



Bethany  
Christian  
School



# **Employee Handbook 2017-18**

*1137 Shadyside Road Oxford, PA 19363*

*610-998-0877*

*Fax: 610-998-0253*

*[www.bethanychristian.org](http://www.bethanychristian.org)*

Summer 2017

## The Purpose of the School

### **Our Purpose:**

To instruct future generations to love God and serve others

### **Our Mission:**

We seek to provide an exceptional academic education through partnership with our families in a diverse environment that integrates biblical truth throughout all course of study while equipping every child to impact their world for Christ.

### **Our Core Values:**

- **Academic Rigor:** It is our desire to provide the finest possible Christ-centered, academic experience for each of our students and to encourage them to work diligently in all they do.
- **Grace:** It is our desire to reflect the character and love of Christ in all we do and in every relationship with one another, with students, with parents, and with every member of our community.
- **Outreach:** It is our desire to share the love of Christ with all families in our community regardless of their church affiliation.
- **Service:** It is our desire to develop a genuine servant's heart in every student so they in-turn would serve others in Christ's name.
- **Integrity:** It is our desire to equip and encourage our children to be honest and to display the strong moral principles as revealed in the Old and New Testament Scriptures.

### **Educational Philosophy & What We Teach:**

Bethany Christian School reflects in every way a Christian philosophy of life. We are a Christ-centered school. We honor Jesus Christ as the physical Enabler and spiritual Motivator for pursuing knowledge. We affirm the Biblical teaching that man is created in God's image. We therefore, appreciate inquiring minds, the desire to create, freedom to explore, and the will to achieve order as expressions of God's image within us. We seek to stimulate these internal motivational forces so that our students will find their educational experiences to be genuinely fulfilling.

#### **The Scriptures**

The Bible, consisting of the Old and New Testaments, are the inspired Word of God without error in the original writings, are the complete revelation of God concerning His will for the salvation of humankind, and are the supreme and final authority for Christians and the only rule of faith and obedience.

#### **God**

There is but one living, sovereign, and true God, who is infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, each having the same attributes and perfections.

#### **Humanity**

Humankind, male and female, were created in the image of God with reasonable (rational) and immortal souls, endued with knowledge, righteousness and true holiness, to have intimate fellowship with God and to glorify and enjoy Him forever. Therefore, all human beings have great dignity and value. By their sin, however, our first parents (Adam and Eve) fell from their original righteousness and communion with God and thereby became spiritually dead. Being the root of all mankind, the guilt of their sin, and the penalty of death, were imputed and conveyed to all of their descendants at that moment and their corrupted natures are passed on to us by ordinary generation. Thus, all of humankind is separated from God, under His condemnation and wrath, and are totally unable to please Him. Moreover, humankind cannot merit in any way, nor can it even know the need for salvation without the intervening work of the Holy Spirit.

#### **Jesus Christ**

Jesus Christ is true God and true man, one person with two distinct natures. He was conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross as the supreme and only acceptable sacrifice for our sins and according to the Scriptures, was buried, and on the third day He arose bodily from the grave and ascended into heaven, where He sits at the right hand of the Majesty on High and forever makes intercession for His people. Thus, there is no other name under heaven whereby humankind can be saved.

#### **Salvation**

God has graciously provided a plan of salvation for fallen humanity in the Covenant of Grace. In this plan, Jesus Christ has become our representative, fulfilling the broken Covenant of Works in Adam and in perfect obedience, and having taken our sins upon himself has offered himself as a sacrifice to satisfy divine justice and to reconcile us to God. Salvation is the supernatural work of the Holy Spirit and is by grace alone (Sola Gratia), through faith alone (Sola Fide), in Christ alone (Solo Christo), as revealed in the Scriptures alone (Sola Scriptura), to the glory of God alone (Soli Deo Gloria).

**The Church**

We believe in the one holy, universal church, which is made up of all believers of all time in the entire world, of which Christ is the head. The visible church, which is the Body of Christ in the present age, is the ordinary means of the spread of gospel and the building up of God's people in Christ. Particular or local churches are the visible manifestations of the Body of Christ throughout the world, the members of which include believers in Christ and their covenant children. Water baptism and the Lord's Supper are sacraments to be observed by the Church during this present age, though they are not to be regarded as means of salvation.

**Last Things**

We teach the personal, visible return of the Lord Jesus Christ at the end of this present age at which time he will judge the world. We believe in the bodily resurrection of the just and the unjust, the everlasting punishment of the lost in hell, and the everlasting blessedness of the saved in God's New Creation.

=====

**All Employees ~**

The following expectations are for all employees at Bethany Christian School. We seek to be a caring, Christian community of servants called to partner with parents in the teaching and mentoring of their children. In faithful living you are expected to:

- Subscribe to the doctrines of the Basis of Faith as taught in the Holy Scriptures without reservations.
- Be committed to obeying Christ, your Redeemer.
- Reflect the character and love of Christ in all you do.
- Demonstrate a servant's heart.
- Model, train and encourage our students to be honest and display strong moral principles.
- Model biblical principles in making choices.
- Practice love, joy, patience, kindness, self-control, gentleness, faithfulness, and truthfulness toward all.
- Be humble in spirit but bold in Christ-like practice.
- Have a clear understanding of the reformed faith and agree not to teach anything contrary to it.
- Have faithful church attendance at a local Bible-believing church.
- Have a regular and active devotional life.
- Believe that your call to teach is no greater or less than the administrator's call to lead or a custodian's call to clean.
- Refrain from criticizing students, colleagues, aides, parents, administrators, or board members; gently stop criticism of others.
- Support in public, in private, and in practice any decision arrived at by the faculty, Administrative Team, or School Board, despite your personal objections.
- Gossip in any form will not be tolerated – it harms people, creates resentment, fosters division, and impedes the purposes of God's Kingdom. Ongoing gossip, slander, or attempts to be divisive is cause for dismissal.
- Use language that builds others up according to their needs, that it may benefit those who listen (Eph. 4:29).
- Follow the Matthew 18 principle of going directly to the person whenever you have an objection or disagreement with his or her words or practices.

**BPC Member Opportunities**

Any position in the school may be offered to a qualified Bethany Presbyterian Church member first. Anyone outside of BPC must be a professing Christian and have regular attendance at an evangelical church. The Administrative Team will make the final decision on all personnel matters.

All employees must have completed the required child protection screenings (PA Child Abuse Clearance, PA Criminal Background Check, and FBI Fingerprinting) and have the results on-file with the school.

### **Mandated Reporter**

All school employees are considered mandated reporters and as such are required to report any suspicions of child abuse. If you suspect any form of abuse because of bruises, comments, etc., a report must be made to the authorities. **Pennsylvania Department of Public Welfare hotline: (800) 932-0313**

### **Devotions and Prayer Time**

Employees will meet for devotions on Thursday mornings at 8:00 AM in the music room. A schedule for devotion leaders will be posted in the teacher's lounge. Two additional prayer times are established after school on Tuesdays in the lounge (whole staff) and Wednesdays (grade level groupings). All prayer concerns and requests shared are confidential. Please continue to support each other with active prayers for the school, faculty, board, administration, and families.

### **Employee Dress Code**

All employees should dress to exhibit maturity and modesty. Classroom, before care, and aftercare aides may wear jeans or modest length shorts and sneakers each day. Faculty and office staff may wear shorts (of modest length) for appropriate activities, i.e. field day, field trips. No spaghetti-string tank tops or low-cut tops are to be worn by any employees. If leggings are worn, be sure to have a top long enough to cover the bottom/lap area. Teachers should dress professionally and modestly at all times. BCS polo shirts and khaki pants may be worn any day. Teachers are encouraged to participate in "spirit days" and may wear jeans and sneakers on these days.

### **Employee Absences (see the Benefits Packages below for each staff type)**

Bethany Christian School expects its entire staff to faithfully work/teach each day unless they become too ill to work/teach or have permission to attend professional development opportunities. Certainly there are emergencies that fit no policy. Employees who face a before-school or during-school emergency that calls for them to leave their position should contact the Administrative Team for instructions. As much as is possible, please avoid making appointments during the school day unless there is an emergency.

#### **For Illness:**

##### **Aides**

- Please notify Daisey Ingiosi at 610-563-8080 or 610-998-0297 the evening before the absence, if at all possible. If not, at least by 6:30 am of that day.

##### **Faculty**

- Please notify Daisey Ingiosi at 610-563-8080 or 610-998-0297 the evening before the absence, if at all possible. If not, at least by 6:30 am of that day.
- Make provision before 8:00 am for the following to be in the hands of the substitute teacher:
  - ✓ An up-to-date seating chart.
  - ✓ Clear instructions, including time estimates, for what is to be taught for each subject (lesson plans).
  - ✓ Location of all necessary materials and books.
  - ✓ A description of planned activities and homework to be assigned.
  - ✓ Enough copies of all handouts for all subjects.
  - ✓ Specific instructions about supervisory responsibilities for that day and school procedures needed (dismissal duty, after school club participants).
- Instruct the substitute teacher by paper or conversation to:
  - ✓ Take student attendance and send to the office for computer input.
  - ✓ Be sure to leave a report of what was accomplished, class management problems, and any other helpful information.
- Upon your return to school, fill out a Sick Day/Personal Day/Professional Development Slip and give it to the Administrative Assistant for documentation.

### **First Aid**

- Teachers - Check the medical portal on RenWeb for student health conditions and allergies. Notify specials teachers and aides of the health conditions and allergies of your students so they are aware when teaching/monitoring them.
- Assist students with minor aches and complaints in the classroom (scratch=band aid, sore throat =drink of water, light bump=ice pack, headache=rest head).
- Please send students to the office if a student becomes injured, ill, or your attempts to comfort do not succeed. Please send a note stating what is wrong.
- For more serious injuries, call the office and ask for help. A staff member will come to your room to assist the student. The parents will be contacted by office staff or administration.
- Report any questionable circumstances (facility hazard, unusual visitor) to the Administration Team immediately.
- Take all of the following precautions in handling possible pathogen transmission:
  - ✓ Treat all blood and body fluids containing blood as potentially infected.
  - ✓ Use disposable gloves when treating a student who is bleeding or has breaks in the skin.
  - ✓ Wash your hands before and after touching the student.
  - ✓ Dispose of all contaminated waste in approved containers.
  - ✓ Use a fresh bleach solution or other approved cleaner for cleaning bodily spills.

### **Medication**

- Any medication to be given during school hours must be kept in the office along with permission for it to be given. We discourage giving any medicine not absolutely necessary.
- Children's non-aspirin and cough drops are available in the office. All medication will be administered by office personnel after checking RenWeb for parental permission.

### **Yearbook**

- A yearbook will be published each year.
- There is a camera available in the school office for you to take pictures of school activities.
- Please check with front office staff for camera availability.

### **Holidays**

- BCS focuses on the Christian reason for each holiday.
  - Reformation Day is the focus of October 31<sup>st</sup>.
  - The focus of Christmas is Christ's birth.
  - The focus of Easter is Christ's death and resurrection.

### **Building Security**

- Office staff, faculty, before care, aftercare, and select classroom aides will be given a key to the school building. Do not lend the key to anyone. Make sure building doors latch and are locked behind you at all times.
- The office and building are alarmed. Teachers - If you plan to work in your classroom outside of normal business hours (7am-6pm), please check with the Facilities Manager, John McGinnes 484-477-7501, first.
- Please be sure the building doors latch and are locked after you enter in the morning and when you leave at the end of the day.
- Be sure to turn off lights, close and lock windows in classrooms before leaving for the day.
- The heat and air conditioning are preset. If you need to adjust the temperature, please only go up or down a few degrees. If you believe your room temperature is consistently uncomfortable, please notify the office.

### **Student Age Requirements**

A child must be three years of age by August 31<sup>st</sup> of the coming school year to enter pre-school 3, four years of age by August 31<sup>st</sup> of the coming school year to enter preschool 4, and five years of age by August 31<sup>st</sup> of the coming school year to enter Kindergarten. Any exceptions will be at the Administrative Team's discretion.

### **Playground Rules**

1. Respect yourself, others, and the equipment.
2. "Do unto others as you would have them do unto you."
3. When the whistle blows, *freeze* and listen for directions.
4. Do not play ball against the window side of the church.
5. Use the equipment for its intended purpose.
6. At the whistle, line up with your grade to come inside – quietly.

### **Jury Duty**

\*Jury duty will be honored and paid full salary for all missed school days.

\* This does not apply to hourly employees.

- Notify the Executive Director of Administration as soon as you are aware of the dates and times you will be unavailable for work due to jury duty or witnessing at a trial. Give a copy of your summons to the Executive Director of Administration.
- If the Executive Director of Administration determines that your absence for jury duty would cause a hardship on the school, a letter will be written requesting release. If this request is granted, you will receive a copy of the notification. If the request is not accepted, provide a copy of your notice of selection to the Executive Director of Administration.
- The school is responsible for obtaining a substitute during your absence.
- Bethany Christian School will maintain normal benefits and salary while you serve; however, any money you receive for compensation for serving as a jury member or trial witness must be given to the school. Money you are paid as a reimbursement for travel, parking, etc. is your own.

### **Office Staff ~**

The Office Staff is responsible to support the learning environment and make it possible for education to happen. Each member of the office staff has a specific job as outlined in their job description. Questions, concerns, school needs, etc., should be given to the administrative assistant or receptionist. He/she will forward to the proper personnel for consideration. The administrative assistant is responsible to the Executive Director of Administration; he/she cannot accommodate all personnel requests. Office personnel will be evaluated by the Executive Director of Administration.

### **Classroom Aide Responsibilities ~**

Aide's responsibilities will include, but not be limited to the following:

- Be available for the students and teacher. Any unfinished classroom tasks can be completed later.
- Assist in preparing the learning environment, setting up interest centers, helping put up or take down bulletin boards, and preparing needed materials and supplies.
- Be an influential part of the children's educational experience, helping to show God's love.
- Do not discuss children or classroom activities with parents. This is the teacher's responsibility.
- Be responsible for the children on the playground during assigned times.
- Do not be on your phone except to check for the time. Keep your phone on vibrate or silent so it does not distract students in the classroom.
- Supervise the classroom if the teacher must step out of the room.
- Accept the responsibility of caring for students in the hallways, lunchrooms, playground, and informally beyond the school day. Support all school rules for lunch, hallways, chapel, playground, etc.

- The maintenance of discipline in the school is essential to an effective learning climate and is the responsibility of teachers, administrators, aides and students with the support of parents.
- Attend all requested meetings, programs, conferences and trips or stay at school if necessary.
- K- 8 aides receive a 20 minute break midmorning at a time agreed upon by the teacher and aide.

### **Morning Duties for K-8 Aides**

- Before Care starts at 7:00 am. On duty aides should be in the gym by 8:00 am.
- Aides should mill around the gym supervising students during this time. Please do not be on your phone except to check the time.
- All students are expected to wait in the gym until 8:20 am. Students should remain seated and talk quietly amongst themselves. Speak to students who are not following this rule.
- No child may come to the classroom until 8:20 am. This includes children of employees.
- Aides will walk students to the classrooms starting at 8:20 am.

### **Lunch Duties for Preschool and Middle School Aides**

Routinely, all classes (Preschool – 8) will eat in their classrooms. Middle School students may use the tables outside, weather permitting. Aides monitor preschool and middle school lunch periods. Teachers in grades K-5 monitor student lunch periods.

- Preschool lunch starts around 11:15
- Grades K-2 lunch from 12:00 – 12:30
- Grades 3-5 lunch from 12:30 – 1:00
- Middle school lunch and recess combined from 11:20 - 12:00

### **Recess Duties**

- \* Please be at the designated door promptly and lead the children outside.
- \* Please do not stand and talk at length to other aides.
- \* Do not be on your phone except to check for the time.
- \* Take some first aid items (band aids, wound cleaner) and ice packs to distribute for minor scrapes and bumps during each recess.
  - Preschool: morning from 10:30-11:00, afternoon 2:00 – 2:45 with teachers
  - Kindergarten – 2: morning from 10:00 - 10:15, afternoon 12:30 – 1:00
  - Grades 3-5: recess from 12:00 - 12:30
  - Middle school: lunch and recess combined from 11:20 - 12:00

### **Custodial Staff ~**

The custodial staff and Facilities Manager are responsible for keeping the building/grounds clean and neat. They are responsible to make certain the school meets PA Health Department standards. They must work closely with the administration and Board to keep the school safe and an environment conducive to healthy learning. Routinely there should not be interaction with the students, but not to the degree that custodial staff is unable to complete their job responsibilities. The head of the church trustees and the Executive Director of Administration will set priorities for these staff. The Facilities Manager's performance will be evaluated by the head of the church trustees as well as the Executive Director of Administration. The Facilities Manager will evaluate any part-time custodial staff.

### **Faculty Responsibilities ~**

#### **Classroom Basics**

- Please refer to your contract for specific responsibilities and items of importance.
- You are expected to participate in monthly staff meetings, in-service programs, parent conferences/meetings, and recommended training programs.

- Teachers must check their mailbox several times each day. Always check first thing in the morning, at lunch, and before your leave for the day. Check your e-mail daily during the school week.
- Model discipline in your room and the school by being well-prepared for class, keeping a well-ordered room, and using your authority as a teacher to help children learn.
- Model and establish a climate of love and care. Expect students to be respectful to you, other teachers, and classmates.
- Speak to students in a respectful tone of voice. Do not criticize students in front of others.
- Seek to know all your students' interests gifts, fears, hopes, family circumstances, and best methods of learning. Keep this private.
- Begin classes promptly; engage students' attention quickly by connecting the lesson to students' lives, and keep students on track with a clear outline and persistent monitoring of your classroom.
- Help students learn self-discipline through appropriate correcting, coaching, mentoring.
- Insist that students address you and refer to your colleagues with the ordinary titles of courtesy: Mr., Mrs., Miss, etc.
- Accept the responsibility of caring for students in the hallways, classrooms, playground, and informally beyond the school day. Support all school rules for lunch, hallways, chapel, playground, etc.
- Please be sure to complete a Sick Day/Personal Day/Professional Development Slip when necessary and give it to the Administrative Assistant for documentation.

### **Curriculum**

- Curriculum for grades K-8 including music, art, gym, Spanish, and technology have been mapped and arranged for your grade/subject. Please use the materials that have been selected for your grade/subject.
- Teachers new to BCS should not make any major changes to the curricular resources until they have taught that grade/subject for at least one year and have received approval from the Director of Education.

### **Classroom Preparation**

Teachers at Bethany Christian School will use the following guidelines to measure their preparation:

- K-8 teachers should arrive by 8:00, preschool teachers should arrive by 7:45.
- Students will leave the gym and head to classes beginning at 8:20.
- Be in your classroom before the students arrive and greeting them as they enter.
- Have all handouts, extra equipment (computers, maps, pencils, supplies), and furniture ready before the students arrive. Do not send students to the office for extra copies to be made unless it is an emergency. Do not copy materials too far in advance.
- Class should begin at 8:30 am.
- Take attendance on RenWeb.
- Document all late students as tardy on RenWeb.
- Please send absence notes to the office so they can be recorded. All absences are considered unexcused unless a written note is presented by parent/guardian.
- Be prompt returning from lunch and prep times.
- Homework must be inputted on RenWeb for grades 3-8 and updated as changes occur.
- Lesson plans must be submitted on RenWeb every Monday by 12:00 noon (For 3-day teachers, 12:00 noon Tuesday.).
- Blogs must be maintained and up-to-date regularly for grades K-5.



### **Instructional Planning**

- Lesson plans are required to be inputted weekly on RenWeb.
- Use your grade/subject curriculum map as a guide while planning lessons (K-8 and specials: music, art, gym, Spanish, and technology).
- Translate the desired student outcomes into specific objectives for lessons suitable to the age level and development needs of your students.
- Plan teaching-learning experiences that connect biblical principles with God's world.
- Select in advance the means of assessment to measure students' learning a lesson or unit.
- Note the use of big ideas, essential questions, desired outcomes, etc. in your lesson plans.
- A well-planned, thought-out day will make things run smoothly. These plans should be complete to the extent that a substitute could come in and provide students with a meaningful, useful continuation of the program that is being presented.

### **Teaching Guidelines**

- Open with prayer.
- Use the beginning of the class to briefly review the previous lesson and to connect the day's lesson to students' experiences.
- Give clear directions and well-organized examples and explanations.
- Use class time well with activities that engage students' attention and have a clear purpose.
- Compose useful analogies to connect what students are learning to what they have already learned.
- Use clear, specific examples; accurate language; accurate, neat drawings; and frequent directive language (next, second, not only, but, also) to help students see the organization of the lesson.
- Differentiate your instruction when necessary to meet the needs of all your students.
- Seek to integrate your lessons with technology – you are teaching students from the 21<sup>st</sup> century.
- Use a variety of means (questions, quizzes, journal entries, student notes) to assess understanding of concepts.
- Before the end of the class, provide a summary for students of the lesson's theme.
- Assign any homework for the following day.

### **Homework Guidelines**

- Explain homework procedures to parents at orientation/back to school night.
- Homework must be available on RenWeb for grades 3-8. Update any changes made to homework assignments in a timely manner.
- Write homework assignments on the board and give students a specific time to copy in assignment books (used in grades 3-8).
- It is recommended that you require assignment books to be signed by a parent each evening.
- Check that last night's homework was completed and signed (where required).
- Make it a habit to give no homework or light homework on Wednesdays because of church activities that evening.
- Weekends should be free when possible, although spelling or studying for a test may be necessary.
- A guide for homework times are as follows:

Time recommended for homework assignments\*

| <u>GRADE</u> | <u>TIME PER DAY</u> |
|--------------|---------------------|
| 1 – 2        | 10 - 20 minutes     |
| 3 – 4        | 30 - 40 minutes     |
| 5 – 6        | 50 - 60 minutes     |
| 7 – 8        | 70 - 80 minutes     |

\*More time is added when projects or unit study is assigned.

- Homework should be used for reinforcement and practice. It should not be given for the sake of having homework. Consistency in giving it on certain nights enables habits to develop.

- In order for parents to effectively support their child in the completion of their homework practices, please remember to supply students with appropriate study guides to help them prepare adequately for assessments (quizzes and tests).
- Communicate with parents if a student is not consistent in the completion and return of homework. Work with the parents to devise a solution to the problem.

### **Writing Guidelines**

- Share guidelines and your expectations for student writing with parents at orientation/back to school night.
- Always model good writing practices. Always encourage and expect the best of each student.
- Do not allow sloppy, poorly written work to be submitted. Require that work submitted is not folded or mutilated in any way. It teaches responsibility as well as neatness. Return work if not acceptable. Require it to be redone.
- Encourage and permit word processing of written assignments with students.

### **Cheating/Plagiarism**

- Define plagiarism for students (grades 3 and above) and announce throughout the year that it will not be accepted.
- Define cheating and announce frequently throughout the year that cheating will not be accepted.
- Deal with each case immediately and consistently.
- Cheating/plagiarism should result in a zero grade.
- A teacher who allows cheating/plagiarism by being lax or negligent may be considered incompetent.
- In order to limit opportunities to cheat: move around the room during a quiz/test, be sure all books and papers are out of reach and out of sight before a quiz/test, and use cover sheets.

### **Student Work and Grading**

- Share specifics regarding student work and grading information with parents at orientation/back to school night.
- Teachers will check the work each student completes. Feedback on work and assessments will be given that encourages student growth.
- Teachers for grades K-8 and specials: music, art, gym, Spanish, and technology will use achievement of learning objectives outlined in our curriculum map as a guide for grading student work.
- Where possible, use rubrics for grading student work and projects. New this year in grades 4-8, teachers will differentiate project rubrics to include three levels of achievement.
- Be proactive in your communication with parents when a student is struggling academically. Devise a plan of action with the parents and communicate regularly regarding the effectiveness of the plan. If a student continues to struggle, please fill out the proper paperwork to have the student assigned to learning support/CCIU services, recommend parents request testing at their home school district, and share your concern with the Administrative Team.
- In determining an academic grade, teachers should not deduct a percentage for disciplinary reasons.
- Effort grades are given for work habits and spiritual and social traits. When a student struggles with obedience, honesty, respect, etc. it will be reflected with effort grades. Be careful to assign a grade that accurately reflects student behavior and habits of the entire school day.
- If a teacher uses an "incomplete" grade, the student and the parents should be informed of the work to be completed and due date. Two weeks after the end of the marking period, the mark becomes a failure unless the teacher changes the mark.

Kindergarten, First & Second Grades are interpreted as follows related to acquisition of skills in academics, spiritual, and social areas (including special classes: music, art, gym, technology, and Spanish):

- E = Excelling
- P = Progressing Successfully
- G = Growth Demonstrated
- N = Needs Improvement

Grades 3 to 8, letter grades are interpreted as follows:

|    |          |    |         |   |              |
|----|----------|----|---------|---|--------------|
| A+ | 98 – 100 | C+ | 80 – 81 | F | 63 and below |
| A  | 93 – 97  | C  | 75 – 79 | I | Incomplete   |
| A- | 91 – 92  | C- | 73 – 74 |   |              |
| B+ | 89 – 90  | D+ | 71 – 72 |   |              |
| B  | 84 – 88  | D  | 66 – 70 |   |              |
| B- | 82 – 83  | D- | 64 – 65 |   |              |

Specials ~ Music, Art, Computer, PE, and Spanish (3-8), letter grades are interpreted as follows:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement

### **Retention**

- The following criteria constitutes retention in the current grade level:
  1. A final grade of 'F' in at least two core subjects as noted below:
    - *grades 3-5*: math, reading, language arts, social studies, science or Bible
    - *grades 6-8*: math, literature, composition, history, science, or Bible
  2. A final grade of 'F' in one core subject and 'D' in two other core subjects.
- At the end of the 3<sup>rd</sup> marking period, the Administrative Team must be notified regarding any student who is exhibiting a danger of being retained. A parent/teacher conference will be scheduled, with attendance from the Administrative Team, in order to discuss the necessary requirements for student advancement.
- Failing students in grades 1-7 must attend summer tutoring to promote to the next grade the following school year. Completion of 50 tutoring hours per subject failed and 25 hours for each grade of 'D' by a school approved tutor are required. Promoting to the next grade requires passing an assessment at completion of tutoring.
- 8<sup>th</sup> grade students must pass literature, composition, math, and Bible to graduate. If one of these is a failure, the student will need 50 tutoring hours per subject failed and 25 hours for each grade of 'D' by a school approved tutor. Advancing to 9th grade requires passing an assessment at completion of tutoring.
- If an 8<sup>th</sup> grade student is retained, they will not be permitted to graduate with their class or participate in the end of the year class trip.

### **Honor Roll**

After the close of each academic quarter, eligible students will receive the following awards:

- Blue – All A's in core subjects and at least an "s" in all specials classes. No Think Sheets issued during the quarter.
- White – All A's and/or B's in core subjects and at least an "s" in all specials classes. No more than 2 Think Sheets issued in one marking period.

### **Award Criteria**

There are a number of awards that are granted to students who exhibit exceptional qualities at the end of the school year. These are described below:

- Specials Awards – Presented to two students each in grades K-7 for specials classes presented in an assembly at the end of the school year.

- Attendance Award - The award is given to the K3 student who misses three days or less and students K5 – 8 who miss four days or less. Preschool students who miss no days receive a perfect attendance award, three days missed entitles student to a good attendance award. This award is presented in an assembly at the end of the school year.
- Distinguished Honor Roll - Students who received Blue Honor Roll for quarters one through three and continue to be in excellent academic standing. No Think Sheets issued during the school year. This award is presented in an assembly at the end of the school year.
- Stewardship Award - This award is given to the student who best exemplifies what Bethany stands for academically, socially, physically, and spiritually. This award is given by the teacher in class or sent home on the last school day.
- End of the Year Recognition Awards - Highlights each student's unique gifts. This award is given by the teacher in class or sent home on the last school day.

#### 8<sup>th</sup> Grade Awards Presented at Graduation:

- Lifetime Achievement Award – This award is given to the student who has spent more than 5 years at Bethany and demonstrates spiritual leadership and Christian character.
- Bethany Christian School Award – This award is given to the student who best exemplifies what Bethany stands for academically, socially, physically, spiritually, and has been willing to stand up for his/her beliefs.
- Bill and Kitty June Shepherd Award – This award is given to the student who consistently demonstrates a servant's heart.
- Academic Area Awards – These awards are given based on grade and effort in a particular subject and specials classes.

#### Report Cards/Mid-term Reports

- Kindergarten will receive RenWeb electronic report cards two times a year in the second and fourth quarters.
- Grades 1 – 8 will receive RenWeb electronic report cards every quarter.
- All areas of the report card must be filled in completely each report period. Comments must always be included. Emphasize effort and character. If there are any questions concerning this, please talk with the Administrative Team.
- Midterm reports will be sent electronically through RenWeb each quarter to parents of students in grades 3 – 8.

#### Conferences

- Preschool through eighth grade classroom teachers will hold conferences with parents in November. Other conferences/meetings will be scheduled as needed.
- The purpose of these conferences is to discuss student progress in learning, give suggestions for areas of improvement, and celebrate student gifts and strengths.
- Plan for conferences carefully by gathering samples of student work and completing a conference information sheet to be used as a guide during the meeting. The conference information sheet includes: areas of strength, areas of concern, plan of action, and a space to take notes.
- Conduct conferences in a professional manner. If you think having administrative support would be helpful at a conference/meeting, please request it.
- Seek an even balance between telling and listening. Accept the parents' comments with interest but not judgment.
- Ask questions that lead parents to give examples, and show your appreciation for learning the parents' dreams and fears for their child.
- Be frank but objective with parents about the child's progress or lack of it in any area of learning that concerns you; relations with other children, work habits, character or personality features, physical development, etc. Do not speak negatively about other students in the class.
- Communicate test scores, but be careful about making predictions or judgments about the child's future. If you notice a gift or talent, however, communicate that to the parents.

- Be prepared to share appropriate data to support your conclusions – “Defend your practice”.
- Steer all parental criticism about the school, the administration, other students or other teachers by quickly advising the parents to speak with the person they have an issue with (Matthew 18).
- If more time is needed, offer to continue the conversation later by telephone or during another meeting.
- Act quickly and report back to parents regarding pledges you make about working with their child.

### **Faculty and Parent Communication**

- Bethany Christian School has established this policy to guide its teachers:
- All student and parent information is available on Renweb. Please use Renweb to send emails.
- Be certain your written communication to parents and students is a model of good writing. If you have any doubts, have a colleague proof read a note before you send it home.
- Initiate communication to announce to parents some special act or practice of their child that helped other students, which demonstrated fruit of the Spirit, or which showed superlative effort or achievement.
- Email or call parents if a student is frequently not finishing work, refusing to obey, or showing uncommon emotional stress.
- An email or call should be made before a student’s parents receive a report of a C – grade or lower.
- Always be professional, tactful and kind when communicating to parents by phone or email.
- Please respond to parent emails within 48 hours.
- Teachers are not expected to return emails over the weekend.

### **Cumulative Records**

- The school shall maintain, for each student enrolled, regardless of the period of attendance, a complete record, including a cumulative academic and guidance record.
- These are kept in the school office. At the end of the school year, you will place a copy of each student’s report card in the cumulative folder. Use the printed report card to input grades and attendance into the cumulative folder. The permanent records are very important to the pupil, parents, and school for years to come. Be accurate.
- Permanent records are never to be taken from the office. They should never be shared outside the professional realm.
- All material in each student’s file shall be treated as confidential and shall be directly accessible only through the professional staff of the school, the parents or guardians, a court of competent jurisdiction, or to such other persons as the parent/guardian, or administration may authorize in writing.
- All psychological evaluations will be kept in a locked file. Please request them from the Administrative Team. This is required by law.
- Parents/guardians shall have the right to inspect and review any and all official records, files, and data directly relating to their children, including all material that is incorporated into the cumulative folder.
- All requests by parents to view their child’s cumulative records must be made in writing. Access shall be granted in a reasonable amount of time.
- Parents may request a hearing to challenge any information found in a folder.
- There will be no release of a student’s personal records unless written consent of parents is on hand, other than to:
  - ✓ staff members of school who have a right to them;
  - ✓ officials of other schools in which the student intends to enroll; (Verification must be received that the student has applied for admission to that school and that our bill is paid.)
  - ✓ court or law enforcement officials if the school is given a subpoena or court order;
  - ✓ certain federal, state and local authorities performing functions allowed by law.
  - ✓ The administration is responsible for maintaining and keeping student files in a reasonably secure place that is not accessible to fire or theft.

### **Arrival**

- The door will be open at 7am for before care.
- All children are expected to wait with their class in the gym until 8:20am.
- No child may come to the classroom until 8:20am. This includes children of employees.
- Teachers should greet the students in a warm and loving way each morning.
- Please close your door at 8:30 A.M. Anyone who arrives after that is tardy and should go to the office for a late slip.

### **Early dismissal**

- All early dismissals will be at 12:30 P.M. (This is necessary to count as a full day and for bus service.)
- The time will change only if an emergency dictates such.
- There will be no lunch period for K-5th on early dismissal days. If Hot Lunch is scheduled we will do our best to serve it to all.

### **Dismissal**

- Students must wait in their homeroom classroom during dismissal.
- Students must be quiet and listening during dismissal announcements. Teachers must be listening for dismissal announcements as well. It is the teacher's responsibility to keep students quiet enough to hear the announcements. If a child misses his/her bus, the teacher may have to call home and make arrangements with the parent if office staff is unavailable.

### **Make-up Work**

- Share specifics regarding make-up work with parents at orientation/back to school night.
- Most of the work missed by a student's absence should be made up.
- Give a reasonable amount of time for completion of the work, but expect it back (usually two days grace for each day missed).
- Make up tests/quizzes as you can. Students may make up work, tests, or quizzes during their lunch period.
- Students may be sent to the Director of Education's room to finish homework or classwork during their lunch period.
- Work from an unexcused absence generally cannot be made up. The teacher and Administrative Team have the final say.

### **Discipline/Student Conduct**

- Share specifics regarding class and school rules with parents at orientation/back to school night.
- The maintenance of discipline in the school is essential to an effective learning climate and is the responsibility of teachers, administrators, aides and students with the support of parents.
- The school's first obligation is the preservation of a learning atmosphere in the classroom. Individual behavior problems must not infringe unduly upon a teacher's time and attention, and to the detriment of other students in a classroom.
- Define responsible Christian behavior for students, including guidelines and consequences for positive and negative behavior in the classroom.
- Set clear and high expectations early in the year in each class for behavior and learning, and stick to them. Help all students to take personal responsibility for their behavior.
- Be proactive in your communication with parents when a student is struggling behaviorally. Devise a plan of action with the parents and communicate regularly regarding the effectiveness of the plan.

The discipline protocol is as follows:

- Teachers will handle discipline in the classroom. In grades preschool – 5, many teachers use the Staff of Honor, or a variation of the staff, as a tool to encourage positive student behavior. Use methods and

strategies that work best for your class. Please limit the amount of time off of recess to 5 minutes at the most when used as a consequence for poor behavior.

- Think Sheets are used in preschool - 8 to communicate undesired behavior and to encourage students and parents to improve student behavior at school. Teachers may use email and phone calls to discuss negative behaviors as well.
- If Think Sheets have no effect on student behavior, the student will spend time with an administrator during the student's lunch period (lunch detention).
- Parents may be asked to attend a conference with the classroom teacher and Administrative Team if there is no change in a student's unwanted behavior.
- Students may be suspended if the Administrative Team feel all attempts to change behavior have been exhausted and have failed.
- When a student is suspended, missed assignments and tests cannot be made up.
- If there is no change in behavior after a suspension is issued, a recommendation will go to the Board for expulsion.

### **Student Dress Code Concerns**

Teachers must be a model for our dress code guidelines. If any student is out of compliance with our dress code, please speak privately to them in a kind and loving manner. Ask the student to go to the office to get appropriate clothing.

The following is found in the parent student handbook:

- No racer back tank tops for boys or girls; girls may wear tank tops but straps must be at least 3 fingers wide.
- All girls' shirts must have sleeves that cover all undergarments, shoulder straps, mid-drifts, camis, and cleavage. No sheer/see through clothing is to be worn.
- No tight or short clothing is acceptable – All shorts/skirts must have a 7 – 9 inch inseam. A helpful guideline for shorts and skirts: Have student stand with her hands by her side. If the tip of her middle finger is at or above the hemline, the shorts/skirt should be long enough.
- Sweatpants are permitted, but must not have rips and/or holes.
- No leggings, stretch pants, or form-fitting yoga pants without a tunic, dress, cardigan, or shorts over top of them covering a child's bottom.
- All tops should be able to be tucked in.
- All jeans or khakis must be without rips and/or holes.
- Pants must be worn at the waistline.
- No earrings for boys.
- We must always be able to make eye contact with a student; hair must not inhibit this.
- Sunglasses may not be worn in the building.
- Sneakers are necessary to use the playground equipment and Run Club.
- NO JEANS for P.E. classes- Students must wear sweatpants or loose elastic banded shorts. For physical education class, boys and girls must have sneakers. Gym pants and sneakers may be left in the classroom.
- Please do not allow your child to wear T-shirts with pictures or words that are inappropriate to a Christian environment.
- If any adult speaks to a child about inappropriate clothing, the child must comply without an argument. The office has some long shirts and shorts available for students who need to change their attire.
- If a child (boy or girl) wears a hat to school they must remove it upon entering the building.

### **Chapel & Devotions**

Bethany Christian School believes that the practice of Christian piety by the community of Christians who study here is important and helps fulfill the mission of this school. Therefore, we seek to develop in children the heart habit of the worship of God through prayer, Bible reading, and singing. Teachers foster these habits by the following:

- Leading the students in prayer (or encouraging students to lead) at the beginning of the school day, in Chapel, at the end of the day and before tests and projects. Model praying aloud.
- Encouraging students to suggest, before prayer, specific needs or reasons for praise.

- Reminding students to offer thanks to God either communally or individually before the noon meal.
- Leading children in singing at specific times or as the Spirit moves during instruction.
- Transparently revealing to students one's individual need to pray or sing, both during times scheduled for worship and when one chooses to (as long as it is not intruding on others).
- Model and require appropriate reverence in Chapel.
- Chapel times are as follows: middle school at 8:40, Kindergarten through 5<sup>th</sup> at 9:10 (preschool is welcome). All school Chapel begins at 8:40.
- Chapel will be held in the church sanctuary unless noted.
- The following format has been created for Chapel: Pledges, Hymn/Praise Song(s), Prayer, The Lord's Prayer, Westminster Catechism, and Presenter.
- Teachers will be assigned a month to seek Chapel presenters and lead the service. Speakers include but are not limited to: a local pastor, missionary, youth leader, or leader of a Christian service organization.

### **Bible class**

Bible will be taught everyday with the exception of Wednesdays when Chapel is held.

A typical Bible class may consist of:

- Prayer requests/Prayer (5 minutes)
- Pledges/Singing (5 minutes)
- Bible Lesson (10-15minutes)
- Memorization of Scripture and Catechism (5 minutes)

The order in which each is completed is up to the individual teacher. Times are approximate. Bible should be integrated into all subject areas as well.

### **Specials**

- Classroom teachers will be prompt in getting students to and from specials classes.
- Specials teachers are responsible for discipline while they have a class. Please do not send a child back to the regular classroom for discipline. The classroom teacher may not be in the room and children should not be left alone at any time.
- Aides may be required to go to some specials with some classes.

### **Recess**

Aides will monitor recess unless noted.

- Preschool: morning from 10:30-11:00, afternoon 2:00 – 2:45 with teachers
- Kindergarten – 2: morning from 10:00 - 10:15, afternoon 12:30 – 1:00
- Grades 3-5: recess from 12:00 - 12:30
- Middle school: lunch and recess combined from 11:20 - 12:00

### **Lunch**

Kindergarten – grade 5 teachers will monitor student lunch in the classroom. Middle School students will be monitored by aides and may use the tables outside if the weather permits. K-8 teacher lunch breaks are during student recess times (see above). Preschool teachers eat from 11:30 – 12:00 while aides monitor students.

Student Lunch Schedule:

- Preschool lunch starts around 11:15
- Grades K-2 lunch from 12:00 – 12:30
- Grades 3-5 lunch from 12:30 – 1:00
- Middle school lunch and recess combined from 11:20 - 12:00



### **Extra Duties**

Teachers are asked to perform the following duties for the benefit of all.

- ❖ Devotion Thursdays – Each teacher grades Kindergarten – 8, including specials, and office staff who work on Thursdays will be assigned a date or dates to lead faculty and staff devotions.
- ❖ Dismissal Duty – Teachers K - 8 will be assigned about 9 weeks of the year to assist students into cars at the end of the school day. Please report to the front of the school building immediately after car riders have been dismissed during your assigned weeks. Specials teachers will have specific dismissal assignments for the school year. Please see the Administrative Team for your assignment. Preschool 3 and 4 full-day teachers will monitor their classes during car dismissal in the gym and assist as able.
- ❖ Chapel Wednesdays – Classroom teachers K – 8 will be assigned one month of the school year where they will organize presenters and lead the service. Presenters include but are not limited to: a local pastor, missionary, youth leader, leader of a Christian service organization, or special Christian-linked assembly.

### **Field Trip Guidelines**

- Please fill out an Off Campus Trip Request Form and return to the Executive Director of Administration for approval. Once approved, the administrative assistant will add the trip to the large office calendar white board.
- Complete the field trip log in the office with pertinent information in case of an emergency.
- Be sure to send home Field Trip Permission Forms for parents to sign and return.
- If you need a check for your field trip: fill out a Check Request Form, attach the invoice, and return to the Executive Director of Administration for approval.
- Notify the hot lunch coordinator at least a month before your trip date if it falls on a Thursday.
- All chaperones, who are responsible for children other than their own, must have all 3 required background checks and clearances. Please check with the office to see what parents qualify to chaperone.
- Each teacher is to have a trip bag (located in the office) containing tissues, paper towels, plastic bags, etc. In addition, take a list of students attending the trip, and most importantly, trip permission slips listing emergency phone numbers. Be sure you know the school telephone number in case of emergencies: 610-998-0877.
- A cell phone should be taken on the trip. If you do not have a cell phone, advise the office so accommodations can be made.
- Please remember to pray with your students before leaving for a trip.
- The teacher in charge must take an accurate student count before leaving school, before departing the place of the trip, and upon returning to school.
- Parents may ride the bus unless the number exceeds the maximum capacity. Siblings are not permitted to ride the bus.
- Adults, including teachers, should be spread throughout the bus.
- All students in the class are to ride the bus to the field trip location. Depending on the location and specific circumstances of some field trips, the parent/guardian may sign-out a student and drive them home.
- Prior written permission must be obtained for any parent/guardian to drive another child that is not their own (ex. away sports games, trips). A Driver Responsibility Form, located in the office, needs to be completed.

### **Visitors/Parent Helpers**

- All parents, who have charge over children who are not their own, must have all 3 required background checks on file in the office. This includes reading moms, Run Club volunteers, and lunch volunteers. Parents who are just visiting the classroom and who will not be left alone with children do not need their clearances on file with the office (ex. class parties, attending an assembly, etc.).
- The teacher is the authority in the classroom and must be present.

- Parents are welcome in the classroom; however, if a parent would like to speak at length about their child's progress, please ask them to schedule a meeting/conference.
- Parents (and all other visitors) must wear a visitor's sticker or lanyard obtained in the office.

### **Safety Drills**

- Teachers will be forewarned when the first fire drill is to take place.
- There will be no notification after the first drill.
- Evacuation plans should be posted near the door of each room; teachers should spend time the first week of school explaining to their class the proper procedures for drills.
- Practice drill procedures with your students several times before they occur.
- Various emergency drills (Lock Down and Severe Weather) will be held throughout the year.

### **Supplies**

- A supply request form will be provided near the end of the school year. Please fill it out and return to the office. You will find extra supplies such as tape, markers, etc. are kept in the office.
- A laminating machine is located in the teacher's lounge. Some office staff and aides have been trained to use the laminator. Please ask for assistance the first time you use the laminator. Only school items may be laminated unless given permission for other things. Only laminate those items you are certain to use again. Be sure to turn off the laminator when finished.

### **Classroom Maintenance Needs**

If you have a maintenance need in your classroom, please email the Director of Education with a description of the need. It will be reviewed and a decision made whether or not it is forwarded to our Facilities Manager (John McGinnes). Please do not send your requests to John directly.

### **Faculty Contracts**

- All faculty contracts shall be on an annual basis and for one year. A letter of intent will be requested from each faculty member in the spring prior to the issuance of a contract.
- In order for each faculty member's contract to be renewed, each member will be evaluated by the Administrative Team and approved for rehire.
- Contracts are to be returned no later than fourteen days following the date of issuance unless otherwise specified. Contracts not returned within this time frame may be considered declined.
- Release from a contract will only be considered after an interview with the Administrative Team.
- All faculty contracts will be for a twelve (12) month period.
- All other employees receive letters of employment; each is for one school year.
- Any staff member placed on a Performance Improvement Plan (PIP) due to a specific area in need of improvement will not be eligible for any pay raise for the following contract year.

### **Continuing Education**

As of 2/99 the Board requires faculty to take at least one professional course within a three-year period. The Board will supply up to \$1,000 per year for course work. The Administrative Team must approve all courses. This is not available to first year teachers at Bethany Christian School.

- Please be sure to complete a Professional Development Slip before taking an off-site class or workshop and turn in to the Administrative Team for approval and documentation.

## **EVALUATION AND TERMINATION of CONTRACTED FACULTY**

### **Evaluation:**

- All faculty members will be evaluated on an annual basis in order to improve the teaching/learning process.

- The evaluation process may include, but is not limited to: informal classroom walkthroughs (less than 10 minutes), formal classroom observations (30-45 minutes) observations at student/parent conferences or parent meetings; general completion of day-to-day responsibilities and overall level of professionalism and spiritual maturity. The Administrative Team reserves the right to observe any teacher without prior notification.
- A summative evaluation will be presented near the end of the school year during a conference with the Administrative Team.

#### **Termination:**

- A teacher may be terminated for professional incompetence. The Administrative Team shall inform the teacher of unsatisfactory service, giving areas where improvement is needed. After a sufficient and reasonable time, if the matter has not been remedied, a written statement shall be submitted to the faculty member. The faculty member may request an interview with the Board.
- Termination of employment may also result from immorality, conviction of a felony, illegal use of narcotics, neglect of duty, serious departures from the Doctrine of Faith taught in the Holy Scriptures, or a consistent attitude that is deemed disrespectful, insubordinate, or unprofessional towards students, parents, employees, or administration.
- Gossip, slander, and an attitude that fosters dissension amongst the BCS community engaged in by an employee member will be confronted by administration (Matthew 18) and expected to stop immediately. If behavior such as this continues, termination may result.

#### **Emergency Dismissal Procedures**

- The office staff will send a message via Blackboard Connect system and send an email to notify families of the emergency dismissal.
- The office staff will coordinate transportation for all students.
- Buses will dismiss first, followed by car riders. There is no aftercare on Emergency Dismissal days.
- After all students are gone, and on a signal from the Administrative Team, personnel will leave in the order of distance and health (see below). No one is to leave the building until the Administrative Team dismisses them.

#### **First group to be dismissed:**

- Those who live at a greater distance.
- Those with health or mobility issues.

#### **Second group to be dismissed:**

- Those who live outside of the Oxford area.

#### **Final group to be dismissed:**

- Those who live closest to the school and administration.

### **Full Time Administration Benefits Package**

#### **(Includes Administration Team, Development, Finance, and Office Staff)**

1. Full-time employees are defined as working 30 or more hours per week.
  - a. The regular duty day is 8:00 am until 4:00 pm Monday through Friday. These hours extend one week after school ends and begin one week before school starts.
  - b. Full-time administration will report on regular in-service days and attend all staff meetings.
  - c. Duty hours will end at 1:00 pm on scheduled half-days.
  - d. The summer office hours are from 9 am until 4 pm Monday through Friday. A coverage schedule will be created by the Executive Director of Administration.
  - e. Full-time employees are eligible for medical and dental benefits. Contact Executive Director of Administration for current plan and cost-sharing details.
  - f. Full-time employees are eligible to participate in the 403b.

2. Full-time employees must participate in the pension plan managed by Christian Schools International.
3. Full-time employees are granted annual sick leave equivalent to the number of hours worked per week, plus 8 hours (6 days equivalent). At the beginning of the school year, sick leave not used from last year can accumulate, not to exceed the equivalent of one year's allowance.
  - a. For example, if the employee works 40 hours per week (5 full days), he/she is entitled to 48 hours of sick time in each school year (6 days equivalent).
  - b. For example, if the employee works 40 hours per week and did not use any sick time last year, the employee can start the next year with 96 hours of sick time (12 days equivalent).
  - c. Once all sick leave is taken, any other sick leave will be considered personal leave. If all personal leave is taken, any additional time off will be unpaid.
  - d. Sick leave can be used to take care of sick immediate family members (parents, spouse, children) or for employee or immediate family member's doctor's appointments.
4. Full-time employees are granted 16 hours per year of personal leave (2 days equivalent). This leave must be approved by the Executive Director of Administration. Personal leave does not accumulate. Personal leave may not be taken on Race Day, Grandparent's Day, or around a major holiday (Thanksgiving, Christmas, or Easter).
5. Full-time employees are granted paid summer leave as outlined in each individual's contract. This leave must be approved by the Executive Director of Administration. Summer leave does not accumulate and must be taken during the summer months.
  - a. Summer leave is outlined as the number of weeks. This is defined as calendar weeks, not days of work time.
  - b. If summer leave taken exceeds summer leave granted, personal days will be used first, then the remainder will be unpaid leave.
6. Full-time employees are granted 16 hours per year of bereavement leave (2 days equivalent). This leave can only be taken for immediate family members (parents, spouse, children) or siblings. This time must be approved by the Executive Director of Administration. Bereavement time does not accumulate.
7. Full-time employees are granted 24 hours per year of professional development leave (3 days equivalent). This leave must be approved by the Executive Director of Administration. Professional development leave does not accumulate.
8. Full-time employees are granted annual disability leave equivalent to the number of hours worked per week plus 8 hours (6 days equivalent). This leave must be approved by the Executive Director of Administration and can be used once per year for unavoidable long-term absences. Disability leave does not accumulate.
  - a. All remaining sick and personal leave must be taken first, then disability leave, then unpaid leave for up to 12 weeks of total leave. After 12 weeks, the employee must return to work or resign their position.
  - b. If on unpaid status for any reason, employees will be invoiced for any paycheck deductions (including medical or dental premiums, 403b participation, tuition, music lessons, donations, etc.)
  - c. Disability leave can be taken for maternity, convalescence, surgery, or other medically-prescribed leave under a doctor's care for the employee or employee's immediate family (parents, spouse, children). Again, this leave must be approved by the Executive Director of Administration.
9. Tuition abatement is offered to full-time employees at 50%.
  - a. Full-time employees cannot apply for financial aid or EITC.
10. Every three years, up to \$1,000.00 will be available to reimburse a full-time employee for continuing education coursework. Coursework and reimbursement must be approved by the Executive Director of Administration.
  - a. Employees must have at least one full year of seniority before applying for reimbursement.
  - b. Grades must be furnished to the Executive Director of Administration within 1 month of class completion. A class grade of "B," equivalent or higher is required for 100% reimbursement. A class grade of "C" or equivalent will result in a 50% reimbursement. Any class in which the grade received is lower than "C" will not be reimbursed.
  - c. If the employee terminates employment at Bethany within one year of reimbursement, they will be required to pay back 50% of the reimbursement. This will be garnished from their final paycheck.
11. Full-time employees qualify for free aftercare on the days they are regularly scheduled to work.

12. Re-registration fees are waived for employees if re-registering within the year of employment during the early registration period.
13. Employees present on photo day will receive one free basic photo package per year and employees' children will receive 50% off photo package orders.
14. Employees receive 50% off hot lunch. This discount cannot be transferred to children.
15. Bethany Christian School is a non-profit organization and does not pay into unemployment compensation.

**Benefits Package—Full Time Faculty  
(Includes Full-time Preschool Teachers, and Elementary/Middle Faculty)**

1. Full-time employees are defined as working 30 or more hours per week.
  - a. The regular duty day is 8:00 am until 3:30 pm Monday through Friday.
  - b. Full-time faculty will report on regular in-service days and attend all staff meetings.
  - c. Duty hours will end at 1:00 pm on scheduled half-days.
  - d. Full-time employees are eligible for medical and dental benefits. Contact the Executive Director of Administration for current plan and cost-sharing details.
  - e. Full-time employees are eligible to participate in the 403b and AFLAC.
2. Full-time employees must participate in the pension plan managed by Christian Schools International.
3. Full-time employees are granted annual sick leave equivalent to the number of hours worked per week, plus 7.5 hours (6 days equivalent). At the beginning of the school year, sick leave not used from last year can accumulate, not to exceed the equivalent of one year's allowance. This leave only applies during the school year when school is in session.
  - a. For example, if the employee works 37.5 hours per week (5 full days), he/she is entitled to 45 hours of sick time in each school year (6 days equivalent).
  - b. For example, if the employee works 37.5 hours per week and did not use any sick time last year, the employee can start the next year with 90 hours of sick time (12 days equivalent).
  - c. Once all sick leave is taken, any other sick leave will be considered personal leave. If all personal leave is taken, any additional time off will be unpaid.
  - d. Sick leave can be used to take care of sick immediate family members (parents, spouse, children) or for employee or immediate family member's doctor's appointments.
4. Full-time employees are granted 15 hours per year of personal leave (2 days equivalent). This leave must be approved by the Executive Director of Administration. Personal leave does not accumulate. This leave only applies during the school year when school is in session.
5. Full-time employees are granted 15 hours per year of bereavement leave (2 days equivalent). This leave can only be taken for immediate family members (parents, spouse, children) or siblings. This time must be approved by the Executive Director of Administration. Bereavement time does not accumulate. This leave only applies during the school year when school is in session.
6. Full-time employees are granted 22.5 hours per year of professional development leave (3 days equivalent). This leave must be approved by the Executive Director of Administration. Professional development leave does not accumulate. This leave only applies during the school year when school is in session.
7. Full-time employees are granted annual disability leave equivalent to the number of hours worked per week plus 7.5 hours (6 days equivalent). This leave must be approved by the Executive Director of Administration and can be used once per year for unavoidable long-term absences. Disability leave does not accumulate. This leave only applies during the school year when school is in session.
  - a. All remaining sick and personal leave must be taken first, then disability leave, then unpaid leave for up to 12 weeks of total leave. After 12 weeks, the employee must return to work or resign their position.
  - b. Disability leave can be taken for maternity, convalescence, surgery, or other medically-prescribed leave under a doctor's care for the employee or employee's immediate family (parents, spouse, children). Again, this leave must be approved by the Head of School.

- c. If on unpaid status for any reason, employees will be invoiced for any paycheck deductions (including medical or dental premiums, 403b participation, tuition, music lessons, donations, etc.)
- 8. Tuition abatement is offered to full-time employees at 50%.
  - a. Full-time employees cannot apply for financial aid or EITC.
- 9. Every three years, up to \$1,000.00 will be available to reimburse a full-time employee for continuing education coursework. Coursework and reimbursement must be approved by the Executive Director of Administration.
  - a. Employees must have at least one full year of seniority before applying for reimbursement.
  - b. Grades must be furnished to the Executive Director of Administration within 1 month of class completion. A class grade of "B" equivalent or higher is required for 100% reimbursement. A class grade of "C" or equivalent will result in a 50% reimbursement. Any class in which the grade received is lower than "C" will not be reimbursed.
  - c. If the employee terminates employment at Bethany within one year of reimbursement, they will be required to pay back 50% of the reimbursement. This will be garnished from their final paycheck.
- 10. Full-time employees qualify for free aftercare on the days they are regularly scheduled to work.
- 11. Re-registration fees are waived for employees if re-registering within the year of employment during the early registration period.
- 12. Employees present on photo day will receive one free basic photo package per year and employees' children will receive 50% off photo package orders.
- 13. Employees receive 50% off hot lunch. This discount cannot be transferred to children.
- 14. Bethany Christian School is a non-profit organization and does not pay into unemployment compensation.

**Benefits Package—Part Time Faculty and Part Time Administration (Salary or Hourly)  
(Includes Part-time Preschool Teachers, Part-time Elementary/Middle School Faculty, and Part-time Administrative Staff)**

- 1. Part-time employees are defined as working less than 30 hours per week. To be eligible for any benefits, employees must work a minimum of 15 hours per week.
  - a. The regular duty day will be outlined in each individual's contract.
  - b. Scheduled in-service days will be duty days.
  - c. Attendance is requested at all staff meetings.
  - d. Part-time employees are not eligible for medical or dental benefits.
  - e. Part-time employees are not eligible for pension participation unless they were full-time at one time and grandfathered into the plan (see Full-Time Benefits for more information).
- 2. Part-time faculty and administration are granted annual sick time equivalent to the number of hours worked per week, plus the hours equivalent to one day of work. At the beginning of the school year, sick time not used from last year can accumulate, not to exceed the equivalent of one year's allowance. This leave only applies during the school year when school is in session.
  - a. For example, if the employee works 12 hours per week (3 half days), he/she is entitled to 16 hours of sick time in each school year.
  - b. For example, if the employee works 12 hours per week and didn't use any sick time last year, the employee can start the next year with 32 hours of sick time (16 hours from last year plus 16 hours for this year).
  - c. Once all sick leave is taken, any other sick leave will be considered personal leave. If all personal leave is taken, any additional time off will be unpaid.
  - d. Sick leave can be used to take care of sick immediate family members (parents, spouse, children) or for employee or immediate family member's doctor's appointments.
- 3. Part-time faculty and administration are granted the number of hours worked per day per year of personal time (1 day equivalent). This time must be approved by the Executive Director of Administration. Personal time does not accumulate. This leave only applies during the school year when school is in session.

4. Part-time faculty and administration are granted the number of hours worked per day per year of bereavement time (1 day equivalent). This leave can only be taken for immediate family members (parents, spouse, children) or siblings. This time must be approved by the Executive Director of Administration. Bereavement time does not accumulate. This leave only applies during the school year when school is in session.
5. Part-time faculty and administration are granted the number of hours worked per day per year of professional development time (1 day equivalent) to attend professional conferences, seminars, classes, or workshops. This time must be approved by the Executive Director of Administration. Professional development time does not accumulate. This leave only applies during the school year when school is in session.
6. Part-time faculty and administration are granted annual disability leave equivalent to the numbers of hours worked per week, plus the hours equivalent to one day of work. This leave must be approved by the Executive Director of Administration and can be used once per year for unavoidable long-term absences. Disability leave does not accumulate. This leave only applies during the school year when school is in session.
  - a. All remaining sick and personal leave must be taken first, then disability leave, then unpaid leave for up to 12 weeks of total leave. After 12 weeks, the employee must return to work or resign their position.
  - b. Disability leave can be taken for maternity, convalescence, surgery, or other medically-prescribed leave under a doctor's care for the employee or employee's immediate family (parents, spouse, children). Again, this leave must be approved by the Executive Director of Administration.
  - c. If on unpaid status for any reason, employees will be invoiced for any paycheck deductions (including medical or dental premiums, 403b participation, tuition, music lessons, donations, etc.).
7. Tuition abatement is offered to part-time faculty and administration.
  - a. Calculate the hours worked per week divided by 37.5 (a full-time work week) and applying this percentage to the full-time abatement percentage (50%).
  - b. If employee works 3 days per week or 22.5 hours, this is equivalent to a 60% work week, entitling the employee to 30% tuition abatement (60% of 50%).
  - c. Employees are invited to apply for financial aid, but the total tuition abatement (employee discount plus financial aid) cannot exceed 40% of tuition.
8. Part-time faculty and administration qualify for free aftercare on the days they are regularly scheduled to work.
9. Re-registration fees are waived for employees if re-registering within the year of employment during the early registration period.
10. Employees present on photo day will receive one free basic photo package per year and employees' children will receive 50% off photo package orders.
11. Employees receive 50% off hot lunch. This discount cannot be transferred to children.
12. Bethany Christian School is a non-profit organization and does not pay into unemployment compensation.

### **Benefits Package—Part Time Hourly**

1. Part-time employees are defined as working less than 30 hours per week. To be eligible for any benefits, employees must work a minimum of 5 hours per week.
  - a. Duty hours are outlined in each individual's contract.
  - b. Part-time employees are not eligible for medical or dental benefits.
  - c. Aides are hired for the days school is in session and will not work or be paid for planned or unplanned school closures. Exception is All Staff In-service and New Student Orientation in August prior to school starting.
2. Sick time for part-time hourly employees is unpaid time off.
3. All personal time is considered unpaid and must be approved by the Executive Director of Administration.
4. Tuition abatement is offered to part-time hourly employees at the following rates:
  - a. 5% for those who are scheduled to work between 5 and 10 hours per week
    - i. 2-day or 3-day per week aftercare aides
  - b. 15% for those who are scheduled to work between 10 and 15 hours per week

- i. 3-day per week elementary aides, morning-only preschool aides, 4 or 5-day per week aftercare aides
  - c. 25% for those who are scheduled to work more than 15 but less than 30 hours per week
    - i. 5-day per week elementary aides, 5-day full-day preschool aides
  - d. Employees are invited to apply for financial aid, but the total tuition abatement (employee discount plus financial aid) cannot exceed 30% of tuition.
- 5. Re-registration fees are waived for employees if re-registering within the year of employment during the early registration period.
- 6. Employees present on photo day will receive one free basic photo package per year and employees' children will receive 50% off photo package orders.
- 7. Employees receive 50% off hot lunch. This discount cannot be transferred to children.
- 8. Bethany Christian School is a non-profit organization and does not pay into unemployment compensation.

## **MEDIATION AND BINDING ARBITRATION**

### **Language in employment contracts:**

I agree to attempt to resolve differences or conflicts by following the Matthew 18 principle, the biblical pattern of addressing the conflict in private with my employer, my administrator, or a coworker, consistent with Matthew 18:15. Should the issue remain unresolved with my employer, I agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve these issues and bring reconciliation.

### **Mediation and Binding Arbitration Agreement**

The parties to this agreement are Christians, and they believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1–8, Matthew 5:23–24, and Matthew 18:15–20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and the law of tort, shall be settled by biblically based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration.

The parties agree for the arbitration process to be conducted in accordance with "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, Bethany Christian School agrees to pay all fees and expenses, which may be required by the mediator, case administrator, and/or arbitrator, related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree that they will endeavor to exchange information with each other and present the same at any mediation, or, if to arbitration pursuant to the ICC Rules of Procedure, with the intent to minimize costs and delays to the parties. They will seek to cooperate with each other and may request the mediator, case administrator, and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator. In addition, the parties agree that in the event of arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict.

The parties to this contract agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against each other in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.