

# THE PENTECOSTAL CHRISTIAN ACADEMY

*"We walk by faith and not by sight"*



## FACULTY HANDBOOK

## Welcome

We always thank God for bringing us this far. We're thankful to the Lord Jesus for the vision that was given to the Apostle Peterson and the Bishop Staff for carrying out that vision. They envisioned a Christian school for God's children.

We welcome and encourage you to make the most of your calling in this place. This ministry is the work of one body, but many members that are inspired and energized by the Holy Ghost. Here at the Pentecostal Christian Academy, through the guidance of the Man of God, Bishop James Stoudemire, we are prompted to serve God, instruct the students in the ways of Christ, and apply our whole being to achieve academic greatness and improve in all that we do.

This education is to help ensure their survival in this world. It will nurture the gift in them that they may be used in the building of God's kingdom. We will work to produce students that possess productive qualities and leadership skills.

Welcome to the P.C.G. Christian Academy. The Bishops and the Board of Directors encourage the staff to pursue higher heights and deeper depths and to do all in the name of our Lord and Savior Jesus Christ with all your heart and soul. Be of good cheer, remember, he is with us.

## M.V.P Statement

### MISSION

The mission of the PCA (Pentecostal Christian Academy) is to instill pride and respect for the Gospel of the Kingdom and to equip students with the essential skills of a comprehensive and quality education that will ensure preparedness in this world, and nurture the gift within for the building of God's kingdom.

### VISION

The students attending the PCA will be self-motivated learners, who develop spiritual confidence and critical thinking skills, which will enable them to become productive individuals in society.

### PURPOSE

The PCA purpose is to ensure that every effort is made so that there are provided diverse, relevant, and learning opportunities which will help them reach their full God-given potential. Teachers will and continue to attend professional developments, training, workshops, in-services, plan cooperatively and collaboratively, and connect with resource persons to better prepare them to be able to meet the students' academic and spiritual needs.

The Pentecostal Christian Academy is committed to all students graduating, as productive citizens in a global society.

- **We believe** every student has the right to learn and should be encouraged to work to his or her full potential.
- **We believe** students should be provided with a variety of instructional approaches to support their learning styles.
- **We believe** our school should enable students to become confident, self-directed, life-long learners and contributing members of society.
- **We believe** our school should be a safe, orderly and stimulating environment that encourages learning and academic excellence

## Acknowledgement

The Pentecostal Church of God Christian Academy's primary objective and purpose is to educate students from kindergarten through grade twelve, in a loving, nurturing Christian environment. We are governed by the Bishop Staff. Our mission is to provide a Biblically-based curriculum for the students in a positive Christian climate.

- We believe Jesus is first in all things.
- We believe in giving and receiving respect.
- We believe children are not to be embarrassed, humiliated, or hurt intentionally.
- We want all children to enjoy the learning process, and we want to encourage their own motivation for learning.

As a faculty, we are devoted to working cooperatively with the students to generate a community of learners as we strive to prepare them academically, physically, spiritually and emotionally. We believe in high values that challenge students to expand their abilities and amplify their perspectives so that they may grow into independent, responsible young men and women.

Character training is at The Pentecostal Church of God Christian Academy. We believe that obedience is essential. The teacher is the authority in the learning center. Discipline is administered firmly but fairly. Characteristic that we strive to instill within each student are to obey, do right, love God and to always measure one's attitude against the principles of the Scripture (Colossians 4:1).

We are pleased to welcome you to the faculty of The Pentecostal Church of God Christian Academy.

In Christ Jesus,

Minister R. Coates

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**\*Additional policies are included in *A Beka Teacher's Manual***

## **Standards of Conduct for The Pentecostal Church of God Christian of God Christian Academy**

The Pentecostal Church of God Christian Academy believes that the Bible is the Word of God and that salvation through faith in Christ is the initial step to Christ Jesus (Colossians 3:8-16). The Holy Ghost makes Christian conscious of the biblical demands for a life which fulfills both God's moral law and the law of love (Matthew 22:37-39; Galatians 5:14-26).

The Pentecostal Church of God Christian Academy's mission is to provide an environment conducive to the spiritual growth and development of young people. All student activities and conduct must be subordinated to biblical standards. The academy expects students:

1. To refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; promoting division or a discordant spirit through symbols, pictures, writing, gang-related items, or any discordant activism.
2. To maintain Christian standards in courtesy, kindness, honesty, morality, and dress.

***\*\*\* Each employee is expected to abide by the Standards of Conduct, maintain Christian character and carry themselves in a professional manner deemed appropriate by the Board at all times. Any staff member who does not embrace the guidelines and statements of this handbook is subject to dismissal.***

### **Staff Meetings**

During staff meetings, all topics discussed will be recorded and written on a sheet form. Every staff member is responsible to sign the form. This is to verify that each person has attended the meeting and will be held responsible for the information given during the meeting. If a staff member misses the meeting, it is up to him/her to find out any changes or information discussed.

**Administrative Staff**

Bishop James Stoudemire.....Overseer

Min. Robert Coates.....Superintendent of Facilities

Sis. Willa Dorn.....Principal

**505-6-.01 THE CODE OF ETHICS FOR EDUCATORS**

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions

(a) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

(b) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

(c) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

(d) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

(e) "Revocation" is the invalidation of any certificate held by the educator.

(f) "Denial" is the refusal to grant initial certification to an applicant for a certificate.

(g) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

(h) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(i) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(j) "Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(k) "No Probable Cause" is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action. 505-6-.02

### (3) Standards

(a) Standard 1: **Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: **Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: **Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(d) Standard 4: **Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

505-6-.02

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

(e) Standard 5: **Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: **Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association. 505-6-.02

(g) Standard 7: **Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: **Abandonment of Contract** - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

(i) Standard 9: **Required Reports** - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(j) Standard 10: **Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

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(k) Standard 11: **Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

(a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be 505-6-.02

## **Staff Attire**

Each staff member should consider it his/her responsibility to be dressed in a manner which is deemed both modest and appropriate to their profession. Any part of Administration has the right to require an employee to leave school grounds to change clothing considered questionable. **There is no appeal for such decision.**

- Males should have shirts tucked in and belts worn.
- Dresses and skirts are to be at least knee length.
- No revealing blouses.
- Shoes should be appropriate for safe participation in all job related activities.
- If worn, only solid black or white leggings for female staff
- No scarves or head wraps

Dress and grooming policies are based upon a sound foundation. If a staff member is not in compliance with the dress code, he/she will not be allowed in or dismissed from the class and the class will be assumed by an administrator or monitor until proper changes are made.

## **PERFORMANCE EVALUATION**

Staff members of The Pentecostal Christian Academy will be evaluated twice yearly. All staff members are given an evaluation form complete with criteria, standards, and feedback. The evaluation will then be discussed among administration. If coaching or advising is needed, it will be administered. Please do not take offense, as this is for the betterment of the school and your classroom environment.

## **Appointments**

- Please set all appointments around the hours you are called to be at school (that is in the evenings after school hours and/or on Fridays). If you have a preset, mandatory appointment, it is your responsibility to let the office know within 48 - 72 hours in advance.

## **Professional Development/Training Days**

- Administration may request employees to attend educational seminars, workshops, conferences, programs or other experiences which require absence from duties at the Academy. These trainings will be, in most cases, mandatory. Absences taken for approved professional experiences are considered excused absences and do not count against accumulated sick days.

### **CHANGES IN STAFF STATUS**

The administration may transfer personnel, based on experience and training, from one position to another. The administration may make changes that are in the best interest of the PCA, because of curricular or instructional needs, reduction in staff or other such factors as staff morale or personal problems.

### **CAUSE FOR DISMISSAL**

The administrative staff may suspend staff members under their supervision for failure to comply with school policies and procedures or reasonable requests of the administration.

The administrative has the authority to suspend or remove a staff member for the following reasons:

1. Failure to comply with rules/regulations
2. Neglect of duty
3. Immoral conduct
4. Intemperance
5. Brutal treatment of a student
6. Excessive days missed
7. Incompetence
8. Other good cause

Before being removed or suspended, the staff member will receive written notification of the charges.

## GENERAL INFORMATION

### School Hours

Monday - Thursday: 8:00 a.m. - 3:45 p.m.

Devotion: 8:15 a.m. - 8:25 a.m.

Lunch: 11:00 a.m. - 12:30 p.m.

### DEVOTION

Devotion begins at 8:15 a.m. and ends at 8:30 a.m. Bible begins immediately after devotion and ends promptly at 8:50 a.m. All teachers are expected to be in devotion, actively attentive to the students, making sure they are engaged as well as participating. All teachers/students are to be in their respective classes by 8:50 a.m. to receive students as they are dismissed from Bible. After devotion/Bible is over, students are to be dismissed in a quiet manner to the Learning Center.

### STAFF ACCIDENTS

All accidents involving staff member must be reported to administration/secretary. An accident report will be completed in duplicate forms.

### Discipline

Use several behavior interventions (warnings, time-outs, parent/teacher conferences) before sending a student to the office.

### CELL PHONES

Teachers are not to use cell phones (calls, text messages, internet, games, etc...) during class. Cell phone ringers are to be placed on silence. Usage is to be set aside during planning period or lunch. All student cell phones are to be turned in to the front office at the beginning of the day and returned to the student at the end of the day. **No exceptions**

## **COMPUTERS PASSWORDS/E-MAIL**

Password protection for each computer shall be provided and maintained by the Technology Department. Only appropriate emails should be sent.

## **COMPUTER SECURITY MEASURES/Access to Information**

The PCA policy is to protect students and staff privacy. Based upon federal guidelines, state law and the Family Rights and Privacy Act, staff members and individual student information will not be accessible to all computer users. Only those with legitimate job related reasons shall have.

Confidential data on individual students can be provided only to those persons having a current and direct relationship to that student. Requests for reports from outside agencies or persons must have prior approval of principal before school personnel can release the information.

Individual student data on level performance will be made available to outside agencies or persons only through the release of the administration or designee. Data on individual staff members can be provided to outside agencies only as required by law.

## **DRUGS**

"Illegal drugs", in reference to the policy, has been interpreted to mean the possession, transfer, use, and/or sale of those substances which are prohibited by state and/or federal law, and prescription drugs which are possessed, transferred, used, or sold by any person to whom such drugs have not been prescribed by a physician or dentist for that use.

The use, possession, or presence of illegal drugs at the PCA by staff members while on the job or on school/church property is prohibited and is a dischargeable offense. Staff members who sell, traffic in, or otherwise dispense illegal drugs while on the job or on school/church property are subject to immediate termination.

## **FIELD TRIPS**

Field trip request forms must be submitted to the principal/superintendent for approval.

## **FIXED ASSETS**

Staff member are assigned the responsibility of accounting for all fixed assets assigned to their areas (rooms, offices, etc.) At the beginning of the school year, each staff member will review an inventory of the fixed assets located in his/her specific area (room, office, etc.) of responsibility. The form lists all of the fixed assets located in the specific area and provides a space for staff to confirm, by signature, the accuracy of the listing. This inventory is repeated at the end of the school year or at any time the staff member permanently vacates the area. The Administrative staff and the staff member must reconcile any discrepancy between the beginning and ending inventories.

As staff members of the PCA, you agree to accept responsibility for the care of the academy's assets at all times. Staff members agree to immediately report any change in the status of any item in their work area to the Administration. ***Failure to report changes or negligence in protecting assets could result in personal financial responsibility to replace the item, repair the item, or refund the cost to the academy.***

## **HANDGUNS**

Handguns or any other weapon on school premises are prohibited. It is the responsibility of every staff member to report to Administration any knowledge of such offense.

## **NEGLIGENCE\*\***

Negligence and its legal implication is an issue of significance. Some examples of negligence include:

1. Classes and students left unattended.
2. Improper enforcement of policy of medication and first aid.
3. Injury due to carelessness.
4. Improper enforcement of policy of search and seizure.
5. Use of students for off-campus errands.
6. Inappropriate use of safety procedures.
7. Failure to use safety equipment.

\*\*Teachers are not to leave school campus during the day, unless in case of an emergency

## **GUEST SPEAKERS**

Teachers are responsible for filing a request with the principal at least 7 days in advance for a guest speaker's visitation.

## **SEXUAL HARASSMENT**

Sexual harassment among PCA staff members is **unacceptable**. Sexual harassment may include, but not limited to the following:

1. Unwanted verbal or physical sexual advances.
2. Unwanted suggestions that sexual favors would influence job security or promotion.
3. Unwanted touching

Claims of sexual harassment should be reported.

## **HOMOSEXUALITY**

Homosexuality is a controversial topic within today's society. As in all matters, The P.C.G. Academy looks to the Bible for wisdom as to how to address this issue. Under the Mosaic Law, homosexuality is forbidden and characterized by God as an "abomination." (Leviticus 18:22) The commission of an act of sodomy was a capital crime or which the penalty was death (Leviticus 20:13). In the New Testament, homosexual behavior is considered an evidence of unbelief (Romans Ch. 1), practiced by those who would not enter the Kingdom of God (1 Corinthians 6:9). Due to these and other scriptural standards, The P.C.G. Christian Academy will not and cannot accept homosexuality. Any employee or student found to be engaged in such activity will not be hired or retained.

## **SUBSTITUTE TEACHERS**

It is the responsibility of the administrative staff to recruit substitute teachers. Teachers should make available class rolls and lesson plans so that the school day may continue in a smooth manner.

## **Afternoon Dismissal**

1. Students may use the library and the computer lab until 3:45 P.M. However, they must be seated and working by 3:05. Students should vacate the building by 4:00 P.M.
2. Detention begins at 3:05 P.M. and ends at 3:55 P.M.

## **Car Duty (evening departure)**

1. Students are to remain in designated area until signal is given for them to board their cars.  
***There should be no running.***
2. Two faculty members will supervise and direct the traffic.

## **Fire Drills**

1. Building evacuation procedures are practiced on a regular basis. It is essential that you train yourself to respond properly to an evacuation signal. You will be notified of the day and time of the *first* evacuation signal.
2. Follow this procedure when you hear the evacuation signal;
  - a. Pick up your grade book and begin walking toward the door while saying. "Single file line Exit (state door). No talking. Last person shut off lights and close the door."
  - b. Walk with your class leading them away from the building.
  - c. Immediately take roll verbally and fill out a fire drill report, which should be kept in your grade book.
    - If all your enrolled students are with you, indicate that they are all accounted for.
    - If some students are not physically with you, write the missing student's name and where you think he or she is. For instance, "office", "restroom", etc. If you think a student is absent, write "absent?" in the blank. If you are unsure of the whereabouts of a student, write "?" in the blank. Do not just leave a blank empty.

- Send the fire drill report with a student to the Principal.
- d. When the Administrator announces the all-clear, direct students to enter the building in a single line. Students should not talk until they are back in the class room.

## **Visitors**

Parents are always welcomed to the Learning Center. For the safety of the students and staff, all visitors are required to stop by the main office immediately upon entering the building. **All visitors MUST stop by office and obtain a visitor's pass before proceeding to any part of the Learning Center.** The student must check with his/her teacher first, and then it's the teacher's responsibility to check with administration before any arrangements are made. If a parent wishes to visit the Learning Center, prior arrangements should be made with Administration. If a student wishes to bring a guest to school, he/she must inform the teacher first, and then it's the teacher's responsibility to check with Administration before any arrangements are made. The guest **Must** check in at the office and acquire a pass before proceeding to class.

## **Hourly Attendance**

1. List absentee, cross out anyone who arrives within ten minutes.
2. If no one is absent write a zero.
3. Have a student bring the form to the office.

## **Attendance Policies**

### **Staff**

- Staff members are allowed **10 excused absences** per school year, unless there is a medical emergency. No exceptions.
- If by some chance a teacher is running a little late, it is his/her responsibility to notify the office ahead of arrival. Repetitive lateness **will not** be tolerated.
- All staff members are to be in the school building by 7:45 a.m.

- No student should leave your class for any event without a legitimate excuse (hall pass, note from office, bulletin board note) indicating the exact time and reason for departure.
- Never dismiss a student from your class without a pass.
- No teacher should write a pass to get student out of an academic class without approval by the Principal.
- Student who miss any class without permission receive a zero daily grade. The office will notify the teacher concerning the absence. File this notice in your grade book so that you can explain the zero to the parent.

### **Late to Class**

1. Students who are not in their seats five minutes after classes change.
2. Students who have a pass to enter late should give the pass to the teacher.
3. If a student(s) arrive to school after 8:30 a.m., he/she must stop by office 1<sup>st</sup> and obtain a pass before going to class. After 2 unexcused tardies, the student will be given 1 unexcused absence.

## **Dining**

### **Before Lunch**

Check your Teacher Schedule and Duties for information for your lunch schedule.

1. Go over lunchroom procedures (table conduct, leaving the cafeteria, throwing trash, etc).
2. Give thanks for lunch before leaving the classroom.
3. Remind your students to remain quiet until they are seated in the dining area.

### **During Lunch**

1. **You** are responsible for the conduct of your class.
2. Students should not leave the dining area during their lunch period without first checking with a faculty member.
3. **At no time are students allowed in kitchen area.**

## **After Lunch**

1. The classroom teacher is responsible for dismissing his or her class from lunch. Train students to follow your lead. ***Make sure that you leave at the correct time so other classes are not affected.***
2. Train your class to push in their chairs and pick up trash around their tables before they leave.
3. Assign a student to pick up/dispose of any items on the floor.

## **Health Precautions**

Faculty should be aware of the potential of blood-borne pathogens and take necessary precautions in protecting themselves and other students when a student vomits or is bleeding. All possibly infected materials, spills, or accidents must be immediately contained and reported to the office for proper cleanup.

Each classroom is equipped with items when it is anticipated that he or she may have contact with contaminated items or surfaces, unless he or she feels that it would increase the risk. Disposable gloves must be disposed of when contaminated; they should not be reused. Do not use gloves that show any signs of deterioration. Safety equipment must be repaired or replaced as needed in order to maintain effectiveness.

## **New Students**

1. The principle will introduce the teacher to any new students entering your homeroom during the school year.
2. Be friendly and extend a warm welcome.
3. Introduce the new student to a classmate who can serve as guide for the first few days.
4. Be sure to note any new students who are not adjusting well.
5. Share your observations with Administration.

## **Planning Period/Lesson Plans**

During your planning period, the library is available for study except during lunch. The faculty room may be used for study. Lesson plans must

contain 2 weeks' worth of plans and be turned in to the office every 2 weeks. Lesson plans must contain all current and the next week's lessons.

**School Property:** All school property must be treated with the uttermost respect. We support and take care of that which we love.

### **Textbooks**

Textbooks are essential for instruction and are needed during instructional time and homework. Students are responsible for keeping up with their books and maintaining them in good condition. If a student loses, destroy or leaves his/her book at home, then that student will receive a "0" for that day. During the occasion a textbook is lost or destroyed, **the parent is responsible for the replacement of the textbook.** Textbooks range in prices from \$30.00 to \$100.00.

## **DUTIES**

### **TEACHERS**

- Supervise and ensure that all students are properly cared for and nourished while in our care; provide them with a place of comfort and security.
- Work with and support Administration and colleagues, keep an open line of communication.
- Keep in contact with parents when concerning the progress of their child by means of letters, phone calls.
- Motivate students through creative and enthusiastic ideas and presentations.
- Make sure lesson plans coincide with school's curriculum.
- Facilitate learning by constructing an appropriate relationship with each student.
- To insure that the classroom is clean and organized throughout the day to promote a learning environment conducive to learning.
- Maintain control in the classroom at all times.
- Prepare students for quizzes, tests and exams. Maintain and record progress throughout the year.
- Put up and maintain creative bulletin boards throughout the school year.

## **MONITORS/VOLUNTEERS**

- Keep students on task while teachers teach
- Make sure students get board work, homework, and materials needed for class.
- Become familiar with subject that is being taught.
- Assist students when extra help is needed.
- Teach subjects with assistance of head teacher.

**\*\*Volunteers and monitors will be placed where needed and replaced if the need arises. They must dressed in the appropriate attire and be approved by Administration.**

**Every staff member is responsible for knowing all material, rules and guidelines listed inside of Faculty Handbook.**

### **Grievance Procedures for Complaints of Discrimination and/or Unfair Treatment**

A. Formal Procedure for both Students and Staff

#### **1. Filing a Complaint**

Any student and/or staff member who believes he or she has been the victim of discrimination on the basis of race, color, national origin, gender, disability or age should submit a written complaint alleging discrimination as soon as possible to the School Administrator. If the complaint involves the Superintendent, he or she, should direct the written complaint to the District Overseer. The complaint should be submitted as soon as possible and generally within 30 school days of the alleged discrimination.

Further, any student who has knowledge of conduct, which may constitute discrimination, should report such conduct to the Administrator or to any school staff. Any employee who has knowledge of conduct, which may constitute discrimination, shall immediately report such conduct to the Superintendent. The complainant should reduce in writing the "Complaint." However, oral complaints shall also be accepted. The complaint should be filed with the Superintendent's Office or the District Overseer as soon as practical.

The complaint and the identity of the complainant, the individual who reported the alleged discrimination (if other than the complainant) and the persons allegedly responsible for the discrimination will not be disclosed except as required by law, as necessary to fully investigate the complaint, or as authorized by the complainant. A complainant who wished to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

## **2. Investigation**

Upon receipt of a report or complaint of alleged discrimination, the Superintendent shall immediately authorize or undertake the investigation. School staff or a third party designated by the school may conduct the investigation. The investigation shall be completed as soon as practicable, which should generally be not more than fourteen (14) calendar days after receipt of the complaint of alleged discrimination by the Superintendent. Within three (3) school days of receiving the complaint, the Superintendent shall send written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the discrimination. Also, upon receiving the complaint, the Superintendent shall determine whether interim measures should be taken pending the outcome of the investigation. If the Superintendent determines that more than fourteen (14) calendar days will be required to investigate the complaint, he or she will notify the complainant and the person or persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the persons allegedly responsible for the discrimination and any others who may have knowledge of

The alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school shall take the necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all the facts and circumstances revealed by a complete and thorough investigation.

The Superintendent shall issue a written report upon completion of the investigation. If the complaint involves the Superintendent, the District Overseer or designee shall complete the report. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy.

### **3. Action by the Superintendent**

As part of the Superintendent or designee report shall issue a decision regarding (1) whether a policy was violated and, if so, (2) what action, if any, will be taken. This decision must be provided in writing to the complainant. If the Superintendent determines that discrimination occurred, the school shall take prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including expulsion or discharge (in the case of an employee).

### **4. Appeal**

If the Superintendent or designee determines that no discrimination occurred, the complainant may appeal this decision to the District Overseer within five (5) calendar days of receiving the decision. Notice of the appeal must be in writing and the District Overseer shall make a final and binding decision within thirty (30) calendar days of receiving the appeal.

### **5. Retaliation**

Retaliation against students or school staff who report discrimination or participate in the related proceedings is prohibited. The school shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

### **6. False Charges**

Students or staff who make false charges or accusations shall be subject to disciplinary action.

**\*\*The Pentecostal Church of God Christian Academy reserves the right to change, modify, create, and/or eliminate any provision in the Faculty Handbook or any policy, practice or procedure at any time. Amendments, revisions or revocations will be binding upon employees covered by those changes.**

**School Administration**

Overseer: Bishop James Stoudemire

Superintendent of Facilities: Min. Robert Coates

Principal: Sis. Willa Dorn

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*"We Walk By Faith, And Not By Sight"*