

Acknowledgment of FCS Handbook Receipt

This handbook is not a contract, but it is intended to clarify the current policies that guide our work and ministry together. To the fullest extent possible, Faith Christian School (FCS) desires to maintain an open door to any concerns, questions, or suggestions and to promptly implement appropriate changes. Therefore, the policies are not contractual in nature, and they may be changed from time to time without notice as the Administrator/Board determines what will most effectively accomplish the school's objectives.

Unless you have a written employment contract, such as for an administrator or a teacher, your employment is "at will" and has no specified term. That means that just as you are free to end your employment relationship with the school at any time and for any or no reason, the school may do likewise.

Employee:

I received a copy of Faith Christian School's employee handbook on _____ (date). I understand and agree that its provisions do *not* create an employment contract, express or implied. I also understand that if I do not have a written employment contract, I am an at-will employee (typically members of the support staff).

Employee signature

Employee:

I have had the opportunity to carefully read the FCS employee handbook and have been given an opportunity by the School Administrator to discuss its contents and ask any questions about it that I may have. This meeting took place on _____ (date) at the school office. I am prepared to follow the instructions of the handbook.

Employee signature

Administrator signature

CONSTITUTION OF FAITH CHRISTIAN SCHOOL

ARTICLE I

The name of this school shall be Faith Christian School.

ARTICLE II

Faith Christian School has been established to partner with parents in the spiritual, academic, social and physical development of their children. While child development responsibilities reside primarily with the family, we believe that an excellent Christian school can help develop dynamic disciples who will impact the world. We desire that our children serve as salt and light in the world, not be sheltered from it.

ARTICLE III

Purpose of Faith Fellowship, Inc.

Faith Fellowship, Inc. is the organizational governing body of Faith Christian School.

ARTICLE IV

Statement of Faith

Faith Fellowship, Inc., the governing body of Faith Christian School, is based on the Old and New Testaments as the inspired and infallible Word of God, the only true basis for our faith and doctrine and guide for our life and conduct. Furthermore, members of Faith Fellowship, Inc. believe:

- 1) The **Scriptures**, both Old and New Testaments, to be the inspired Word of God without error in the original writings, the complete revelation of His will, the salvation of men and the Divine and final authority for all Christian faith and life. Psalm 119:105; II Peter 1: 19, 20; II Timothy 3:15-17.
- 2) In **one God**, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. Acts 4:24; Matthew 28:19; Psalm 83:18; I John 5:7.
- 3) That **Jesus Christ** is true God and true man having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures. He arose bodily from the dead, and ascended into Heaven, where at the right hand of the Majesty on High, He is our High Priest and Advocate. Matthew 1: 19-25; John 1: 14; Romans 4:25; Romans 3:8; I Corinthians 15:3; Hebrews 9:24.
- 4) The ministry of the **Holy Spirit** is to glorify the Lord Jesus Christ and during this age to convict man, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service. John 3:5; Titus 3:5; I Corinthians 3:16; John 14:26; I Corinthians 6:19.

- 5) **Creation:** God, out of nothing, made the heaven and earth and their contents. Children must learn that the world and man's calling in it can rightly be understood only in their relationship to the Triune God who restores, governs, and directs all things to His ultimate glory.
- 6) That man was created in the image of God but fell into sin by choosing to disobey God and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. Genesis 1: 27, 31; Genesis 3:6-24; Isaiah 53:6.
- 7) That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe and only such as receive Jesus Christ as their personal Savior are born of the Holy Spirit and thus become children of God. Romans 5:1, 9; John 3:16; Isaiah 53:4, 5; Ephesians 2:8; John 1:12.
- 8) That believer's baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however; not to be regarded as a means of salvation. Acts 16:13-40; I Corinthians 11: 23, 24; Matthew 28:19; Matthew 26:17-30; Romans 6: 1-14.
- 9) That the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Jesus Christ of which He is the Head. Ephesians 5:24- 32; Acts 2:47; I Corinthians 12:12, 13.
- 10) That only those who are thus members of the true Church shall be eligible for membership in Faith Fellowship, Inc. Ephesians 5:24-32; Acts 2:47; I Corinthians 12:12, 13.
- 11) In the personal and premillennial and imminent coming of our Lord Jesus Christ and that this Blessed Hope has a vital bearing on the personal life and service of the believer.
- 12) We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation. We also believe that Heaven and hell are real places.

ARTICLE V

Membership

Members of Faith Fellowship, Inc. are parents and friends in agreement with Articles III and IV.

Parents of students become members upon the entry of their children in school; staff and family become members upon hiring; others may petition Faith Fellowship, Inc. for membership and be voted upon during the next regularly scheduled meeting.

Members are subject to the requirements of the By-laws of Faith Fellowship, Inc.

ARTICLE VI

Funds

Faith Fellowship, Inc. will be primarily funded by tuition and donations.

ARTICLE VII

Amendments

This Constitution may be amended by two-thirds vote at any meeting of the members of Faith Fellowship, Inc. provided that two weeks previous notice has been sent by mail to each member stating the desired amendment.

ARTICLE VIII

Finances, Acquisitions & Dissolution

Major financial decisions (greater than \$5000 impact) shall be made by Faith Fellowship, Inc. at either a regular or special meeting. Faith Fellowship, Inc. must be notified 20 days in advance of major financial proposals per state law. Major capital projects and property acquisitions are to be reviewed by Faith Fellowship, Inc. during a regular or specifically called meeting prior to acceptance or rejection.

In case of the dissolution of Faith Fellowship, Inc., the property and monies belonging to the corporation shall be donated, after liquidation, to such non-profit Christian educational cause as the School Board may deem appropriately consistent with the rules from taxing authorities consistent with the dissolution of non-profit corporations.

This Constitution supersedes and replaces all prior Constitutions of Faith Christian School, and has been approved by two-thirds of the members of Faith Fellowship, Inc. after proper mailed notice to each member this 21st day of April 2008.

BY-LAWS OF FAITH FELLOWSHIP, INC.

ARTICLE I

MEMBERSHIP

- Section 1.1 All parents and guardians of children attending the Faith Christian School (FCS) become members of Faith Fellowship, Inc. upon enrollment.
Teachers and spouses become members upon first day of employment.
- Section 1.2 All other persons eighteen (18) years or older and having a sincere Spirit led interest in the ministry of FCS may apply for membership in Faith Fellowship, Inc.

- Section 1.3 Membership includes the privileges of:
- a. Voting at the membership meetings of Faith Fellowship, Inc.
 - b. Participating in activities on behalf of the school
 - c. Eligibility for election to the Board of Directors of Faith Fellowship, Inc., which shall also be the School Board for FCS
- Section 1.4 New members are eligible to vote at the first meeting of members following their acceptance.
- Section 1.5 A roll of current members shall be kept by the Secretary of Faith Fellowship, Inc.
- Section 1.6 Any member may be removed upon becoming unfaithful in conduct or by being absent from three consecutive regular meetings of the members. A member may be removed from the membership by majority vote of the Board, but shall be given notice of the proposed removal and the reasons for the proposed action in writing 15 days prior to any action, and shall have the right to appear before the Board and to be heard as to the proposed removal not less than 5 days before the removal takes effect. Any member whose affiliation with the school is terminated (either by the school or voluntarily) automatically resigns membership with Faith Fellowship, Inc. Members whose students graduate may retain their membership by petitioning the Board.

ARTICLE II

MEETINGS

- Section 2.1 The members of Faith Fellowship, Inc. shall hold two general meetings each year; one in the fall and one in the spring, with the exact time and place of such meetings to be set by the Board of Directors at least ten days before the meeting.
- Section 2.2 At the fall meeting, reports on the activities and progress of the school shall be presented by the Principal, the Board Secretary and the Board Treasurer. The annual election of new Board members shall take place at this meeting.
- Section 2.3 At the spring meeting, the Board shall present a budget for the following year so that specific financial needs and commitments may be established prior to issuing teachers' contracts, ordering supplies, etc.
- Section 2.4 Special meetings may be called at any time by the School Board or if requested in writing by a majority of its members. Such requests must state the reason for calling the meeting. Public notice of a special meeting must be given including a statement by the Board of the reason for calling such a meeting.
- Section 2.5 One quarter of the Membership of Faith Fellowship, Inc. shall constitute a quorum to transact business.

- Section 2.6 A majority of votes of members shall determine the issue in all cases, except where otherwise required by the By-laws or the Constitution of Faith Christian School.
- Section 2.7 No absentee ballots will be allowed.
- Section 2.8 The Constitution and By-laws may be amended by two-thirds of the members present at any formal meeting of the Membership with two weeks prior notice.
- Section 2.9 The meetings of the members shall be conducted according to Robert's Rules of Order. The President of Faith Fellowship, Inc. or the President's designee shall preside over the meetings.

ARTICLE III

BOARD OF DIRECTORS

- Section 3.1 The Board of Directors will consist of six to ten people. The Membership shall decide the exact number of directors. At least two directors shall be chosen by the organization at its fall meeting each year. The term of office for directors shall be for three years. Directors may serve two consecutive terms of office which then must be followed by at least one (1) year off the Board of Directors. The new directors shall officially take office at the next board meeting.
- Section 3.2 The existing Board of Directors will present recommended candidates to the Membership to fill expiring positions on the School Board. Candidates will be elected by the Membership at the fall meeting.
- Section 3.3 Vacancies on the Board occurring during the year shall be filled at the next Membership meeting. Any director serving less than one-half of a term is eligible to be elected to the next term of the director.
- Section 3.4 The Board of Directors shall generally hold eight meetings annually.
- Section 3.5 Two thirds of the Board shall constitute a meeting quorum.
- Section 3.6 Meetings of the Board of Directors are open to the Membership, except for matters deemed by the Board to be confidential, which may be taken care of in a closed executive session.

ARTICLE IV

DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall perform the following duties:

- Section 4.1 Develop and/or approve school policies in harmony with the Constitution and in accordance with Membership decisions.

- Section 4.2 Select an administrator who will hire teaching staff qualified to carry out the educational program and policies of the school.
- Section 4.3 Oversee the Administrator in rejecting or expelling any student who does not follow the school's progressive policies of conduct.
- Section 4.4 Approve ways and means of obtaining the necessary funds for operating the school as recommended by the Finance Committee appointed by the Board, maintain accurate records and determine the distribution of these funds. The Board is given the power to obtain loans up to \$5,000 per year on its own vote. Any loan beyond that amount needs permission of the Members.
- Section 4.5 Appoint out of the Board of Faith Fellowship, Inc. such committees as the Board may deem necessary to aid in performance of the Board's duties. Additional committee members may be appointed by the Board as necessary.

ARTICLE V

OFFICERS AND THEIR DUTIES

- Section 5.1 At a set meeting each year, following the election of the Board by the Membership, the Board shall elect the following four officers: President (or Chairman), Vice President (or Co-Chairman), Secretary, and Treasurer.
- Section 5.2 It shall be the duty of the Chairman to preside at all meetings of the Board and of the Membership and to enforce the provisions of the By-laws and to assure the Constitution of Faith Christian School is followed. The Chairman is an ex-officio member of all committees and shall be notified of all meetings. A first year director may not be elected as Chairman.
- Section 5.3 The Co-Chairman shall assist the Chairman whenever possible in the discharge of his/her duties. In the absence of the Chairman, the Co-Chairman shall take his/her place.
- Section 5.4 The Secretary shall take care of the official documents of the organization. He/she shall conduct appropriate correspondence and enter into the records of the organization and the minutes of all meetings of the Fellowship and Board after they have been approved.
- Section 5.5 The Treasurer is entrusted with the organization's funds and oversees all disbursements. The Treasurer shall report regarding the finances of the organization at the meetings of the Board and meetings of the Fellowship as herein previously defined. The Treasurer shall have served at least one year on the Board unless such a person is not available.
- Section 5.6 In the event of an absence or resignation of the Secretary or Treasurer, the Board shall appoint a person to assume the duties.

ARTICLE VI

COMMITTEES OF THE BOARD AND THEIR DUTIES

- Section 6.1 Education Committee – This committee shall:
- a. Consist of the Administrator, a director and as many members of Faith Fellowship, Inc. as the Board deems necessary.
 - b. Consider all matters relative to the educational program and policies of the school and make recommendations concerning same to the Board.
 - c. Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the course of study and make recommendations concerning these and allied matters to the Board.
- Section 6.2 Finance Committee – This committee shall:
- a. Consist of the Treasurer and as many members of Faith Fellowship, Inc. as the Board deems necessary.
 - b. Recommend to the Board a budget for the ensuing school year.
 - c. Make suggestions to the Board as to the manner in which the school is to be maintained financially, indicate various sources of income and how funds are to be collected from these sources.
 - d. Make recommendations to the Board regarding the payment of the tuition for children of parents who are financially unable to pay the required tuition.
- Section 6.3 Building Committee – This committee shall:
- a. Consist of a director and as many members of Faith Fellowship, Inc. as the Board deems necessary.
 - b. Make periodic visits to the school in order to determine physical needs of equipment and maintenance requirements and concern itself with all phases of the proper care, maintenance and adequacy of this equipment and make recommendations to the Board concerning these matters.
 - c. Make recommendations to the Board concerning the appointment, work and salary of the custodian.
- Section 6.4 Public Relations Committee – This committee shall:
- a. Consist of a director and as many members of Faith Fellowship, Inc. as the Board deems necessary.
 - b. Recommend to the Board, in order to promote Christian education in the community by means of public meetings, literature, advertisements and regularly planned month-by-month programs of action by means of which the cause of Christian education may be advanced and strengthened.
 - c. Make the necessary arrangements for carrying out such a program.

ARTICLE VII

ORDER AT REGULAR BOARD MEETINGS

Board meetings shall generally include the following components:

- * Prayer and Scripture reading
- * Reading of minutes of previous meeting
- * Reading of papers and correspondence
- * Report of Treasurer
- * Report of Principal (presented orally and also submitted in writing)
- * Report of Standing Committees
- * Report of Special Committees
- * Consideration of unfinished business
- * Consideration of new business
- * Adjournment and closing prayer

ARTICLE VIII

FINANCES

- Section 8.1 The funds necessary for the operation of the school shall be obtained primarily from tuition and periodic donations. Tuition fees shall be paid on time unless otherwise arranged. The budget adopted by the Board shall serve as the guide to the Finance Committee in its recommendation of the annual tuition rate per child.
- Section 8.2 Young people, newly married couples, families with no children, and families whose children are not now in school shall be encouraged to share in the financial and moral support of the school.
- Section 8.3 Additional funds shall be raised by other means consistent with the beliefs and character of the organization.

ARTICLE IX

THE STAFF

- Section 9.1 The Administrator, teachers and other staff shall be appointed by the Board after careful consideration of their spiritual, academic and other qualifications. They shall be appointed for such terms and with such salaries and other considerations as the Board may deem appropriate.
- Section 9.2 All staff must declare their unconditional agreement with Articles III and IV of the Constitution of FCS and they must be faithful attendees of a church whose doctrine is in agreement with those Articles. Additionally, they must be scripturally sound in their teaching and they must lead exemplary Christian lives.
- Section 9.3 All teachers, as well as the Board, shall abide by the terms of the contract entered into by both parties. The Board has the authority to discipline or dismiss staff or board members who prove to be unfit for the work as

determined at the discretion of the majority of the Board, including such staff members whose work or personal life conflict with the beliefs and purposes of FCS as set forth in the Constitution of FCS and established by the members of Faith Fellowship, Inc.

Section 9.4 The school term shall be determined by the Board and be consistent with state regulations. Holidays and vacations shall be allowed as may be decided upon by the Board.

Section 9.5 The Administrator, as the expert in all school matters, shall be a non-voting member of the School Board and serve in an advisory capacity to its Standing Committees.

Section 9.6 The statements of Article II and IV of the Constitution of FCS shall be made a part of all contracts entered into with members of the staff.

ARTICLE X

BEGINNING AGE OF CHILDREN

Parents are permitted to send their children to kindergarten when they are at least five (5) years of age on September first of the calendar year in which the school year for which he/she seeks admission commences. K4 students may begin at four (4) years of age.

These By-laws supersede and replace all prior By-laws of Faith Fellowship, Inc. and have been approved by two thirds or more of the Membership this 21st day of April, 2008.

OPERATING PROCEDURES AND POLICIES

PHILOSOPHY

We believe that what is taught at FCS must be based on truth. Since the Word of God is absolute truth (John 17:17), then it is only reasonable that it be our foundation. We believe that all truth, whether historical, scientific, moral, etc., is God's truth. His truth, as founded in the Bible, is absolute and unchanging.

This does not mean that all knowledge is found in the Bible. The Bible is not a science, history, or math book, but when it touches on these subjects it is 100% accurate. Therefore, the Word of God is our filter and instruction manual for what is taught as well as methodology and discipline in the classroom.

We strive to teach each subject from a Biblical viewpoint, while encouraging students to do their best to the glory of God. Our goal is to prepare the students with a Biblical worldview while equipping them to carry out God's direction for their lives intellectually, spiritually, physically and socially (Luke 2:52). Therefore, we make every effort to integrate the Scriptures throughout the curriculum.

OUR MISSION

Faith Christian School is an interdenominational Christian school providing quality, Bible-based academics in a caring atmosphere.

OUR VISION

Our vision is to develop and strengthen Faith Christian School to be a dynamic resource for our community by preparing students academically, spiritually, and socially in order to respond to God's call and thus impact their community for Christ.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

ACSI Membership

Faith Christian School will be a continuing member of the Association of Christian Schools International.

ACSI Activities

As a result of this (ACSI) membership, there are several experiences in which our school will participate when possible. The activities are as follows:

- Fall Teacher Convention for all staff members
- Student Activities: Speech Meet, Music Festival (as a coordinator for activities is available and as the school schedule allows)

REQUIRED SCHOOL DAYS

Length of School Year

We will generally follow the State of Minnesota guidelines for length of the school year.

COMMUNICATION TO PARENTS AND THE COMMUNITY

Faith Footnotes

On Monday an email is sent home to each school family containing any communication for that week. The *Faith Footnotes* informs families of upcoming events and other announcements.

If a teacher has an announcement that they would like to send home in the *Faith Footnotes*, the announcement should be submitted to the office in writing no later than the Friday before the next weekly envelope is sent home.

Faith Focus

Each quarter (staff permitting), the school publishes a newsletter that shares the activities of different aspects of the school from Parents Club, Student Council, public relations, alumni news, student recognition, etc. This newsletter is mailed to our extended FCS family, friends, local churches, and other community members that have shown an interest in the school ministry.

GRADING PROCEDURES

To ensure that parents know the quality of work that their children do in school, each nine weeks report cards are distributed. The student is the one who determines the quality of his/her work. The following grading system is used:

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79	I	Incomplete

Only semester grades are permanently recorded on transcripts for grades 9-12.

To provide adequate assessment and feedback to students, assignments should be graded and returned to students as soon as possible.

Honor Roll

Students in grades 7-12 must meet the following requirements to be eligible for the honor roll. The honor roll is published after each completed quarter.

Highest Honors

May have only **A's** (can include **A-**) but nothing lower.

High Honors

A's and **B's** only. No **C's**, **D's**, or **F's**.

Honors

A's and **B's**, one **C**, but no **D's** or **F's**.

Progress Reports

Progress reports are given at mid-quarter intervals (four and one-half weeks following the beginning of each quarter) throughout the year. Teachers will enter student letter grades on the progress report form at a time designated by Administration.

Quarter Grades

Report cards are usually sent home on the Friday following the last day of each nine-week period. Report cards are to be turned in to the office on the Thursday morning before they are to go home or the time designated by the Administration.

Elementary teachers must make a copy of the student's final report card and turn it in to the office to be placed in the student's file.

Report cards for students in grades 7-12 will be sent home by the office. Final report cards will be copied by the office and placed in the student's permanent office file.

STUDENT ASSIGNMENTS

Homework

Homework is a matter of extending and reinforcing skills and concepts which are presented in the classroom. It should not be assigned for "busy work". When a teacher gives a homework assignment, students must be given time in class to at least start it. (Projects or studying for tests do not fall under this stipulation.) Teachers should strive to give assignments in advance so that students can plan homework. Teachers are to keep in mind that some students will have homework from several classes and should not be overloaded.

A master calendar is provided in the faculty room for 7-12 grade teachers to schedule significant assignments, tests, or projects. No more than two major tests, significant assignments, or projects should be due on any given day.

In the lower elementary grades, homework should be appropriate for the grade level of

the child. If a child does not stay on task and finish the daily work, this can be finished at home. Occasionally other small assignments will be made at the teacher's discretion.

Understandably, more assignments will be given in the upper elementary due to their need to do more in depth work, special projects, and studying for tests. If there is a conflict with special activities, the parent needs to inform the teacher to formulate an alternative plan. The students are responsible for missed work.

At the junior high and high school levels, the homework load is naturally a little higher. This is to be expected in preparing for college where most of the work is done outside of class. Again, an effort will be made to avoid excessive assignments that overload a student with work.

All homework is due on the day/class period after it is assigned unless otherwise stated by the teacher or dictated by class schedule. A math assignment given on Monday is due in math class on Tuesday (or for the block schedule, the next math class). Failure to turn in work on time will cause significant reduction in the student's grade for that assignment and possibly for the course.

Make-up Work

All assignments missed due to absence must be made up. (Adjustments for make-up work can be made in light of extenuating circumstances caused by lengthy illness, family trauma, etc.)

Students have one day to make up work for every day of absence. If an absence occurs on Monday when an assignment is given, it would need to be turned in on Wednesday. (This would include work for the block schedule.) However, if a student is in school on Monday when the assignment is given and absent on Tuesday, the assignment will be due when the student returns to school.

Make up work will not be sent home ahead of time, including pre-planned absences. Parents may pick up make-up work after school if previous arrangements have been made that morning, and *if time allows for the teachers*. It may be picked up the next day for absences.

Extra Credit

The purpose of extra credit is to provide a challenge for students who want to learn more. It should not be used to help students raise their grades who have not turned in work or have work of poor quality.

All teachers who use extra credit for their students must adhere to the following:

1. Make a list of acceptable assignments or other methods of earning extra credit that are available to all students. Inform the students.

2. Establish a deadline for those assignments that is before the term ends. Students are not allowed to turn in extra credit after the term is over.
3. The suggested assignments should correlate with the curriculum and not be mere busy work.
4. Establish an objective policy for grading the assignment students know and understand (e.g. extra test grade, a number of points added to the daily grade, or dropping the lowest test grade.)

Test Schedules

Dependent on the size of the High School Staff, teachers of students in grades 7-12 need to record their test dates and major assignments/projects for their classes on the test master calendar. No more than 2 tests or major assignments/projects can be scheduled daily.

Standardized Testing

All teachers will administer the Terra Nova Test in the spring of each year.

STUDENT SUPERVISION

Supervision of Students

Supervision of students is an important responsibility of the teaching staff. Good supervision of students will effectively deter many discipline problems and will help assure the health and safety of the students. Teachers are expected to properly supervise all students at all times during the school day and during all school sponsored activities when the teacher has assigned responsibilities. Classes are not to be left unsupervised except in an emergency situation, or if a teacher has been requested to come to the office (and normally the administrative assistant will supervise the class temporarily).

Extra Duty Supervision

Teachers may be asked to provide supervision of students during times they are not in class. Supervision duties will be assigned on a shared or rotational basis, such as before school or after school, bus duty, etc.

Class Dismissal

Teachers should not dismiss their classes early unless they have been given special permission to do so.

First Aid

First aid supplies are kept in the school office and are available to staff as requested.

Acetaminophen and cough drops are available for all students in the office. A list of students allowed to take acetaminophen is available in the office. No medication should be given to any student without parental consent. Students should not keep medication in their lockers.

Accidents Involving Students

Accidents involving students are to be reported to the office as soon as possible. If in doubt about the seriousness of an injury, do not move the child, but send someone to the office for help. If the injury is thought to be life-threatening, call 911 immediately while sending someone for help.

An accident/injury form is to be filled out by the person responsible for the supervision of the student as soon after the accident as possible. A copy of this form should be sent home to the child's parents, and the original document should be placed in his/her student file in the office.

Work-Related Injuries

Any teacher who is injured in an employment-related incident should notify the Administrator of the injury as soon as possible.

STUDENT DISCIPLINE

Disciplinary Policy Statement

The best form of classroom discipline is teacher preparation. A teacher who is prepared with lessons and has very little "down time" will have far fewer problems than those who are not prepared. Asking God for wisdom each day before classes start is great preventative maintenance.

However, times will come when even the most prepared and organized teacher must use some sort of discipline. All methods should be firm but respectful. Parents should be informed if their children are disrupting class, not paying attention or not treating teachers and classmates respectfully. Communication with parents is critical.

If needed, the following is the disciplinary process:

1. Verbal correction in class or privately.
2. Detention (with parent notification).
3. Parent/teacher conference or phone call.
4. Meeting with parents, teacher, administrator and/or school board.
5. Suspension from FCS (time determined by administrator).
6. Dismissal from FCS.

Staff Implementation:

1. Each staff member will use their own discretion in determining whether the student's behavior warrants a verbal correction or if a gracious warning should be given first. Staff need to be mindful of their own consistency and that there is a general theme of consistency throughout the school.
2. Each staff member is expected to document any student behavior deserving of a verbal correction (1) in their school records. Non-high school volunteer staff will need to document that recorded behavior in the log book next to the behavior chart.
3. Each staff member will be responsible for marking tardies, cell phone abuse and verbal corrections given on the student chart kept on the wall in the records office adjacent to the secretary's office.
4. Staff members will be assigned a color to mark their verbal corrections on the chart so that if questions are raised about the reason for a student's detention the administration knows which staff members to contact for explanation.

Corporal Punishment

Faith Christian School does not use corporal punishment as part of its disciplinary plan. Reasonable physical restraint may be used to protect students or faculty from harm.

Absences for Sports Activities (Extra Curricular Games)

Home Games:

Except on rare and unusual occasions (to be cleared through the Administrator), there should be no loss of class time for students involved in any capacity in a home game.

Away Games:

Time to leave school early for away games must be cleared by the Athletic Director through the Administrator. Every attempt will be made to miss as little class time as possible.

Attendance of Athletes:

Athletes that are not in school for at least one half of the school day (8:25-11:30 AM; 11:30-2:40 PM) are not allowed to participate at the sports practice or play in a game that day (home or away).

EDUCATIONAL ACTIVITIES

Lesson Plans

Teachers will be provided with a lesson plan book. Lesson plans should be written with sufficient detail and direction so as to enable a substitute teacher to follow them. Lesson plans should be consistent with the course outline. They should include the following:

1. Major objectives
2. Page numbers of lesson
3. Materials and methods to use

4. Any audio-visual needs
5. Class work or homework assignments

First year teachers at FCS are to submit a copy of the upcoming week's lesson plan to the Administrator each Friday. The original should be kept by the teacher and put in a place where it is easily accessible if the need for a substitute should arise.

Reporting Student Absences/Tardies

All teachers should take attendance first period and send it to the office. Junior high and high school teachers should record tardies and absences each class period in their attendance books.

Class begins for students at 8:25 AM. Students that come to class after that time (unless they ride a district school bus) are considered tardy. All students that arrive to class after 8:25 AM (unless they ride a district school bus) must be sent to the office to get a tardy pass for class.

Textbooks

Textbooks are to be distributed by the teacher and numbered so that a record can be kept of book use. Students are not to write in, underline, mark, or damage textbooks in any way. The only exception is consumable teaching materials such as workbooks. At the end of the school year, the teacher will make a determination of any excessive damage to textbooks and determine the need to assess fines. Books will be checked in through the teacher who will then store them appropriately.

Reviewing Films/Videos

All films/videos must be screened by an FCS staff person prior to any viewing by students to protect against offensive or questionable materials. Questionable films/videos (rated PG, PG-13, or R) need approval from the Administrator before its viewing by students. If in doubt about the appropriateness of showing a film or video (one not rated or rated G), ask counsel from the Administrator.

Library Use

A library schedule will be made at the beginning of the year. Reference books cannot be checked out. Other books may be checked out with the classroom teacher or library aide. It is the teacher's responsibility to see that the books are returned to the library at the proper time. Damaged or lost books must be paid for by the student, at replacement cost.

Field Trips

Throughout the year, teachers may use field trips as a teaching/learning experience. Because of the cost and scheduling factors, the number of field trips allowed per class or school may be limited. In planning a field trip, the following procedures should be followed:

1. All field trips must be approved by the Administrator before final field trip plans are implemented, such as announcing it to students, etc.
2. An activity request form must be completed.
3. The teacher will make contacts and do the scheduling. Use of the school vehicles should be scheduled on the calendar in the office. The availability of the school vehicles should be checked before a date and time is set.
4. A field trip should be part of a planned unit or work, the details of which should be carefully worked out before a visit by the students is made.
5. Students must be carefully supervised. Parents and other adults may be used as chaperones. The adult/student ratio should be very manageable. Every precaution should be taken to assure student safety.
6. Information regarding the field trip should be sent home in advance in the Tuesday envelope.

Bulletin Boards

Bulletin boards are usually present in all classrooms and should be changed each quarter. Students may help with bulletin board displays. Posters may also be displayed on the walls of the classroom in a way that will not damage the wall (using tape, *Fun-tak*, or *similar medium*).

Because students from a variety of church backgrounds attend FCS, discretion should be used to avoid conflict or offense. (Example: Halloween decorations like witches should not be used.)

Outdoor Classes

If a teacher wants to hold class outside, he/she must also notify the office in case a teacher or student must be contacted.

Classroom Parties

Parties are fun and profitable times if done in moderation and limited in length. Students

may bring special snacks for birthdays. The teacher needs to be aware of any special food or activity restrictions of a student.

Guest Speakers

The Administrator should be informed in advance of any guest speakers who might be invited to address students and the nature of the topic being addressed.

Audio/Visual Equipment

AV equipment may be checked out for classes as needed. Please use the schedule posted on the AV equipment.

TEACHER DUTIES

Duty Hours

Teachers should be at school by 7:50 AM and may leave at 3:30 PM. Those duty hours may be extended for faculty meetings, parent conferences, student conferences/assistance, or for other tasks related to the school program. Classroom preparation and correcting student work may also require teacher time and attention outside the normal duty hours.

Staff are usually allowed to leave after scheduled duties are finished on Wednesday to help accommodate their church schedule. Other later arrival or earlier departure times do need approval by Administration.

Morning Devotions/Prayer

Devotions and prayer will begin promptly at 7:50 AM. All full-time teachers are expected to be present and on time for devotions. The Bible will be needed during devotions.

Separate elementary and high school department devotions may be scheduled at this time as needed. All teachers should be at school during regular duty hours.

Back to School Night

Tuesday before school starts is *Back to School Night*. Parents and students will meet the teachers for the coming year. Teachers should have textbooks, examples of work, and projects on display that can be viewed by parents and students in the classroom. Teachers will be able to talk briefly to parents and students about classroom procedures.

Bible Integration

All teachers are expected to integrate biblical principles with their teaching in all subjects

(not necessarily every lesson) taught at FCS. All subjects are to be taught in a manner consistent with Scripture.

Chapel

Teachers are to be in attendance at all school chapels which apply to their students and provide effective supervision of students (unless previously excused with the Administrator's permission). Teachers may also be asked to lead singing, prayer, or speak to the students. Elementary and junior/senior high school chapels will be scheduled on alternate weeks.

Special Chapel Services

On occasion we will have a special chapel speaker come at a time other than the regularly scheduled chapel day. Teachers will be given as much notice ahead of time as possible.

FACULTY DRESS CODE

Men:

Hair must be neat and kept in a professional manner. Hair should be no longer than the bottom of the collar and middle of the ear. The hair may not be tied in a ponytail. Mustaches and/or beards should be neatly trimmed. Any visible tattoos must be covered. Body piercings are not allowed to be worn.

Appropriate apparel would include slacks, dress shirts with or without ties, or sweaters. Jeans and other casual wear are allowed for "School Spirit" activities or other appropriate designated days. Chapel – slacks and dress shirt.

Women:

Dresses, skirts, or slacks, split skirts. Dress length 2 inches above the knee. Tops with low or immodest necklines are not allowed. Nice denim outfits are acceptable. Chapel - Dresses or skirts or dress slacks. Jeans and other casual wear are allowed for "School Spirit" activities or other appropriate designated days. Body piercings (except modest ear piercing) are not allowed to be worn. Any visible tattoos must be covered.

P.E. Teachers:

Long sweat pants or knee length walking shorts with T-shirts are acceptable.

HUMAN RESOURCE POLICIES

Non-Discriminatory Hiring Policy

Faith Christian School's governing Board reiterates the following policy:

Faith Christian does not discriminate on the basis of gender, race, color, or ethnic origin in the hiring of its certified or non-certified personnel. Faith Christian School makes no distinction concerning an individual's race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11).

Recruitment and Selection

When a staffing vacancy is anticipated, the Administrator shall utilize a variety of recruiting sources (colleges, churches, ACSI, etc.) to recruit potential candidates. Candidates shall submit a resume and completed application to the Administrator, including personal and professional references. The Administrator (with help from the board members as needed) shall review all submitted information, interview candidates, and conduct reference and background checks. He/she will refer the recommended candidates to the School Board for final approval/rejection.

All expenses (such as background check fees) connected with obtaining reference information relating to an applicant shall be paid by Faith Christian School.

As soon as a vacancy is expected the Administration shall seek to make it known to surrounding churches, colleges, ACSI and other appropriate agencies to find the most qualified candidate.

Personal Qualifications for Employment

All employees of FCS shall be born-again Christians.

All employees shall be active attendees (members when possible) of an evangelical church with a doctrinal statement in agreement with that of FCS.

All employees shall be in agreement with the Constitution, Mission, and Vision of the school.

All employees shall give evidence of a consistent moral character in lifestyle and attitude.

All employees shall give evidence of adequate physical and mental condition.

Applicants shall complete an Application for Employment.

In all cases, the School Board makes the final decision regarding employment at FCS.

Teacher Certification Policy

Initial Certification:

Faculty members must be college graduates that are certifiable by ACSI at least on a provisional basis. Initially, a Minnesota certificate or a certificate from another state will be accepted. At least a provisional certification through ACSI must be obtained within six months of employment.

Required Certifications:

A Standard Level, and/or ACSI certificate in field of service.

Certification Policies

All teachers who initially do not have an ACSI Standard Certificate must obtain at least Standard Level ACSI Certification within their first three years of employment as a teacher. Teachers must also maintain their ACSI certification.

If ACSI Standard Certification cannot be obtained within the noted time constraints, a written application for extension must be submitted to the Board. The plan to obtain the required certifications and progress toward certification must be included.

Educational administrators must also carry appropriate in-field certifications from ACSI.

Professional Qualifications for Certification and Appointment

Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science degree in their desired area of instruction from a recognized college or university. The requirement may be waived by the Board in some special situations.

Spiritual Qualifications for Employment

Teachers at FCS must realize the incredible responsibility placed on them. Luke 6:40 says, "A student is not above his teacher, but everyone who is fully trained will be like his teacher." That responsibility cannot be taken lightly. With this in mind, FCS employees:

1. Have accepted Jesus Christ as personal Savior (Romans 10:9-10).
2. Demonstrate a conviction that God has called him/her to become involved in a Christian school ministry (1 Corinthians 7:21-24).
3. Demonstrate a consistent outward evidence in lifestyle and attitude of an inward Christian character (1 Timothy 4:12).
4. Maintain a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Hebrews 10:24-25).
5. Are convinced of the importance of prayer and a daily time of meditation in the Word of God and are actively pursuing a relationship with God (Psalm 42:1-2).

6. Demonstrate spiritual maturity and a teachable spirit (Titus 2:2-8).
7. Have a workable knowledge of the Word of God, knowing how to feed himself/herself spiritually (1 Tim. 4:7).

Family Home Life Qualifications for Employment

1. Whether married or single, demonstrates a submissive, pure, and loving spirit with respect to Biblical principles as it relates to all personal relationships (I Tim. 5:1).
2. Demonstrates a conviction to fulfilling the responsibilities to one's spouse as outlined in Ephesians 5:22-32 and views marriage as a reflection of the relationship between Christ and His Church.
3. Men: Demonstrates an understanding of his life under Christ's authority and responsibility for the leadership and care of the family. His family unit is to provide a positive testimony for Jesus Christ (1 Tim. 3:4-5).
4. Women: Demonstrates an understanding of her life under her husband's authority and genuinely reverences him; is responsible to him for the way she orders her household and cares for the children (Ephesians 5:22-32).
5. Children: Each faculty/staff member having qualified children of school age is strongly encouraged to have them enrolled in FCS, unless a particular need dictates otherwise.

Moral Qualifications for Employment

Based on religious convictions, Faith Christian School holds the following policies in hiring personnel:

1. FCS will not hire anyone or keep anyone as an employee who does not believe that having an alternative sexual lifestyle including but not limited to homosexuality, lesbianism, or bi-sexuality is sin. FCS will not hire anyone or keep anyone as an employee who has an alternate sexual lifestyle including but not limited to homosexuality, lesbianism, or bi-sexuality (Romans 1:18-32).
2. FCS will not hire anyone or keep anyone as an employee who does not believe that sexual relationships outside of marriage are sin. FCS will not hire anyone or keep anyone as an employee who does not believe that cohabitation, premarital sex, viewing of pornographic materials and like activities are sin. FCS will not keep any person in its employment if he/she is

involved in such activities (I Corinthians 6:18, 10:8, I Thessalonians 4:3,4, Ephesians 5:3, I Thessalonians 5:22).

3. FCS employees will refrain from the use of tobacco products, drunkenness, use of illegal drugs, or abuse of legal drugs.
4. All FCS employees are to model Christian values and lifestyles. They are to refrain from any inappropriate activities on or off campus that would be inconsistent with FCS values (I Cor. 10:31).

Declaration of Moral Integrity (Required for all staff to sign annually)

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyles that it seeks to include in its students. An applicant at FCS for a ministry position, as an employee, or as a volunteer, will recognize, understand, and agree to live by the Christian moral standards of the school.

During the past year, the employee has not engaged in, at the current time is not engaging in, and promises that during the term of employment or volunteering will not engage in inappropriate sexual conduct, drunkenness, or tobacco products, or inappropriate language. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage, (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian activity, sexual harassment, use of viewing pornographic material or websites, or sexual abuse or improprieties toward minors, as defined by Scripture and federal or state laws.

The employee agrees to meet and maintain the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Lifestyle Statement (Required for all staff to sign annually)

Faith Christian School (FCS) is a religious, non-profit organization representing Jesus Christ throughout the local community. FCS requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, I Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The FCS Statement of Faith expects employees to maintain a lifestyle based on biblical

standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, I Cor. 6:9-20). FCS believes that Biblical marriage is limited to a covenant relationship between a man and a woman. FCS employees will maintain a lifestyle based on Biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of FCS that each employee will have a lifestyle in which "He may have the preeminence" (Col. 1:18, NKJV).

Sexual Harassment

No form of sexual harassment will be acceptable from an employee of FCS. This includes but is not limited to, sexually-oriented conversation, jokes, sexual advances, or any inappropriate sexual behavior on the part of staff or students. Offenders may be dismissed from employment and subject to sexual harassment laws.

Offenses should be reported to the Administrator immediately or to the Board if the Administrator is involved.

Contracts of Employment

All teachers at FCS must have a contract that has been approved by the Board at an official meeting of the Board.

All contracts shall be for a one-year term unless specifically altered by the Board.

Teachers shall be notified in April, if their services will not be required for the following school year. The reason for non-renewal shall be given.

Teachers shall notify the Board as to their intent to return for the following year by completing the Statement/Letter of Intent form. This is necessary so that adequate plans may be made in the area of staffing. Contracts not signed and returned within thirty (30) calendar days of issuance shall be considered rejected.

The Board retains the right to withdraw an offer any time prior to its acceptance. The Board has the right to withdraw a new contract for the next school year that has been accepted by an employee for reasons stated in the **Dismissal of Employees at the End of the Contract Year** section.

Length of contracts for teachers will be for the amount of time needed to conduct the Minnesota required days of class and any days needed for orientation at the beginning of the school year and end of the school year duties.

Generally, contracts for the upcoming year will be issued no later than April 30.

Statement/Letter of Intent

Letters of intent will be sent out in February.

Resignation and Abandonment of Contract

If it should become apparent that the employee under contract shall not be able to complete his/her contract, a written letter of resignation shall be submitted to the Administrator.

When an employee is absent from his/her duties for more than two days without due approval, the Board may rule the contract to have been breached and declare the position open.

Dismissal of Employees at the End of the Contract Year

The Board may terminate the employment of an employee at the end of the contract period set forth if, in its judgment, the best interest of the school will be served.

The employee may be discharged and salary payments terminated by the Board at the end of the school year for one or more of the following reasons:

1. Necessary reduction of personnel by the school. Such reduction shall be made in the reverse order of seniority in the specific teaching fields.
2. Doctrinal error or spiritual indiscretion.
3. Immorality, conviction of any felony or other crime involving moral turpitude, drunkenness, use of illegal drugs or abuse of legal drugs, use of alcoholic beverages.
4. Failure to comply with official directives or established Board policy, a continued display of an uncooperative spirit in working with the Board or Administrator.
5. Willful defiance of a direction by the Administrator or School Board.
6. Physical or mental incapacity preventing performance of the contract of employment.
7. Repeated and continuing neglect of duties, inefficiency or incompetence in performance of duties.
8. Breach of contract.
9. Failure to comply with such reasonable requirements as the employer may prescribe for achieving professional improvement and growth.
10. Willful failure to pay debts.
11. For good cause as determined by the employer, good cause being failure of an administrator or teacher to meet the accepted Christian standards of conduct as stated in the Staff Handbook of Faith Christian School.

Before the employee shall be discharged for any of the causes set forth in the preceding section, the employee shall be notified in writing by the Board of the proposed action and of the grounds assigned therefore.

Dismissal of Employees during the Contract Year

The employee may be discharged and salary payments terminated by the Board at any

time during the school year for one or more of the reasons listed under **Dismissal of Employees at the End of the Contract Year**.

Before the employee shall be discharged during the year for any of the causes set forth in the preceding section, the employee shall be notified in writing by the Board of the proposed action and the grounds assigned therefore. The employee shall have an opportunity to respond to the notice of proposed action before being discharged.

Other Provision:

In any decisions to terminate employment of an employee, no consideration shall be given to the gender, ethnic/national origin, age, or race of the employee.

Grievance Procedure

Because the work wherein we are engaged is an area involving the religious tenants of belief and is composed of spiritual activities over an educational function and that it is a sacred undertaking, we cannot authorize anything other than arbitration before the believers for any kind of dispute that may exist. Arbitration in this manner is the only Biblical means which is acceptable for discipline purposes. I Corinthians 6:1-8 is very clear on this point and as believers we should waive all rights to take our cause before a court of law.

This procedure is intended to establish effective means of communications by which to channel personnel problems.

This procedure is IN NO WAY INTENDED TO DENY the rights of any individual to seek a satisfactory solution by himself.

A grievance is based upon an event or situation, which affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of established policies or regulations.

The term "employee" may include a group of employees similarly affected by a grievance.

A "party in interest" is the person(s) making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem.

The term "days" when used in this regulation shall, except where otherwise indicated, mean working days.

It is important that grievances be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement.

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the next school term, could cause harm to the employee concerned, the time limits set forth herein shall be appropriately reduced.

LEVEL ONE: The employee with a grievance shall present the matter in writing to his immediate supervisor or Administrator, whoever has the authority to deal most effectively with the grievance, no later than ten (10) days following the happening which prompted the grievance. The employee and the supervisor or Administrator shall confer on the grievance within ten (10) days with the view to arriving at a mutually satisfactory solution of the problem. In the event the grievance is first discussed with anyone other than the supervisor or Administrator, the supervisor or Administrator shall be apprised of the discussion. Following the conference, the supervisor or Administrator shall communicate, in writing, his/her decision to the aggrieved employee within five (5) days.

LEVEL TWO: If the grievance is not resolved on Level One, the aggrieved employee may appeal to the Administrator or Board Chairman within ten (10) days after the decision has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and decision at Level One with the reason why the decisions at the previous level were unacceptable.

The Administrator or Board Chairman shall meet and confer with the employee on the grievance within ten (10) days after the appeal has been mailed with a view to arriving at a mutually satisfactory solution of the complaint. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall be given to the supervisor or Administrator who rendered the decision on Level One. All parties to the grievance shall be present at the conference to state their views. Following the conference, and within ten (10) days, the Administrator and Board Chairman shall communicate reasons to all parties in interest.

LEVEL THREE: If the grievance is not resolved at Level Two, the aggrieved employee may appeal to the Faith Christian School Board within ten (10) days after the decision of the Administrator or Board Chairman has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and decision at Level Two with the reason for not accepting the decision at Level Two. The School Board Chairman shall schedule a conference no later than its second regularly scheduled meeting following receipt of the appeal. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall also be given the parties in interest at Levels One and Two. All Parties to the grievance shall be present at the conference to state their views. Following the conference, and not later than the next regularly scheduled meeting, the School Board will communicate its decision in writing, together with supporting reasons, to all parties in interest. The Board's decision shall represent the final step in the procedures.

Supervision of Instruction

Evaluations generally will be conducted on a regular basis during the school year. Evaluations of performance shall be a cooperative and continuing process involving both informal and formal evaluation of instruction. Generally, there will be a teacher-administrator conference after each evaluation. The teacher will receive a copy of the evaluation for his/her files and one will be kept by the school. (The school's file on the teacher shall be accessible to the teacher.)

An opportunity for an end of year conference with the Administrator will be made

available for staff members. Self-evaluative forms will also be available at the end of the school year.

LEAVE OF ABSENCE

Jury Duty Leave

A full-time salaried employee summoned to jury duty shall be granted a leave of absence while fulfilling jury duty assignment.

The leave shall be with pay and the employee shall be required to reimburse FCS the daily duty fee, excluding any travel or other expenses actually paid.

The employee shall be required to notify the Administrator immediately upon receipt of jury duty assignment.

Hourly employees are not entitled to receive pay for any time absent from work under this provision, nor do they surrender their duty fee.

Bereavement Leave

All certified employees shall be allowed up to *three (3) days* without loss of pay or personal leave credit when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child, or any other person residing in the same household.

All certified employees shall be allowed *one (1) day* without loss of pay or personal leave credit when the death is a more remote relative (grandparent, immediate in-law, grandchild, aunt, uncle, niece, nephew, or cousin).

Additional time, not to exceed *two (2) days*, shall be granted without loss of pay or personal leave credit, at the discretion of the Administrator, when it is necessary to travel in connection with the death of a relative.

Personal Leave

A full time salaried employee shall be granted *six (6) days* of personal leave per year. A part time salaried teacher shall be granted personal leave on a pro-rata basis.

Personal leave will be credited to employees on the first day of the school year or on their first day of employment. Personal leave will be pro-rated to the nearest one-half (1/2) day for an employee whose first day of employment is after the first day of the school year.

Employees needing more than six personal days during the year may, at the discretion

of the Administrator, be granted the needed time off unpaid.

Personal days may not be taken in conjunction with a scheduled school holiday except in extenuating circumstances. In all cases, personal days will be granted at the discretion of the Administrator.

Personal days are not to be considered paid vacation days, but rather should be used to take care of personal business or for personal illness, personal incapacity due to injury, or illness in the immediate family.

Personal days are not cumulative. Personal leave must be used in one-half (1/2) or full day increments. Employees will not receive credit for any unused personal days at the end of the school year or in the event that the employee leaves mid school year.

Personal days must be requested in writing (using office form) at least one week in advance of the day requested. In all cases, the employee requesting a personal day shall be required to secure his/her own substitute from the list of approved substitutes in the school office. The employee shall also notify the Administrator in advance of the proposed substitute, along with the substitute's contact information.

Worker's Compensation

The school participates in a mandatory worker's compensation insurance. All injuries due to the employee's work must be reported to the office within 24 hours of injury or illness. The school shall make a verbal report within 24 hours and a written report within 120 hours of all workers' compensation insurance situations. Staff is encouraged to avoid unsafe activities and report any unsafe working conditions to the office immediately.

Social Security

The new Social Security Law of 1983 extends Social Security coverage to employees of all non-profit organizations including Christian schools. Under prior law, participation in Social Security was optional for non-profit organizations. This provision applies to all employees rather than newly hired employees.

The school matches payments for Social Security withheld from an employee's check. School employees who are ordained ministers may refuse to participate in social security based on their religious conviction. In such a case, FICA will not be withheld, nor will there be compensation to the employee for the loss of benefit.

School Tuition Benefits

Children (that meet FCS enrollment requirements) of full-time salaried teachers will be allowed to attend FCS at a reduced tuition rate. All other fees will apply.

Medical Insurance (Health)

Employees may elect to have supplemental health insurance coverage through AFLAC. FCS does not make any contributions to their employees' health insurance plan.

Family and Medical Leave Act (FMLA)

The FMLA covers a private employer with 50 or more employees. The ADA (Americans with Disabilities Act) and Title VII (Civil Rights Act of 1964) cover private employees with 15 or more employees.

The school is a “covered employer” under the Family and Medical Leave Act of 1993. However, because the school does not employ fifty or more people, no employee is eligible for leave under the provisions of the act. The school has its own policies for leave, and those shall continue to apply, subject to any changes made from time to time.

403(b) Retirement Fund

Employees may participate in the 403(b) Retirement Plan through Mass Mutual Financial Group. FCS does not make any contributions to their employees’ retirement plan.

JOB DESCRIPTIONS FOR STAFF

SCHOOL ADMINISTRATOR

Job summary: The School Administrator is the chief executive of the school and, in partnership with the School Board, is responsible for the success of the school. The Administrator provides spiritual, educational, and administrative leadership to the school. It is this person’s responsibility to inspire, lead, and direct all phases of the school’s operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the School Board which are in agreement with the Mission, Value, and policies of the FCS Constitution.

Required Personal Qualities

It is expected that the Administrator will ...

- Be a model of God’s ideal for leaders by demonstrating a personal relationship with Jesus Christ as Savior and Lord.
- Be committed to Christian schooling as evidenced by the enrollment of his or her own K-12 school-aged children at FCS.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.

- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open to new ideas, initiatives, and concepts in education.

Essential Job Functions—Accountabilities

It is expected that the Administrator will ...

Spiritual Leadership

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, wholesome, and loving.
- Lead the staff, students, and school families into a deeper spiritual commitment by example and teaching.
- Work with the School Board and staff to address the spiritual formation needs of the students.
- Delegate the organization and coordination of chapel programs.

Academic Leadership

- Have knowledge of the school's curriculum, standards, and mission. Hold school administrative staff accountable for meeting the goals of school curriculum.
- Provide and oversee structure, procedures, personnel, time, and resources for curriculum development.
- Have knowledge of the physical and emotional development of children, and understand the problems they face while growing up.
- Monitor the ACSI certification and/or licensure status of the teachers.
- Ensure that school classrooms reflect a professional and Christian environment.
- Keep abreast of major current trends in education in general and Christian education in particular through reading, conferences, and contacts with other educators.
- Coordinate the annual school testing programs. Help interpret test result data to staff and parents.
- Report the results of standardized testing programs in relation to state and national assessment data that will be understood and useful to the School Board and parents.
- Lead the school staff in continuous professional development through such activities as new staff orientation, in-service opportunities, continuing education, and teaching demonstrations and training.

- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher-child or child-parent relationships.
- Evaluate employees using formal and informal evaluation, and hold evaluation conferences for staff members.
- Administer policy for classification, promotion, or retention of students in the school program.

Administrative Leadership

- Provide the school environment with appropriate rules, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Have the ability to accomplish the goals and objectives assigned by the School Board and school policy.
- Provide leadership in planning the master schedule, including the coordination of transportation needs.
- Manage personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, and recommending continuance, dismissal, or discipline of staff under the supervision of the School Board.
- Organize and lead the devotionals for staff.
- Provide oversight and leadership for staff meetings and in-service opportunities.
- Provide oversight in the supervision of staff, improvement of instruction, and selection of curriculum.
- Ensure that school staff communicates with parents consistently and expediently.
- Be available to assist teachers in matters relating to student needs and problems.
- Develop, update, and disseminate student handbooks, staff handbooks, and other such items.
- Oversee and maintain positive discipline while ensuring that discipline is consistently maintained within Biblical guidelines.
- Maintain a physical presence with the students by attending when possible and participating when possible in school chapels, assemblies, athletics events, and other presentations.
- In cooperation with the Athletics Director, plan for adequate supervision of athletics events. As with the Athletic Director, the Administrator should hold and maintain first aid and CPR certification. (FCS will be responsible to pay for required training expenses.)
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Possess the ability to interact effectively with school constituents and community entities.
- Provide for the appropriate delegation of responsibilities and authority within the school.
- Conduct periodic building and property safety inspections.
- Develop, maintain, and evaluate plans in case of fire, storm, or other sudden danger, including periodic inspections and drills. Coordinate plans with the appropriate departments and their emergency efforts.
- Provide for the evaluation, orientation, and placement of all incoming families and students.

- Involve parents in prayer, volunteerism, and input and decision making as appropriate.
- Assist substitute teachers in successfully carrying out their responsibilities.
- Take a leadership role in helping organize senior graduation.
- Have annual end-of-year inventory of textbooks, furniture, equipment, and other items for all classrooms, and keep adequate records of same.

Legal Compliance

- Monitor compliance with relevant laws and regulations that apply to schools, and file all legal and regulatory documents in a timely manner.
- Ensure that all records—business, personnel, and student—are adequate, accurate, and administered legally.
- Supervise and maintain the operations of state funded and federally funded programs.
- Conduct required emergency safety drills in coordination with staff leadership.

Governance

- Serve as the educational consultant to the School Board by providing information and counsel on all the school's educational challenges and procedures.
- Offer professional advice to the School Board on items requiring board action, with appropriate recommendations based on thorough study and analysis.
- Participate in long-range strategic planning for the school in association with the Board.
- Attend all School Board meetings and present appropriate reports as designated by the FCS Constitution.
- Serve as an ex-officio member of all committees of the School Board.
- Deal directly and frankly with the School Board in an earnest effort to resolve differences of opinion when they exist.
- Serve as liaison between the School Board and personnel, working toward a high degree of understanding and respect between staff and Board.
- Show support for School Board policy and decisions to the staff, parents, and public.

Personnel

- Treat all personnel fairly and in a businesslike manner, without favoritism or discrimination, while insisting on performance of duties.
- Ensure that all school personnel have current written job descriptions.
- Establish and refine staff development and in-service programs on and off campus.
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the School Board in regard to cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal.
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

Business and Finances

- Implement a strong internal financial-controls procedure for the handling of school assets.
- Work with the Finance Committee to implement a long-range financial plan for approval by the Board.
- Work with the Finance Committee to develop an annual budget, and recommend the same to the School Board for adoption. This includes making recommendations for staff salaries and fringe benefits.
- Plan for both short- and long-term budgetary needs to include but not be limited to operations, capital improvements, reserve, and endowment.
- Oversee accurate accounting and projections of income reports to the School Board.
- Oversee and manage the school's budgetary expenditures and procedures.
- Authorize contracts to agencies or persons outside the school that are within board-approved budget parameters and necessary for the efficient operation of the school.
- Present purchases outside the school budget to the School Board for approval before they are executed.

Development and Public Relations

- Provide oversight for development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
- Recognize the importance of working cooperatively with organizations, and play a role in state and regional organizations that have an impact on the school.
- Represent the school at parent, church, and community groups, as able.
- Act on suggestions and requests in an appropriate manner, giving prompt attention to the resolution of complaints.
- Be available for conferences with staff or parents.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.

ADMINISTRATIVE ASSISTANT

Job summary: The Administrative Assistant supports the school's leadership effectiveness by providing competent service and assistance. This person shall be spiritually mature and shall reflect the purpose of the school, which is to honor Christ at all times.

Type of position: This is typically a nonexempt employee that is paid either with an hourly wage or with a salary that must be supplemented if overtime is worked.

Required Professional Qualities

It is expected that the Administrative Assistant will ...

- Have a high school diploma or a GED equivalent.
- Have good verbal and written communication skills.
- Demonstrate basic proficiency in computer word processing, e-mailing, and accessing the Internet. Be willing to learn other types of educational software used by the school.

- Be able to handle multiple tasks simultaneously. Have disciplined time-management skills.

Required Personal Qualities

It is expected that the Administrative Assistant will ...

- Have the customer service and public relations skills necessary to welcome the general public and be a good school representative.
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.

Essential Job Functions—Accountabilities

It is expected that the Administrative Assistant will ...

Professional Responsibilities

- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings when duties of the office allow.

Office Responsibilities

- Schedule appointments for administrative staff when necessary.
- Handle administrative and general school correspondence.
- Provide secretarial services to committee meetings or school board meetings when requested.
- Help with the preparation of school board minutes, agendas, and financial reports. Also complete background check forms, State Department of Education forms, and personnel staff in-service information.
- Contact parents to account for absent students.
- Produce school wide communications, such as daily announcements for staff and students, *Footnotes*, letters for all school families, annual school calendar, in-house monthly calendar, class lists, directories, and handbooks under the direction of the Administrator.
- Create helper lists for fall and winter sports programs.
- Set chapel schedule for elementary and high school by contacting local pastors, Christian colleges, and staff.
- Be responsible for school mailings, including bulk mailings.
- Maintain daily clock/bell schedules.
- Fill out textbook and supplementary material orders as requested. Order supplies for the sports program.
- Maintain current student academic and medical records. Provide copies when requested by parents and when requested by schools receiving transfer students. Set up annual health screening for students.
- Assist teachers with the operation of the office machines.
- Maintain records of fire drills and other types of emergency drills.
- Collect and keep records for special projects (e.g., fund-raising projects, school picture sales).

- Keep the office stocked with necessary supplies and forms as needed, and be responsible for office equipment supplies and maintenance.
- Keep the various filing systems up to date and organized.
- Handle reservations and arrangements for luncheons, conferences, and miscellaneous office and school functions. Help with special events when requested.
- Assign student lockers.
- Show initiative and go through the proper channels to offer suggestions for improving school procedures.
- Keep the office neat, orderly, and running smoothly and efficiently.
- Assist the Administrator as needed.

SCHOOL TEACHER

Job summary: The School Teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Essential Job Functions—Accountabilities

It is expected that the School Teacher will ...

Spiritual Leadership

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the Administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.

Academic Leadership

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Have knowledge of the school's curriculum, standards, and Mission.
- Integrate Biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the Administration.
- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.

- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports, sports eligibilities, and report cards as required.
- Respond in a timely manner to parent complaints and to parent requests for help or information. Communicate regularly with parents regarding their child's progress or the need for intervention.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school Administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, parent/teacher conferences, Faith Fellowship meetings, ASCI conventions, and other required meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress. Grade books will be turned in to the office at the end of the school year.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.

- Inform the Administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the School Administration in an earnest effort to resolve differences of opinion when they exist. Observe the Matthew 18 principle in conflict resolution with parents, staff, or board members.

TEACHER AIDE

Essential Job Functions—Accountabilities

It is expected that the Teacher Aide will ...

Spiritual Leadership

- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- If full time, attend staff devotions daily. If part time, attend devotions as arranged with the School Administration.

Professional Responsibilities

- Be available to the teachers during assigned hours for whatever tasks they may assign.
- Assist teacher in small-group instruction to reinforce specific skills.
- Walk around and monitor student work to help maintain discipline and children's focus on the task at hand.
- Give individual help to students as needed, or tutor a child in a specific skill.
- Assist in caring for a child's special needs, such as tying shoes, consoling, encouraging, and administering minor first aid.
- Correct, score, and record the results of student work to offer more immediate feedback to the student.
- Assist the teacher in recess duty, lunch duty, and field trips.
- Run copies and prepare class materials for student use, crafts, and other uses.
- Relieve the teacher briefly for conferences or planning sessions.
- Assist in testing and evaluating students as instructed.
- Help ensure that the classroom area reflects a professional and Christian environment.
- Assist with child supervision during parent drop-off and pick-up and at the beginning and ending of the day.
- Respond in a timely manner to parent requests for help or information.
- Participate, when requested, in formal and informal parent-teacher conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the School Administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Assist in keeping proper discipline in the classroom and on the school premises for a good learning environment.

- Participate in beginning-of-year staff orientation, staff devotionals, and staff meetings on the days present for work.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the classroom and school. Assist when the school conducts required emergency safety drills.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the teacher in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the teacher in an earnest effort to resolve differences of opinion when they exist.

Additional Duties or Responsibilities

It is expected that the Teacher Aide will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the end-of-year school closing process, such as the inventorying of books, toys, furniture, and equipment.
- Perform any other duties that may be assigned by the Administration.
- Work each day assisting the teacher both inside and outside of the classroom as needed.
- Supervise students left in his/her charge in the absence of the classroom teacher.
- Observe students' behavior and report any unusual or inappropriate behavior to the classroom teacher.
- Go on field trips with his/her class providing a substitute can be found to take care of other responsibilities such as lunch and playground supervision.
- File an accident report for any injuries which occurred to students in his/her charge. Send the original home with the student that day. Place a copy of the accident report in the student's permanent office file. Notify Administration of details when needed.
- Facilitate all morning and afternoon recesses.
- Be responsible for the supervision of children leaving the building during afternoon dismissal.

ATHLETICS DIRECTOR

Job summary: The Athletics Director provides oversight and leadership for the total athletics program in accordance with the Mission Statement and the policies of the school and the rules of the State Athletic Association. This person is responsible for the supervision of all personnel in developing and maintaining an effective program to the praise and glory of God.

Required Professional Qualities

It is expected that the Athletics Director will ...

- Hold and maintain first aid and CPR certification (expenses covered by FCS).
- Have knowledge of the overall operation of an athletics department.
- Have received or will soon receive acceptable training to understand and work with the coaches so that they can effectively work with the Minnesota State High School League (MSHSL) and with the Christian Athletic League (CAL).
- Have had successful experience as a teacher in physical education and in interscholastic athletics as a coach, an official, an administrator, or an athletics director.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, using accounting software, creating and using a spreadsheet, e-mailing, managing databases, and accessing the Internet. Have a personal computer and Internet access in order to do necessary work.

Essential Job Functions—Accountabilities

It is expected that the Athletics Director will ...

Spiritual Leadership

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the work environment in the athletics department is Christian-based, nurturing, wholesome, and loving.
- Work with the Administration, staff, and coaches to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.
- Involve parents in prayer and volunteerism as appropriate.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the School Administration and school policy.
- Help the coaches and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Meet regularly with the rest of the staff to ensure coordination of programs and prompt problem resolution.
- Maintain a physical presence with the students by attending (when possible) athletics events, and other presentations like the Sports Awards Program.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Inform the Administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the School Administration in an earnest effort to resolve differences of opinion when they exist.
- Participate in continuous professional development related to athletics as possible.

Professional Responsibilities

- Supervise all coaches, providing direction, counsel, and advice so that the goals, policies, etc. of the school are consistently followed.
- Set expectations and consistently enforce them.

- Work with the coaches in setting goals and objectives for the athletics programs.
- Provide for preseason and postseason reviews for each sport.
- Monitor and advise coaches on the feelings, concerns, and perceptions of parents, athletes, and other students and spectators.
- Conduct periodic meetings with the coaches to monitor progress of the athletics department.
- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship supporting the School's Mission Statement.
- Enforce consequences for students, coaches, and others who do not abide by established standards.
- Be familiar with the school policies and the policies of the State Athletic Association and the Christian Athletic League; advise Administration of needed procedures so that the school, its personnel, students, parents, and other spectators won't be placed in potential liability situations.
- Review and make recommendations to the School Administration regarding any changes to the athletics section of the handbook.
- Maintain a file of student athlete rosters and statistical records.

Supervision of Personnel

- Make recommendations as soon as possible to the Administrator regarding the assignment of coaching positions and position openings for the next school year.
- Aid the Administrator when possible by giving input into the recruiting and screening of all coaches, making sure they conform to school standards.
- Provide orientation, direction, and training of department staff and volunteers.
- Provide ongoing and yearly evaluation of coaches and programs. Evaluate their planning, organizing, and communication.
- Provide work plans for coaches for any areas that need improvement.

Supervision of Scheduling

- Plan athletics programs for the entire year in consultation with the Administrator, and provide input for all athletics events on the master calendar. This would include the athletic roster for the games.
- Participate with other league athletics directors in planning, coordinating, and implementing league events and activities.
- Coordinate with coaches the scheduling of all tournaments, interscholastic contests, trips, clinics, camps, practices, and scrimmages related to athletics.
- Distribute uniforms before the first game of the season.
- Send schedules for each sport ahead of time to all necessary parties.
- Secure officials for each sport's home event; make sure the appropriate officials associations are contacted and the final schedules are sent to them. Notify officials of any change in time or location of contest.
- Assist visiting teams when accommodations or services as needed. Act as liaison, informing visiting teams and officials of the pertinent details of their participation, such as time schedule and dressing facilities.

Supervision of Transportation and Lodging

- Arrange for the lodging of all traveling school athletes.

- Work with the Administrator and coaches to enforce procedures for safety and parental notification for away events.

Supervision of Student Safety

- Know the procedures for dealing with emergency situations in the school, gym, and outdoor facilities.
- Work with the Administrator and coaches to develop an emergency response plan for injured players and for potential medical emergencies that may be experienced by any participant or spectator.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.

Supervision of Facilities

- Make sure gyms, fields, and spectator areas are properly set up before visiting teams arrive.
- Secure, or delegate responsibility for securing, gyms, fields, and locker rooms following sports activities.

Supervision of Athletics Communication

- Distribute all athletics communications as appropriate.
- Notify all parties of competition schedule changes.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Counsel and assist coaches on the timely and appropriate communication with parents.
- Participate, when requested, in formal and informal parent-coach conferences.

Supervision of Game Management

- Attend and observe all home events, coordinating with the Administrator, or designate a non-coaching representative to ensure game management and crowd control procedures.

Supervision of Public Relations/Media

- Strive to maintain positive communications among the school, coaches, athletes, parents, and community.

Supervision of Budget

- Advise the office of all State Athletic Association, league, and tournament fees so that they are paid in a timely fashion.
- Order necessary equipment.

SCHOOL BOOKKEEPER

Job summary: The School Bookkeeper is responsible for the daily preparation and organization of all financial receipts and disbursements and for the accounting for these transactions in the computerized environment. This person shall reflect the purpose of the school, which is to honor Christ at all times.

Type of position: This is typically a nonexempt employee that is paid either with an hourly wage or with a salary that must be supplemented if overtime is worked.

Required Professional Qualities

It is expected that the School Bookkeeper will ...

- Have a high school diploma.
- Have bookkeeping experience, and the organizational skills and ability to work with people, projects, and resources.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, using accounting software, creating and using a spreadsheet, e-mailing, managing databases, and accessing the Internet.

Required Personal Qualities

- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.

Essential Job Functions—Accountabilities

It is expected that the School Bookkeeper will ...

Spiritual Leadership

- Integrate biblical principles and the Christian worldview throughout the workplace.

Academic Leadership

- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences when possible.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the School Administrator.

Departmental Responsibilities

It is expected that the School Bookkeeper will ...

Accounts Receivable

- Enter student information into the school's billing system.

- Maintain accurate customer master records. Send a tax receipt letter to donors as needed.
- Prepare the monthly billing for all accounts.
- Record all payments made on accounts.
- Handle parent/guardian communications regarding accounts.
- Perform timely collection procedures for all overdue accounts.
- Report delinquent accounts to the school treasurer.

Banking

- Prepare all bank deposits.
- Reconcile all bank accounts.
- Process all returned items.

Accounts Payable

- Prepare all bills for authorization, confirming reasonableness and accuracy of the bill.
- Prepare checks for authorized signature.
- Review account distributions as directed.

Payroll

- Keep accurate employee payroll records.
- Gather and organize payroll information for input into the computer.
- Prepare checks for all authorized signatures.
- Initiate disbursements for withholdings, taxes, and deductions; and remit them on a timely basis.
- Prepare quarterly and annual IRS forms.

GUIDANCE COUNSELOR

It is expected that the Guidance Counselor will ...

- Manage Stanford Achievement Testing.
 - Order and organize all Stanford Achievement Tests in a timely manner.
 - Distribute SAT materials to individual teachers as appropriate.
 - Package all SAT's properly and ship to ACSI for scoring.
 - Return all SAT's to the appropriate teacher.
 - File all SAT scoring sheets in the student's permanent office file.
- Advise students of college and scholarship information available.
- Advise juniors/seniors of college entrance exams.
- Send all requested transcripts to colleges within five (5) business days of the request.
- Schedule PSAT tests for juniors with the public school.
- Review PSAT and ACT test scores with students and parents.
- Work with the Administrator in preparing individual student placement and schedules.

CUSTODIAN

Job summary: The Custodian's goal is to maintain the facility and grounds in good condition. This person works closely with the School Administration to provide for the school's custodial needs in a timely and efficient manner to the glory of God.

Type of position: This is typically a nonexempt employee that is paid either with an hourly wage or with a salary that must be supplemented if overtime is worked.

Required Professional Qualities

It is expected that the Custodian will ...

- Have graduated from high school and have some maintenance experience.
- Have knowledge of principles and practices of facilities operations and maintenance.
- Have the knowledge to skillfully and safely use various hand tools and power equipment for meeting the maintenance and repair needs in the school.

Essential Job Functions—Accountabilities

It is expected that the Custodian will ...

Administrative Leadership

- Attend staff meetings as deemed necessary by the School Administration.

Professional Responsibilities

- Clean and maintain the facilities to the specifications given by the Administrator.
- Maintain the outdoor appearance of the buildings, grounds, and signage of the school.
- Make sure buildings and grounds are locked or secured after cleaning.
- Inspect the buildings, grounds, and sports venues for safety, health, and maintenance issues and report any concerns to the Administration.

Additional Duties or Responsibilities

- Complete duties effectively and promptly.
- Not allow friends or other unauthorized people in the buildings after hours.

Physical Requirements to Fulfill the Essential Functions of This Position

Teacher, Teacher's Aide, Substitute Teacher

FREQUENCY OF REQUIRED EXPOSURE/USE

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE		X	
FAX			
COPIER		X	
COMPUTER	X		
PRINTER	X		
CALCULATOR			
OVERHEAD PROJECTOR		X	
AV EQUIPMENT		X	
OTHER (Please list)			
OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS		X	
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
SPEAK CLEARLY			X
HEAR CLEARLY			X
MANUAL DEXTERITY		X	
EYE/HAND COORDINATION			X
DRIVING	X		
FLYING			

FREQUENCY OF REQUIRED EXPOSURE/USE

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE		X	
FAX			
COPIER		X	
COMPUTER	X		
PRINTER	X		
CALCULATOR			
OVERHEAD PROJECTOR		X	
AV EQUIPMENT		X	
OTHER (Please list)			
OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS		X	
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
SPEAK CLEARLY			X
HEAR CLEARLY			X
MANUAL DEXTERITY		X	
EYE/HAND COORDINATION			X
DRIVING	X		
FLYING			

