturday school. Any student having 12 or more unexcused tardies in a class during a quarter may be required to come before the School Board with his or her parent to review the excessive tardy record, at the administration's discretion.

If a student is tardy, they must REPORT DIRECTLY TO THE CLASS for which they are tardy (not the office) **with a note from the adult who detained them**. A tardy will automatically be considered unexcused if an authorized note is not provided. The administration has final authority for judging the legitimacy of a tardy.

### Early Check Out

If a student needs to be checked out before the end of the school day, the parent must notify the school office regarding the departure time. Children will not be called from class until the parent is on the school grounds.



All students must always sign out in the Office log and receive staff approval before leaving campus for any reason.

**ANY STUDENT WHO LEAVES SCHOOL GROUNDS FOR ANY REASON DURING THE SCHOOL DAY WITHOUT RECEIVING PERMISSION WILL BE SUBJECT TO SUSPENSION FROM SCHOOL.**

Please know that the administration monitors early check outs closely. Excessive early check outs may be questioned by administration.

## PARENTS

FCS is dependent upon parent involvement and volunteerism. Each Pre-school and Elementary teacher should recruit one or two homeroom parents to help with field trips, parties, or other needs in the class.

Communicate with the parents regarding the needs of their children as they happen. Sometimes, a brief phone call, email, or note home is all that is necessary.

In your discussions with parents, talk only about that parent's child; do not talk about other students in your class. Always uphold school policies, other teachers, and the administration of our school when speaking with families and the community.

## OTHER TEACHING DUTIES

### Playground Duties

The teacher must personally monitor recess or the teacher must personally verify that there is an adult monitor for their class. When monitoring recess, watch closely for opportunities to develop good character in the children. Be alert to what they are doing and saying. The teacher on duty provides balls, jump ropes, and equipment for student use. In case of inclement weather, the teacher will supervise student participation activities in the classroom or in the gym.

The students should be outside for recess, unless weather makes it impossible. In bad weather the students may use the classroom or the gym.

Playground rules include:

1. No throwing rocks, mulch, or sticks
2. Use the playground equipment as it is intended to be used:
  - slide down the slide feet first and on bottoms
  - no climbing on the outside of the slide
  - no walking up the slide
3. Stay within the designated boundaries.
  - Children should not crawl into the culvert
  - Children should be in your eyesight at all times. They should not crawl under or behind bushes.
  - Children should not be playing near the entrance to the new gym.
  - If children are playing in the gym and on the playground, a monitor should be in the gym and another monitor on the playground
4. Children may not leave the playground without permission
5. Do not tease, pet, or irritate the neighbor's dogs.
6. Do not scream. This disrupts classes and causes unnecessary alarm.
7. Be respectful to all playground monitors.
  - Playground monitors have full authority. If children are not willing to obey, the monitor may issue a time out or loss of recess privileges.
8. Children should line up outside at the end of recess time. Students should enter the building quietly at the end of recess so as not to disturb other classes in session.
9. Students should be escorted by the adult when entering the building.

### Lunch Count

Elementary teachers should collect and record the necessary money and lunch count from children first thing in the morning. They will then place the lunch count and money in the box outside the classroom for pickup. The lunch staff will send a worker to check class boxes during the first hour of school.

The 7<sup>th</sup> through 12<sup>th</sup> grade teachers take a lunch count and posts it at the door during 1<sup>st</sup> Period. 7<sup>th</sup> through 12<sup>th</sup> graders pay

their lunch accounts directly to the kitchen during lunch. DO NOT ALLOW STUDENTS TO KNOW WHO IS ON THE FREE OR REDUCED N.S.L.P. See the Superintendent for any further questions concerning the lunch program.

Please notify the lunchroom staff a week in advance of any time your class will not be at school for a school lunch.

## SPECIAL ACTIVITIES

### Field Trips

Whenever you take your class on a field trip or go to any activity off the school grounds, you must notify the parents and the administration at least five school days before the trip. It is not required to have a permission slip from the parents for each field trip because permission is given for field trips when the children are registered for school. As the teacher, you must make sure you have arranged for proper transportation. Very few drivers are available with proper CDL's so limit off-campus field trips to a minimum. Dress code for field trips may be adjusted due to the nature of the field trip. If normal school dress code would be impractical, the teacher may have the students follow the school casual dress code found in the School Handbook.

When scheduling field trips please reference the master school calendar and seek administrative approval before notifying students, parents, and families of any events not posted on the general school calendar.

School administrators will review the school calendar every second Thursday of each month. Therefore, if you need to submit possible dates and times for a field trip, please plan to submit any recommendations by the monthly meeting and in a timely manner. Field trip request forms may be found in the office.

### Holidays and Special Events

FCS enjoys celebrating holidays, but we want them to have the proper emphasis. We do not decorate for or celebrate Halloween. We do observe Christmas to honor the birth of Christ; but we do not have the students exchange gifts, or decorate with Santa

Claus. Elementary grades may enjoy Valentine’s Day as a day of friendship, but we do not encourage Valentine’s Day in our secondary in order to discourage the boyfriend-girlfriend emphasis. Easter is observed to honor the resurrection of Christ. FCS has programs to celebrate Christmas, Easter, graduation and other special events.

Birthdays are an important time for children. The parents of pre-school and elementary students may wish to bring cupcakes or other simple refreshments on their child’s birthday, but arrangements must be made in advance with the teacher. The refreshments may be shared with the class during recess time. Secondary classes may not be interrupted for birthdays, special arrangements may be made with the cafeteria or gifts may be left in the office to be delivered at breaks or lunch time.

### Fundraisers

All fundraiser proposals and student activities are to be brought to the Superintendent for approval. The Superintendent may require that you bring a proposal to the School Board. All money collected for a fundraiser must be given to the school Secretary-Treasurer who is responsible for all school accounts.

All school related checking accounts must be approved by the School Board. There can be no exceptions.

### Movies

Much discretion must be exercised in showing any PG and G rated movies. If an educational video is rated PG-13 or R it **MUST** be approved by administration first. Then, a parental notification with the option to exempt a student from the film must be sent home prior to the showing of such approved video. Every movie must be previewed by the teacher and deemed appropriate before it may be shown to the class. If there is *any uncertainty* about the content of the movie, it needs to be avoided or previewed by an administrator for approval.

## SUBSTITUTES

We understand that there are times when we need someone to step in for us due to illness or an emergency. The teacher is responsible to secure a qualified substitute in his or her place. It is wise for a teacher to have someone that they can call upon to substitute for them.

Please follow the following steps IN THIS ORDER to get a substitute:

1. Contact your personal substitute
2. Contact your co-teacher (if you have one)
3. Contact one of the designated school substitutes
4. Contact some reliable parents in your class to possibly sub
5. Contact the school.

**ALWAYS NOTIFY THE OFFICE WHEN YOU ARE PLANNING TO BE ABSENT!**

Each teacher in every grade (including 7<sup>th</sup> – 12<sup>th</sup>) must have a “Substitute Notebook” that includes emergency lesson plans, the daily schedule, monitoring duties, special instructions for each particular subject, and the location of all materials and resources needed for the teaching day.

## TEACHER AIDES (TA’s)

Teacher Aides are high school students wanting to help in the elementary grades. These students must maintain at least a 3.0 GPA and have a free period. TA’s may be available on a semester basis. Because these students must meet academic and behavioral qualifications, they are assigned by the school counselor.

TA’s may prepare materials for class, do bulletin boards or any similar work. They may run errands for you only on campus. TA’s cannot leave campus for any reason. They may tutor students. Although a TA may step in to teach a subject, the TA cannot be the regular, daily teacher of any subject. The TA cannot substitute for a teacher. A TA can help monitor recess, but a TA

cannot monitor a recess alone. Discipline should be handled by the teacher rather than the TA.

TA's may help grade objective assignments, quizzes and tests such as fill in the blank, multiple choice, and matching; but they cannot grade subjective assignments or tests such as essays, creative writing, or projects. TA's cannot record grades in the grade book or have access to RenWeb or any student information in the grade book.

## DISCIPLINE PROCEDURES

### Student Expectations Policy

Character development, a major part of the FCS program, includes clear expectations and effective discipline. Teachers, parents, administrators, and students are all on the FCS team whose goal is to train the students in Christian character; therefore, we must all work together to achieve this goal.

The purpose of discipline is to train a child to learn to have a proper attitude and proper behavior. A major factor in effective discipline is consistency. Unmet student expectations must be dealt with. Misconduct requires consequences unpleasant enough that the child will choose to obey the rule rather than to receive the punishment, yet discipline should never be cruel or belittling. FCS seeks to do what is effective with each individual; however, when dealing with children in a group setting, it is necessary to have common standards of conduct and consequences.

You can find all of the FCS expectations and procedures for discipline in the School Handbook.

## DRESS CODE PROCEDURES

The FCS dress code is based upon the parent's and the school's desires to help our students reflect Christian character. We want our students to look neat and modest in order to encourage a sense of appropriate dress and to promote school unity.

We realize that it is not possible to address every single garment or accessory within a dress code. ***This dress code tells***

***what the students are authorized to wear.*** Garments or accessories contrary to or outside this dress code may result in discipline. Administration does have liberty to address items not covered specifically in these guidelines. Any questions can be addressed to the administration.

Our detailed dress code can be found in the School Handbook.

### **Conclusion**

**Although this Personnel Handbook contains guidelines for most situations, we realize that there are things that are not covered here. The administration is here to support you and help you fulfill your ministry. If you have a problem or question regarding any thing relative to FCS, please contact them at any time!**

## **ADDENDUM:**

### **GOOD ADVICE FOR TEACHERS**

The following pointers on classroom procedures and teen rebellion were compiled and assembled from notes taken at seminars and from our faculty's decades of experience. We have found them to be very helpful.

#### **Basic Classroom Procedures**

##### *First Day Procedures*

1. Allow students a clean slate when coming in to a class.
2. Imagine yourself in calm control.
3. Clearly state the day's procedures and expectations.
4. Catch the first offender!
5. Call roll; seat students either alphabetically (to help you learn names) or boy, girl, boy, girl to help minimize talking
6. Introduce yourself, the course and the textbook.
7. Go over guidelines.
8. Go over homework policy (show proper heading also)
9. Teach at least 10 min. of class.

##### *Six Elements for Every Class*

1. Clearly state and write the day's learning objective.
2. Review the previous day's homework or content in order to connect it to today's learning.
3. Clearly teach and model the day's learning objective using multiple teaching methods such as audible, visuals, group work, or

hands-on activities.

4. Engage the students in accomplishing the learning objective and help them to see the real-life relevance of the learning objective.
5. Assess to determine if the students accomplished the learning objective. Assessing can be as simple as questioning or as complex as a short quiz or homework assignment.
6. Refer back to the day's learning objective to see if it was indeed accomplished.

### *Classroom Atmosphere*

1. Be on time! Start on time! The teacher sets the tone. Esteem each class minute as valuable learning time and the kids will do the same.
3. Train students to have supplies out and ready for class when bell rings
4. Take advantage of your time and be sure to multitask.
5. Teach students to have materials organized. Bring all books to class every day. Have pen, pencil and paper always ready.
6. Keep transitions quick and train the students to respond hastily to directions. If transitions are not quick, students get off task easily.
7. Give directions once. If you do have to repeat something, ask another student to repeat the instructions.
8. Teach to the majority of the class. Keep up the pace.
9. Give personal time outside of class to any students who are consistently unorganized. This will pay off later!
10. Don't wait for extremely slow students to finish quizzes or tests. You may take up papers when they have had adequate time to finish or send them to the hall to finish up.
11. Don't be afraid to use honor students to help tutor struggling students.
12. Learn to give complete explanations with specific details or feedback.
13. Provide quick and specific feedback on student work.
14. Avoid the use of trite phrases that are constantly repeated, such as "OK" or "Any Questions?"
15. Discern the type of questions they ask:
  - a. Initiation question- designed to make you look stupid. - Have another student answer it.
  - b. To get you off the subject - Beware!
  - c. A good question, genuine interest - Praise the questioner.

### *Tips on Attitude, Motivation, and Teaching*

1. Genuinely care about whether they learn by your response to



them.

2. Be prepared.
3. Respond positively, even to wrong answers.
4. Walk around the classroom.
5. Say something that means something, for example,. "I can see that you put a lot of thought into that question".
6. Students must learn and remember what you teach!
  - a. Don't dictate an outline!
  - b. You must assign HW.
  - c. Always review HW the next day and collect it unless it is important for them to keep.
  - d. Don't grade all HW! (You may occasionally want to take a grade for motivation). Students will do it well if you make them share it in class!
7. Give the students choice. For example, let them pick between two activities or assignments.
8. Relate the content to real-life situations.
9. Address multiple learning styles in you lessons.
10. Be prepared!
11. Be organized (discipline yourself in prep time)
12. Allow for some variety within the routine. Look for ways to make the material interesting and engaging.

#### Discipline

1. Teach them to respond correctly to authority.
2. We are called to do this ministry, therefore we represent the Lord and His authority
3. They don't need you for a friend, but they desperately need you to teach them how to respond correctly
4. Luke 9:23 says, "deny yourself..." Don't require that you be liked by students or parents
5. How to recognize disrespect:
  - a. Student refuses to answer. Require them to give you their attention and tell the answer
  - b. Improper answer. Don't accept "yeah". Require them to say, "Yes Ma'am", etc. Be kind, but persistent.
  - c. Facial reaction. Tell them you want to see them after class; then talk to them, express concern, and warn them in a firm but nice way. If a matter is done privately, deal with it privately. If done openly, deal with it openly.
  - d. Bodily reaction (slamming books, etc.). Send them immediately to the office, then go on with class.
  - e. Arguing. Don't allow it for a minute! If they start to argue, say,

"Stop!" Then warn them not to argue. If they persist, tell them that you will discuss it with them after class.

f. Blatant disrespect. Always send them immediately to office.

6. Don't allow others to laugh at another student's discipline. If you do, you are raising scoffers. Give a penalty for this.

7. Peer anger at the authority is not tolerated. (Remember Korah's rebellion in Numbers 16.)

8. Set boundaries at the very beginning:

a. Train the students how to be ready for class.

b. Always catch the first offender and give a penalty!

9. Without a strict atmosphere, students don't do as well. You must establish your authority!

### *Ten Steps for Better Discipline*

1. Learn school policies and make them your policies

2. Before school starts, visualize yourself in calm control.

3. Be business-like.

4. Dress appropriately. Clothes communicate professionalism.

5. Don't discuss your problems with the class. Remain professional and business-like in the classroom. Wear the "hat" of the teacher.

6. Set your policies.

7. Learn to see what's happening while you teach. Be aware of what is going on within your classroom.

8. Catch the first offender and give penalty. (Ecc. 8:11)

9. Learn how to deal with negative responses. Don't allow anyone to complain about homework or quizzes. Remind them that you care about whether they learn. Deal with negative responses!

10. Teach them to respond correctly to correction! (Prov. 15: 31-32.) They are only to hear correction and obey it. Understanding comes later. (Prov. 26:40) gives a pattern for correction:

a. Receive correction

b. Confess the sin

c. Humble yourself

d. Thank the person who corrects you. Tell them that you correct them because you care about them. Students usually care only about the moment. Appreciation comes later in life.

### *When a Student Needs Discipline:*

1. Depending on the offense, discipline may take the form of a warning, rebuke, citation, extra homework, detention, detention and a call to parents, or being sent to the administrator.

2. Remove students immediately from the classroom who are

disruptive or intentionally disrespectful. Proceed with class.

3. Most discipline problems can be avoided by keeping the class moving at a rapid pace, demanding their attention. Remember, "Students don't wait well!" Keep them occupied.

### DEALING WITH TEENAGE REBELLION

Pride is a sin of the mind. When pride is acted out, it leads to rebellion. A fresh, new surge of rebellion comes in early teen years. They begin to question spiritual matters and values of parents. They also have more freedom, and, therefore have more temptation. Our society has promoted pride, and students naturally begin to believe a lie.

Teens mature socially at different rates. Usually, the oldest child will mature socially at a later age (perhaps 10th grade or later) than a younger sibling (who may mature socially by the 7th grade). This is due to the fact that the younger sibling has older role models to model his behavior after. The first child has to learn it on his own.

#### Seven Symptoms of Teen Rebellion

1. The teen will deliberately break whatever boundaries are set before him. He will defy authority.
2. When corrected, he reacts as if it is the parent or teacher's problem, not his. (We must not allow teens to back us off!)
3. The teen may react to correction by accusing you of picking on him.
4. He wants to be the exception!
5. He gives a false report of the authority figure. He deliberately omits one or two details to make the authority figure appear to be unfair or at fault in some way. If the parent gives off sympathy vibrations, it encourages the teen to continue this pattern in the future. It actually strengthens the teen's rebellion.
6. The teen has then succeeded in putting the parents in rebellion to the other authority in his life. Then, the teen will ultimately turn on the parents and all other authorities. They will then be in open public rebellion.

#### Remedy for Teen Rebellion:

1. Be aware that this can happen and probably will happen! (Even in fine Christian families). Don't allow teens to be idle! Keep them busy with good activities.
2. Give students lots of responsibility and work.
3. Don't change your policies when they begin to rebel. Don't make new, stricter policies at this time. Teens can be "broken in". They are

trainable; they will "knuckle under" eventually, when they realize that it is to their advantage to obey.

4. Parents should not believe a negative report about another authority figure. Give the authority figure the benefit of the doubt. Refuse to listen! Make it a policy that "The authority is always right!", (even though the authority may have used poor judgment in the way discipline was given). Teach them that it is okay to suffer wrongfully, and they might as well learn to respond correctly to these injustices. (See I Pet. 2:20) If the parents side with the teen against the authority, they are teaching the teen to rebel against authority. They are likely to lose their own teen as the teen will then eventually turn against their parents. Let the blame fall on the teen. Parents should not fall into the trap of feeling guilty when the teen rebels.

5. A parent is wise not to trust his teenagers! Our trust is to be in the LORD, not in the flesh. All flesh is capable of sin! The Lord wants us to learn to depend on Him, not to trust in ourselves. It is okay to give the teen a feeling that they aren't fully trusted. They need the sense that they are being checked up on and will be held accountable. Telling them that you "trust" them tempts them to believe that they are stronger than they really are.















# FCS Calendar of Events 2017-2018

## 1<sup>st</sup> Semester (Fall 2017)

Elementary Teacher Training	Wed-Fri, August 2-4 (8 – noon)
K5-6 <sup>th</sup> Open House	Saturday, August 12 (4:00 pm)
Secondary Teacher Training	Opt 1: August 5 (8 am – 2 pm) Opt 2: August 7 & 8 (6 – 9 pm)
First day for K5-12 <sup>th</sup> grades	Monday, August 14
K3 & K4 Open House	Friday, August 18 (9:30 am)
First day for K3 & K4	Tuesday, August 22
Labor Day (no classes)	Monday, September 4
PSAT (11 <sup>th</sup> grade)	Wednesday, October 11
End of 1 <sup>st</sup> Quarter	Friday, October 13

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ACT (12 <sup>th</sup> grade)	Saturday, October 21
House of Destiny (no classes)	Friday, October 27
Thanksgiving Holiday (no classes)	Monday-Friday, November 20-24
Last Day for K3-K4	Wednesday, December 13
Last Day for K5 – 12 <sup>th</sup> grades	Friday, December 15 (3:00 pm)
Christmas Holiday	Monday, Dec 18 – Friday, Dec 29

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## 2<sup>nd</sup> Semester (Spring 2018)

New Year's Day (no classes)	Monday, January 1
Return for K3 – 12 <sup>th</sup> grades	Tuesday, January 2
Martin Luther King Day (no classes)	Monday, January 15
Reregistration begins	Monday, February 5
Presidents Day (no classes)	Monday, February 19
End of 3 <sup>rd</sup> Quarter	Friday, March 16
Spring Break	Monday – Friday, March 19-23
Good Friday (no classes)	Friday, March 30

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New student registration begins	Monday, April 2
Standardized Testing (1-10)	Thursday-Friday, April 12-13
Honors Assembly, 7 <sup>th</sup> -12 <sup>th</sup> grades	Tuesday, May 15 (10:00 am)
K3 & K4 last day and programs	Wednesday, May 16 (10:00 am)
Last day for 12 <sup>th</sup> grade	Friday, May 18 (3:00 pm)
MBBC Baccalaureate	Sunday, May 20 (7:00 pm)
Last day for K5 - 11 <sup>th</sup> grades	Thursday, May 24 (3:00 pm)

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FCS Senior Graduation	Saturday, May 26 (3:00 pm)
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