

Bethany Christian School
Faculty and Personnel Handbook

3300 W. Parker Road

Plano, Texas 75075

972-596-5811

972-596-5814 fax

www.BethanyBible.Com/School



Fully Accredited by ACTS
Association of Christian Teachers and Schools

Fully Accredited by COGNIA

Accredited by NCPSA
National Council for Private School Accreditation

Recognized by TePSAC
Texas Private School Accreditation Commission

Member of TPSA
Texas Private School Association

K4 – Twelfth Grade

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

This school is authorized by the federal government
to enroll nonimmigrant alien students.

Table of Contents

Statement of Faith and Philosophy of Education.....	3
Statement of Faith.....	3
Philosophy of Education.....	4
Curriculum.....	5
Creationism	6
Dress Code	8
Faculty and personnel Dress Code	8
Hair Styles	8
Body Marking.....	8
Rules and Regulations Checklist	9
Discipline Procedures	10
Classroom Management-Academic Problem	10
Classroom Management-Discipline Problem	11
Student Management Form	13
Student Counseling Statement.....	14
Grading/Assessment	15
Personnel Evaluations	16
Teaching Staff Evaluation Form.....	16
Bethany Christian School	16
Non-teaching Personnel Evaluation Form.....	17
Personnel Issues	18
Contract for Teaching Personnel	18
Organizational Chart and Personnel Relations	23
Organizational Chart	23
Principal Job Description.....	23
Administrative Assistant to the Pastor Job Description.....	25
Assistant Principal Job Description	26
Registrar’s Job Description	27
Administrator Job Description.....	28
Christian Teacher Job Description.....	29
Office Manager’s Job Description.....	34
School Assistant Job Description	35
Spiritual Life Portfolio	36
Home Room Responsibilities	37
Personnel Records	37
Policy/Procedures for Due Process and Grievances	38
Progressive Discipline Program (PDP)	39
Written Employee Warning Report.....	42
Employee Release Form for Future Job Applications	43
Employee Separation/Evaluation Report.....	44
Internet Use, Social Media, Technology	46

Statement of Faith and Philosophy of Education

Statement of Faith

We believe the Scriptures of the Old and New Testaments were verbally inspired and completely inerrant in the original writings. They are of supreme and final authority in faith and life.

We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe Jesus Christ was begotten of the Holy Spirit, and was born of the Virgin Mary. He is true God and true man.

We believe man was created in the image of God; he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. All human beings are born with a judicial sentence of condemnation, and manifest that condemnation through sinful thought, word, and deed.

We believe the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. All who believe in Him are justified on the ground of His shed blood. Any person who, in simple faith, believes in the risen Christ as his only hope of Heaven, refusing to believe in anything else, receives the gift of everlasting life which, once granted, can never be lost.

We believe the crucified Christ was bodily resurrected, ascended into Heaven, and lives today as our High Priest and Advocate.

We believe in "that blessed hope"--the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and of the unjust; the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Philosophy of Education

We believe that the grace of God is foundational for a Christian school. Titus 2:11-15 is an excellent passage for declaring and demonstrating the amazing benefits of understanding and implementing God's grace. No one deserves God's love and grace; yet He loves us unreservedly and unendingly. God's love for His alienated creatures causes Him to reach out in love and provision. We believe that this spirit of grace should permeate the educational environment. Our teachers strive to welcome each student in the same way God welcomes us.

Once grace is understood and integrated into our lives, it immediately begins to instruct us. It teaches us to make a break with ungodliness and worldly lusts. It teaches us to live lives that are self-controlled, consistent with God's righteousness, and reflective of godliness; simply put, the grace of God teaches us to be godly. It also teaches us that there is a time yet coming when we will see our Savior face to face. His coming is the ultimate solution to the world's problems, but until He comes, our task is to be zealously working what the Bible calls "good works." We want our students to do well in all respects, but we want them to do well because they love our great God and Savior Jesus Christ.

As our excellent Christian teachers work together with our families to prepare students for life, we have found it helpful to call attention to several key educational issues:

1. **Core biblical values.** Properly understood, grace teaches us to respect God, teachers, classmates, and property. There is a way of life that honors the Lord and brings everlasting rewards. We reward good behavior and discipline bad behavior. The prevailing winds of our culture reward tolerance—the most enlightened is the one without rights and wrongs. We believe the Bible provides the instructions for us to live consistently with the grace of God.
2. **Individual accountability.** In an age of prevailing educational socialism, we believe each person is accountable and responsible to work up to potential. In some schools, groups earn a grade, but we believe that this is unproductive. Typically, one person takes the leadership and, eventually, everyone does less work. Individual accountability results in increased productivity. God's grace does not exclude individual accountability but enhances it. We also recognize the need to incrementally increase a student's independent work ethic. By the time a student reaches the secondary school, we expect him or her to increasingly work independently of parents, siblings, and other students. Our goal is to equip and enable students to understand, integrate, and critically evaluate ideas from a Christian worldview.
3. **Structured curriculum.** We have selected difficult curricula that advance students from one year to the next. This process begins in K4 where our students learn a phonetic approach to English, and continues through grade twelve. We expect our graduates to be well read, well written, and well spoken. Some educational theorists advocate that teachers passively negotiate with the students and only take the learning opportunities when the students are ready to learn. We believe that the teacher should direct the learning process based on the curriculum required for that grade. Some students may require tutoring and/or summer school

to learn the material, but most students who apply themselves are able to learn the curriculum through classroom instruction and homework.

We live in a society where schools differ greatly in their philosophy of education. Public schools typically endorse some form of secular humanism; some charter schools teach with an Islamic (Turkish) philosophy; some schools with Christian in their name embrace everything from ecology (going green) to extreme self-worth (no one fails).

The need for an academically solid school founded on the grace of God has never been greater. We actively seek families who agree with our statement of faith and our philosophy of Christian education. Should we enroll a student who has yet to believe, we will actively seek to bring each person to a saving knowledge of the Lord Jesus Christ and instruct the student in the grace of God.

Curriculum

Second only to our Christian teacher, the selection of curriculum constitutes the most important educational decision in the school. Bethany utilizes the Bob Jones University Press Curriculum which stresses biblical integration in every subject. As stated in our Philosophy of Education, the selected curriculum is essential to the reaching of our educational goals. The school administration reviews the TerraNova achievement testing results in June of each year and at that point determines if adjustments need to be made to the curriculum in the rising year. These adjustments may include additional work in a weak area, such as the teacher reading aloud to the class, or an increase of time spent on a weaker area. The following statements from the staff handbook represent the priority of our curriculum:

From the Philosophy of Education:

Structured curriculum. We have selected difficult curricula that advance students from one year to the next. This process begins in K4 where our students learn a phonetic approach to English, and continues through grade twelve. We expect our graduates to be well read, well written, and well spoken. Some educational theorists advocate that teachers passively negotiate with the students and only take the learning opportunities when the students are ready to learn. We believe that the teacher should direct the learning process based on the curriculum required for that grade. Some students may require tutoring and/or summer school to learn the material, but most students who apply themselves are able to learn the curriculum through classroom instruction and homework.

From the letter of understanding titled “Creationism:”

An understanding of Creation as taught in the ordinary language of the Bible and our curriculum is crucial to our educational mission. Mankind is accountable to the Creator who “will bring every work into judgement, including every secret thing, whether good or evil,” Eccl. 12:13-14. This doctrine provides an excellent foundation to present the Gospel of Grace.

From our teaching staff evaluation form:

A2. Teacher follows the curriculum scope and sequence.
A9. Teacher utilizes standardized testing to focus curriculum on academic needs.
A12. Tests and quizzes are representative of the curriculum.

From the teacher job description:

- 5. Only teach curriculum assigned by an administrator.
- 7. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- 12. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.

Creationism

December 10, 2018

To All Employees of Plano Bethany Bible Church:

The elders believe we need to clarify our position regarding the Creation account as found in Scripture. Some schools of higher theological training have begun teaching that the Creation accounts are not true history, but poetical history. As poetical history the Creation accounts then become figures of speech that are subject to various interpretations. The account in Genesis 1 and 2, however, does not have the marks of Hebrew poetry and the text itself is presented as ordinary historical narrative. We use Bob Jones University curriculum in all of our grades; the publisher incorporates a Creation—Fall—Redemption nuance in all of its work. As an institution we hold to a recent Creation completed in six ordinary, 24-hour days.

In addition to a “poetical history” view, other views of origins can be reviewed as follows:

- Evolutionary: time and chance are responsible for the existence and development of our universe.
- Day-Age Creationism: the days of Genesis chapter one are viewed as long periods of time consisting of thousands or millions of years. Some who hold this view also hold some form of evolutionary development between the periods and relate these periods to current scientific thinking regarding the age of the earth. Others believe that the indeterminate periods of time allowed God to create new life forms over the millions of years. These individuals are known as Progressive Creationists and hold to some kind of Intelligent Design.
- Gap Creationism: a chronological gap exists between Genesis 1:1 and 1:2. The original Creation was perfect and became chaotic and uninhabitable due to Satan’s sin. An indeterminable period of years is inserted between the first and second verse. The account in Genesis 1 is actually a re-Creation. The days of Genesis 1 are viewed as ordinary 24-hour days. There is, however, no biblical record of a Creation preceding Genesis 1.

We do not accept the above views nor allow them to be taught as true at Bethany. The biblical account of Creation is repeated throughout the entire Bible and not just limited to Genesis 1. While explaining the fourth command, God starts with our understanding of a week. “Six days you shall labor and do all your work...for in six days the Lord made the heavens and the earth...” Exodus 20:9-11. He explains His people’s requirements based on His own example. An ordinary 24-hour day during the week of Creation is assumed as God explains His people’s work-week. Furthermore, the biblical narrative provides a tight chronology dating the Creation from both events as well as genealogies. This intentional history time-line does not allow for an old earth, thousands of years between “days,” nor large gaps in genealogies. Handouts regarding the dating of Creation are available in the office.

An understanding of Creation as taught in the ordinary language of the Bible and our curriculum is crucial to our educational mission. Mankind is accountable to the Creator who “will bring every work into judgement, including every secret thing, whether good or evil,” Eccl. 12:13-14. This doctrine provides an excellent foundation to present the Gospel of Grace.

Dress Code

Faculty and personnel Dress Code

We ask that modesty, good grooming, and common sense should guide the faculty and personnel choice of dress.

1. Shorts must be no shorter than 2" above the top of the kneecap. No biker/spandex shorts (or skintight pants) of any length can be worn unless covered to within 2" of the top of the kneecap.
2. Sleeveless shirts/blouses must have "normal" armholes (not cut in or cut low) or another shirt should be worn underneath. Straps must be 2" or wider and must cover all undergarments.
3. Skirts and dresses must reach the top of the kneecap or longer while standing upright.
4. Bare midriff (crop) tops must have another shirt underneath. If an employee raises both arms in the air and skin shows then the outfit requires a shirt underneath.
5. No torn, cut, fringed or frayed jeans (beyond normal wear), shorts, or shirts can be worn. Cut-offs must be hemmed or rolled to dress code length.
6. Clothing must fit properly, modestly and neatly.
7. No clothing, jewelry, symbols or accessories that are pagan, anti-Christian, or inappropriate to a Christian school are allowed.
8. Guidelines may be adjusted for field trips. Dress appropriately for the job's requirements.
9. Shoes must be worn at all times. Flip-flop type shoes and sandals without a back strap are not allowed.
10. Males may not wear earrings. Females are not allowed to wear multiple earrings. No body or tongue piercing is allowed.

Hair Styles

Faculty and personnel with a hairstyle that the administration considers disruptive to the educational process will be asked to modify the hairstyle. Males may not wear ponytails. Hair length for males must be off the collar of a normal dress shirt and no more than half the ear may be covered on the sides. Bearded males must keep facial hair groomed.

Body Marking

Tattoos, temporary tattoos, and similar markings that the administration considers disruptive to the educational process will remain covered during school functions.

Rules and Regulations Checklist

The following may be used as a checklist for rules and regulations appropriate for faculty and personnel:

- Faculty and personnel shall read and support the student handbook.
- Faculty and personnel shall read and support the faculty and personnel handbook
- Faculty and personnel shall read the legal posters in the supply room by the copier.
- Faculty and personnel are not eligible to receive benefits from the Federal Unemployment Tax.
- Faculty and personnel shall be trained in First Aid.
- Faculty and personnel shall obtain the required continued education hours.
- Faculty and personnel shall inform the office and his/her supervisor of problems with school families.
- Faculty and personnel shall read and follow his/her job description.
- Faculty and personnel shall complete the form necessary for criminal background checks.
- Faculty and personnel shall complete the W-4 form.
- Faculty and personnel shall complete the I-9 form.
- Faculty and personnel shall complete and have witnessed the declaration of moral integrity form.
- Faculty and personnel shall complete the authorization to release reference information form.
- Faculty and personnel shall be trained annually in blood borne pathogens.
- Faculty and personnel shall read and follow the laws pertaining to child abuse (Texas Family Code, Chapter 261).
- Faculty and personnel shall maintain a personal, biblical, and Spiritual life.
- Faculty and personnel may be qualified to participate in a 403b tax-deferred, self-directed, retirement fund.
- Faculty and personnel shall read the corporate six-year plan and assist in reaching its goals.
- Faculty and personnel shall read and follow the Crisis Management Plan (located in office).
- Faculty and personnel shall know where the MSDS sheets are located in the facility (with the Crisis Management Plan).

Signed _____

Date _____

Classroom Discipline Procedures

Classroom Management-Academic Problem

If a student has an academic problem, determine which of the following three categories best explains the difficulty.

<p>Routine Classroom Problem</p> <ul style="list-style-type: none"> Failing to Follow Directions. <u>Actions:</u> <i>Give failing grade. See suggestions list. Verbal counseling System referral.</i> Failing to complete homework. <u>Actions:</u> <i>Give failing grade. See suggestions list. Finish work on recess or after school.</i> 	<p>Developmental Differences</p> <ul style="list-style-type: none"> Inability to do the work. <u>Actions:</u> <i>Give failing grade. System referral</i> <i>Do not “diagnose” the student</i> 	<p>Attitude Problems</p> <p>If student is disruptive to the class refer to Classroom Management, Discipline Problem chart.</p> <ul style="list-style-type: none"> Student has no desire to do the class work. <u>Actions:</u> <i>Deal with in private. Verbal counseling. Give failing grade. System referral.</i>
<p>Suggestions for Routine Classroom Management</p> <ul style="list-style-type: none"> Slow, clear directions. Insist on student eye contact. Have several students repeat directions. Question students Ask student to privately repeat directions. relocate the child nearer to your desk. Give only one assignment at a time. Praise student’s ability to listen. Use visualized instruction. 	<p>System Referral</p> <ol style="list-style-type: none"> Notification of parent by the teacher upon the third failing grade in a particular subject. Written notification of the parent and a copy to the administrator by the homeroom teacher upon the sixth failing grade in a particular subject. Written notification by the homeroom teacher to the parent and a copy to the administrator who shall notify the Academic Affairs Council upon the ninth failing grade in a particular subject. The Council shall take appropriate action and the administrator shall communicate such action to the parents. 	

Classroom Management-Discipline Problem

If a student has a discipline problem determine which of the following three categories best explains the difficulty.

<p>Routine Classroom Problem</p> <ul style="list-style-type: none"> Uncontrolled talking and visiting in class. <u>Actions:</u> <i>See suggestions list.</i> <i>Verbal counseling</i> <i>System referral.</i> Violation of Student Handbook. <u>Actions:</u> <i>Verbal counseling.</i> <i>System Referral.</i> 	<p>Physical and Verbal Altercations</p> <ul style="list-style-type: none"> Fighting <u>Actions:</u> <i>Strong verbal demand.</i> <i>Physical separation.</i> <i>Send student for help.</i> <i>Take students to office.</i> Back talk to the teacher: accusing, dismissing, insulting, or swearing. <u>Actions:</u> <i>Calm, immediate verbal counsel.</i> <i>System referral.</i> 	<p>Attitude Problems</p> <p>Answer these questions:</p> <ol style="list-style-type: none"> Does the student feel <u>respected</u> and <u>trusted</u>? Does the student <u>clearly understand</u> the boundaries? Does the student feel that you are <u>flexible</u>? <p>If yes, then identify the problem:</p> <ul style="list-style-type: none"> Lack of respect for authority <u>Actions:</u> <i>Deal with in private.</i> <i>Quiet, firm, calm voice.</i> <i>Deal with immediately.</i> <i>Verbal Counseling.</i> <i>System referral.</i> Deviant Behavior <u>Actions:</u> <i>Calm, immediate.</i> <i>Take to office.</i> Negativism <u>Actions:</u> <i>Stop the student.</i> <i>Private verbal counsel.</i> <i>System referral</i>
<p>Suggestions for Routine Classroom Management</p> <ul style="list-style-type: none"> Biblical examples Proximity Look directly at the student. Stop lesson briefly After school detention Time Out 	<p>System Referral</p> <ol style="list-style-type: none"> Notification of parent by the teacher when it becomes clear that the student does not intend to change. Written notification of the parent and a copy to the administrator by the teacher 	

<ul style="list-style-type: none"> • Rearrange the seating • Hall conferences • Time out from recess • Rewards, praise of good behavior <p>Score keeping</p>	<p>upon the continued behavior after notification.</p> <ul style="list-style-type: none"> • Complete another Student Management Form and give to administrator. • Complete Student Counseling Statement warning of action by the Academic Affairs Council, copy to administrator, copy to office who mails form to parents. <p>3. Upon repetition of behavior teacher completes another Student Management Form requesting action by Academic Affairs Council. Council takes action and is responsible for notifications to student, parents, teacher and adjunct teachers.</p> <ul style="list-style-type: none"> • 4. Upon repetition of behavior file another Student Management Form. Council will take further action. If recommendation is to the board of elders for expulsion, principal will be responsible for all notifications.
--	--

Student Management Form

Student Management Form

Date: _____

Name of Teacher completing this form

Position of teacher _____

Name of Student _____

Grade of Student _____

<input type="checkbox"/> Adjunct teacher <input type="checkbox"/> Home room teacher	<input type="checkbox"/> Academic Problem <input type="checkbox"/> Behavioral Problem	<input type="checkbox"/> First Notification <input type="checkbox"/> Second Notification <input type="checkbox"/> Third Notification <input type="checkbox"/> Lost Count
--	--	---

Describe the problem that generated the need for this form:

List the actions taken:

Name, phone number, date, and review of the parent/guardian notification:

Were there mitigating circumstances that contributed to the actions of the student?

Student Counseling Statement**Student Counseling Statement**

FROM: Name _____ Date _____

Position _____

RE: Name _____ Date _____

1. I have made the following observations of this student's conduct:

2. I have informed this student of the following standards that will be expected from him/her in the future:

3. These standards are important because of the following impact on the educational environment:

4. I have informed this student of the following consequences if he/she fails to follow the above standards:

 Signature of Teacher

I have read and received a copy of the above statement.

 Student's Signature

This form will be entered into your Student Life File. You are free to write additional comments to be added to this counseling statement. Should you desire to do this, please address your letter to me. The contents of this file will be destroyed at the end of each academic year.

Grading/Assessment

Please read and follow section 9 of the student handbook.

As a general rule for older students (5th grade and older), tests are 50% of the grade, quizzes are 25% of the grade, and homework is 25% of the grade. Younger grades (4th and below) a class work component must be added and percentages adjusted. There is some latitude in this as adjusted between the teacher and the assistant principal.

Your grade book should be with you during fire drills or tornado drills.

Your grade book must be kept up to date and be easily understood by others. The principal, assistant principal, or the registrar may ask to see your grade book at any time.

If the school is using an electronic gradebook, it is necessary to update the grades on a weekly basis. At the time of the writing of this the school is in transition to a full online arrangement. During that time, it is imperative that you keep both records: a written gradebook and an online gradebook. You may not go into MySchoolWorx.com and change any grades after the quarter has ended and your grades have been submitted. You may notify the Registrar of a problem and allow the Registrar to make the change. Teachers access to an ended quarter should be blocked after the grades are due; when the quarter ends on a Friday access may not be changed until the following Monday.

Elders Policy: Student's must complete the work or receive a zero. The faculty may drop graded assignments for the entire class, but may not drop an individual student's assignments. The Academic Affairs Council must approve variation from this policy.

Elders Policy: Students in the first through twelfth grades who have an average grade of 69 or below at the end of a grading period shall be placed on academic probation. The average shall be determined from all classes, including electives. If grades are not 70 or above by the end of the next grading period the Academic Affairs Council shall recommend to the board of elders that the student be expelled. The board of elders shall have final authority in this matter. Appeals for continuing in the school shall be made to the board of elders.

Personnel Evaluations

Policy: All employees of Bethany Bible Church must have a written, annual evaluation conducted by an upline manager. Typical evaluation forms for teaching and non-teaching staff follow:

Teaching Staff Evaluation Form

Bethany Christian School

Teacher Evaluation

Teacher's Name: _____

School Year: _____

Class: _____

A=Academic, B=Spiritual, C=Corporate

1=not met, 2= some met, 3=met, 4=better than met, 5=superior

1 2 3 4 5

A1. Teacher prepares lesson plans and turns them in on time.					
A2. Teacher follows the curriculum scope and sequence.					
A3. Teacher is prepared to teach the subject matter.					
A4. Teacher creates an environment of inductive, Socratic learning.					
A5. Teacher uses the classroom time in meaningful learning activities.					
A6. Teacher uses a variety of learning activities.					
A7. Teacher makes the lesson and homework relevant.					
A8. Teacher provides prompt and appropriate feedback on completed work.					
A9. Teacher utilizes standardized testing to focus curriculum on academic needs.					
A10. Teacher maintains a clean and orderly classroom appropriate for the grade.					
A11. Evaluation of student work is recorded promptly and properly.					
A12. Tests and quizzes are representative of the curriculum.					
A13. Gradebook records attendance, grades, and behavioral issues accurately.					
B1. Teacher manifests the fruit of the Spirit.					
B2. Teacher appropriately integrates the Christian message.					
B3. Teacher takes and makes opportunities to spiritually engage students.					
B4. Teacher has a wide grasp of biblical theology.					
C1. Teacher maintains a professional relationship with the students.					
C2. Teacher demonstrates punctuality.					
C3. Teacher follows lines of authority and responsibility.					
C4. Teacher follows school policies and procedures.					
C5. Teacher relates well with fellow staff members.					
C6. Teacher relates well with parents.					
C7. Teacher works cooperatively to achieve school goals and objectives.					
C8. Teacher demonstrates an active concern for the safety of the students.					
C9. Teacher uses planning periods appropriately.					
C10. Teacher uses PTO time appropriately.					

Comments: _____

Assistant Principal's/Principal's Signature

Date

I have received a copy of this Evaluation: _____
Teacher's Signature Date

If I do not agree with this evaluation, I understand that I may submit a letter to the administrator to be placed in my personnel folder.

Non-teaching Personnel Evaluation Form

Date _____

Name of person being evaluated _____

Job title _____

1. Employee understands and accomplishes his/her job description.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
2. Employee arrives on time and works diligently throughout work period

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
3. Employee works well with other personnel.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
4. Employee conserves the resources of the ministry.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
5. Employee manages his/her workspace well.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
6. Employee understands and follows policies of the corporation.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
7. Employee practices professionalism in all areas with families to whom we minister.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
8. Employee assures the safety of the students.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
9. Employee has met the training requirements for all personnel.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------
10. Employee actively supports all aspects of the ministry.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Totals:

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Personnel Issues

Contract for Teaching Personnel

CONTRACT FOR EMPLOYMENT AT BETHANY BIBLE CHURCH

This contract is for school year 2022-2023

Level: Degree Required No Degree Required Hourly

Position:

Salary: \$00

Personal Time off per Pay Period: 2.225 hours.

This contract is subject to “as funds are available.”

This ministerial contract is between Plano Bethany Bible Church and an at-will employee, subject to paragraph 19.

Non-Discrimination Policy: Bethany Bible Church does not discriminate in enrolling or hiring on the basis of race, color, nationality, or ethnic group.

Position, experience, and credentials determine salaries. Pay periods are generally the sixth of the month through the twentieth of the month, and the twenty-first of the month through the fifth of the following month. The first pay period includes in-service training in August and ends on September 5. The final pay period extends to the end of school in May plus in-service after school is out. Your salary will be paid on or before the fifth working day following the final day of the pay period and is subject to Federal Withholding and Social Security Taxes and/or other taxes established by the Government. From time to time or on a regular basis your salary may be paid before the fifth working day following the final day of the pay period. This in no way constitutes precedent and the employee shall not come to expect early payment.

Please report for work for in-service training before the start of school. The exact date is listed on the school calendar. This contract expires upon the completion of the in-service workday following the last day of school. By accepting this appointment, said staff member specifically acknowledges that this contract is for a limited period specified herein and that all rights and privileges shall terminate upon the expiration date of this contract, unless voided earlier pursuant to the provisions of Paragraph 16 below. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts.

Non-cash Benefits for Non-ordained Employees

The following non-cash benefits are subject to the laws of the State of Texas and the Internal Revenue Code. An employee is eligible for the following benefits when he/she is employed more than 25 hours per week and is at least 18 years of age.

1. Eligible employees receive Personal Time Off to be used however the employee wishes. Personal Time Off is accrued by pay period and may be cashed in at a reduced rate only at the last paycheck of May. Personal Time Off may not be cashed in if either party terminates the contract. The employee will be charged for Personal Time Off beyond the accrued amount.
2. The ministry matches Social Security and Medicare deductions from each staff member's paycheck.
3. Eligible employees may participate in a 403(b) Tax Sheltered Annuity. Please refer to Bethany Bible Church's Tax-Sheltered Annuity Agreement form for details.
4. Bethany Bible Church shall provide all employees with Workers' Compensation.
5. Bethany Bible Church will provide eligible, 18-check employees with a 50% discount on tuition, registration fees, educational fees, summer programs, before school care and after school care. Student trips, activities, meals and incidental expenses will not be discounted. Students must meet the entrance requirements of the school and are subject to the rules of the Schedule of Fees as posted in the office. 24-check employees receive 100% discount on education provided by the church-operated school. Employees may not receive cash or other benefits instead of the educational discount.
6. Bethany Bible Church shall provide educators liability insurance in the minimum amount of \$100,000 with a \$1,000 Retention Clause. This benefit is available through our insurance company, Church Mutual.
7. School Employee Educational Assistance. School employees are eligible to receive up to \$5,200 for qualified educational assistance. Whenever possible this will be paid directly to the institution and it may be used for educational expenses such as books, equipment, fees, supplies and tuition. If managed as a reimbursement, up to \$5,200 will be excluded from income reporting. This benefit is subject to an as-funds-are-available provision. Educational assistance must be approved in advance by the Principal or in his/her absence, the Assistant Principal. Employees may not receive cash or other benefits instead of Educational Assistance.

Conditions of Employment

1. All staff affirm that, as part of the qualifications for this position, he/she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23).
2. All staff shall manifest by precept and example the highest Christian virtue and personal decorum.
3. All staff shall provide accurate information for a full background check to be paid by Bethany Bible Church. By request, you may receive copies of all background checks.

4. All staff shall accept without verbal or mental reservations Bethany Bible Church's Doctrinal Statement and Bethany Christian School's Educational Philosophy.
5. All staff shall join a local church whose doctrinal beliefs are in agreement with the doctrinal statement of this school. Employees must maintain an accurate, up-to-date, written portfolio of their church membership and service.
6. All staff shall complete training in Blood-Borne Pathogens, and CPR, AED, 1st aid. This list may be expanded depending on governmental and accreditation requirements.
7. All staff shall have read the Faculty and Personnel Handbook and agree to cooperate in every way with the ministry authorities and adhere to policies adopted by the Board. Agreement shall be in written form by the completion of the Rules and Regulations Checklist found in the Faculty and Personnel Handbook.
8. All staff shall have read the Student Handbook and be able to explain, implement and follow the handbook. This is necessary in order that staff and students are all in agreement as to school policies and procedures. agree to cooperate in every way with the ministry authorities and adhere to policies adopted by the Board.
9. Teaching personnel will provide the principal/assistant principal with a copy of a valid teaching certificate (if the teacher is certified) and a transcript of all college and graduate studies prior to the first day of school.
10. All staff shall comply with state and school medical requirements with proof of such filed with the office before the start of school.
11. Assignment to room, grade, subject, and duties is to be made at the discretion of the principal. Staff members agree to accept his/her proportionate amount of responsibilities not covered by job descriptions. The principal/assistant principal will seek, as far as possible, to achieve equity in all staff assignments.
12. Teaching personnel shall maintain a classroom atmosphere that is conducive to learning. This includes maintaining an appearance appropriate to the work being done.
13. Staff members agree to complete 30 hours of on-going educational and work-place sponsored programs for continued personal and professional development. These hours must be documented and turned in for your personnel file.
14. Staff members agree to remain after school and/or arrive early for such meetings and conferences as may be called by the principal/assistant principal. This includes school functions.
15. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding

arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406) 256-1583 shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*, or similar conciliation service.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses).

16. It is the sincerely held religious belief that marriage is between one man and one woman as determined by biology at birth. All staff members agree that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2, 1 Corinthians 6:9-20, 1 Thessalonians 4:3-8)
17. All staff shall comply with obligations under state law regarding child abuse reporting requirements.
18. The normal school workday is from 8:00 a.m. until 4:00 p.m. All staff members shall arrive ready to work before 8:00 a.m. and shall not leave before 4:00 p.m.
19. Either party with written notice that must include a minimum of 10 workdays may terminate this contract. If the employee terminates this contract without proper notification the “Signing Bonus” listed on this contract must be returned to Bethany Christian School within 3 workdays. If the contract is terminated without proper notification the employee becomes ineligible for any severance pay. If a staff member resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary that the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment. All of the employer’s property in the employee’s custody must be returned before he/she is entitled to final payment of any amounts due upon separation. Dismissal for cause may be immediate or with longer notice depending upon the reason for dismissal.

Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the ministry or upon the staff member, or tending to seriously impair his/her continued usefulness as a Christian role model for the students.

- 20. Bethany Christian School is a church-controlled organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore, upon termination of employment, regardless of the reason(s), unemployment benefits are not available.
- 21. The employee is responsible to secure his/her own health, life and disability insurance.
- 22. All employees must sign the following forms: *Declaration of Ethical and Moral Integrity Form, Background Certification and Agreement Form, and the Authorization to Release Reference Information Form.*
- 23. Any previous agreements, whether written or oral, are fully merged into this agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Texas.

=====

This contract will be valid only if it is signed and returned by _____.

I have read, understand, and agree with the terms and conditions of this one-year contract.

Staff Member _____

Date _____

We at Bethany Bible Church extend our warmest welcome to you.

Supervisor Date

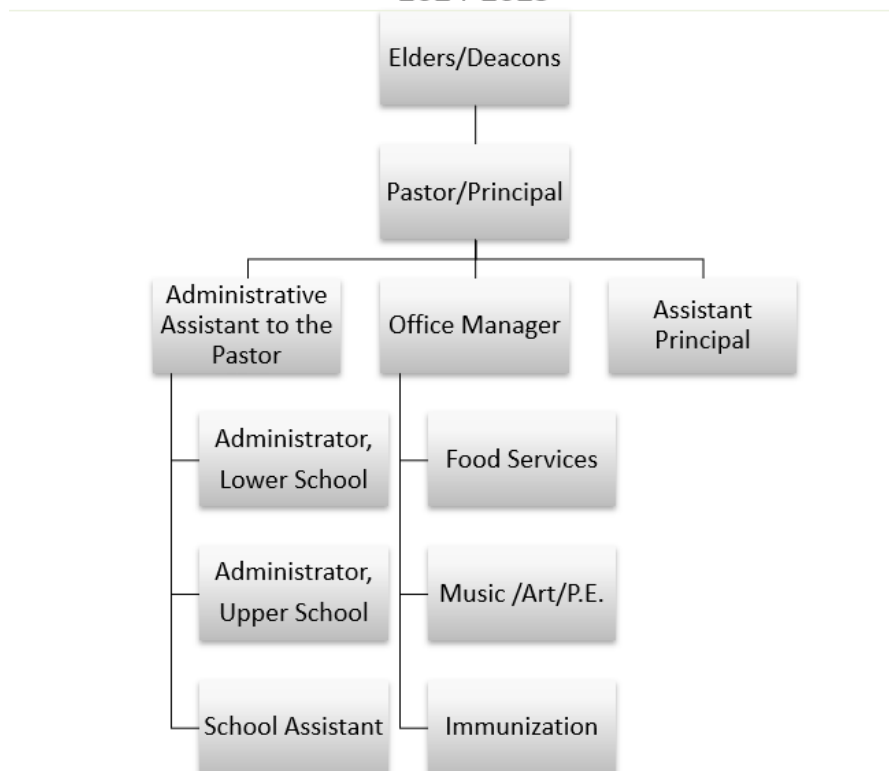
Supervisor Date

Organizational Chart and Personnel Relations

Organizational Chart

Every organization has up-line, down-line, and peer relationships. It is our goal to have a smooth-running organization. That is only possible when cooperation and submissive interaction takes place under the leadership of the Holy Spirit. Please be aware of the school's organizational chart. Please also be careful to only communicate issues that are within your span of responsibilities. Do not, for instance, take information from a staff meeting and communicate it to a former staff member or a student.

Bethany Christian School Organizational Chart 2024-2025



Principal Job Description

General Description

Goal: The principal shall oversee the individuals under his span of control in such a way so as to ensure that the job descriptions for the persons under his span of control are fully understood and carried out to the fullest extent of the employees' abilities.

Overview: The principal shall be a born-again, college graduate, who feels called of God to oversee and assist in the administrative operations of the Christian school. The board of elders, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon approval by the board of elders.

Responsible to: The elders.

Supervises: assistant principal, registrar, and office manager.

Evaluation: principal's performance will be evaluated by an elder in accordance with this job description.

Required Personal Qualities

The principal shall

1. Be hired according to the Bylaws and Doctrinal Statement of Bethany Bible Church, Article VIII.

Job Description - Essential Functions

The principal shall

1. Meet weekly with the assistant principal, registrar, and office manager to provide oversight and direction for the ministry.
2. Ensure that all aspects of the ministry adhere to the policies of the board of elders.
3. Report to the governing board on a regular basis.
4. Oversee the financial affairs of the corporation to ensure that all-fiduciary trust and governmental concerns are cared for.
5. Oversee the work of the assistant principal, registrar, and ministry assistant. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
6. Oversee the records of the corporation and the personnel records so that all legal and association requirements are provided for.
7. Shall serve on the academic affairs counsel.

Administrative Assistant to the Pastor Job Description

General Description

Goal: The administrative assistant to the pastor shall oversee the individuals under his/her span of control in such a way so as to ensure that the job descriptions for the Christian school are fully understood carried out to the fullest extent of the employee's ability.

Overview: The administrative assistant to the pastor shall be a born-again person who feels called of God to oversee and assist in the administrative operations of the Christian school and church.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: pastor/principal.

Supervises: Administrators, the school assistant, and personnel as assigned by the principal.

Evaluation: The administrative assistant to the pastor will be evaluated by the principal in accordance with this job description.

Required Personal Qualities

The administrative assistant to the pastor shall

1. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The administrative assistant to the pastor shall

1. Meet weekly with the principal to inform him of the status of the ministry, being careful to inform about personnel needs, ministry needs, facility needs, children and parent needs, and any other concerns that the administrative assistant will encounter.
2. Assist the principal through provision of counsel, information, advice and opinions as to the operation of the school ministry.
3. Oversee the work of the individuals within your span of control. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
4. Oversee those in the administrative assistant to the pastor's span of control in managing student behavioral and academic problems and the appropriate communications with the parents or guardians of the student.
5. Develop job descriptions to adequately administrate the communication lines and lines of authority among all employees.
6. Follow the rules and regulations section of the faculty and personnel handbook.

Assistant Principal Job Description

General Description

Goal: The assistant principal shall assist the principal in the operations of the school.

Overview: The assistant principal shall be a born-again, college graduate, certified or certifiable, who feels called of God to oversee and assist in the administrative operations of the Christian school. The principal as deemed appropriate may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: principal.

Evaluation: The assistant principal will be evaluated by the principal in accordance with this job description.

Required Personal Qualities

The assistant principal shall

1. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The assistant principal shall

7. Meet weekly with the principal to inform him of the status of the ministry, being careful to inform about personnel needs, ministry needs, facility needs, children and parent needs, and any other concerns that the assistant principal will encounter.
8. Assist the principal through provision of counsel, information, advice and opinions as to the operation of the school ministry.
9. Follow the rules and regulations section of the faculty and personnel handbook.

Registrar's Job Description

General Description

Goal: The registrar shall oversee the school's record keeping responsibilities to the end that all legal and association requirements are fully met.

Overview: The registrar shall be a born-again, college graduate, certified or certifiable, who feels called of God to secure the record-keeping requirements of the Christian school. The principal, as deemed appropriate, may add other qualifications.

Contracted by: The corporation, upon recommendation of the principal for one year.

Responsible to: principal.

Supervises: The office manager, and teachers.

Evaluation: The principal in accordance with this job description will evaluate the registrar.

Required Personal Qualities

1. The registrar shall enjoy careful and meticulous attention required to provide, maintain, and secure good records.
2. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The registrar shall

1. The registrar shall serve as a member of the academic affairs counsel.
2. Attend personnel meetings and when necessary, inform the principal regarding issues of concern.
3. Perform the duties of office manager in the absence of the office manager.
4. Oversee all record keeping done by the office manager to ensure accuracy.
5. Develop a checks and balances system of recordkeeping to ensure accuracy.
6. Develop and maintain good student records to the end that the school conforms to the admissions standards of our accrediting association.
7. Develop and maintain all medical student records required by the state.
8. Develop and maintain an accurate system of accounting for accounts receivables and notify the principal of outstanding accounts.
9. Oversee and ensure that documents originating in the school office are professional.
10. Ensure that all grades have the necessary curriculum.
11. Follow the rules and regulations section of the faculty and personnel handbook.

Administrator Job Description

General Description

Goal: The administrator shall oversee the individuals under his/her span of control in such a way so as to ensure that the job description for the Christian teacher is fully understood by the teacher and is carried out to the fullest extent of the teacher's ability.

Overview: The administrator shall be a born-again, who feels called of God to oversee and assist in the administrative operations of the Christian school. The principal, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: the administrative assistant to the pastor.

Supervises: Teachers, and personnel as assigned by the principal.

Evaluation: The administrator will be evaluated by an upline manager in accordance with this job description.

Required Personal Qualities

The administrator shall

1. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The administrator shall

1. Meet weekly with the administrative assistant to the pastor to inform him of the status of the ministry, being careful to inform about personnel needs, ministry needs, facility needs, children and parent needs, and any other concerns that the assistant administrator will encounter.
2. Assist the administrative assistant to the pastor through provision of counsel, information, advice and opinions as to the operation of the school ministry.
3. Oversee the work of the individuals within your span of control. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
4. Oversee those in the administrator's span of control in managing student behavioral and academic problems and the appropriate communications with the parents or guardians of the student.
5. Develop job descriptions to adequately administrate the communication lines and lines of authority among non-teaching personnel members.
6. Follow the rules and regulations section of the faculty and personnel handbook.

Christian Teacher Job Description

General Description

Goal: The 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.

Overview: The teacher shall be a born-again, college graduate (kindergarten is exempt from this requirement), certified or certifiable, who feels called of God to the teaching profession. The elders, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: administrators.

Supervises: Student teachers, aides, volunteers, and students.

Evaluation: Teacher performance will be evaluated by the administrator in accordance with this job description through the use of the faculty and teaching personnel evaluation form.

Required Personal Qualities

The teacher shall

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
4. Be a member in good standing at a local, evangelical church that has a statement of faith in agreement with the school's statement of faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's statement of faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Additional Personal Qualities

The teacher shall

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

Job Description - Essential Functions

The teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the elders and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Only teach curriculum assigned by an administrator.
6. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
7. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities and demonstrate this integration through weekly lesson plans.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book or other similar tool.
11. Submit complete lesson plans on a weekly basis that provide for the approved curriculum's scope and sequence objectives. Lesson plans must include biblical integration and be an accurate reflection of classroom activities.
12. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
13. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
14. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child.
15. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
16. Use homework effectively for drill, review, enrichment or project work.
17. Assess the learning of students on a regular basis and provide progress reports as required.
18. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress. This information must be entered into the electronic grade book on a weekly basis.
19. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
20. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the public.
21. Develop and maintain rapport with students, parents, and personnel by treating others with friendliness, dignity, and consideration.

22. Follow the Matthew 18 principle in dealing with students, parents, personnel, and administration.
23. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
24. Attend and participate in scheduled devotional, in service, retreats, committee, and faculty staff meetings.
25. Know the procedures for dealing with issues of an emergency nature.
26. Inform the administration in a timely manner that the teacher is unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
27. Follow the rules and regulations section of the faculty and personnel handbook.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site

Parking lot to building

A teacher must gather his/her children together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into a building.

Playground size and terrain

Teachers are required to take their students onto the playground and supervise them during outside recess. The playground is quite large, but is fenced. The playground is primarily pea gravel with some barriers that must be stepped over. Teachers are required be able to see and hear children on the playground. Teachers must be able to keep up with students, control them until reaching the playground, and remain with the students on the playground.

2. Building

Location of Classroom

All classrooms are located on the ground floor.

3. Classroom

Height of chalkboards and bulletin boards

Teachers must be able to write on the chalkboards and prepare bulletin boards between 3-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

Able to see and interact with students

Teachers in the school must have sufficient vision to allow for active supervision and interaction with students. Teachers must be able to be clearly understood by the students.

4. Teaching

Teachers must be able to demonstrate lesson concepts using chalkboards, media, and hands-on materials. Teachers must communicate data (attendance, student assessment, report cards, etc.) to the appropriate entities. Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.

5. Supervision

Indoor (classroom, play areas)

Teachers must be able to supervise students within the classroom or in the gymnasium area for indoor recess. On occasion, the faculty should participate with students in organized games and activities.

Outdoor (playground, sports field)

Teachers must be able to supervise students on the playground. Teachers must also supervise students at the closing of each day as students are dismissed for their rides.

6. Emergencies

Can summon help

A teacher must be able to summon help when an emergency arises either in the classroom or on the playground.

Can apply emergency first aid

Teachers are required to render minimal first aid to students who may be injured while in the classroom, or on the playground.

7. Attendance

Teachers are required to be present for personnel devotional faculty meetings and other special functions, and occasionally for meetings or other functions in the evening.

Job Description - Supplemental Functions

The teacher shall

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Room Concerns

Walls and doors

Most of the rooms have been painted with a white, washable paint. Although we want you to personalize your room, we ask you to not repaint or change the basic construction without authorization from your supervisor. It is fine to pin or staple artwork to the walls. Please be careful with the woodwork. It may not recover from pins or staples. Tape and sticky substances may leave a residue.

Multiple occupants

The building is used for a variety of functions, including a school. Please bear in mind that it is impossible to protect the items in your rooms. Church groups regularly use the rooms. Flexibility and common sense are the best tools to alleviate the frustrations of multiple use rooms.

Carpets

The carpets are cleaned in July and August each year. If you have a spill of anything other than water, please notify the office immediately. Do not attempt to clean up any spilled items. Do not attempt to clean up bodily fluids. Bodily fluids are considered hazardous and special procedures for cleanup and sterilization must be followed. Each staff member is responsible for vacuuming the carpet on a regular (not less than weekly) basis. If a vacuum cleaner is not functioning properly, please take it to the office so that it can be repaired.

Trash removal

All small trashcans are to have liners in them. These liners can be tied at the corners and placed in the trashcans located in the foyer.

Bulletin Boards

Please be certain that all staples or pins used in and around your classroom are picked up off the carpets. The staples and pins slice the vacuum cleaner belts.

Thermostats

Please cooperate with the other staff members in your wing of the building. One thermostat controls several rooms. It is necessary to be conservative with the settings. This keeps our operating expense down.

Repair forms

Repair forms are available from the office. Please fill out a form any time something is broken or damaged. If something vital to your work is broken, please notify the office immediately.

Office Manager's Job Description

General Description

Goal: The office manager shall oversee the running of the ministry office in such a way that all contacts with the school are treated in a professional and courteous manner.

Overview: The office manager shall be a born-again, professionally trained individual, who feels called of God to oversee and assist day to day operations of the Christian school. The principal as deemed appropriate may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: the principal.

Supervises: Other personnel as assigned by the principal.

Evaluation: The office manager will be evaluated by the principal in accordance with this job description.

Required Personal Qualities

The office manager shall

1. Be of a cheerful person who welcomes all parents, students, prospective parents, and all other individuals who need assistance from the school office.
2. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The office manager shall

1. Attend personnel meetings.
2. Have the school office open and ready to conduct business by 8:00 a.m. and continue to conduct business until 4:00. Do not leave the school campus during office hours unless the registrar can manage the office.
3. Manage the business-related phone calls professionally. This may include but is not limited to phone calls for the staff, appointments, doctor's visits, student releases, etc.
4. Assist in assuring that the school conforms to the health and safety standards of our accrediting association.
5. Assist the assistant principal in all duties delegated by the assistant principal to the office manager.
6. Assist the registrar in all duties delegated by the registrar to the office manager.
7. Tend to the minor first aid issues that arise.
8. Keep the school offices neat, clean, and professional.
9. Produce professional, well-written, correctly spelled, grammatically correct documents for the school.
10. Notify principal, assistant principal, or registrar of issues with personnel, school families, or students that need the attention.
11. Refrain from doing personal work during office hours.
12. Make sure the library books are in compliance with ACTS standards.
13. Assist teachers, as time is available.
14. Follow the rules and regulations section of the faculty and personnel handbook.

School Assistant Job Description

General Description

Goal: The school assistant shall endeavor to assist in the smooth running of the physical and educational program of the ministry. The school assistant shall do this in such a way that all tasks within the school are treated in a professional and courteous manner.

Overview: The school assistant shall be a born-again, professionally trained individual, who feels called of God to perform routine tasks necessary for a Christian school. The administration, as deemed appropriate may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: the administrative assistant to the pastor.

Supervises: Other personnel as assigned by the administrative assistant to the pastor.

Evaluation: The school assistant will be evaluated by the administrative assistant to the pastor in accordance with this job description.

Required Personal Qualities

The school assistant shall

1. Be of a cheerful person who welcomes all parents, students, prospective parents, and all other individuals who need assistance from the school office.
2. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The school assistant shall

1. Assist in assuring that the school conforms to the health and safety standards of our accrediting association.
2. Assist the administrative assistant to the pastor in all assigned duties.
3. Keep the school neat, clean, and professional.
4. Notify the administrative assistant to the pastor of issues with the facility, students, staff, or school families.
5. Follow the rules and regulations section of the faculty and personnel handbook.

Home Room Responsibilities

The home room teacher is responsible for setting the tone of the day. This is not just a time for taking lunch orders, but it is also a time for students to recite the pledges, share prayer request, and begin the day in prayer. We ask that teachers or students also share a passage of Scripture. We want to honor the Lord and begin our day of work in prayer to Him.

Personnel Records

1. Personnel records are stored in a fireproof, locked file cabinet; the principal and the chairman of the board have the keys to the cabinet.
2. I-9 files are stored in the personnel files; the state law does not require them to be kept in a separate file.
3. Safety records as well as grievance and investigation records (should there be any) are kept in the employee's personnel file.
4. Medical information (including FMLA and workers' compensation records) is kept in a separate file that is stored in the principal's office. The Americans with Disabilities Act requires that any medical records pertaining to employees be kept in separate confidential medical files.
5. Texas law does not require an employer to allow an employee to access his or her personnel file - however, Bethany allows supervised access and copying of contents at the employee's cost.
6. Certain government agencies and individuals appointed by the elders may be granted access to personnel files.

http://www.twc.state.tx.us/news/efte/personnel_files_details.html

http://www.twc.state.tx.us/news/efte/personnel_files_general.html

Policy/Procedures for Due Process and Grievances

Member notifies assistant principal to discuss complaint, put complaint in writing, and discuss possible solutions.	If dispute is not resolved, then...	assistant principal discusses matter with members and other parties and replies in writing to member's complaint within 10 working days.
Member appeals to the principal within 5 working days. principal must meet with parties within 5 working days of receiving appeal.	If dispute is not resolved, then...	principal will discuss grievance with parties, and within 5 working days, make a decision on the grievance and take any necessary action.
Member appeals decision to chairman of the board in writing describing all steps taken to resolve the matter.	If dispute is not resolved, then...	Chairman of the board will hold an informal hearing and interview parties involved, and will make final decision within 10 working days.
If decision is unfavorable to member, then member may submit to binding arbitration before an independent and qualified arbitrator.	If dispute is not resolved, then...	Arbitrator will make decision within 30 calendar days. Cost of arbitration will be divided evenly.

Progressive Discipline Program (PDP)

Violation of church policies and rules might warrant disciplinary action. Forms of discipline that the church may elect include verbal corrections, written warnings, final written warnings, and/or suspensions and terminations. The system is not formal, and the church may, in its sole and absolute discretion, deviate from any written disciplinary policy and utilize appropriate forms of discipline under the circumstances, including immediate termination. The church's disciplinary policy does not limit or alter the employee's at-will status.

A. The teacher job description shall serve as the primary basis for formal evaluation. All staff will undergo evaluation in the fall while there is time for administrative coaching that can lead to teaching improvements prior to a reemployment decision.

B. While the Progressive Discipline Program will usually be used when dealing with most staff deficiencies, the principal may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure.

C. Through the assistant principal's ongoing observation and evaluation, the teacher shall be made aware of unsatisfactory performance in a timely fashion. For minor infractions or at first appearance of unsatisfactory work, the Administrator should review the situation with the teacher. No notes or formal records need to be made. Usually no more than two such meetings should occur before more formal proceedings begin as outlined below.

1. **FIRST SESSION.** The Administrator is to outline in writing the specific areas of concern. These areas are to be discussed with the teacher and an attempt made to discern the root attitudes or problems. Scriptural and practical counsel is to be given accordingly. The teacher is to be encouraged to respond from his/her perspective. The session should conclude in prayer.

a. Within three days, the Administrator will summarize the content of the meeting to include:

- (1) The specific concerns that need to be corrected,
- (2) The root or attitude problems discerned,
- (3) The teacher's response to the conference, and
- (4) The specific steps of action to correct each problem area with follow-up dates if deemed necessary by the Administrator.

b. The conference summary is to be signed and dated by the Administrator and the teacher with space provided for the teacher to write any general statements or disagreements with the summary. A copy is to be given to the teacher and the principal and the original placed in the teacher's personnel file.

2. **SECOND SESSION.** The same procedure is to be followed as with the first session with these exceptions:

a. The teacher and Administrator should report on the progress they each feel has been made in following the corrective action outlined in Session One.

- b. Any new steps of action should also be documented at this time and the teacher informed that failure to implement by a certain date might cause non-renewal of contract or dismissal depending upon the severity of the problem.
- c. Any item not mentioned in the first session will be discussed and a plan of action formulated.
- d. The Administrator may invite the principal to be present.

3. THIRD SESSION. The Third Session constitutes the session whereby the teacher is informed in writing that his contract will not be renewed.

a. Such a decision requires prior action by the principal. A letter is to be given which:

- (1) Details the reasons for non-renewal,
- (2) Summarizes the contents of prior conferences, and,
- (3) Reviews the steps of action not followed and problem areas not corrected.

b. The teacher will be given a copy of the letter and receive an explanation as to how it will be used in future inquiries.

c. This final session must include two up line supervisors.

d. A teacher has the option, after his/her notification of non-renewal to appeal the decision directly to the board of elders within seven business days by giving notice to the principal. The board of elders will hear the teacher's and the principal's positions and render a decision by majority vote. The Board of Elder's decision is final. Failure to request a hearing with the board of elders within that time frame shall waive the person's right to such a hearing.

Termination and Dismissal

A. Cause for termination and dismissal may include, but is not limited to, any one or more of the following: immorality, intemperance, abuse to a student, absent without notification and/or approval for 3 school days (abandonment of position), neglect of duty, Scriptural error, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of Bethany Christian School.

B. It is the responsibility of the principal to decide whether the circumstances warrant the use of the Progressive Discipline Program or immediate termination and dismissal. The Progressive Discipline Program (PDP) will be used if it can serve in a redemptive function without jeopardizing the well being of the school in the eyes of its constituency. Whether the PDP is utilized or not, the "at will" nature of the employment relationship remains intact.

C. Termination requires approval by the principal, and communicated to the employee in a personal conference with the principal and an up-line supervisor or by certified mail to the last known address. The termination of duties takes effect immediately unless the board of elders rules differently due to extenuating circumstances.

D. At the option of the school, the teacher may be provided with a written list of reasons for the dismissal. He/she has the option, after his/her dismissal to appeal the decision directly to the board of elders within seven business days by giving

notice to the principal. The board of elders will hear the teacher's and principal's position and render a decision by majority vote. Failure to request a hearing with the board of elders within that allotted time shall waive that person's right to such a hearing.

E. Both parties waive their rights to a hearing in a secular court of law.

(I Cor. 6:1-8). Any unresolved dispute must be submitted to the Institute for Christian Conciliation (ICC), or a similar group, for mediation, or as a last resort, through legally binding arbitration. If arbitration is necessary, three arbitrators shall conduct it. Each party to this contract shall have the right to select one arbitrator. The two arbitrators selected shall jointly select the third arbitrator.

Separation/Evaluation Report

A. Upon termination of employment, whether voluntarily or involuntarily, the principal or an up-line manager will complete a Separation/Evaluation Report. The principal may or may not be present. If he/she is not present, an additional member of the board of elders will be present.

B. The departing employee will have an opportunity to add his/her comments or rebuttal to the report form prior to signing the form. Refusal to sign will be noted on the form. Employee will be provided a copy of the form and the original is to be filed in the personnel file. The employee will be told that this form may be made available to prospective future employers

C. The departing employee must sign a release form allowing Bethany Christian School to release information regarding the employee's work at the school. Without this form Bethany Christian School will confirm employment only.

D. The final paycheck will be released following the exit interview provided that keys, school equipment, and any other appropriate school property have been turned into the school office.

Written Employee Warning Report

Employee's Name:

Position:

Today's Date:

Time and Date of Violation:

Type of Violation

<input type="checkbox"/> Attendance	<input type="checkbox"/> Safety Violation
<input type="checkbox"/> Carelessness	<input type="checkbox"/> Substandard Work
<input type="checkbox"/> Conduct	<input type="checkbox"/> Work Rule Violation
<input type="checkbox"/> Fighting	<input type="checkbox"/> Other

Supervisor's Statement

Details of Violation:

Previous Actions Taken:

Future Actions Discussed:

By:

Title:

Employee Statement

Employee Signature: _____ Date: _____

Employee Separation/Evaluation Report**Employee Separation/Evaluation Report**

This form may be released to future prospective employers.

Employee's Name	Date Employed
Last Day	

Employee's Position	Date of Report
---------------------	----------------

Separation Information

Resigned with Notice	_____	Retirement	_____
Resigned W/O Notice	_____	Mutual Agreement	_____
Discharged	_____	Illness	_____
Laid-off	_____	Leave of Absence	_____
Not Renewed	_____		

Comments

Comments or Rebuttal by Employee

Evaluation Report

Rating Scale: E = Excellent; G = Good; S = Satisfactory; P = Poor

Quality of Work	_____	Judgment	_____
General Aptitude	_____	Potential Ability	_____
Attendance	_____	Personal Qualities	_____

Spiritual Growth _____

Initiative _____

Cooperative Attitude _____

Punctuality _____

Adherence to
Policies/procedures _____

Acceptance of
Responsibility _____

Personal relationships _____

Comments

Comments or Rebuttal by Employee

I have read and understand this separation/evaluation information. I also understand that this form may be released to future prospective employers.

Employee's Signature

Date

Interviewer's Signature

Date

Additional Interviewer's Signature

Date

Internet Use, Social Media, Technology

When using electronic means to communicate with others we ask the staff to recognize that this medium is not a private communication. Whenever possible, we recommend utilizing our on-line grading program to communicate with students and parents.

Social media/technology can serve as a powerful tool to enhance education, communication, and learning. Bethany Christian is committed to utilizing social media technology in a Christian, professional, safe, and responsible manner. The best way to prevent a problem from arising from a social network site is to not have one.

1. If you are active on social media, do not post anything that others may consider offensive.
2. Teachers and staff may not “friend” current students nor permit current students to “friend” them. Teachers may not engage an individual student. Do not text, instant message, Twitter, Instagram, YouTube or Google (or other similar kinds of media/technology) individual students. Group texts and group emails are acceptable; should an individual communication be required, include the administrator or school office in the copy line.
3. Teachers may not engage students through interactive technological communications.
4. Teachers may not create a work-related Facebook page (or similar media) for their class or club without an administrator’s approval.
5. Teachers who wish may become editors on the school’s Facebook page. As an editor, teachers are able to post and interact with anyone who posts on the school page; a record of all posts is maintained on the Facebook page under the Notifications tab. Facebook requires Editors on our school’s Facebook page to also have their own Facebook account.