

# Faculty Handbook

## Parent-Teacher Conferences

A parent may request a conference with you at any time. Parents interested in arranging a conference with you will be asked to call the school office and leave a request for you to return the call. Conferences will be scheduled at a time when convenient for all parties.

## Early Dismissal (Student)

If it is absolutely necessary for a child to leave school early for a medical or to her appointment, a written request will be sent to you in advance. **No child is to be released to anyone other than those authorized in writing by the parent.**

## Medical Emergency Procedure

At the beginning of the school year all parents are asked to fill in the information on an **emergency card** which includes the name and phone number of the doctor to be notified. It also includes the name, address, and phone number of the parents and an alternate person to be notified if the need arise. In case of a serious illness the family will be contacted by phone requesting them to pick up their child at the school. **In no case will the student be allowed to return home unless there is verification that there is a responsible adult in the home who will care for the child.**

## First Aid Procedures

First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Parents then will be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured of where the child should be taken. This information will be on file on the **emergency card** in the office (in case the parents cannot be reached). A representative of the school faculty/staff should remain with the child until the parent assumes responsibility. **Internal medication will be given only by or on the order of a physician.**

## Student Visitors

Students will be allowed to bring friends with them to class. This requires the administrators approval. Visitors will be excepted to meet all behavioral and dress code regulations.

## The Public Schools

We are here because we believe in Christian education. We need to rejoice in that and not take “pot shots” at the public system. Doing what we do and doing it well is our strength and testimony. It stands on its own merits.

## **Retention of Students**

Students in grades 1 through 8 will be required to repeat the year if they earn three or more F's for the year in major subjects(Bible, English, Reading, Math, Science, and Social Studies). High school students who fail courses will not receive credit for those courses and will be expected to retake them if needed for graduation.

It will be our policy that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. However, in most instances, especially in grades K-8, retention is recommended because of social, emotional, or behavioral factors. While it is recognized that this is a serious action with potentially long-range impact on children and their families, retention will be recommended in certain circumstance. The difficulties that may be created must be minimized. The prayer of our school would be that, through the retention experience the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors.

**Our goal will be to minimize the need for retention.** Our strong effort in developmental screening, while not infallible, is part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention.

Although exceptions are possible, the general policy regarding retention is that a child may not be retained more than one time while enrolled at WCCS.

If a teacher feels that retention may become a possibility, they are asked to see the administrator (by at least the end of the first semester) to discuss an appropriate course of action.

## **Staff Meetings**

Faculty/Staff meetings will be held the **first Thursday** following the Board of Directors meeting, unless the board meeting is delayed to another day, then the meeting will be scheduled at morning devotions. Talk freely at the meetings but in a Christ-like way. Please remember to clear all staff business in the staff meeting and not outside our meetings. The administrators door is always open to have frank discussions with any staff member on any issue which needs to be cleared up. We all have blind spots so share in a Christ like way what you feel is not being seen by any of the staff.

## **Our School**

We are proud of WCCS. It is our school which God has entrusted to us. As faculty and staff of this school, you are certainly expected to be its best Ambassadors. A good report is always expected as you speak to anyone regarding our school. If you have lost your good report, apply Matthew 18 to the situation and pray that the Lord would restore your heart.

Treatment of both parents and students is of up most importance at WCCS and it is our responsibility to carry on the high tradition passed on to us by those , who sought to hold high the name of Christ and His school. Therefore we must always treat parent and student with the highest respect , no matter how we are treated. Thus , we honor Christ and his ministry (I Cor. 9:19).

## **Playground Rules**

**Students are never to be left unattended.** This is especially true on the playground.

On the playground, students are to:

- 1) Be in sight of the teacher at all times.
- 2) Never leave the playground without permission from the teacher.
- 3) Never throw sticks, stones, or other harmful objects.
- 4) Not be near the railroad tracks or the ditch.
- 5) Not jump from tunnel to tunnel
- 6) Use the playground equipment in a safe manner.

## **Stewardship**

Please remember that the building **belongs to God** and teaching our students through word and example the importance of keeping God's building clean by picking up papers, cleaning up a mess left by someone else or just taking care of their own mess will instill good stewardship in all of us.

## **Students and The Office Area**

Be sure your class knows to be polite and considerate of others as they pass through the office area. If your students come out for medication, establish a routine of where they should go and what they should do.

## **Some Medical Things We Can Deal With**

Pink Eye: Children should not return to school until normal color returns. Have the office call home if they return too soon.

Chicken Pox: A child should not return to school until the major portion of the scabs have cleared up.

Lice: If you suspect this, take the child to the office for a check. Parents will be advised as to treatment. When the child returns to school, they will be re-checked. Use Discretion.

## **Parent Conferences**

A regular conference is held at the end of the first nine weeks. You may schedule others as needed.

The following suggestions should prove helpful:

- Keep a brief summary of all points covered.
- List ahead of time what you want to say. Have suggestions thought through to help solve any problems a child may be having.
- Never discuss another student or another staff with a parent.

## Daily schedule

7:30	Doors open
7:50	Staff Devotions
8:00	Staff Dismissed to their students
8:10	Report to Homerooms
8:15	Late bell and class prayer and devotion time
11:00-11:35	Elementary Recess
11:40-12:10	Elementary Lunch
12:15-12:40	Secondary Lunch
2:56-3:10	Student Dismissal
3:30	Staff Dismissal (Friday staff is dismissed at 3:15)

## Prayer

Prayer is the strength and power of WCCS. Begin each class with prayer. If time allows take individual prayer request of those students who are carrying a burden. Above all be ready to give your testimony and the plan of salvation as God gives you opportunity.

## Student Arrival at School

Students will be arriving at school between 7:45 and 8:15. **Assigned staff members are to be on duty during these times.**

## Opening

Students will go into the gym for opening on Mondays at 8:10 following staff devotions. They will report to homeroom following opening exercises.

## Lesson Plans

Every teacher is to turn in their copied lesson plans to the office each Monday (or when they come in for their first class day) that week. Plans should be detailed enough for a substitute to follow without a great deal of difficulty. Please note special activities and duties in the book. Include your daily schedule.

Lesson plans are an integral part of the on going self-evaluation process for teachers.

## Homework

Assignments are an integral of the school program. Each teacher is at liberty to give homework in order to help the students advance in their studies.

Secondary teachers should plan assignments so that a 7<sup>th</sup> and 8<sup>th</sup> graders would spend no more than 20-30 minutes and high school students 30-45 minutes on their assignment. Each student is expected to complete all assignments each day and on time.

Elementary homework should match the ability of the student grade level.

## Progress and Report Cards

Grades are issued approximately every four weeks (Progress) and every nine weeks (Report). Grades are to be recorded both by letter and percentage. The grade scale is as follows:

- **A = 94-100**
- **B = 86-93**
- **C = 77-85**
- **D = 70-76**
- **F = 0-69**

Reports are to be sent home with all students at the end of the 4<sup>th</sup> and 9<sup>th</sup> week of the grading period. All cards are to be returned within **two days**. Staff are responsible to call the parents that have not returned the cards.

Anytime a student's work begins to suffer the office and the home are to be notified. Parents like our school because we communicate with them. **Let's not let them down!**

## Grading

Nine week grades should be based on the following criteria:

<b>Daily Average</b>	<b>x.40</b>
<b>Test and Quiz Average</b>	<b>x.50</b>
<b>Class Effort</b>	<b>x.10</b>

## Teacher Evaluation

Teacher evaluations are conducted by Christ on a daily basis (I Cor. 3:12-13) and the administrator will be by to "visit" several times during the school year. Then in April the staff and administrator will sit down to go over our "blind spots" together.

## Classroom Appearance

Classrooms should be kept as neat as possible when not in use. Remove unnecessary items or store items out of the way or in a storage closet. Anything you are getting rid of please dispose of it yourself. If you were a parent considering WCCS, would you want your child in your room? Does your room reflect kindly on Christ and WCCS?

## Holidays

Please avoid symbols that convey the secular concept of a holiday. Try to remind parents to do the same when sending in cookies, etc. But if they do send in items use them without complaining and kindly let them know the reason we avoid those concepts (Romans 14).

Take full advantage of the Christian symbols for Christmas and Easter, while also emphasizing patriotic themes

## Communications

You are expected to set an example of good communication skills. Never allow a student to address you by your first name. **Always be aware that you speak for the school. You should not discuss school matters in social/church situations.** If you are asked to write a report for some outside source, please have someone proofread your work before sending it out. Then have the letter put on WCCS letterhead. Put a copy in the student's file and give a copy to the office.

It goes without explanation that all notes or letters sent home are respectful, tactful, polite and well-written.

## Attendance at School Events

Teachers **are required to attend Open House, graduation** and are encouraged to attend any student function of the school. Your support goes a long way to encouraging our students.

## WCCS Mission Statement

**To provide Biblically integrated instruction, experience, and Christian example to all students so they will graduate with the academic foundation, God-centered world view, Christian perspective, and strength of character essential to their pursuing a productive, mature and godly life.**

## WCCS Goals

- A spiritually challenging program of instruction to help each student accept and commit their life to Christ.
- An educational environment where students are helped to discover and develop their abilities so that they may find personal fulfillment. Then helping them to better prepared to serve and honor Christ with their lives.
- A balanced program educating the whole person ; spiritually, intellectually, socially, and physically. A full program of activities-music sports, social, and other opportunities for student leadership, designed to complement the academic training.
- A controlled environment of behavior and exposure to ideas, not as a shelter from the world in which we live, but as a spiritual support to the student as they make their encounter with the opposing ideas of the world.
- A program of quality instruction directed toward meeting the educational needs of the students as determined by past school performance and standardized test scores.
- An atmosphere where the student are taught to work collectively in pursuit of truth and excellence.

## Teachable Moments

Be alert for the teachable moments, there will be times when you have your class in the palm of your hand because of the working of the Holy Spirit. They are looking to you for the wisdom that can be found only in the Word of God, so take advantage to share how God can minister to their need or a classmates need.

Always be ready to give a reason for the hope we have in Christ (I Peter 3:15).

## **Dress Code**

All teachers need to be familiar with the dress code and follow to it also. Be an example of a Christ like roll model to the students in your appearance. Be responsible for seeing that our students are adhering to the dress code guidelines. This not an option, you must remind students graciously or write them up for repeated infractions. Not only are they breaking a rule, they are disobeying your gracious reminder. Please deal with it.

## **Discipline**

All staff need to know what is the protocol to follow for disciplinary action. Ere on the side of Grace, when in doubt, but also don't be "talked out of necessary action"

## **Fire/Tornado Drills**

Instruct each class on the proper procedure for emergency drills. Be sure the exit is orderly and quite. Take your grade book with you to check the class after exiting the building or after arriving at your designated location in the building for tornado drills.

## **Field Trips**

Field trips may be taken for educational purposes. Briefly outline the trip, including date, time and students involved. Also, list chaperons and mode of transportation. Have this approved by the administrator, please. All students must have a signed permission form to go on the trip. These are available at the office.

## **Fundraising**

All fundraising must have administrative approval. All organizations need to have all yearly proposals to the administrator for the June meeting for Board approval. Also, this helps the Board to make sure that we are not overlapping each other with the same fundraisers and making our efforts fruitless. In house activities need to be cleared with the administrator first before any group attempts to do some school activity.

## **Doubtful Disputations**

Areas in which our churches or denominations differ in Christian thought or practice must not be made to separate us or cause divisions among us. We need to agree to disagree and enjoy those thing that join us together in the **Fundamentals of the Faith and our Savior, Jesus Christ.**

## **Medical Insurance**

See the Administrative Assistant for details that are offered to the WCCS staff.

## **Faculty/Staff Pay Schedule**

Pay days for faculty/staff will be bi-weekly.

### **Funeral Leave**

Staff are permitted 3 consecutive days for death in the immediate family. One day will be allowed for extended family. Exceptions will be made on a case-by-case basis.

### **Maternity Leave**

Maternity leave is six weeks. Maternity leave is unpaid and may begin prior to or immediately after the birth of the child. Teachers would be permitted back to work earlier only if they have written permission of their physician.

### **Personal and Sick Days**

- Full time staff will receive 5 sick days and 2 personal days
  - Staff working 3 days per week will receive 3 sick days and 3 personal days
  - Staff working 2 days per week will receive 2 sick days and 1 personal day
- Staff may (in writing) give their unused sick and/or personal days to another staff member or they may be reimbursed (if finances allow) at the end of the school year.

When one exceeds their sick and personal days, their pay will be docked at the per diem rate of their salary per day in excess of the allotted days.

### **Sports Cooperative With Public Schools**

WCCS students are permitted to participate in sports determined by a cooperative agreement between our school and designated public schools. This will be available to students in grades 9-12 for sports not offered at WCCS.

Participating students will be required to maintain both the cooperative school's and WCCS conduct requirements. **Students are also required to maintain WCCS academic eligibility requirements.**

### **Make-up Courses**

Students who need to make up courses to fulfill graduation credit requirements are given three options:

- Make arrangements with a WCCS teacher to give instruction in a specific course. Each course would require a minimum 30 hours classroom time. Instructors will be paid by the student at a rate of **\$17 per hour (\$510)**.
- Make up with Warren County High School- their responsibility
- Make up the course through an independent correspondence program that is approved by the Administrator
- All the above must first receive administrative approval.

## **Open Door Policy**

The office door is always open to help you with a question or problem. The only thing I ask is that you don't wait until it is out of control. "It's hard to give CPR to a dead man, it won't help."

## **Chapel**

We need to diligently attempt to make each chapel service all that **God** wants it to be. It is easy to allow chapel service to become very routine and poorly prepared for as you have opportunity to participate. Each of us has a vital role to play in the outcome of every chapel service.

All staff are required to attend every chapel. Please help with possible problems.

All secondary students are required to bring their Bibles to chapel and upper elementary should have their Bibles with them.

Staff should, at the beginning of the school year, instruct their homeroom students in proper etiquette during chapel times for the sake of the speaker and message.

## Teacher's Job Description

### General Requirements:

- Demonstrate evidence of regeneration and dedication to Jesus Christ
- Sense a call from God to teach in a Christian school
- Be prepared in academic subjects and continue academic studies
- Be prepared in Bible and ready to give an answer for the Hope in them
- Understand the philosophy and objectives of WCCS and prepared to share them with staff, students and acquaintances
- Show love for children as Christ did and does
- Seek to grow in your understanding of children and young people
- Maintain a mature attitude in dealing with situations
- Work as a team member
- Maintain good mental health by staying close to Christ

### Specific Requirements

#### A. Teaching Techniques

1. Develop an enthusiastic approach to teaching
2. Develop careful preparation of lesson plans and objectives
3. Complete all appropriate materials for the school year
4. Keep records of student grades and return all materials in a timely manner
5. Plan classroom time primarily for instruction
6. Hand out and verbalize grading policy and course outline

#### B. Classroom Environment

1. Maintain a neat, uncluttered room appearance
2. Prepare all bulletin board to encourage development of the student
3. Be neat and an example to your class

#### C. Discipline

1. Clearly define and communicate classroom rules to students and their parents
2. Be consistent in all rules and discipline follow student policy

#### D. School Philosophies and Policies

1. Adhere to school philosophies and policies regardless of your own personal opinions
2. Make your teaching blend with Biblical concepts

### Common Sense

**“When in Doubt ASK”.....”When not sure, make sure”.....”Never presume” and always put it in writing, verbal communication is only step one. Pray for each other and never talk to anyone about a problem, keep it in house! God Bless You.**

**Mr. K**

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