

Grace Brethren Elementary School



TEACHER'S MANUAL Addendum B

GRACE BRETHREN ELEMENTARY SCHOOL TEACHERS' MANUAL ADDENDUM (B)

A. Introduction

Welcome to the faculty of Grace Brethren Elementary School. We are excited about the 2017-2018 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.

This manual is provided to assist you in the performance of your duties at Grace Brethren Elementary School. Embodied within are the policies, regulations, and guidelines that have evolved over the many years of the schools existence. As these procedures continue to change and develop, they will continue to reflect who Grace Brethren Elementary is as an educational team. Your input is always valued. Please feel free to share your ideas and suggestions for improving our ministry to young people and the families we serve. Throughout the school year proposed changes will be discussed. As changes are made, please keep your manual up-to-date with the newest revisions.

All information in this manual is for the use of our teachers ONLY. Portions are incorporated into the Parent/ Student Handbook, and may be quoted to parents or students should the need arise.

"Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth." II Timothy 2:15

B. Admissions

The philosophy of GBS Elementary is one of outreach and evangelism. While being sensitive to the "age of accountability" in students and remaining open to God's will, our desire is for both students and parents to come to the saving knowledge of Jesus Christ. All incoming students and parents shall demonstrate the following attributes:

1. Students and parents shall be accepting of the schools Statement of Faith.
2. They are open to attending church on a regular basis.
3. They must agree to support and respect the authority of the administration of GBS.

GBS philosophy also states that we exist to assist and support parents, in a partnership, as they bring up their children in the discipline and instruction of the Lord. Grace Brethren Elementary School does not discriminate on the basis of race, color, national or ethnic origin.

C. Auxiliary Organizations

Parent Teacher Fellowship (PTF)

The PTF is an association comprised of the parents and teachers of all students attending GBES. Its purpose is two-fold:

1. A means for the school to communicate important information in support of the parents, faculty and administration.
2. To provide the parents, and school staff an opportunity where they can support the educational programs, development projects, and goals of the school.

D. Salaries

1. Payroll Procedures (see section VI, B, 12 of policy manual)

a. Salary Payments

Teachers under contract may select either 20 or 24 equal payments as an employee option. The first check is issued on September 15th. The final check is issued on June 30th or August 31st. This option, expressed in writing, at the beginning of the contract-period, is binding for the balance of the contract-period unless the School Council approves of a change for a good cause.

b. W-4 Forms

These forms, used for declaring the number of personal and dependent exemptions for tax withholding purposes, are available from the school finance office. Teachers are required to fill out a new W4 annually during teacher orientation. Any change in dependent status (marriage or addition of a child) must be reported to the finance office and a new W4 must be filled out as soon as possible.

E. General Policies

1. Philosophy

Grace Brethren Schools, as a Christian institution, desires for its employees the very best remuneration that it can afford to pay. Every attempt shall be made to maintain competitive salaries within the Christian School industry.

2. Employee Stipends

Employees will receive a pre-determined stipend for the school year. These will be granted for activities such as drill team, student council, and athletics.

3. Evaluations

a. Purpose

The primary purpose of evaluations are for the improvement of instruction, to meet the stated objectives of Grace Brethren Schools, and to encourage greater job satisfaction.

b. Evaluations

Evaluations are made from broad-based observations, and not limited to classroom visits.

Evaluation Schedule:

- i. New teacher observations will begin in September.
- ii. First formal observations for all teachers will be completed by November.
- iii. Second formal observations for all teachers will be completed by February.
- iv. Annual Evaluations will be completed by March.

F. Faculty Job Description

1. General Job Expectations

- a. Attend all regularly scheduled faculty meetings, including devotionals, prayer meetings, and grade/ department meetings.
- b. Arrive to work on time at the prescribed hours established by the administration during Orientation Week, minimum days, and the last day of school for faculty members as well as during the normal school year.
- c. Attend all school functions as assigned.
- d. Accept teaching assignments established by the administration.
- e. Accept Co-curricular responsibilities as assigned by the administration.
- f. Readily support student activities throughout the school year.
- g. Be actively involved in public relations with the community through written articles, conferences, visits, involvement, and church membership, etc.
- h. Active involvement in the spiritual life of the school through participation in weekly chapels, classroom, and faculty devotions. Exemplify a consistent Christ-likeness attitude and manner in the daily contact with students and fellow faculty members. When possible develop a discipleship relationship with students.
- i. Communicate with the administration regarding appropriate details of student behavior.
- j. Support the regulations established by the school board and administration through active enforcement.
- k. Respect the worth, dignity, and individuality of each student, fellow faculty and staff members.

2. Classroom Expectations

- a. Have long-range, weekly, and daily lesson plans for submission to the administration.
- b. Have clear and specific objectives for teaching assigned subject matters.
- c. Individualize assignments to the needs of each student.
- d. Is competent in academic knowledge of subjects being taught.
- e. Provide opportunities for students to work independently on meaningful tasks.
- f. Use a balanced variety of non-textual and non-print materials.
- g. Provide a physically attractive environment for learning:
 - i. Neat and orderly desk.
 - ii. Regularly changes bulletin boards.

- iii. Avoids a cluttered appearance by storing unused materials.
- h. Participate responsibly in the following academic-oriented routine of activities:
 - i. Prepare and record lesson plans as well as student assignments (such preparation will include speakers, field trips, and audiovisual materials).
 - ii. Check and evaluate student performance on all issued assignments.
 - iii. Average and record all grades.
 - iv. Maintain weekly updates on school webpage, if appropriate.
- i. Maintain classroom discipline in conformity with school-wide discipline standards.
- j. Be responsible for periodic appraisal of student-used equipment and books (i.e., issue book covers when needed, check that students have their own previously assigned books, prevent defacement of school property, etc.)
- k. Act as an agent for the school by collecting required forms and, in the timely distribution of school-related information, i.e., hand-outs.
- l. Be responsible for distribution, collection, and inventory of all texts and supplemental materials for each assigned class.

3. Co-curricular Responsibilities

- a. Supervise and control students' conduct at Chapels, assemblies, games, field trips, and special school activities.
- b. Schedule time as advisors to address student needs, when applicable.
- c. Plan to support and attend, whenever possible, activities and events sponsored by the various departments throughout the school year, i.e., speech meets, plays, science fairs, math contests, athletic events, music performances, etc.
- d. Assume responsibility for organization and cleanliness in all common areas (lounge, copy room, etc.).

4. Physical Requirements

- a. Must be physically able to move from student to student in supervision of individual and group assignments and activities.
- b. Have the physical stamina to remain alert in the fulfillment of job obligations for a normal eight (8) hour work day, plus share in Co-curricular responsibilities.
- c. Please see Section VII, F of this policy manual for professional attire requirements.

5. Teacher-Staff

- a. Each teacher should sincerely attempt to work in complete harmony with his/her fellow workers in the spirit of Christian love.
- b. Most teacher-to-teacher problems can be quietly resolved if each individual involved will approach the problem objectively, honestly, and with an unselfish desire to work together in cordial fellowship. (*Matthew 18*)
- c. Do not discuss teacher-to-teacher problems with or in the presence of other teachers, parents, or students.
- d. If a problem with another teacher or staff member cannot be resolved by a simple private conversation, that matter should be discussed with a site Administrator. The Administrator will discuss the problem with the other party if he/she feels it is necessary, or he/she may call a special meeting of the parties involved, both of whom are required to attend. (*Matthew 18*)

6. Teacher-Parent

- a. The teacher, in the presence of the parents, is expected to perform in a manner consistent with the high standards of the teaching profession and the even higher standards of a responsible Christian worker. Every parent must be treated with the utmost patience and courtesy.
- b. Never talk to parents about your personal problems or difficulties you may be having with other parents, students, teachers, or the administration.
- c. If possible, all conversations with parents, relative to the students in your class, should be held in private. Do not discuss with the parent his/her child's academic, social, or spiritual problems in the presence of the child, even if the parent starts the conversation. There may be times, at the discretion of the teacher, when a follow-up conference with the parent and student would be helpful.
- d. If a teacher finds that an unfavorable situation exists between him/herself and a parent, and feels it is beyond his/her area of responsibility, refer the matter to the principal.
- e. Do not allow a parent to "put you on the spot" regarding his/her child. Instead always schedule a conference in order to be properly prepared to determine how to best approach the parent(s) about his/her child.
- f. Every Monday the parent/student letter must be posted on the website with assignments, activities, and other reminders of news pertaining to their classroom.

G. Duties and Responsibilities

1. Teachers' Hours and Responsibilities

- a. Teachers are expected to arrive on time for work. Consistent tardiness is unacceptable. **Daily hours: 8:00 a.m. – 3:30 p.m.**
- b. **Tardies:** It is required that all faculty and staff arrive “on time” each day and for all meetings. The following steps have been implemented regarding staff tardiness: Attendance is documented. All tardies and/or absences must have approval from Site Administration.
- c. Meetings are a necessary part of faculty responsibilities. You will be notified in advance, allowing sufficient time to be present. If unavoidably absent from the meeting, it is the teacher’s responsibility to learn what information was missed. Normally, faculty meetings will be Monday (after school), 3:30 p.m. to 4:45 p.m.
- d. AM meetings will be as follows:
 - i. Mondays 8:00 a.m..... Monday as designated, all others open
 - ii. Tuesdays..... 8:00 a.m..... Small Group Prayer/Fellowship
 - iii. Wednesdays.... 8:00 a.m..... Department/Grade Level Meetings
 - iv. Thursdays..... 8:00 a.m..... Staff Devotions
 - v. Fridays.....Open
 - Morning Devotions / Prayer Groups
Faculty meetings are held most mornings. These meetings are for the purposes of spiritual edification and information sharing. Everyone involved should guard against using the time to discuss school-related problems. On Thursday mornings, God’s Word will be looked into to share its blessings as the day is started together. All meetings will begin promptly at 8:00 a.m. and continue until 8:15 a.m.
 - Regular Department Meetings
On select Wednesday mornings, time is set-aside for department meetings, as needed. All faculty members are responsible for reading the minutes of the meetings and understanding what business has been transacted. Discussions and actions at faculty meetings are CONFIDENTIAL! As brothers and sisters in Christ, we have been promised the “mind of Christ.” As a team, striving for common goals, we can therefore wholeheartedly interact with each other in the exchange of ideas and the airing of problems with the confidence that the Holy Spirit will channel these exchanges into constructive solutions to specific problems.
- e. On rainy days, pick up your students from the MPR or room 21 no later than 8:15 a.m. Teachers will be responsible for their students after this time because the MPR cannot hold that many students. Morning meetings will be shortened or canceled to accommodate.
- f. Departure time shall be no earlier than 3:30 p.m. Monday through Friday. Permission to leave early may be granted by the principal.
- g. The following list of annual activities requires all faculty to attend. Advance permission by the principal must be obtained to miss any required activity. This does not preclude other activities.
 - i. Staff Orientation (August).
 - iii. Back-To-School Night (September)
 - iv. Teacher in-service during Thanksgiving week (November).
 - v. Christmas Musical (December).
 - vi. ACSI District Speech Meet (May).
 - vii. PTF Representation (rotated).
 - viii. Monthly teacher meetings (1st Monday @ 3:30 p.m.).
 - ix. Staff Appreciation (year-end).
 - x. Sixth Grade Graduation (May/June).
 - xi. Carnival (October).
 - xii. Open House/Evening on the Green (May).
- h. All teachers are allotted a duty-free lunch period of not less than 30 minutes. In the event you must leave the campus for any period of time, advise the School Office and use the Sign-Out sheet on the receptionist’s desk.

i. 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. This week is very beneficial in starting the new school year off on the right foot. Emphasis is placed throughout the week on the awesome responsibilities placed upon our shoulders to help the Christian home and church train up students in the nurture and admonition of the Lord.

j. Handling of Money by Staff Members

- i. Each member of the staff must remember that as servants of the Lord, we must be good stewards of all that has been entrusted to us. Therefore, as occasions arise where individuals may be called upon to handle money by virtue of their responsibilities (i.e., advisor ship, collection of fines, field trip fees, etc.). They are expected to exercise diligence in seeing that moneys are transferred daily to the principal's secretary who will receipt it and deposit it in the proper accounts with the business Office.
- ii. Any fines or penalties must first have the approval of the administration. No teacher should assume that he/she has the authority to levy such without authorization.

2. In-Service Growth of Teachers

- a. Professional development of faculty holds a position of importance to Grace's administration. Although funds are limited for this, several opportunities do exist.
- b. Each teacher's professional folder on file in the school office contains a "Professional Development" form. This form has a recorded history of each teacher's professional development at GBS, including, but not limited to, books read, tapes listened to, conferences attended, presentations made, courses taken, and memberships held in professional organizations. Each teacher is to update the form in May of each school year. (These forms will be released to the teacher upon termination of employment from Grace).
- c. Faculty meetings are a means of professional growth for teachers. Some of the meetings are specifically planned for such stimulation.
- d. The school library houses professional books that teachers are invited to check out. Professional magazines will be available in the teachers' lounge. The lounge should be maintained as a place for only such materials as are directly relevant to the professionalism of the Christian teacher.
- e. Teachers are encouraged to take advanced work in their fields to enhance the quality of their teaching. In order to advance significantly on the salary scale, teachers are encouraged to take a balance of courses for either semester college credit or continuing education units (CEU's). College or seminary Bible studies are required to provide a background to aid the teacher in integrating Christian truth into the general subjects taught.
- f. Teachers are also encouraged to hold membership in at least one professional organization and attend a professional conference or seminar in their field of interest. Teachers who desire to visit other school systems should make arrangements through the principal. One professional day per year is provided for this purpose.

3. Staff Communication

- a. Each staff person receives announcements and mail in a designated box and through email in the school office. It is the responsibility of each teacher to daily check his/her box and email for bulletins and announcements. Teachers must check their boxes after lunch for any materials to be sent home with the students.
- b. The schools weekly word is used to communicate with members of the staff and student body.
- c. The handheld radios is also used in case of emergencies.

4. Professional Attire (see Section VII, F, of policy manual)

5. Correspondence

- a. Teachers are permitted and encouraged to use school stationary for school business. A copy of all such correspondence should be approved by administrators and filed in the school's office prior to mailing or distribution.
- b. Specific forms (i.e., interim reports, etc.) are available in the school office and on FACTS/SIS.

6. Staff Lounge/Work Areas

- a. The staff lounge is for your use for relaxing, studying, reading mail, eating snacks or , having lunch, etc. It is not a room for students to enter. Please use one (1) of the classrooms for student interviews and conferences. (Neither is it a place to gossip.)
- b. The care and cleaning of the staff lounge floor, tables, sink, counter, coffee makers, microwave, and refrigerator are the responsibility of assigned staff. Each faculty member is to keep work areas clean and free of excess papers, books, etc.

7. Substitutes

- a. Grace Brethren Elementary have a limited substitute teacher list so when necessary, administrators may be called upon to cover classes until a substitute teacher is found.
- b. Teachers who must be absent from school due to illness or an emergency should report their intentions to the principal's administrative assistant the evening before or at 6:30 a.m. so that a substitute may be obtained. Whenever possible substitutes should be obtained ahead of time. Teachers must complete and sign a Leave of Absence form whenever they plan to be absent from the workplace (including personal or professional leave, field trips, athletic or music events). The Leave of Absence form initiates the process for finding a substitute. Return the completed form to the principal's secretary. Only in cases of sudden illness or an emergency may the paperwork be completed after the absence. Please attempt to speak directly with someone.
- c. The Class record book, lesson plans, and all necessary curriculum materials must be left in an accessible place for the use of the substitute teachers.
- d. Remember that personal and professional leave days must be requested in writing two (2) weeks prior to the planned absence. No personal or professional days will be approved after Memorial Day. Approval must be secured by the Principal.
- e. Current and accrued sick leave may be used to cover the cost of a substitute while an employee (teacher) attends the Historical Studies Tour, SAC/SF or Nature Camp with his/her students. This results in a permanent reduction of the sick day bank.

8. Calendar of School Events

The school secretary maintains the official (master) calendar of all school events. A printed calendar is made available to the school community at the beginning of the year. Monthly updates are provided and should be reviewed carefully for changes. Even the "official" calendar cannot be guaranteed accurate unless all members of the staff communicate with the secretary in a timely fashion whenever there are changes in the events scheduled under their areas of responsibility.

The proper procedure for having events placed on the official (master) calendar is as follows:

- a. This calendar must be checked before requesting approval of an event. The school secretary will add it to the master calendar.
- b. Student events, both during and after school, must be approved by the administration. Normally, two (2) weeks notice is required.
- c. Events sponsored by official school groups (choir, band, athletics) must have the approval of the administration (use the Activity Request Form). Any activity requiring student absences from regularly scheduled classes requires a Consideration Absence for all students involved.
- d. The administration must approve all activities, which take place after school hours. No students will be allowed to place any activity on the calendar without written approval from this process.

9. Beginning/End of the Day

- a. On Mondays (or on Tuesdays following a Monday holiday) the bell rings at 8:25 a.m. and the students line up by class on the blacktop in front of the 70's building. An Administrator will open the day with any announcements and flag/Bible salutes. Please greet your students at that time and visually scan for dress code violations. Fill out a dress code violation form to keep, send home with the student, and give a copy to the vice-principal. (See Appendix B.1)
- b. On Tuesday through Friday, at the 8:30 a.m. bell, the students will lineup in front of your classroom door, quiet and ready to enter class. Please assist this process by being at your door ready to greet your students. Opening Prayer and Salutes will be in the classrooms Tuesdays through Fridays unless otherwise notified.

- c. Once the students are in line, the teacher must note tardies and absences and record them on FACTS. These slips are placed in a class envelope and sent to the office by 8:45 a.m. All tardy students that enter the classroom after the attendance slip has been collected must be sent to the office to check in. (See Appendix Q)
- d. At 2:50 p.m., teachers must have the class ready for dismissal. Students will be called to carpool via 2-way radio.
- e. At the end of carpool, when announced on the radio, teachers will walk remaining students to the extended care playground and hand slip to the designated extended care worker.
- f. Students must remain seated and working quietly at their desks until the teacher crosses the student off the list to depart to the waiting area by the last crosswalk (K1 building). Parents should be politely told that this is not the time for conversations and that supervision is of the utmost importance.
- g. On rainy afternoons, dismissal procedure will remain the same as daily dismissal.
- h. Teachers are required to clean up the coffee area, refrigerator, and sink in the teachers' lounge at the end of each day. Check the refrigerator on Fridays and discard any items not marked with a name/save date. A schedule will be posted outside the lounge.
- i. End of Day Procedures
 - i. Before Dismissal:
 - Read and distribute any bulletins.
 - Have students arrange furniture in preparation for the next school day.
 - Police the room for paper, etc., on the floors and desks. No student books are to be left on top or under desks or in the middle of the classroom overnight.
 - ii. Before Leaving:
 - Check the thermostat.
 - Close and lock open windows
 - Close blinds securely..
 - Turn off the lights and lock door.
 - Check the mailbox in teacher's lounge (please clean it out daily).
 - Teachers are to be available and on campus until 3:30 p.m.

10. Student Supervision

- a. Teacher supervision and control of students must start at the beginning of each class period and continue throughout the day of instruction. Students are to respond immediately when called to attention by the teacher from any position in the classroom. It is the teacher's responsibility to correct inattentive or disruptive behavior during any instructional activity.
- b. Faculty must also take responsibility for student behavior during recess, 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. It is not limited to the classroom or your particular class.

11. Recess Duty

- a. Teachers are required to organize a rotation schedule to supervise morning recess. Please note this schedule on your daily routine schedule that is turned into the administration for substitute purposes.
- b. When on duty, teachers are to make added effort to be on the playground with a whistle at the very start of recess.
- c. Students may not return to the classrooms or loiter around the classroom area during recess. Doors should be locked during this time. If a teacher needs a student to be in the room during lunch recess, he/she must give written permission to the yard duty prior to the recess.
- d. Teachers should check both restrooms at least once during recess.
- e. Teachers are to be stationed on the playground while on duty (see Appendix G.1). Do not stand in groups and visit or become involved in an activity that reduces supervision capability.
- f. School-Wide signals for ending morning and lunch recess.
 - i. Goal: To train students to use their time wisely and responsibly.
 - ii. Grades 1-2: 1st whistle is 5 min. warning, then 3 distinct whistles is signal to squat and freeze, teachers scan and direct students to pickup balls and trash, then final whistle for students to lineup at spots to be picked up by teachers.

- iii. Grades 3-6: 3 distinct whistles is signal to freeze, teachers scan and direct students to pickup balls and trash, then final whistle for students to line-up at spots to be picked up by teachers.
- iv. No drinking fountain or restroom use after the 3 whistles until the students are picked up by the teachers.
- v. Students should be in line by the time the teacher that is farthest out is in.
- vi. All equipment should be carried in without being played with.
- vii. Consequences for playing, restroom or drinking fountain use after the 3 whistles
 - Writing standards – age appropriate determined by grade level teachers. To be completed during next recess. If not completed, automatic detention.
 - Running to a determined spot within a predetermined time.
- g. Non-duty teachers should be on the playground to pick up their students promptly when recess is over.
- h. All accidents/injuries should be referred to the office for immediate attention. If an injury is serious, the teacher should accompany the student to the office or administer first aid if necessary. Please fill out a Student Accident Report (see Appendix F) form for all injuries.
- i. It is the responsibility of the teacher supervising the playground to exercise control over ALL the children regardless of the grade they are in. Those who continually break playground rules are to be reported to the classroom teacher using a discipline referral form (see Appendix G). If you receive this form on one of your student's playground, music, cafeteria, or PE misbehavior, move him/her to the next level of classroom discipline.
- j. If a serious infraction occurs, accompany the student to the office and fill out a discipline referral form (see Appendix G).
- k. Students are not allowed to go to the office during recess without permission from a supervisor or teacher. Other than an injury, a permission slip must accompany each student to the office (see Appendix G).

12. Fire Drills

- a. The chief purpose of fire drills is to thoroughly instill in the mind of the student the correct procedure of clearing the building so that in case of emergency it may be done with no confusion. They should be brisk, quiet, and orderly in manner. Running and talking are prohibited. In case there are students who are physically incapable of holding their places in a line or moving at a reasonable speed, provision should be made to have them move independently of the line of march, under the supervision of a responsible student or adult. All school personnel and visitors are required to leave the building.
- b. There will be a monthly fire drills as directed by the campus administration. The signal for a fire drill will be the consistent ringing of the fire alarm system. At the ringing of the signal, students are to stop work immediately, stand up, and quickly file out of the classroom in single file to the predetermined areas (See classroom wall chart for location and doors to exit.). The first student to the door should prop it open. The teacher should pick up the black emergency backpack, exit last, and close door/shut off lights. Students are to stand silently and orderly with their classes beyond the edge of the blacktop while the teacher either calls roll or the student's number off. When all are accounted for, the teacher will raise a hand so that the Administrator can see it. Once dismissed by the Administrator, students will return to their rooms the same way they left them.

13. Earthquake Drills

- a. Once a quarter, on fire drill days, all teachers are to conduct an earthquake drill. In case of an earthquake, the U.S. Department of Interior advises children to crawl under their desks (head first) with one hand over their heads and one hand holding the desk leg. Give "DROP, TAKE COVER" command to trigger this. If there is no desk, then go into fetal position on floor with hands overhead. STAY AWAY from windows and glass. Should an earthquake occur while the children are outside, they should move into open areas, away from electrical wires and buildings.
- b. In case of real earthquake, a teacher's responsibility is as follows:
 - i. Give "Drop, Take Cover" command.
 - ii. Render first aid.
 - iii. Evacuate students to fire drill location when informed to do so.
 - iv. Take roll when class relocates, report any missing students to administrator, and update roll when students are picked up.
 - v. Remain with students and/or cover another teacher's supervision of their class until instructed otherwise.

14. 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. Proper response to any reporter is a polite referral to the office.

15. Use of School Facilities

Any use of campus facilities after school hours is to be cleared by the administration. 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.

16. Titles of Address for Teachers

- a. 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., Mrs., Ms., or Miss.
- b. Personal taste and custom largely determine modes of address among colleagues. At GBS, we wish to encourage the freedom of first name relationships within the staff. However, colleagues need to be sensitive to the use of the respectful titles when speaking to one another in the presence of students.

17. Christian Integration of Classroom Instruction

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 of daily life with the Word of God.

a. Goals

In a Christian school all students and activities should be God-centered and related to His spiritual realm. The goal is to promote a God-consciousness in the students and make them realize that He cannot be separated from any area of life or truth and must not be separated from any part of their lives.

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

b. Methods

Teachers must be alert in preparation and teaching to think through their lessons carefully as to the Christian approach and God-relation 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 dealing with 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. We must be aware of trying to find a Scripture verse or illustration for everything we teach. This may not always 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.

c. The Teacher's Place

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.

18. Committee Assignments

Teachers are assigned to one or more committees during each school year. The chairman of each committee will direct the meetings and report to the administration.

Accreditation visit years require additional demands on all faculty. Each teacher will serve on various assigned committees responding to the accreditation instrument. Teachers may request to be placed upon one of the various committees of interest.

19. Chapel

Chapels are an important part of the educational process of a Christian school. All teachers are expected to attend Chapel each week.

- a. Every effort should be made to be on time and upper grade students to have their Bibles on hand.
- b. Every effort should be made to not schedule field trips on Chapel days.

Your enthusiastic participation in Chapel will go a long way toward establishing an attitude of positive expectancy among the observing student body.

20. Field Trips

Each class is encouraged to take at least four (4) field trips per year, and have a published list, whenever possible, for “Back to School Night”. However, prior to arranging and/or announcing any field trip, please discuss and coordinate at grade level meetings the academic value and application of the field trip to your curriculum. Then complete and submit an Activity/Field Trip Request Form (Appendix L) for Administrative approval, i.e., the Principal or his/her designee, **one (1) month prior to the event**. A properly planned field trip can be of great benefit to both students and staff. However, field trips should not be taken too frequently and interfere with the normal day-to-day operations of the class.

- a. Children are to dress as they normally would for a regular school day unless other clothing would be more suitable. Approval for different attire must be obtained one (1) week prior to the field trip.
- b. Carpools are the preferred method of transportation. However, if for longer trips, the school bus is preferred; please make your request known in advance to ensure availability. A separate form must be filled out when requesting the school bus.
- c. All students must have parental or guardianship permission prior to going on a field trip. Field trip permission slips must be sent home to allow enough time for proper completion and return. When sending home the permission slips please include all necessary information such as: the date, location, time of departure, and approximate time of return, as well as lunch requirements. Students without completed/signed permission slips will NOT be allowed to go on the field trip. (If necessary, verbal permission, via the telephone, may be given once.) Alternative arrangements must be made in advance for any student unable to go on the field trip.
- d. If necessary, contact your Room Mother Chairperson for assistance. On some trips, you will want to take one adult for every eight (8) students, or for the lower grades, one adult for every six (6) students. Remind your adult supervisors that the students must obey them, and that all problems must be referred to you immediately.
- e. Prepare your children for the field trip with planning and discussion, and then have a follow-up time after. Use lessons to prepare students for what they will learn and to reinforce what they have learned.
- f. Student Accident Insurance coverage applies to the children on field trips; however with carpools, the driver’s automobile insurance takes precedence in case of accident. This insurance is excess coverage for the child. A copy of the driver’s proof of insurance must remain with the teacher during the field trip. We recommend minimum insurance of \$100,000-\$300,000.
- g. For carpooling, each driver needs to carry with them a copy of the Authorization to Treat a Minor form and directions to the location. These must be supplied by the teacher and collected after the field trip.
- h. Private vehicles must be driven by a responsible adult and have an individual vehicle check form filled out by the teacher and signed by the driver/parent. **Siblings may not drive students other than their siblings even with a permitting note from home.**
- i. When setting up carpools, the teacher must ask how many seatbelts are available, **not** how many students does their vehicle accommodate. No “Double Buckling” allowed... only **one child per seatbelt**.
- j. Car seats are necessary for students under 8 or 4’9”.
- k. Parents will be given a chaperone guideline to be signed and returned to the office before the field trip. It is imperative that each driver is given a map and explicit directions.
- l. The teacher in charge of the field trip is responsible for the discipline of the students. It should be remembered that the conduct of the group while on the trip very definitely makes a lasting impression of Grace Brethren Elementary School upon the minds of their hosts.

- m. If the school bus is to be used for a field trip it must be authorized in advance and dependent upon the availability of a qualified driver with a valid school bus driver endorsement. The school bus must also be reserved and approved by the principal on the Field trip/Activity Request Form available through the front office.
- n. Teachers are responsible for explaining the school bus rules to their class, and support the bus driver in maintaining proper control by enforcing the rules.. One teacher, other than the school bus driver, must accompany students on the school bus.
- o. School bus rules are to be reviewed with the class prior to the field trip and are as follows:
 - i. Students must accept the authority of the school bus driver at all times.
 - ii. After boarding and taking their seats in the school bus, students are to remain seated until they have reached their destination.
 - iii. Talk in a normal manner (softly). No yelling or whistling.
 - iv. Do not harass or molest other passengers in any way
 - v. Hands, arms, head, etc., must be kept inside the school bus at all times.
 - vi. Do not throw anything from the school bus or inside it.
 - vii. Eating, chewing gum, or drinking are not permitted on the school bus.
 - viii. Yelling outside of the windows (even if the school bus is stopped), or yelling inside the school bus is strictly prohibited at all times.
 - ix. Windows will not be lowered below the third notch.
 - x. Do not play with or open emergency doors.
 - xi. Parents will be responsible for damage to the school bus caused by their child.
 - xii. Clean up all personal belongings and trash before exiting the school bus.
 - xiii. When exiting the school bus remind the children to always thank the bus driver.

21. Class Parties and Activities

Class parties must be scheduled in accordance with Field Trip/Activity policies while on campus and have the approval of the principal or his designee. An Activity/Field Trip Request Form must be completed, submitted and approved one (1) month prior to the event. School sponsored pool or home parties are not permitted.

22. Lesson Plans/Goals

Teachers receive a planning book during orientation, or plans may be created on the computer.

The planning book is a vital part of effective teaching as well as creating and developing instructional goals and directives. The lessons must be completed one (1) week in advance, and must be thoroughly detailed to provide the intended instructional sequence, use of supplementary materials, and learning and/or reinforcement activities. Please turn in your lesson plans to the office, or email them, by 2:00 p.m. every Friday. It is imperative that your name and the appropriate lesson date is on each page.

The lesson plans for the first (1st) week of school are due on Thursday afternoon of Orientation Week. Please have the class rules, class schedules, attendance slips, sign-out sheets, and sign-out slips and special notes available in the event that a substitute teacher is needed. Please do not indicate, in any manner, students who have disciplinary problems.

Current substitute-packets should be left with the lesson plans in the substitute folder. This can be drill sheets, puzzles, or other fun activities. However, this should only be supplemental material, please make every effort to insure that the substitute teacher can continue where you left off the day before.

All homework must be published on FACTS by Monday by 5:00 p.m.

Letters and bulletins will also be posted on the website every Monday by 5:00 p.m.

23. Cumulative Records

- a. The Cumulative Record of a student is a history of the student's development throughout his/her school experience. These records are very useful in informing the teacher of any special problems and/or needs the student may have or has had in the past.
- b. Several new developments have changed the method of handling of cumulative records; they are as follows:
According to federal law: Any student 18 years of age or older and/or his/her parents or legal guardian, may have

access to the records/files upon request. California state law further stipulates that any student 16 years of age or older may have access to his/her records/files upon request.

- c. Many educators have expressed concern that this may cause teachers to be less forthright in their evaluative comments; however Grace Brethren Schools maintains that an honest evaluation of students is a must if we are to maintain Christian ethics and professional integrity. Therefore, each teacher is expected to be open and honest when evaluating students. Rebuttals to evaluations, by parents or students, will be filed in the records/files, but the teachers will not be required to change their evaluations.

24. General Information About Cumulative Records

- a. Teachers are expected to check the cumulative records of his/her students to be acquainted with each student’s background.
- b. Also, for a better understanding to those who may be counseling the student, teachers are asked to provide helpful information and insight to the cumulative records.
- c. Student school records are kept in fireproof file cabinets in the Student Services Office.
- d. Pursuant to the California State Department of Education:
 “Consistent with California Education Code Section 49069, parents and legal guardians have the right to access any and all pupil records related to their children that are maintained by school districts. The CDE makes student data in CALPADS available for parental or legal guardian inspection through the LEA or the independently-reporting charter school in which the student is enrolled. Parents or legal guardians should contact the appropriate district office or charter school office to initiate this procedure.”

Furthermore, parents of former students also have an absolute right to access any and all pupil records related to their children that are maintained by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law]... is prohibited. (Section 49069)

25. Interim Reports

- a. Updates and regular communication on the progress and performance, or lack thereof, with the parents is essential to effective Christian teaching as well as the growth and well-being of the student. This becomes compulsory when a student is struggling and needs more guidance and/or is unable to do the expected work. The parent of any student with an average grade below 72% in any subject must receive written notices at the end of the 3rd, 5th, and 7th weeks of each quarter by phone, through FACTS, or by email.
- b. Additional progress reports and updates on improved or achieved performance expectations may be sent to the home by a written report, or via FACTS, email, or a telephone call. (However, if by telephone, please make notations in the student’s records/files of the call including which parent was spoken to and any comments that he or she had as well as the date and time of the call.)

26. Records and Grading

- a. Grades 1 - 6: Teachers should record at least two (2) grades per subject in his/her grade book each week. This does not include tests, quizzes, or projects. At the end of the quarter, there should be 30-40 grades in each subject. Each student should have a fair assessment of his/her progress.
- b. Achievement grades are computed:

| |
|-----------------------------|
| 99% - 100% = A+ |
| 93% - 98% = A Superior |
| 90% - 92% = A- |
| 88% - 89% = B+ |
| 83% - 87% = B Above Average |
| 80% - 82% = B- |
| 78% - 79% = C+ |
| 73% - 77% = C Average |
| 70% - 72% = C- |
| 68% - 69% = D+ |
| 63% - 67% = D Below Average |
| 60% - 62% = D- |
| 59% and BELOW = F Failure |

| |
|----------------|
| I = Incomplete |
|----------------|

- c. Grading papers is the only way to know if you are teaching effectively; therefore it is imperative that you grade your papers weekly. Be very cautious regarding aides and/or volunteers assisting in grading papers. Children should never be allowed to correct or grade other children’s tests. All student work will be looked at and given a mark only by the teacher. Students should recognize the work they do is of value.
- d. The Achievement Testing is given to Grades 1-6 in April. Times for distributing tests will be set up by the administration. Test results will be mailed to parents in the summer.
- e. Social Adjustment, Conduct, Physical Education, Music, Art, and Penmanship.

Teachers will give grades for character development as follows:

| Elementary | Kindergarten | 1 st through 6 th (PE) |
|-----------------------|--------------|--|
| (E) Excellent | (O) | A = Superior |
| (G) Good | (O) | B = Above Average |
| (S) Satisfactory | (S) | C = Average |
| (N) Needs Improvement | (N) | D = Below Average |
| (U) Unsatisfactory | (N-) | F = Failing |

In addition to the letter grades, teachers are expected to comment in writing areas of special strength, growth, or weakness combined with positive comments about the student’s behavior.

Comments are expected for S- or C- grades and below.

All Report cards are due the Tuesday following the end of the quarter to an Administrator for review. The Honor Roll is determined at the end of each semester for Grades 3-6, and certificates of achievement will be sent home to eligible students with reports.

Report cards will be available on FACTS at the end of each Quarter (approximately nine (9) weeks). The report card will include conduct grades and attendance information. Quarter four (4) report cards will be mailed to students’ homes. Interim reports will be sent home for students with a “C-“ average or below.

Parents may schedule in-person or telephone conferences with faculty. Teachers may also request in-person or telephone conferences with parents. First Quarter parent/teacher conferences are **mandatory**. “Grading Period” for participation eligibility purposes is defined as each quarter reporting period (quarter reports and semester reports). Hard copies will only be mailed home at the end of the school year.

27. Honor Roll and Awards

- a. Honor Roll: To be placed on the honor roll the student’s academic grade point average (GPA) will be based on each class for the previous semester. The academic GPA does not include physical education, music, or computers.

Highest Honors All “A’s” in each subject for the semester

Honors All “B’s” or above in each subject for the semester

(Students with a D or F in any subject for the semester will be automatically excluded from the honor roll. Students with a U in conduct for any quarter will be disqualified from the Honor Roll.)

NOTE: Math and reading intervention grades are equal to all other academic subjects when factoring in if a student will be placed on the honor roll.

- b. **Christian Character Award:** A student who receives an E for having all excellent marks by displaying Christian character and good conduct during the 2nd -4th quarters in ALL areas and who has earned the VIP award will receive the Christian Character Award at the end of the school year. However, it is important to note that every area is significant; including behavior on the playground, during physical education, while in the library, and/or in the computer lab, etc.
- c. **Principal’s List:** Students who maintain straight “A’s” (93% or higher) in all subjects including P.E., music, and computer for all grading periods will be rewarded with a placement on the Principal’s List.

- d. **Perfect Attendance Award:** Students who do not miss a single day of school for the entire year and who do not have more than four (4) unexcused tardies in the calendar year will receive the Perfect Attendance Award.
- e. **Student of The Month and Lancer Awards:** Academic and Citizenship awards are given on a monthly basis, and are presented to the students during the 1st chapel of the month. Parents are welcome to attend and take photos. They are just asked to remain in the back until the students are seated. At that time they may fill in the remaining open seats.

28. Interim Notices

Interim Notices are sent home by the 5th week of each quarter (approximately 4-5 weeks into each quarter), if necessary. After this time period, Interim Notices will be sent home if a student's grades are at the C- level or below to identify the problem, with comments to help the parents work with their child. An Interim Notice will be sent home any time a grade slips drastically.

29. Academic Probation

Students are required to have a C- or above in each subject to graduate from GBES. Should a student's grades fall below a C-, he or she will be placed on academic probation for the following quarter. At the end of the second probationary quarter, the student's grades must be at a C- level or above in order to continue at GBES. The duration of academic probation is two (2) quarters or one (1) semester.

30. Academic Standards/Attendance for Athletics, Choir, Band, Student Government, and All Other Co-curricular Activities

A GBS student must maintain a "C" average with no "F's", "N's", or "U's" (unsatisfactory conduct). This is known as the "minimum standard" to both tryout or participate for Co-curricular activities. The grades are based on the most recent grading period: First quarter, first semester, third quarter, second semester. A student will be eligible for four (4) academic weeks of probation per school year. To maintain eligibility during the interim following the quarter, grades that made the student ineligible, must be above the "minimum standard". Also, "U's" and "N's" will be handled the same as grades.

The student may request a meeting with the Principal to appeal for special probationary status for a limited time due to unexpected life altering circumstances. In consultation with GBS administrative staff, the Principal has the discretion to extend or deny any student the opportunity for a probationary period. The Principal's discretion is applicable to all Co-curricular activities. Applicable league rules of eligibility must also be met.

(see Section I for Attendance Policies and Procedures)

31. Attendance Requirements

To be eligible for Co-curricular activities, students must be in attendance for at least half of their classes on the day of the activity. This includes, but is not limited to, sports practice and games, music practices and performances.

32. Parent-Teacher Conferences

A parent-teacher conference is required in October after the conclusion of the first quarter. The parents are given their child's report cards at that time. These conferences are scheduled two weeks ahead of time (see appendixes H and H.1). Academic, behavior, and social development will be discussed.

In addition to the scheduled parent-teacher conferences in November, conferences are held whenever deemed necessary by either the teacher or parents. Parent-teacher conferences are a very valuable tool to both the parent and teacher and serve as an excellent source for keeping the parents or guardians updated and involved in their child's academic career. If you are unavailable for a parent requested conference, and cannot re-schedule it in a reasonable timeframe, please bring the matter to the principal's attention for a directive.

The teacher coordinates the scheduling of conferences and takes into consideration families who have more than one child enrolled at GBS; therefore all conferences are limited to a twenty (20) minute segment and must be scheduled ahead of time.

Teachers are to let the principal know about serious problems to be discussed prior to conferencing with parents. Teachers are not to suggest class or grade changes to parents without first discussing it with the principal.

33. Sixth grade Promotion Requirements

6th graders must pass with a "C" average each semester.

In order to participate in the Promotion Ceremony a 6th grader must have:

- a. Completed all requirements and passed all courses necessary for promotion.
- b. All financial obligations to the school must be paid in full.
- c. Any student receiving an average grade of 50% or below (Fail) in any subject for the year must receive remedial tutoring by an approved GBES Administrator in order to promote to the 7th grade.
- d. Upon completing classes, a Grace Brethren Diploma will be presented to the student.
- e. **Hair length/Make-up/Dress code:** All dress code/grooming standards must be met to participate in the promotion ceremony.

34. Promotion and Retention of Students

When it becomes necessary to think of retaining a student, the following procedures should be followed:

- a. The teacher should discuss academic/behavioral/maturity issues with the principal and parents as soon as a negative pattern is noted.
- b. Consideration should be given to the child's intellectual capacity, the home environment, his/her possible growth pattern, his/her social skills, and emotional condition.
- c. If the teacher and principal agree on retention, the parents are consulted after the end of the first semester. At this conference, samples of the child's work are presented and discussed. A comparison is made between average level of work and the work that the child is presently doing. After consultation, a decision is made by the principal on the placement of the child after the third quarter
- d. Some students may be promoted on condition of attending summer math or reading intervention. This notice will go home at the middle of the fourth quarter after an Administrator and the teacher have agreed on "promotion on condition".

35. Visitor Observations

Parents or other visitors who desire to observe classrooms while school is in session must make an appointment twenty-four (24) hours prior to the day they would like to observe. They must check into the Office first and will then be escorted to the classroom and introduced to the teacher and class. Teachers will be notified of a scheduled observation so they might prepare for the guest.

36. Audio-Visual Equipment and Materials

Proper audio-visual aids, used with wisdom and discretion, can be of real value in the classroom. For best results the class should be highly motivated before being shown a DVD., and its contents should be reviewed and discussed. The following are guidelines which teachers should adhere to in the use of these materials:

- a. These materials will be used to supplement a unit of study or activity, which the teacher is presently using in his/her instructional program.
- b. The teacher must review the media before using it. One teacher may preview the medium to be used by more than one teacher. The teacher doing the preview should meet with the other teachers and discuss its contents.
- c. Each teacher using the media will need to conduct student activities to be used before or after the viewing. These activities may be in the manner of class discussion, introductions, and/or assignments.
- d. Preview and review all DVDs, CDs, or downloaded music before using them in class. All entertainment movies rated "PG" or higher must have administrative approval before use. A DVD form is available for this purpose.
- e. Movies used solely or partly as entertainment or reward should not exceed a "G" rating since parental guidance is not available.

37. Bulletin Boards

- a. Bulletin boards are to be changed once every 2 months. Each grade level is to determine frequency together.
- b. At least one (1) bulletin board should be devoted to a Christian concept.
- c. Do not use pictures of Halloween items. Harvest items are fine. Keep the true meaning of Christmas before the children. Pictures of Santa Claus are not to be displayed.
- d. There is to be no use of staples or tape on the doors or exterior walls. Areas above 8' on interior walls are to remain free and clear of staples and tape.
- e. Light fixtures are to remain free and clear of items hanging from them.

38. Cleaning Rooms

Keeping the classroom clean is both the job of the classroom teacher and the custodian. The custodian's responsibility is to sweep the floors, empty the wastebaskets, and clean the windows periodically. The maintenance personnel do repair work. The teachers are responsible for all other cleaning of the classroom, including dusting, cleaning chalkboards, 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 unused textbooks and teaching materials should be stored in designated areas and not on the top of counters or desks.

39. Copying of Teaching Materials

Copy Machine

There are currently two (2) copy machines and one (1) Risograph on campus. Teachers are requested to utilize the machines located in Staff workroom. (The front office copier is dedicated to the front office staff from 8 a.m. – 3:30 p.m.) These copiers may also be used as printers. Information can be sent from your classroom computer to the workroom and may then be picked up at your convenience. When picking up copies, please make sure that you have only picked up your own copies.

Do not use the clerical staff to copy your material. It is your job to plan ahead. Once in awhile on an emergency basis, they may be used, but it should be the exception.

Due to the high cost of paper, please review the material you are copying and when possible, use both sides of the paper.

40. Audio Visuals

Use of Equipment

All audio-visual equipment is checked out through the front office. Students may only use A/V equipment with proper supervision. Equipment must be signed in and out on a reservation sheet located in the library.

The date and period must be stated. Failure to sign out equipment may result in losing the opportunity to use it for that period. Check equipment out through the front office if you wish to use it for an extended period of time. Please report all needed repairs to the front office. Reservation of any A/V equipment should be made in advance by filling out the reservation sheet.

41. Withdrawal of Students

Parents must notify GBES in writing submitted to the front office in the event of a student withdrawal.

42. School Telephone

The school telephone may be used for school or personal business. Students are allowed to use the school telephones only with permission by the office or teacher.

Cell phones are an important tool. However, they need to be used wisely and appropriately. Teacher cell phones should be used only during breaks. If there is a special situation or circumstance, please advise the principal as to the reason and approximate length of your call. Cell phones should be off or on silent mode when with students and checked on during breaks and not during class time.

Students are not allowed to have their cell phones on during school hours or they will be confiscated. Students may use their phones before and after school only in the presence of school staff to call their parents.

43. Mail Box

Please check your mailbox and email BEFORE SCHOOL, at LUNCH, and AFTER SCHOOL. Do not use your box for storage. Also, have a student check your box at 2:30 p.m. for information that may have been placed in it after lunch.

44. Homework

Homework should be drill, review, enrichment, or project work. 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. Try to find ways to stimulate and encourage study. Avoid busy work. 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 must avoid heavy assignments over weekends and holidays. Due dates for major projects shall not be set for the first several days following the end of Christmas or Easter vacations. No homework shall be assigned over breaks and major holidays.

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

- a. For grades K-2, assignments will be written out for the students to be taken home. For grades 3-6, the students are required to maintain a daily assignment notebook to record the assignments written on the board/overhead projector by the teachers. Assignments books are given to each student at the beginning of the school year. (Additional notebooks may be purchased from the classroom teachers or in the school office if lost).
- b. Work not completed in class will become homework for that day. The average amount of time assigned is as follows (normally Monday through Thursday):
 - i. Grade 6..... 75 minutes per night
 - ii. Grades 4-5..... 60 minutes per night
 - iii. Grades 2-3..... 45 minutes per night
 - iv. Grades K-1..... 20 minutes per night
- c. Homework assignments must be updated on the Grace Brethren website in a timely manner.

45. Standards for Written Work/Late Work

Students are learning responsibility. One area of great importance is turning in work on time. Every late paper a teacher receives, takes the teacher away from his/her primary duty, which is to teach. Students need to understand the importance of timeliness in all that they do. This requires organization and preparation. Late work is any assignment that is not turned in when the teacher requests it. Work that is turned in late will receive 50%. Two days late will receive 0%.

H. Student Conduct and Discipline

1. Introduction

GBS attempts to be a redemptive community of love in which discipline is meant to be helpful to the individual and wholesome for the school. This reflects the heart of Scriptural teaching regarding discipline (*Heb. 12:5-13; Prov. 13:24 and 29:15, 17*). When properly administered and rooted in wise counsel, a positive change in attitude and behavior often result. It should be understood that any behavior, either on or off campus, that indicates a student has little desire to live a life honoring to God, or whose conduct gives evidence of disregard for the spirit of the schools standards, would be sufficient reasoning to ask him/her to withdraw.

- a. Teachers are responsible for their own classroom discipline. All teachers are expected to adhere to their approved classroom plan and school-wide discipline plan.
- b. Teachers are required to regularly communicate with parents of students in cases of repeated misconduct or disrespect.

2. Student Conduct Code

- a. Although self-discipline is stressed at GBS, a just system of rules and regulations is necessary if a group of individuals is to live and work together in unity. Grace's code of conduct attempts to reflect a spirit of consideration for one another, a respect for tradition, and a conformity to Scriptural teachings and principles. Although the presentation of behavioral policies often appears negative, GBS hopes to build a lifestyle that is positive in its focus. The administration, faculty, and staff are dedicated to the development of a code of conduct, (lifestyle) which reflects Christ's teachings, and thus benefits the student, school, home, church, and community.
- b. By virtue of their enrollment, students agree to live within the schools standards of conduct, even though they may not personally endorse all of the schools standards. Those who find it difficult to follow the code of conduct are advised to seek admission at other schools where patterns of conduct may be more compatible with their own. Hopefully, each year the Lord will continue to bless GBS by bringing us more families who are in alignment with His standards and who fully endorse GBS principles.

3. Lifestyle Code

The GBS expectations for student conduct tend to fall within two (2) major categories-Biblical absolutes and community expectations. (The word "community" refers to the "Grace Brethren School community," i.e., all on-campus personnel, including students, faculty, staff, and administration.)

4. Biblical Absolutes

- a. The Bible speaks clearly with regard to standards for human behavior, attitude, and integration. Because GBS is a Christian institution that values the Scriptures as final authority on such matters, practices, and attitudes unacceptable

in Scripture are viewed likewise by GBS. Examples of this would include all forms of dishonesty, including lying, stealing, and cheating, as well as profanity, drunkenness, lawlessness, and sexual immorality.

- b. God's Word also condemns destructive attitudes such as greed, pride, envy, bitterness, social and racial discrimination, and an unforgiving spirit. Therefore, these types of attitudes are also unacceptable for members of the Grace community.
- c. Those who choose to engage in the above behavioral practices and/or destructive attitudes are subject to disciplinary action, up to and including dismissal.

5. Community Expectations

- a. These expectations are based on both Biblical principles and Grace Brethren tradition. They are intended specifically for members of the Grace community and are not set up as standards for all Christians. Some of the more visible social practices seen as harmful to the common good at GBS include the following: Possession or use of alcoholic beverages, infringing on the rights of others (includes harassment of any kind), possession or use of narcotics or hallucinogenic drugs, including marijuana, gambling, the use of tobacco in any form, the improper display of affection for another person. In addition, students under the supervision of their parents are to exercise discretion in their choice of entertainment and recreation.
- b. Disregard for these community standards will result in disciplinary action up to and including dismissal.

6. Conduct Probation

- a. When there is clear evidence that a student's behavior has fallen below the minimum GBS behavioral standards he/she may be placed on Conduct Probation, and if so, he/she will remain on conduct probation for the remainder of the current quarter as well as the following quarter. Conduct Probation students will have a conference with their teacher and the administration and will be evaluated weekly on their current progress.
- b. Students on Conduct Probation are ineligible for Co-curricular activities for 4th-6th grades. However, a student may be reinstated if each of the following criteria are met: 1) He/she has not previously been on conduct probation during the current school year. 2) The teacher may grant eligibility if he/she continues to witness improved satisfactory behavior from the student on a weekly basis. Students will be informed on Monday (or the first [1st] school day of the week) as to their status for that week. All decisions made will be in the best interest of the student as determined by the administration.
- c. If a student does not show the necessary improvement to meet school standards, the administration will require that the student be withdrawn at the end of the probationary period. Most often this is in the student's best interest as well as the schools. The student is eligible to reapply after one (1) full year away from GBS.

7. Academic Probation

Students are required to have a C- or above in each subject to graduate from GBES. If a student's grades fall below C-, the student will be placed on academic probation for the following quarter. At the end of the second probationary quarter, the student's grades must be at C- or above in order to continue at GBES. The duration of academic probation is two (2) quarters or one (1) semester.

8. Disciplinary Procedure

Discipline is every teacher's job. The effectiveness of discipline is the consistency with which every teacher corrects what he/she considers to be out of line with school policy and procedure. Whenever a problem occurs, a teacher should feel free to discipline any student whose behavior is not up to GBS standards.

Keep a written record of unacceptable behavior and actions so that objective information will be available for conferences and report cards (conduct grades). Consult with the administration promptly when the need arises.

9. Assertive Discipline Plan

Each teacher is expected to develop and maintain a classroom atmosphere, which will lend itself to good discipline. We, at Grace Brethren School, will use a modified Assertive Discipline Program, emphasizing meeting the needs in the classroom while giving positive reinforcement to the students. Each teacher will write a 4-step discipline plan for his/her class, outlining rules with corresponding consequences, and positive reinforcement. A copy of the plan will be given to the vice-principal at the end of Orientation Week for returning teachers. For new teachers, a copy will be given to the administration.

Teachers are cautioned not to let problems build. The best time to deal with unruly and disrespectful behavior is NOW. Give specific instructions. Your degree of consistency and follow-through will determine, to a large extent, how successful your disciplining approach will be. Be positive. Do not forget the quiet students. Strive to “catch your students being good.” Do not be discouraged if one approach doesn’t work with every child. Use variety, and press on!

10. Guidelines for Discipline

- a. Start all disciplinary situations as though they were going to be followed to completion. Do not operate with the idea of giving the problem to the principal if things are not quickly resolved.
- b. Try reasoning with the student and understanding his/her problems before coming to conclusions. **Refrain from sarcasm, yelling, criticizing, or ridiculing students.**
- c. Schedule a parent-teacher conference if the conduct does not improve. SEE DISCIPLINE PROCEDURE.
- d. Bring students to the office when you have been unable to bring about improvement with your methods.
- e. Bring serious disciplinary problems to the office immediately (blatant disrespect, fighting, profanity, theft, vandalism, etc.).
- f. Send for an Administrator if the situation is serious and you cannot leave the room.
- g. Students should be encouraged to pray, asking forgiveness for their wrongdoing and forgiving others who have wronged them.
- h. Teachers or staff should speak with or discipline students on the school premises whenever their conduct degrades the prestige or image of the school as an arm of the church of our Lord Jesus Christ.

11. Three-Step Discipline Plan

A thorough explanation of the school and classroom rules should precede the implementation of this plan for the students to be successful in following the rules and making right choices.

Step 1: A successful discipline plan seeks to correct wrong choices, *not* punish wrongs done in ignorance. The greatest affect on a child’s misbehavior or irresponsibility should be your disappointment. Getting to know each child and his/her idiosyncrasies will help you choose the appropriate penalty for a particular offense.

Step 2: When a student misbehaves, the sample process is as follows:

VERBAL WARNING: No loss of credit. (But be sure that the student knows his/her wrongdoing.)

FIRST INFRACTION: A partial time-out during recess.

SECOND INFRACTION: A longer time-out during recess.

THIRD INFRACTION: The time-out will be doubled, and the student may be moved to a different location in the classroom. Also, the parents will be notified/called.

Please post the discipline plan and/or infractions visibly in the classroom as well as in each student’s daily discipline status report. After proper teacher discipline and contact with the parents, the next step is to fill out a Discipline Referral Slip, which is to be sent to the administration for further discipline and instruction. **NOTE:** Any child sent to the office must have a referral slip accompanying him/her.

Step 3: Administrative Intervention—Should be used if the student has repeatedly demonstrated a lack of cooperation with the classroom teacher, a negative, unrepentant, or critical attitude, defiance toward authority, or has been involved in physical or verbal altercations (fighting), and/or used profane or vulgar language.

Assuming that all other levels of discipline have failed to correct the inappropriate behavior or attitude, or that reactions/outbursts to perceived injustices has brought the student to the office, the administrator will attempt to counsel the student regarding the particular incident or offense. The selected method of discipline will depend upon the severity and frequency of the offense. The administrator may utilize any of the tools of correction available to the teachers as well as suspension (in school or at home), conduct probation, any of which may be coupled with a required parent/teacher, parent/teacher/student, or parent/teacher/student/administrator conference.

NOTE: Please do not give the responsibility of punishing a student during the lunch recess to the yard duty staff. They must supervise over 100 children at this time.

**The Administrative Process: (Varies with age)*

FIRST PROCESS: Counseling by an administrator and parents are notified by letter and/or a telephone call.

SECOND PROCESS: Work crew or detention, recess isolation, possible telephone conference, and a referral sent home.

THIRD PROCESS: After school detention, administrative conference.

FOURTH PROCESS: In-School suspension (up to 3 days) and administrative conference.

FIFTH PROCESS: Suspension from school (up to 3 days) and a recommendation to Council for expulsion.

SIXTH PROCESS: Expulsion

*Applies for the same offense within an 18-week period.

12. School Rules “*Treat Others as You Would Like to be Treated.*”

- a. Follow directions the first time.
- b. Respect everyone and their property.
- c. Keep your hands and feet to yourself at all times.
- d. Use wholesome language.
- e. Think “Safety”: Will what I do hurt myself, others, or damage property?
- f. YOU are responsible for the choices YOU make.

13. Positive Reinforcement Awards

- a. **Lancer Award:** Each teacher will select one (1) student per month as a VIP, that is, a student whose behavioral choices reflect the high ideals of Christian character. The award is designed to recognize the (approximate) top one-third students in each class in this category. Students should receive this award only one (1) time per year. Those students will be rewarded with a special luncheon hosted by the principal and/or vice-principal. The names should be submitted according to the schedule outlined.
- b. **The Student of The Month:** Each teacher will select one (1) student per month as the Student of The Month, that is, a student whose work exemplifies academic excellence. The award is designed to recognize the (approximate) top one-third students in each class in this category (students should receive this award only one time per year). The teacher may select this student based on any or all of the following criteria: GPA, work ethic, effort, neatness, organization, etc. Those students will be recognized and rewarded in chapel each month. The names should be submitted according to the schedule.
- c. **The Student of The Week:** Is an opportunity for every student to be honored with an award one week of the year. The basic criteria for selecting a “Student of the Week” depends on attitude, attention, respect, politeness, and responsibility. Those students will be rewarded with ice cream each Friday
- d. **Positive Reinforcement:** Is primarily the responsibility of the classroom teacher. The above “awards” are simply meant as an adjunct to help support and strengthen the techniques utilized by the individual instructor.

14. Disciplinary Options

These options are listed in order of seriousness and should be used in this order. It is expected that each teacher will handle the disciplining of students him/herself. If the teacher does not do so, a degree of student respect is lost. The administration is available to help where needed. Evaluation of teacher competence in the classroom will partially be connected to classroom management and decorum.

15. Available Teacher Options

Counseling, and praying with students, is always appropriate when discipline of students takes place. Warning students regarding their inappropriate action or attitude.

Means of correction should be in keeping with the offense:

- a. Loss of break time.
- b. Loss of classroom privileges.
- c. Various writing assignments.
- d. Detention after school.
- e. Work crew at lunch, during recess, or after school.
 - i. Correspondence with parents by telephone or in writing. These communications must be logged on a parent contact form and turned into the office.

- ii. Student referred to administration for correctional action.
- iii. School personnel will **not** administer corporal punishment on campus.

16. Administrative Procedure

Serious misconduct is handled by referral to the administration who:

- a. Investigates the facts of the complaint.
- b. Meets with the individual making the complaint, witnesses, and the student(s) accused of misconduct.
- c. Meets with parent(s) of student(s) when appropriate.
- d. Reaches a determination of facts in the incident and implements corrective action when appropriate. In cases of expulsion, the Principal recommends action to the Head of School. Willful disobedience, a rebellious attitude, truancy, physical violence toward another person, profanity, destruction of school property, smoking, stealing, lying, and disrespect to a teacher or other adults, are examples of serious problems, which may result in suspension or expulsion. Repeated incidents of serious problems may result in expulsion when it becomes clear that the student chooses not to conform to school standards. Drug or alcohol abuse will result in immediate expulsion or required withdrawal from the school whether occurring on or away from the campus. Students expelled will be considered for re-enrollment on a case-by-case basis. Normally students are not considered for return prior to one (1) year from the date of withdrawal. The contents of the letter of expulsion sent to the family will contain wording in regard to on-campus restrictions. Administration will also obtain a receipt of an acknowledgement signature by the parents and/ or a copy of the signed receipt of registered mail.

17. Guidelines for Detention, and In-School Suspension

The individual teacher will determine when, and at what point, the student's behavioral pattern will necessitate a detention.

- a. Detention of a student following regular school hours will constitute a form of punishment for misbehavior.
- b. Detention will be administered by the teaching staff for the following reasons:
 - i. Consistent failure to complete homework assignments.
 - ii. Unacceptable behavior or attitude anywhere on the school campus.
- c. When a student is assigned a detention, their parents will be notified by phone call or email of the date and time of the detention. If there are extenuating circumstances, the teacher should work with the parent to alleviate the issues.
- d. It will be the student's responsibility to make the necessary arrangements for transportation if he/she misses his/her regular ride as a result of the detention. Detention is to be served even if assigned in conflict with athletic events.
- e. If a student misses an assigned detention, without a notification from the parents the teacher will notify them that the detention is now doubled. Missing a second detention will result in referral to the administration.
- f. Detentions will be held any day after school for one hour after the dismissal bell at the end of the day.

18. Suspension

Students suspended are the responsibility of the parents for the duration of the suspension. The length of suspension is determined by the severity of the offense in the judgment by the administration. The length is normally one to five (1-5) days. It is also the responsibility of the student and parents to obtain assignments from the instructors during the suspension period, and to have all assignments completed on time when the student returns. Students who are suspended at home may earn a maximum grade of 60% for work completed during the in-home suspension. Failure to complete all work will result in a grade of zero (0) for all work missed.

19. Student Expulsion

- a. Any student who persists (or any student whose parent or guardian persists) in an antagonistic or rebellious attitude toward Biblical principles or community standards (school rules), after reasonable efforts of instruction and correction, will be expelled. The attitude requirement applies both on and off campus.
- b. Repeated incidents of serious problems may result in expulsion when it becomes clear that the student chooses not to conform to school standards. Drug or alcohol abuse will result in immediate expulsion or withdrawal from the school whether occurring on or off campus.
- c. Parents are to be notified that the attitude or behavior of their child warrants consideration of expulsion. A parent conference with the principal and Head of School will be set-up to go over the infraction(s).
- d. The decision must be fair to all parties involved, with ample opportunity given for comments. It is the responsibility of the principal to document all aspects of the proceedings for a full report to the Council.

- e. If expulsion is the final decision at the parent conference, the parents will be notified that they may appeal the decision to the entire Council if they bring evidence that is new after the meeting with the principal.
- f. The acceptance, rejection, or expulsion of any student, while normally done by the administration, is the ultimate prerogative and responsibility of the School Council.
- g. Students expelled will be considered for re-enrollment on a case-by-case basis. Normally students are not considered for return prior to one (1) year from the date of the expulsion.

20. Conclusion

- a. It is recognized that rules and regulations are necessary if order and unity are to prevail. Similarly, discipline is essential if personal growth is to be encouraged and love and concern expressed.
- b. *“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.”* Hebrews 12:11 NIV

I. Student Attendance Policies and Procedures

1. Goal

Effective student attendance policies will be developed, communicated, and followed by the school administration.

2. Purpose

GBS requires students to attend school daily. Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion and participation and teacher lecture and comments are of vital importance and cannot ever be adequately made up by a student. Daily attendance equates directly to the attainment of educational goals. Also, parents have a legal responsibility to see that their student attends school regularly.

3. Record Keeping and Rules

Attendance is to be taken at the beginning of the day and an accurate record must be kept. Absent students will be marked with the letter “A.” Tardies are recorded with the letter “T.”

Attention to detail is important when filling out the attendance-reporting sheet each period. The teacher’s name, date, and period must be clearly marked on each attendance sheet and turned into the office.

4. Absences

GBS requires students to attend school daily and to be on-time. Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion, and participation, and teacher lecture and comments are of vital importance and cannot ever be adequately made up by a student. Daily attendance equates directly to the attainment of educational goals. Also, parents have a legal responsibility to see that their child attends school regularly. Please read the following attendance guidelines carefully.

When it is necessary for a student to miss school, the following steps should be followed.

- The parent **must** call the school office between 8:30 a.m. to 9:30 a.m.
- On the day of his/her return, parents are to provide a note to the teacher as to the reason for the absence. The work done on those days will not be accepted without a note.
- When the student reaches five (5) unexcused absences per quarter, a form letter will be sent to the parents noting the dates missed.
- For a prolonged illness, an explanation letter from a doctor or parent will be required.
- Students must be fever free for 24 hours before returning to school.

Examples of excused absences are as follows:

- Sickness with parent verification by note.
- A medical appointment that requires the day with verification by note from doctor or parent.
- Court appearances.
- Auto accidents, direct involvement.
- Unique, unavoidable circumstances, as approved by administration.

Examples of unexcused absences are as follows:

- Completing homework assignments or projects (a long-term project is still due and will be counted as late).
- No transportation.
- Trip to an amusement park, i.e. Disneyland.
- Too tired.
- Family vacations.

The administration will be responsible to determine whether an absence or tardy is excused or unexcused.

a. Non-Promotion Due To Absences

A student who for any reason is absent twelve (12) times per semester could be subject to non-promotion. Exceptions may be granted at the discretion of the administration for such matters as personal illness, (must be validated by physician's statement) or personal or family problems. In order to avoid non-promotion, a student with excessive absences due to a re-occurring illness, must provide a doctor's note verifying the illness and describing subsequent treatment. In all cases, academic work missed must be completed.

b. Pre-Arranged Absences

Students who plan to be absent for more than one (1) day during the school year due to a family vacation, church retreats, or mission efforts, must petition the administration for prior approval of the absence. The student must obtain a pre-arranged absence form from the front office, which is to be signed by the parent. If approved, a copy of the request will be given to the parent and teacher. Administrative approval must be obtained two (2) weeks in advance of the intended absences. These absences will be counted in the student's excused absence total and will eliminate the chance to receive the Perfect Attendance Award. Approval will be granted for one (1) such activity, others may be granted as an unexcused absence. Failure to receive pre-arranged approval may result in these absences becoming unexcused. All unexcused absences will not be able to receive assignments until the student returns then the make-up policy will apply.

c. Tardiness

GBS is very concerned with the problem of tardiness and the consequent disruption of the classroom as well as the loss in participation time for the students. Students and parents need to understand that they have a responsibility to the class and to themselves to be on time.

All students who are not in line with their class when the bell rings are considered tardy. **Students who are 15 or more minutes late to class will be considered absent rather than tardy.** All tardies are unexcused unless a note from a parent is presented to their teacher or the school office.

Examples of excused tardies are as follows:

- Sickness with parent verification by note or phone call.
- Medical appointment with verification by note from the doctor or parent.
- Auto accidents, direct or indirect involvement (subject to verification).
- Unavoidable breakdowns (flat tire, dead battery, etc.). Running out of gas is not an unavoidable breakdown.
- Unique, unavoidable circumstances, as confirmed by administration.
- School bus delays or breakdowns.

Examples of unexcused tardies are as follows:

- Oversleeping.
- Running out of gas.
- Normal traffic problems.
- Completing a homework assignment.
- Alarm did not go off.
- Late getting home the night before because of school activity.

The administration will be responsible to determine if an absence or tardy is excused or unexcused.

d. Tardy Policy

All tardies will be recorded and processed by the classroom teacher as part of his/her classroom management. The school office will notify parents by letter after five (5) unexcused tardies.

Upon receipt of the 15th unexcused tardy: the student will receive a one (1) day out-of-school suspension, and a parent conference is required before the student is admitted back to class. The maximum grade received for missing work will be 60%.

After the 20th unexcused tardy: expulsion may be recommended.

At the end of each semester, students will start over with a clean record.

e. Make-Up Work

Students with **excused** 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 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.

Teachers will not allow students to make up any work missed during an **unexcused** absence if the absence is not cleared with a note within three (3) school days. Assignments will be graded as a “zero”.

4th–6th Grade Students may get their assignments and homework from FACTS. All books must be requested before 9:00 a.m. on the day of absence.

6th Grade Students are responsible to determine what work or tests were missed and to initiate arrangements with the teacher. A lower grade or (0) zero will be given for work not turned in on time.

Physical Education Exemptions: Physical education is an important subject for all students. One-day exemptions from PE may be made on the basis of a note signed by the parent; but a written note from a physician is needed for any exemptions over one (1) day. Any student without a note must take PE unless the PE teacher or administrator acknowledges the student’s physical inability to participate. A student who has a doctor’s note for an extended exemption will be placed on Contract PE that will include a requirement to write a one-page report for each week of Contract PE. The PE teacher will determine the topic for the reports.

5. Cleanliness of School

- a. Teachers must emphasize the cleanliness of the school, especially students’ desks, restrooms, playground. TREAT YOUR ROOM AND OUR CAMPUS LIKE OUR SAVIOR IS DUE TO VISIT US TODAY. A student should not be allowed to leave the room with a messy desk/floor. It is admirable to assign special student “Housekeepers” and reward the neatest students.
- b. End-of-day clean-up by teacher and student helpers:
 - i. Pick up papers and pencils from the floor.
 - ii. Rows of desks straightened.
 - iii. Put chairs up on desks.
 - iv. All classroom supplies returned to proper places.
 - v. Teacher’s desk orderly.
 - vi. Lights off, windows closed, locked, drapes drawn, fans off, and doors locked.
 - vii. Clean desks and sinks and back counter.
 - viii. Clean chalk/white boards and trays. Monitors may clean erasers on eraser paddles ONLY.
- c. Students are to use newspapers or newsprint when gluing, pasting, or painting. Use butcher paper or some protective covering on the floor or counter prior to student participation in painting. Clean up all paint over-splash or any other spills immediately before it dries. After cleaning brushes and containers in sink, fill sink with water and let it flow out to clear waste lines. Only liquids may be emptied into the sink.
 - Lunch tables are not to be used for art projects without proper protective covering for tops and benches. All effort is to be made to keep floors as clean as possible in the classroom.
- d. No wastebaskets, dustpans, brooms, and bench brushes are to be loaned out to another room. Cleaning supplies should remain under the sink and can be requested if something runs out. A vacuum cleaner is kept in the office for your use for area rugs, etc. (see Appendix Q.1).
- e. Upon notice of a maintenance problem, (i.e., light burned out, leaky faucet, etc.) please fill out a NCR maintenance slip and put it in the principal’s box. (See Appendix Q.1)

- f. Students should not be allowed to take food or drink (except water) into the classroom except on a rainy day schedule. Nor should it be left outside due to ant problems. Make sure all food products are sealed properly.

6. Teacher Supplies

- a. Supplies will be given to each teacher upon request. Teachers should request supplies using a request for supplies slip (see Appendix Q.1) that is put in the receptionist's box. If done a day in advance, he/she will have the supplies ready.
- b. Teachers should not have to use personal income for supplies. However, if prior permission is not received from the campus administration, you may be liable for any unauthorized purchases. Outside supplies can be purchased with prior approval using a purchase order form in advance of the purchase or through each teachers project account. (See Appendix E)
- c. The roll-type-laminating machine is to be used only by trained/designated personnel. Attach a request for lamination form (see Appendix Q.1) and leave it in the TA work area. Requests will be filled. Unfortunately, individual student items (i.e., art projects, nametags, placemats) may not be laminated due to cost.
- d. All textbooks are currently consumables. Consumables must bear the student's name.

7. Schedules

All teachers should create their own classroom schedule (working around the master schedule of PE, music, library, math and reading intervention, lunch, and recess) and give a copy to the office within two (2) weeks after school starts. (See Appendix I)

8. Calendar

Any additional dates, classroom activities, field trips, sporting events, special parties, or performances must be cleared through the principal's office.

9. Teacher Observations/Evaluation

- a. Periodically, an administrator and/or guests will informally visit the classroom to check on the environment, teacher methodology, rapport with students, student behavior, cleanliness, etc.
- b. All teachers will be officially observed/evaluated once before Christmas (new teachers, twice) and formally evaluated during the second semester before the School Council offers a new contract.

10. Curriculum Guides and Evaluation

Teachers are responsible under the direction of the administration.

11. ACSI Competitions

Grace Brethren Schools participates in the ACSI activities such as Spelling Bee, Speech Meet, and Math Olympics. Teachers are required to lead classroom competitions, and submit the winners' names to the committee chairpersons at the appointed dates.

12. Miscellaneous Rules and Items

- a. If a teacher must leave the classroom for an emergency situation he/she must call to the office for someone to supervise the class or have a partner cover the class until a replacement can be found.
- b. Cumulative records are NOT to be removed from the school grounds. All files are checked out by the teacher only. They must be updated and re-filed before the last teacher checkout day.
- c. All objects left inside or outside a teacher's classroom should be taken to the Cafetorium's "Lost and Found" can. Teachers should encourage their students to label their belongings.
- d. **Summer School Teaching Policy:** Summer school teachers are needed based upon the number of students enrolled. A teacher with a desire to teach summer school should make the principal aware of this in writing at the beginning of the 4th quarter. Priority is given to the previous year's summer school teachers and then as the need arises is given by seniority.
- e. The emergency radios in each classroom must be enabled daily.

13. Continuing Education Units

Teachers are encouraged to continue their learning by taking education-related classes on their own time. The salary scale is based on years of experience and semester credits beyond the degree. The school is authorized to grant CEUs by offering classes on campus for professional growth. Three (3) CEUs = 1 semester credit. Other seminars are posted in the faculty

lounge or are available at local colleges. Faculty are required to keep their personnel file updated with the classes/CEUs that they have taken.

14. Student Restroom Use

Children should be reminded to get drinks and use the restroom at recess time. However, there are times when exceptions must be made. A child should always be allowed to use the restroom, but a small time penalty should be assessed to those who do not go at the proper time in order to train them in the right use of time.

J. Injury Policies and Procedure (see Section VI, B, 11 of Policy Manual)