

Grace Brethren Jr. & Sr. High School



TEACHERS' MANUAL Addendum C

GRACE BRETHREN JR. & SR. HIGH SCHOOL TEACHERS' MANUAL ADDENDUM

(C)

A. Introduction

Welcome to the faculty of Grace Brethren Jr. & Sr. High School. We are excited about the 2016-2017 school year. We believe that nothing in God's kingdom happens by chance; therefore, your partnership with Grace Brethren Schools has been pre-ordained. It is so exciting to see God's perfect plan unfold in your life and in the life of our school. As we work together, may you "grow in the grace and knowledge" of our Savior and Lord, Jesus Christ.

All information in this manual is for the use of teachers ONLY. Portions are incorporated into the Parent-Student Handbook and may be quoted to parents or students should the need arise. The administration reserves the right to add to, detract from, alter, or amend this manual at any time during the school year. Such action will be well-communicated.

B. Administrative Structure

PRINCIPAL'S ADVISORY COMMITTEE

The purpose of the council is to maintain seamless communication through all entities of the organization. The council will also convene ad hoc for disciplinary considerations. Teachers who wish to conduct a field trip or other activity that impacts student attendance, or other school schedules, must submit their request to the council one (1) month prior to the event.

The Principal's Council is an advisory council to the principal. While serious consideration is given to each individual's input, final decisions on all matters of the school are solely those of the principal.

C. Admissions

Grace Brethren Schools, in partnership with the church and family, proclaim Jesus Christ in all we do. We will nurture the whole student in an academic environment through a biblical world-view, providing an opportunity for each one to mature in Christ and to accurately handle the Word Of Truth in a secular world. To accomplish this, our school requires students to:

1. Be receptive to instruction from a Christian worldview as well as a desire to learn how to have and cultivate a personal relationship with Jesus Christ.
2. Be submissive to the policies and procedures set forth by Grace Brethren Schools.
3. Have parents/guardians who support the philosophy and educational process of Grace Brethren Schools, its administration, teachers, and staff.

Grace Brethren Schools does not discriminate on the basis of race, color, national or ethnic origin.

D. Auxiliary Organizations

1. Parent Teacher Fellowship

The PTF is an association comprised of the parents and staff of students attending Grace Brethren Jr. & Sr. High School. Its purpose is two-fold:

- a. To provide a means of communicating information that the school believes is important to know in support of the parents, faculty, and administration.
- b. To provide parents, and the school staff, a vehicle by which they can support the educational programs and goals of the school.

2. Lancer Booster Club (LBC)

Those participating in this organization are committed to working toward the improvement of the schools athletic programs by encouraging participatory support by parents and students at games and events. They accomplish this goal by developing fundraising activities to provide non-budgeted "extras" for the various teams and to provide an example of spectator sportsmanship at all times.

E. Faculty and Staff Expectations

1. Daily Attendance

Daily Hours: 7:30 a.m. – 3:30 p.m.

a. Leaving the Campus:

Teachers are to remain at the school during school hours. When it becomes necessary for a teacher to leave the school grounds during the day, it is required to sign out/sign in, in the school office.

b. Punctuality:

It is required that all faculty and staff arrive to school on time daily as well as to each class and to all meetings. It is important to understand that the beginning of class time constitutes the beginning of an instructor's legal responsibility to oversee the students in his/her class. Therefore, promptness is essential. Teachers with excessive tardies will be dealt with by the administration and such instances will be documented.

2. Meetings/Conferences/Evening Events

Attendance at faculty meetings, conferences, as well as certain evening and off campus events are considered part of an instructors' contractual duties. In addition to those listed below; instructors may be asked to attend certain functions throughout the year, as determined by the principal.

a. Orientation:

At the beginning of each school year, the entire school staff will meet under the direction of the Head of School for a time of spiritual challenge and encouragement. In separate sessions, the administrators will meet with their respective staff members to review the faculty and student handbooks, orient the new teachers to the campus and provide time to prepare for individual classes for the coming year.

b. Faculty Meetings:

Faculty meeting will be held once per month. All faculty are required to attend these meetings, regardless of other school-related duties (including coaching and/or club moderation.

c. Morning Devotions & Faculty Meetings:

Every Tuesday and Thursday morning, from 7:30 a.m. to 7:50 a.m., faculty devotions and meetings are conducted. Each faculty member is required to attend these meetings.

d. Department Meetings:

Department meetings will be held twice a month on Wednesday mornings.

Please be mindful that ALL Discussions, and Actions at faculty/staff meetings, and Devotions are CONFIDENTIAL!!

e. Professional Development:

Faculty are expected to stay current in their field of study. As a result, they may be called upon to attend various professional development activities. These are required events. Also, please be aware that such opportunities may require overnight stays.

f. Other Events:

Required attendance at other events include, but is not limited to: Open House (as well as other admissions events), Parent/Teacher Conferences, Back to School Night, Graduation, and Promotion.

g. Internal Communications:

Faculty are expected to check their mail box each morning and throughout the day, as is convenient. Additionally, faculty are expected to check their email and voicemail frequently throughout the day. The majority of formal school communications will occur via email. Faculty are expected to listen to and stay apprised of the daily announcements.

3. Parent Communication

Faculty are required to respond to parent inquiries via email or voicemail within a 24-hour period. Teachers may use the staff lounge or the conference room.

4. Staff Lounge/Work Areas

The staff lounge is a public gathering place for teachers to conduct social activities.

5. Substitutions

Teachers who must be absent from school for an unplanned reason such as illness or an emergency should report their intentions to the principal's secretary the evening before or by 6:30 a.m. the morning of the absence.

Planned absences such as a field trip, a personal day, or an athletic/activities related event, must be reported to the principal's secretary no later than one-week prior to the absence. In some cases, these requests may be denied.

In the case of any absence, teachers must leave their class roster, lesson plans, and all necessary curriculum materials with the principal's secretary or in an accessible place for use by the substitute teacher.

6. Supervisory Duties

Teachers will be assigned certain supervisory duties as part of their contractual duties. These assignments include:

On-Call Blocks: You may be asked to sub for a class during your on-call block.

Lunch/Break/Grounds Duty: Report to your assigned area on time and monitor student activity.

Centerpoint Duty: Report to your assigned location at CTP and monitor student activity.

Athletics Supervision: Attend at least three (3) pre-assigned athletics events throughout the year.

7. Field Trips and Other School Events

Any school event, including field trips and professional development classes, must be submitted to the Principal's Council at least one (1) month prior to the event. The Principal's Advisory Committee will consult the master calendar and determine if the event may occur. No event whatsoever may occur without the Principal's approval.

8. Publicity and News Releases

Grace Brethren Schools is interested in maintaining good community relations and a sound Christian testimony before the public. In keeping with this goal, all news releases must have administrative approval. Faculty are asked to refrain from giving impromptu interviews to members of the press without prior approval or knowledge of the administration.

9. Use of School Facilities

Any use of campus facilities after school hours are to be cleared by the principal or his/her designee. After school use of facilities should be requested on the [Building Use & Equipment Request Form](#) in conjunction with the scheduled activity. This form is also used to request special arrangements such as use of the portable sound system or other A/V equipment, tables, chairs, kitchen, etc. The procedure for placing activities on the school calendar is set by the Principal's Council (see above).

10. Student Organization Funds

Advisors to student organizations are asked to require strict accounting of funds and careful bookkeeping by the treasurers of their organizations. All funds are to be deposited immediately with the business office and withdrawn as needed with written authorization of the advisor. **No teacher or student is to keep organization funds in his/her possession.** Please refer to the Principal's Assistant for cash box procedures.

11. Tutoring

Faculty are expected to be available for their students daily from 2:30-3:30 which is within contractual hours. Faculty may tutor students one-on-one for pay only if the tutoring exists outside the contractual hours of 7:30 a.m. to 3:30 p.m., and as long as the student is not on teacher's roster. School facilities may be used for tutoring with prior approval.

12. Teacher Appearance

One of the responsibilities of the faculty and staff is that of leadership through example in all areas of life. As a result, our dress should reflect good modeling and should be professional, attractive, modest, and tasteful. If outwear has a logo, it must be Grace Brethren. The additional following dress regulations are therefore strictly enforced:

Women: should set an example of modesty. Dress pants, skirts, or dresses of modest length are appropriate for the classroom. Shirts and blouses should fit appropriately – neither too tight nor cut too low. Dresses with spaghetti straps, low backs or low cut fronts are not appropriate. Sandals are allowed, provided they have a heel strap—flip flops are not allowed. Piercings, other than the ears, should not be visible. Tattoos, should they exist, must not be seen while on campus. Hairstyles and colors must be conservative and not extreme.

Men: set an exemplary standard by having their hair neatly trimmed and no longer than that allowed for the students. Clean, neatly pressed dress pants and a shirt with a tie are required attire and appropriate for the classroom. Polo or other types of shirts may be worn on Fridays and must have a collar. Dress shoes are preferred. Flip flops are not allowed. Tattoos and piercings should not be visible to students at any time. Teachers are welcome to participate in “dress down” and “spirit days” along with students.

F. Classroom Practices and Procedures

1. **Biblical Integration**

All truth comes from God. The temptation, even in a Christian school, is to teach general truths about the universe without relating to God. One of the most important tasks of the Christian teacher is the integration of academic work and daily life with the Word of God.

2. **Goals**

In a Christian school all activities should be Christ-centered and focused on honoring the Lord in all we do. The goal is to promote a Christ-consciousness in the students and help them realize God cannot be separated from any area of life or truth.

Creating and developing a Christian mind is a foremost goal of the Christian school.

a. **Methods:**

Teachers must be alert in preparation and teaching to think through their lessons carefully as to the Christian approach to the subject at hand and present their findings to the students. In seeking to do this, the teacher should not be preachy or stretch the imagination in order to find some correlation. In presenting any lesson the Christian teacher should be aware that he/she is utilizing God's truth. Throughout the year the students should become convinced of this fact both by the teaching and attitude of the teacher. Further correlation can be found between the particulars of each subject and the Bible. These should be explored and explained to the students. Teachers should have in-depth biblical integration in their lessons at least once a week. This may not be possible nor necessary. We must remember, however, that since God is revealed in all His creation (*Psalms 10:1*), His wisdom and handiwork are seen in all subjects. The teacher's task is to bring the student face-to-face with God at every turn of study. **ALTHOUGH TEACHERS MAY ADHERE TO VARYING OPINIONS REGARDING SECONDARY THEOLOGICAL ISSUES, ALL EMPLOYEES OF GRACE BROTHERS SCHOOLS ARE EXPECTED TO SUPPORT AND RESPECT THE THEOLOGICAL VIEWPOINTS OF GRACE BROTHERS CHURCH.**

b. **The Teacher's Responsibility:**

True integration of subject matter hinges on the teacher's personal devotional study of the Bible. As we live in the Word of God, and in our subject fields, we will find much common ground and God's truth will become integrated in our thinking. As our lives and thoughts thus become integrated spiritually, we will be enabled to naturally convey this to the students without straining. Integration must not be forced.

3. **Classroom Décor**

Teachers are expected to decorate their classrooms appropriately for their subject matter and student level. Colorful and attractive classrooms are an effective teaching tool. Because the students are in the rooms for long periods of time, classroom decor can make a lasting impression. Classroom decor should be changed periodically.

4. **Class Withdrawal/Changes**

Students may "Drop/Add" courses during the FIRST week of school. Legitimate requests to drop or add courses during this period may be initiated at the request of the student, a parent, a teacher, or an administrator. Withdrawing after the first (1st) week, and before the end of the seventh (7th) week, of school will result in a "W" on the permanent transcript. This will not affect the student's GPA. Withdrawal after the seventh (7th) week of the semester will result in a "WF" grade, which will affect the student's GPA. All class changes require parent signatures and counselor approval. All schedule changes are subject to appropriate prerequisites and schedule accommodations.

5. **Cleaning Rooms**

Keeping the classroom clean is both the job of the classroom teacher and the cleaning service. The cleaning services responsibility is to sweep the floors, empty the wastebaskets, and clean the windows periodically. Major problems should be reported to the maintenance department immediately. Teachers are responsible for all other cleaning of the classroom, including dusting, cleaning whiteboards, keeping desks neat and in order, and other general cleaning. Teachers should strive to keep their entire rooms neat and orderly at all times. All materials should be stored in designated areas and not on the top of counters or desks.

6. **Detention/Suspension Policies**

Students assigned detentions, if by the classroom teacher or the administration, are to report to the assigned area, ten (10) minutes after the close of the school day and remain for the duration of the detention. Tardiness to detention will result in the assignment of an additional day of detention.

For more information, please see student handbook under the Code of Conduct.

7. Discipline

The teacher has the authority over students at school and in the classroom. Students are expected to be respectful, cooperative, courteous, orderly, and respond properly to correction (*Hebrews 13:17*). Restorative discipline at Grace Brethren Schools includes biblical counseling as well as other corrective measures. Disobedience is ultimately an issue of the heart. GBS will manage disobedience from this biblical perspective. Physical, emotional, and verbal abuse will not be tolerated by any staff member at any time.

G. Discipline Procedure

The Dean of Students will be the first point of contact for all discipline events on campus. Serious misconduct will be referred to the Principal who will take further appropriate action. In cases where expulsion may be warranted, the student will be immediately suspended. The student and his/her parents will then have an opportunity to meet with the Principal. The purpose of this meeting is to establish if the student should be allowed to return to school. All final decisions regarding expulsion are referred by the Principal to the School Council.

1. School Investigations Policy

GBS endeavors to provide a safe and orderly school and, therefore, a school free of the presence of illegal and/or dangerous drugs, alcohol, weapons, gang-related activity, or any potentially harmful and/ or disruptive material and/or activity. The school considers it in the common interest of all members of the school community for all staff, parents, and students to truthfully participate in the resolution of investigated circumstances. In the course of investigations by school officials of situations, students may be questioned about their activities and those of other students and/or persons. These conversations are considered to be conditionally privileged communications, and will be deemed confidential as allowed by law. Students are expected to be cooperative and truthful when questioned as part of any such investigation.

2. Search and Seizure Policy

As part of the endeavor to maintain a safe environment, GBS may conduct searches of students, and their belongings, which includes but is not limited to: book bags, lockers, vehicles, and/or any personal items when there is a reasonable suspicion, as determined by the school, of the presence, use, and/or transfer of illegal or dangerous drugs, alcohol, weapons, and/or any potentially harmful or disruptive materials on the school campus, or in the immediate surrounding school campus area. This also applies at school-sponsored/related functions. In those situations where a student's person is to be searched the student's parent/guardian is contacted immediately following. Care and consideration is taken by the school to make the search process as comfortable and convenient as possible for the student. Searches that do not uncover prohibited materials are not recorded. All prohibited materials found in a search are seized and confiscated. In instances where there may be a violation of criminal law, students may be turned over to the police. When a student refuses to permit a search, a parent/guardian will be contacted for permission. Failure of the parent/guardian to give permission may result in the police being informed and a search warrant issued to conduct the search. In addition, the student will be referred to the Principal for possible dismissal from GBS for failing to abide by the policies, procedures, and regulations set forth in the Student/Parent Handbook.

3. Disciplinary Probation

Students may be placed on disciplinary probation. The terms of probation will vary depending upon the individual infractions. Students who violate their probation will immediately be suspended and brought before the Principal for review.

4. Respect for Adults

Students should be prepared to follow directions given them by any the adults employed by GBS.

5. End of School Day/Class

The teacher is responsible for dismissing class – not the students. Teachers are expected to be available after class for student questions or tutoring. When leaving the classroom at the end of the day, teachers must make sure that the air-conditioner and fans are turned off, windows and blinds are closed, and doors are locked.

6. Equipment In the Classroom

Misuse or destruction of any classroom equipment is a very serious offense, which includes but is not limited to: marking on desks, damaging books, etc., and will be dealt with accordingly. The offender will be required to correct the damage or pay for the cost of having it repaired or replaced. All vandalism must be reported to the administration.

H. Administrative Procedures

1. Photocopying

Teachers are requested to utilize the machines located in the Staff Lounge. Please do not hesitate to submit a help ticket to IT if there are copying problems. Specific instructions concerning use of the copy equipment are available. Unless administrative permission is granted, students are not to use the copy machines.

2. Probation and Ineligibility

Students are required to have a 2.0 cumulative GPA or above to graduate from GBS. If a student's cumulative GPA falls below 2.0 at the end of any grading period, the student will be placed on academic probation for the following grading period. While on probation, students may continue to participate in athletic and co-curricular school activities.

Should the student have below a 2.0, or a F at the next grading period, he/she will become ineligible and may not participate in either athletic events (including practices), or co-curricular activities (such as drama, music, or clubs). Students will stay ineligible until they can maintain at least a 2.0 GPA, or rescind the F at the end of the grading period. Parents will receive a formal written notice of all such academic standings.

All probationary and ineligibility guidelines meet or exceed those set forth by the **California Interscholastic Federation (CIF)**.

Should a student become ineligible in the last grading period of the year, summer school at GBS may be used as a grading period to rescind this ineligibility. Should GBS not offer the required course over the summer, outside coursework will be considered.

3. Report Cards

The six and twelve week grades are progress reports only while permanent transcript grades are sent home at the end of each semester. Report cards are also available online through FACTS. The report card will not include a conduct grade, but will include attendance information. Eligibility for athletics and other co-curricular activities is determined by each 6-week grading period.

4. Start of the School Day/Class

A ten-minute warning bell will ring at 7:50 a.m., followed by a five-minute warning bell at 7:55 a.m. The tardy bell will ring at 8:00 a.m. marking the beginning of the school day. Following announcements, teachers will take attendance and lunch orders. Lunch orders must be placed in the clip by the door of the classroom by 8:45 a.m. Attendance must then be taken in each class for the remainder of the day within the first 10 minutes of class.

Teachers Are Expected To Start Each Class With Prayer

PLEASE NOTE: aside from the first bells of the day, no bells will ring for the remainder of the day. Teachers and students are expected to keep track of time on their own.

5. Student Supervision

Teacher supervision and control of students must begin at the beginning of each class period and continue throughout the entire period of instruction. It is the teacher's responsibility to correct inattentive or disruptive behavior during this time as well as during any instructional activity. Students are to be supervised at all times in the classroom.

Faculty must also take responsibility for student behavior between class periods and in chapel or assemblies. The responsibility for supervision extends throughout the school day as well as assigned Co-curricular activities and demands support and cooperation of one another.

6. Student Withdraws

Teachers will be notified by the Guidance Counselor of any student who withdraws from the school. In such cases, instructors are required to provide a “grade upon withdraw” within 24 hours of such notice.

7. Titles of Address for Teachers

Teachers should require all students to use titles of respect for all staff persons. Student use of first names to address staff members is unacceptable. The commonly used titles are Mr., Ms., Miss, or Mrs. Personal taste and custom largely determine modes of address among colleagues. At GBS we wish to encourage the freedom of using first names in staff relationships. However, colleagues need to be sensitive to the use of the respectful titles when speaking to one another in the presence of students.

I. Academic Practices and Procedures

1. Absences

See Parent/Student Handbook Section I, 1, Absences

2. Pre-Arranged Absences

See Parent/Student Handbook Section I, 1, Absences

3. Truant Absences

Truancy is being absent from school, all or part of a day, without parental or administrative permission. Truancy is serious and may result in up to three (3) days suspension on the first (1st) occasion.

4. Extended Absenteeism

Students who are absent for an extended period of time and who are cleared through the administration should be treated with grace and should be offered ample opportunity to make up work in a sensible manner.

5. Grading Policy

A standard percentage scale is used school wide:

GPA

93% - 100% = A (4.00) EXCELLENT
90% - 92% = A- (4.00)
87% - 89% = B+ (3.00)
83% - 86% = B (3.00) ABOVE AVERAGE
80% - 82% = B- (3.00)
77% - 79% = C+ (2.00)
73% - 76% = C (2.00) AVERAGE
70% - 72% = C- (2.00)
67% - 69% = D+ (1.00) BELOW AVERAGE
63% - 66% = D (1.00)
60% - 62% = D- (1.00)
59% and BELOW = F (0.00) FAILURE

6. Homework

Homework should be drill, review, enrichment, or project work. Most new concepts should be presented in class. When a reading assignment is made, instructions or questions should accompany it so that the reading will be purposeful. Students should be taught that reading, study, and thought assignments are just as important as written work. Homework should be used to stimulate study. In relation to homework, busy work is to be avoided. Homework is not an END unto itself but must have a purpose.

The amount of work should vary and be appropriate for the students' age and grade level. Teachers should avoid heavy assignments over weekends and holidays. Due dates for major projects will not be set for the first several days following the end of Christmas or Easter vacations.

As much as possible, homework should be analyzed on the basis of its appropriateness for each individual student. Teachers should tailor the work in type and amount to each student.

Students with a D or F in any subject for the semester are excluded from the honor roll. Honor graduates are students who have made the honor roll at any level all four semesters of Jr. High and all eight semesters of High School with no D's or F's.

7. Make-Up Work

Students with absences will be allowed the number of days absent for make-up work. For example, a student absent three (3) days who returns on a Monday will have until Thursday to complete the homework and/or tests. A student absent only on the day of a test or the day prior to a test may be required by the teacher to take the test immediately upon his/her return. Individual instructors may alter this policy to suit the specific educational needs of their class.

Students are responsible to determine what work or tests were missed and to initiate arrangements with the teacher. A lower grade or zero may be given for work not turned in on time.

LATE WORK FOR ANY CLASS MAY NOT BE ACCEPTED AFTER FINAL SEMESTER GRADES ARE POSTED

Incomplete grades may only be assigned with the permission of the administrator in extenuating circumstances.

8. Changing a Semester Final Grade

In order to change a semester grade, instructors must fill out the appropriate form available from the Registrar. Once a final grade is posted, it may change only if there is clear evidence of error on the part of the instructor. This must be explained in writing.

9. Extra Credit

Instructors may initiate extra credit as is academically appropriate. Extra Credit must be administered fairly and consistently. It is best that extra credit opportunities be planned well in advance and not offered spontaneously. Extra Credit of any form may not be worth more than 5% of the overall final grade. Extra Credit points must be clearly identifiable in the grade book.

10. Grading Methods

Teachers may use either straight points or percentage bins to calculate final grades. All grades must be calculated and reported to the school through the designated school system. At a minimum, all gradebooks must be updated every two weeks.

11. Returning Work

Student work must be assessed appropriately and returned in a reasonable amount of time. All work to be assessed for a final grade must be returned to the student prior to, or on the day of, the final exam.

12. Rounding

Grace Brethren rounds grades up to the next highest whole grades if the percentage is within 0.5%.

13. Semester and Final Exams

Every course must administer a semester and final exam, unless expressed permission is granted by the administration to offer an alternative final assessment.

Semester and final exams must be worth no less than 10% and no more than 20% of the overall grade.

All exams must assess only that which was adequately presented in class.

Semester and final exams must include a writing component as set forth by each department.

Semester and final exams must be 1½ hours long.

14. Varied and Frequent Assessments

Instructors should try for eight to ten (8-10) assessments in each six-week grading period. There should, however, be no less than six (6) assessments in each six-week grading period. These assessments must include homework, quizzes, and at least one (1) major test.

15. Classroom Rules

Instructors are responsible to create and maintain an excellent learning environment. This includes upholding the classroom rules, supporting administrative directives, and ensuring the safety of all students.

16. Computer Labs

If an instructor is teaching in a computer lab, he/she is responsible for acquainting him/herself with, and upholding, the policies for proper lab use.

17. Field Trips

Field trips are a valuable educational opportunity and are highly encouraged. Any instructor who wishes to take students on a field trip must have it approved through Principal's Advisory Committee one (1) month prior to the event. (see attachment)

18. Final Exam Submission

Instructors must submit all graded final exams (at the end of the year only) to the designated office personnel, along with a grade book spreadsheet and answer keys to the final exam.

19. Syllabus

Teachers should distribute a syllabus to each class they teach. This syllabus must adhere to the syllabus template. Syllabi need not include a day-to-day delineation for the course.

20. Grade Book

Teachers are expected to update their lesson plans and homework on a regular (daily) basis.

J. Grace Brethren Content Policy

As a Christian discipleship school, our mission is to prepare students for a secular world, enabling them to accurately handle the word of truth and defend Christ in all they do. Mindful of this mission, the development of our academic policies and guidelines, at every level of the curriculum, must be authentic to our mission and tenets as we take to heart Paul's admonition, "...*whatsoever things are true, whatsoever things are honorable, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*" (Philippians 4:8) And, we must always be able to demonstrate moral clarity and adherence to mission in every aspect of the organization of our learning activities by answering the basic question, "What educational purposes does a particular objective, strategy or activity seek to attain?"

In determining a Film/Video's acceptability for our community, please consider the following questions:

- a. **Appropriateness:** Is the activity appropriate for the intended learner?
- b. **Integration:** How is the activity integrated/organized with the other learning activities (inputs) and intended outcomes?
- c. **Balance:** What is the timeframe devoted to this activity?

Appropriateness: In determining suitability of the activity for the intended learner, clearly there are obvious, general distinctions in the maturity level of students as they matriculate to the various grade levels. However, we should never assume that all students have a similar emotional readiness for strong content. Therefore, film clips that depict needless or excessive violence, gratuitous sexual activity, foul language, or character portrayals that are intended to demean or inflame individuals or groups are forbidden at all times on all grade-levels. In general, this rules out showing films with an "R" rating. However, judicious exceptions may be made to the "R" rule with permission of the Department Head and the Principal. If a film of this nature is approved through these means, the parents of each student, at every grade-level, must be properly notified in advance.

Integration: Any type of film shown in a classroom setting must have a logical and clear connection to the course curriculum at the inputs and outcomes levels. Furthermore, film use is intended to be a teaching strategy. As with any

learning activity, a well-designed form of assessment and/or debriefing is mandatory. Every clip should always be evaluated with students from a biblical world view.

Balance: No more than 20 minutes of any feature film may be shown to students in any one sitting. However, documentary or other non-feature films may exceed the 20-minute restriction with department chair approval. In cases where an appropriate feature film is integral to the course curriculum, department chairs may approve bell-to-bell viewings. In such cases, no more than one (1) film per course may be used in this way. (Film Studies is exempt from this element of the policy.).