

MARCH 2023

hamiltonchristianacademy.org

# HAMILTON CHRISTIAN



# ACADEMY

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**Staff Policy & Procedure Manual  
2023-234 School Year**

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The HCA Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

PROFESSIONAL ETHICS

The professional teacher recognizes the magnitude of the responsibility he/she has accepted - in yielding to the call of the Lord Jesus Christ to instruct children, to the parents who have entrusted those children to nurture, and to society in general which is dependent upon an enlightened and emotionally stable citizenry for its continuation.

Considering the magnitude of His calling, he/she agrees to a continuous process of self-evaluation, as well as the evaluation done by others.

The Christian teacher believes in the worth and dignity of the child as an image bearer of God, even while under the effects of the fall. He/she recognizes that the beginning of wisdom is found in the reverential awe of God the Father and that the only meaningful education for the individual is that which flows from a developing relationship of openness and trust with Jesus.

Within that context the teacher recognizes the “wholeness” of the individual, and the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of human relationships.

#### RESPONSIBILITY TO THE PROFESSION

1. The teacher accepts the responsibility for his/her conduct and therefore is always honest in his/her dealings with other individuals and institutions of society, and safeguards the ideas of the school and the teaching profession.
2. It is our professional obligation to support HCA in every way possible. Our actions and speech have a substantial impact on the community's perception of this school ministry. In this capacity, we should encourage families to consider HCA for their children.
3. Constructive criticism regarding people or policies needs to be communicated in a timely fashion to the appropriate people privately. It is important for us to maintain a positive attitude and model conflict resolution from both a professional and Christian framework.
4. The teacher seeks continued personal and spiritual relationship with a church body and healthy quiet time with the Lord in prayer and study of the Word.

#### LIFESTYLE & MORAL INTEGRITY

Hamilton Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. This school reserves the right, within its sole discretion, to refuse admission of an applicant or to hire or continue employment of a person if the conduct within a particular home or the activities of the applicant or employee are counter to or in opposition to the biblical lifestyle the school espouses. This includes but is not necessarily limited to participating in or supporting sexual immorality, pregnancy outside of marriage, homosexual activity or bisexual activity; drug use or distribution, pornography viewing or distribution or being unable or unwilling to support the moral principles the school espouses by Scripture (See Leviticus 20:13 and Romans 1:27 as well as others in the Holy Bible).

### PROFESSIONAL GROWTH

Teachers are expected to continue to update and improve their methods, their ideas and knowledge. The staff should seek to grow professionally through reading, networking, research into various pedagogy and by considering the advice and example of others. Staff should always be looking for ways, small and large, to become more efficient, more knowledgeable and more useful to the Lord's work here at HCA.

1. Staff orientation will be held before the beginning of the school year. All teachers are required to attend.
2. Faculty meetings will be held regularly. Attendance is mandatory for all teachers.
3. Teachers are expected to attend periodic conferences; the school will provide transportation, room and board, and fee when arranged by the school.
4. New staff or principals must secure ACSI certification by Sept 30 of their 2nd year unless a waiver is approved by the Head of School. Fee is paid by HCA.
5. All teachers and administration must maintain their ACSI certification. They must either find and secure avenues for credits or CEU's themselves OR consult with the Head of School regarding needed courses. If courses are made available by HCA, any staff who choose not to utilize them must pay for their own replacement courses.
6. College Credit acquisition is the responsibility of the staff member and will help move them in the payscale steps.

### RESPONSIBILITY TO STUDENTS AND PARENTS

1. The teacher shall deal kindly and justly with each student, no matter what his/her past record has been or what his/her reputation is.
2. The teacher respects the confidence of his/her students by refraining from discussing the problems, faults or behavior of any student except with the proper authorities.
3. The teacher recognizes that he/she stands in place of the parents as the parents have entrusted that responsibility to them. As such, the teacher is obligated to report to the parent progress, problems, and recommendations.
4. The teacher uses extra-curricular activities to enrich and support what is being taught in the classroom making sure to maintain balance.
5. The teacher shall not, in return for pay, tutor students assigned to his/her classes unless no other qualified teacher is reasonably available.
6. Teachers are responsible for the supervision of his/her students at all times. Therefore classrooms and playgrounds are to be under a teacher's or other authorized adult's supervision whenever children are present.

### KNOWLEDGE OF STUDENTS

Teachers are expected to know and understand their students. To do this effectively teachers need to:

SUSPECTED  
CHILD ABUSE

1. Take the initiative in communicating with parents. Get to know the parents, become aware of circumstances peculiar to the home which might have a bearing on your student.
2. Keep accurate and complete records on the child.

PROCEDURES TO FOLLOW WHEN THERE IS SUSPECTED CHILD ABUSE

Montana State Law requires school teachers, other school officials, and employees who work during regular school hours, to report child abuse and neglect to the Department of Family Services. (#41-3-201, MCA. Reports)

It is not a teacher or staff person's responsibility to determine whether or not child abuse has occurred. Your responsibility is to report child abuse if you suspect it.

CHILD ABUSE REPORTING PROCEDURES

1. Notify the Administrator of suspected child abuse.
2. Contact the Department of Family Services at (406) 363-1961.

STAFF DRESS CODE

All staff is to dress professionally, honoring God and their position at the school. Modesty is key. Think about what your clothes do when you bend over to help a student or when you are sitting high on a stool. If you are concerned about what someone might see or look at because of the clothing you are wearing, don't wear it.

1. Dress your best on chapel days.
2. Dress business casual, at a minimum, apart from dress-down days or field trips.
3. All staff participates in "theme" dress days to the best of their ability.

Staff minimum dress expectation is the student dress code. The above codes are additional expectations.

ATTENDANCE

All teachers and staff are expected to participate and/or supervise at special events, fundraisers, field days, etc.

PLANNED ABSENCE

1. Whether for personal or sick days (i.e. Dr. appointments) all teachers are required to complete the "Teacher Absence Request" form and submit it to the Administrator as far in advance as possible. Notification will then be given as to approval or denial of the request. \*As even short absences affect others, please do not request time off less than 48 hours away unless there is an emergency.

STAFF DRESS  
CODE

ATTENDANCE

2. Teachers are expected to arrange for a pre-approved substitute for their class for the time they will be gone unless another staff member can cover the class. In the case of the latter, it must be approved by the Administrator first.
3. Lesson plans must be shared with the substitute in advance AND available in the classroom for all planned absences. The following items must be in the office and on your desk:
  - a. A detailed schedule of class times for the day along with step-by-step assignments, lessons, materials for each
  - b. A class seating chart
  - c. A list of specific duties you have for that day
  - d. Any special things a substitute should be alerted to such as accommodations, things to watch for etc...

#### UNPLANNED ABSENCE DUE TO ILLNESS

Notify the Administrator before 6:45 a.m., if possible.

Detailed lesson plans must be available in the classroom with a current seating chart.

#### CURRICULUM & LESSON PLANNING

Curriculum will be provided by HCA or created by staff under the direction of the school administrator. ACSI accreditation standards delineate the guidelines for Biblical Worldview to be vitally involved in all aspects of instruction.

- Each teacher will submit to the administrator an annual overview of the objectives for each class they teach, divided into quarterly goals.
- Each teacher will submit lesson plans 2 weeks at a time, copied out of the lesson book provided by the school (others of personal choice are acceptable) or shared with the appropriate administrator. This should be given to the administrator before the start of that group of lessons with attention given to points of Biblical integration and materials needed.
- Copies should be made in advance, not during classes or sent to the office.
- A large percentage of a teacher's success is based on the quality, variety and the volume (a bit extra is needed) of lessons, activities and assessments prepared.
- Utilizing volunteers can be a key to transforming your classroom atmosphere and accomplishments. A well-trained parent, adult or older student can be utilized for a wide variety of labor-intensive projects, for short assessments, for differentiation. Free quality materials, both paper and electronic, are abundantly available. Utilize the ACSI Connexus website, watch online videos, become an expert teacher for God's glory.
- All teachers are required to keep up with entering curriculum map content on CurriculumTrak as delineated by the Head of School

PREP TIMES

Time slots will be provided as often as feasible for teachers to work on lesson planning. A minimum of 2 class periods (40-60 minutes each) will be provided. This time may not be used to leave the premises unless cleared through the Administrator and then would be considered either personal or sick time.

INSTRUCTIONAL

1. The teacher must have goals and objectives for courses of instruction for an entire semester. These need not be detailed in nature but must indicate major themes or areas to be covered.
2. Care will be exercised in the preparation of weekly and daily lesson plans so that the objectives to be covered are central and clear.
3. In order to best prepare each student for the next grade level, each teacher shall cover the basic curriculum and/or the maps in curriculum trak. This particularly pertains to core subjects.
4. Teachers shall become aware of what is being taught in those grades both below and above the grade level of the students by discussing this with faculty members.
5. Teachers shall give purposeful and reasonable assignments as well as make sure students understand what and why they are doing assignments.
6. The teacher is expected to motivate/encourage their students to do the best job they can do. He or she shall set standards of excellence for their students which recognizes the individuality of children and the instructional task.
7. Evaluation through grades must occur as needed and be reported to parents. Letter grades are given beginning in 1st grade. (See handbook for detailed information)
8. Develop a variety of teaching strategies and incorporate them into your lesson plan.

CLASSROOM MANAGEMENT

1. Teachers shall communicate the rules of the classroom and the school to the students in ways that are understandable and are responsible for enforcing these rules.
2. Teachers shall involve the students in understanding classroom rules, in taking care of daily routines, the appearance of the room and playground, and in classroom devotions.
3. Teachers shall establish set procedures for routine kinds of activities such as what to do during fire drills, stopping and starting new activities, handing in homework, dismissing students, etc.

## STANDARDS OF CONDUCT CLASSROOM RULES

4. Teachers shall be prompt in the exercise of his/her responsibilities whether evaluating student work, filling out administrative reports or being at assigned duty stations at the appointed times.
5. Teachers must be prepared to model whatever is asked of students in the matter of conducting an efficient and effective learning center.

### STANDARDS OF CONDUCT/CLASSROOM RULES

HCA recognizes five convictions that form the foundation of our standards of student conduct. A student who is disciplined for misbehavior may be counseled by parents and staff. If evidence of repentance and change is absent, these counseling sessions may result in the student being asked to leave the school.

1. Respect for God. Revelation 4:11 - "Worthy are You, our Lord and our God, to receive glory and honor and power; for You created all things, and because of Your will they existed, and were created."

At HCA, we believe in the supreme God who holds men accountable for their actions and their words. We desire to develop a deepening relationship with God through Jesus Christ. He is a God who is to be loved because He first loved us, worshiped because He only is worthy, honored for all He is and has done.

2. Respect for Authority. I Peter 5:5 - "You younger men, likewise, be subject to your elders; and all of you, clothe yourselves with humility toward one another."

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities for growth and service in Christ. As teachers are under the authority of the administration, and the administrators are under the authority of the school board, and the school board is under the church, students must submit to the authorities in their lives; parents, teachers, administrators, coaches, pastors, and governmental authorities.

3. Respect for Others and Yourself. John 13:35 - "By this all men will know that you are My disciples, if you have love for one another." I Corinthians 3:16 & 17 "Don't you know that you yourselves are God's temple and that God's Spirit dwells in your midst? If anyone destroys God's temple, God will destroy that person; for God's temple is sacred, and you together are that temple."

Jesus teaches that the two greatest commandments are "to love the Lord your God... and to love your neighbor as yourself" (Mark 12:30-31). Honesty and trustworthiness are two virtues that demonstrate respect for others and will be encouraged at HCA by every reasonable means. Students are expected to edify, encourage, and support others.

4. Respect for Property. Luke 16:12 - "And if you have not been faithful in the use of that which is another's, who will give you that which is your own?"

God, our Creator, has entrusted us to care for His creation. We desire to instill within our students a value and respect for the property of others. This also involves student behaviors that honor the material gifts with which we have been blessed and for which we are held accountable.



## HOMEWORK

5. Respect for Educational Opportunities. Proverbs 1:7 - "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." See also Proverbs 2:1-7.

A comfortable school, truly caring instructors and a wide variety of academic and vocational opportunities are all gifts. We desire to grow in children the appreciation of these gifts. Respecting these opportunities will involve actions, attitudes and words.

### HOMEWORK

It is anticipated that homework will be given at all grade levels. Teachers are encouraged to send home weekly notes that specify the homework desired. Teachers need to be aware of individual differences and be ready to modify their assignments and/or evaluations where it is in the best interest of students.

As a general rule, no/limited homework should be assigned on Wednesdays.

- a. Work assigned is to be turned in neat, complete, and on time
- b. Assignments and tests need to be scheduled
- c. Students should use some of their class time to begin homework

The suggested amount of homework is as follows:

- K-1st grade 30 minutes maximum per day
- 2nd -- 3rd 45 minutes maximum per day
- 4th – 8th 60 minutes maximum per day
- High School up to 12 hours weekly average

### ESTABLISHED ROUTINES

Teachers shall work out the details and expectations of students in the following routines:

1. Entering classrooms
2. Opening exercise
3. Starting a new class period or new subject
4. Conducting recess/lunch period
5. Distributing materials
6. Homework, in terms of assignments, layouts and checking of work
7. Transferring to other areas outside of the classroom (playground, chapel, PE, fire drills, etc.)
8. Bathroom use and rules
9. Desk or storage area checks
10. Classroom assistants/helpers: selection, duties and responsibilities
11. All emergency drills practiced

While most of the above routines can be worked out individually, there are some that should be standardized between teachers.

## ESTABLISHED ROUTINES

PHYSICAL ENVIRONMENT

Teachers are responsible for the physical appearance of the classroom(s) in which they teach.

1. Bulletin boards should be attractive and changed periodically.
2. Floors, desks, shelves, chalkboards and trays should be kept neat and clean.
3. Writing on the walls or furniture is not to be tolerated. Stickers may not be placed on school property.
4. Report needed repairs and vandalism to the office on "Repair Request" form.
5. Locking doors, closing windows, turning down heat to 55° and turning off lights of the room(s) you used.

SCHOOL DAY RESPONSIBILITIES

1. Working hours are 7:40 a.m. to 4:30 p.m. Any hours absent during the school day require "Request for Absence" form to be used from personal/sick time accrued.
2. During the time assigned for playground duty, teachers are responsible for monitoring the safety of students, the types of activities students are engaged in, and the behaviors of students. It is important that the teachers have knowledge of school policy regarding the use of the playground and behaviors expected.
3. Monitoring appropriate behavior of the students in the bathrooms.
4. Maintaining discipline according to the principles set forth in the school handbook.
5. Supervising the dismissal and departure of students between 4:00 p.m. and 4:15 p.m.

LUNCHTIME/LUNCHROOM

1. Have all students sit down.
2. Call students up by table if they need to use the microwave.
3. Maintain quiet eating for the first ten minutes.
4. If students have a need, they are to raise their hand.
5. Separate problem groups.
6. Make sure each student cleans their own area.
7. Students are to stay seated until being dismissed.
8. Pick a student from each table to wipe it down (i.e. last student eating).
9. Place yourself so you can view all students
10. Lunch duty is not a lunch break for staff. Attention must be on the students not on staff conversations.

PLAYGROUND SUPERVISION

1. Watch the children.
2. Conversations with other staff or parents are secondary.
3. Walk around checking in on each group looking for "loners".
4. Don't get involved with grading papers or other distracting tasks.

5. Look for potential safety issues with games or equipment.
6. Have students get permission before going out of the area/to the bathroom.
7. Be mindful of bad combinations when letting children leave the area.
8. Don't let the students hang on or climb on the equipment unless it is meant for that purpose.
9. If there is play that you do not feel comfortable with, stop it, regardless of whether or not other teachers have allowed it.
10. Have the children clean up and put away the equipment.
11. Line students up by class.

#### MORNING RECESS (Before school)

1. Be in the gym/recess area no later than 7:40 a.m.
2. Maintain order in the room, encouraging quieter activities.
3. Make sure students are lined up by class by 7:55 a.m.

#### AFTER SCHOOL

1. Have students occupied productively while waiting to be picked up.
2. Provide a sign-out sheet for those picking up students. Only for in-house use.
3. Keep students from exiting without a parent to the parking lot unless otherwise arranged through the office.
4. Try to maintain rules even when parents are present.
5. Students are not to hang out in the restrooms or remain unattended in classrooms.

#### PARENT/TEACHER CONFERENCES

##### ACADEMIC CONFERENCE

Parent/teacher conferences are held at least twice a year as per the calendar for academics. More conferences can be scheduled if a student has specific academic needs.

Post the "Sign-up" sheet a week or so ahead of time giving parents time to schedule. Progress reports, using ThinkWave, are to be given out at this time and can be accessed via ThinkWave at any other time a parent needs to have an update as to their children's performance. Make sure that a copy of the report is given to the office before it is handed out.

Informative conference material to help teachers is available at the end of this manual.

##### INCIDENTAL/BEHAVIORAL CONFERENCE

Sometimes it is necessary to relate to parents about an incident that has taken place. Examples might be; an injury, bullying, damage to clothing or other items owned by a student. In these events an "Incident Report" form may need to be filled out for documentation purposes.

If a student's behavior exceeds beyond simple correction and continues to disturb the class or others at recess, a conference with the parents and possibly the Administrator may be necessary.

It is important to keep parents informed, in a timely manner, of any issues or concerns that involve their child.

RECORDS AND REPORTING

Reviewed and updated 4-12-18

Each teacher is responsible for:

1. Maintaining accurate and current grades.

- Grades shall be entered into the online report card program on a weekly basis. In the case of a teacher absence or circumstances approved by the Administrator, one additional week's grace may be given. At mid-terms and report card times, all grades must be gathered before the cut-off date; students will be given opportunities and reminders to turn in any make-up work (see the Missing Assignment Policy below). Grades should be posted by the date stated on the staff calendar throughout the year.
- Online gradebook shall be locked the 3rd day after the end of the grading period (quarter or semester) which is listed on the school calendar. If a change needs to take place after this time, a request for a report card change form must be completed by the teacher for approval by the Head of School.
- Posted grades shall be appropriate to the subject taught. I.E. Math class should be collecting grades on class work, homework, math drills and tests almost entirely. A drama class would see many instances of participation grades as would a music class.
- Math classes shall have at least 3 grades posted each week.
- Other core classes should have at least 2 per week with at least 4 grades per quarter which are a measurable assessment of knowledge, skill or progress.
- Elective classes shall have at least one grade per week, with a minimum of 2 per quarter which are some type of written measure of knowledge or progress.
- Grades entered into the online report card shall not be changed to a lesser grade after 1 hour, unless the teacher has a graded test reflecting the lower grade, but may be raised if a correction is needed. An email noting the error shall be sent to the Head of School regarding the change.
- Students who need a make-up test shall sign a document confirming that they have not spoken with any student or staff regarding the content of the test after it was given. The teacher can disclose the grades received by students that have already taken the test, however, the test itself will not be returned until all students have taken the test.
- Participation or behavior grades may not be used in classes counting for high school credit other than electives, physical education courses, and fine arts courses. Those courses may consider participation but not behavior in grading.
- 90-100 is an A. "A" work has 10% room for error or problem. "A" work shows good quality representation of at least one of all required elements in an assignment.

2. Reviewing and maintaining the student cumulative file.

A teacher's final paycheck will be held until cumulative records are properly completed.

Teachers are to record: a. Academic grade

b. Brief, accurate summaries in the memorandum section of the cumulative jackets.

3. Communicating with parents via:
  - a.Telephone
  - b.Email
  - c.Weekly class/school newsletters sent home
  - d.Progress reports given at mid-term and via ThinkWave accessed as needed
  - e.Report cards
  - f.Parent/Teacher conferences

#### MISSING WORK POLICY

1. Warning – On the first missing/failing assignment, a warning should be issued. However, in order for this to be effective, it is essential to take the student aside and counsel with him or her. Make certain the child understands what the assignment expectations are. This can be a time of personal ministry and prayer with the child.
2. Consequence- On the second offense, the teacher will discipline the student with a natural consequence for the missing work. An example of a student who chooses to not complete work, maybe working at lunch or part of recess.
3. Communication- The teacher will communicate missing/failing work in the planner and in ThinkWave. If the student continues missing/failing classwork, the next step is to communicate with the parents either by phone call or a personal note or a conference.
4. Office Referral- When none of the above steps work, the student will be sent to the office for discipline. Upon evaluation, a determination will be made for further consequence (detention) or possible in-school suspension. At this point, the administrator will confer with the student’s parents and any other necessary party, to determine the proper steps for correcting the problem.

#### RESPONSIBILITIES CONCERNING OFF CAMPUS ACTIVITIES

Students participating in off campus activities are under the supervision of the staff member responsible for the activity. To facilitate supervision, the following guidelines are in place:

1. A “Field Trip Request Form” must be submitted to the office for approval no later than ten (10) days prior to the activity.
2. The beginning and ending times of the activity are to be sent to and signed by parents via the “Field Trip Consent Form” detailing times and procedures ensuring parents are informed.
3. The responsible staff member may not leave the school while the students under his/her supervision are still present.

FIELD TRIPS

Excellent educational field trips are an effective, memorable teaching tool. Each teacher should plan 3-5 field trips or service projects (minimum of 2 service) each year to augment their teaching plan. Ideally, the field trips should be mapped out at the beginning of the school year and should be followed up with verifications of learning taking place. If individual middle or high school subject teachers would like to plan a field trip, this should be worked out with the appropriate team. For each field trip the following procedures should be followed:

1. Before a field trip can be announced a "Field Trip Request" form must be completed and turned into the Administrator for approval. This approval should be secured 3 weeks-10 days in advance.
2. Make a copy of the "Field Trip Checklist" form and follow its guidelines
3. If a van is desired, a "Vehicle Reservation" form must also be turned into the school office or emailed to the appropriate administrator.
4. A purchase request form must be filled out to delineate the need for the debit card. The receipt shall be attached and the specific amount spent completed after the trip.
5. If parents or teachers are driving a personal vehicle and carrying any students that are not their own child they must first fill out a "Volunteer Driver" form available in the office.
6. A "Field Trip Driver/Student List" form must be filled out and turned into the office and one retained by each driver.
7. Each student is to have a completed "Field Trip Consent" form for each field trip.
8. Medical release forms must be taken on the field trip for each attendee as well as the first aid kit.

Overnight field trips must be approved by the Head of School and must have an approved chaperone of each gender if both genders are sleeping overnight. If there is an unmarried chaperone, then a married couple with approved chaperone status must accompany as well. Only paid school staff or approved drivers with a copy of their driver's license on file at AOG church may drive a church/school van. There must be a separation of genders in sleeping arrangements. All school rules still apply when off campus.

STUDENT CELL PHONE USE (updated 10/28/19)

As of 10/28/2019 as per School Board approval: All student cell phones in the HCA school building will be turned into the school office where a liability release form will be signed and in effect for the school year.

1st infraction of possession of a cell phone will result in the phone being kept in the Head of School's office for retrieval by a parent or guardian.

2nd infraction will result in retention of the cell phone for a minimum of 24 hours and retrieval by parent or guardian.

3rd infraction will begin discussion of suspension and/or expulsion with the school board and parents/guardians. Administration may make determinations of instances that phones may be used under the direction of staff, but other means will be sought primarily.

Students may use the phone in the office when needing to make a call. In addition, parents needing to talk to or leave a message for their student may call the school office where the office staff will be happy to assist them.

#### STAFF CELL PHONES

Personal cell phones are allowed when not “on-duty” or in charge of children whether inside or outside OR for emergency use only during the school day. Checking of emails, texts, or messages is not permitted while on duty.

#### STAFF SOCIAL MEDIA POLICY

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Hamilton Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school and on the Lord.
- Know and follow the school’s Responsible Computer Use Policy (noted below).
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Refrain from highly polarizing topics, whatever they may be.
- Avoid engaging in online disagreements.
- Do not discuss other people unless in a complementary way.

Be respectful

- Always treat others in a respectful, positive and considerate manner.
- Ask yourself if this would be better addressed in a personal manner.

Be responsible and ethical

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility. Choose not to share, post or comment if there is doubt.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone’s peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following before proceeding:
- What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.)

- What is the social network in which I propose to interact with a student? (If the social network has limited professional applications- Facebook, for instance- reconsider using that social network.)
- If you are uncertain how to proceed, consult your Head of School.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interactions on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g. exposing private information or reporting confidential information), please let your division head or supervisor know immediately so the school can take proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birthdate, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure- as necessary and appropriate- to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only the first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Head of School for guidance.
- Always respect the privacy of school community members.



Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the “Do Not Photo” list. (Ask teachers or see the Head of School for details.)

Respond to negative feedback

- If the comment includes profanity, hate speech, or verbally attacks a specific person or group, a screenshot should be taken and saved.
- It should then be deleted, if possible or be publicly requested for the poster to do so.
- It should be brought to the attention of the school administration.
- It will then be addressed through personal contact by school leadership.

Responsible Computer Usage Policy

- In keeping with Hamilton Christian Academy’s mission and standards, technology enables students to cooperate and share work with communities within and beyond the school. A wide, authentic audience encourages achievement, while adult supervision allows students to practice communicating and collaborating appropriately.
- Technology provides new tools for exploring the world and interacting with other people for educational purposes, but does not change the personal responsibility and respect for self and others that is referenced in HCA’s handbook. Students’ computer activities at school may be monitored and audited. Students are accountable for using technology safely and responsibly.

Students and staff make these promises:

- To demonstrate self-respect:
- I will represent myself well by safeguarding my personal information online. I will not publish others’ personal information (including pictures, phone number and full name) without their permission.
- I will only access Internet resources that are appropriate in a school setting and will take responsibility for managing my time well.
- To respect others, their privacy, and property:
- I will communicate respectfully, and I will not use computers, phones, cameras or other technologies to bully, frighten or mistreat other people. I will report to my parent or teacher any inappropriate material or hurtful communication I find, and I will not pass it on.
- I will only use my own username and password, and will not share my password with others.
- I will access only my own and other authorized files.
- I will always give credit for other people’s work (including photos, words and videos) that I use.
- I will ensure that my actions do not distract or disturb those around me.

To respect Hamilton Christian Academy:

- I will represent myself and my school honorably including when I am online.

SUPPLIES AND TEACHING AIDS

Please check the supply room for supplies. If an item is in the supply room and not marked for a specific use, you may use it. If you cannot find what you need, check with the school office to request those items.

Approval from the administrator is required before purchasing any materials for which reimbursement is desired or you risk not being reimbursed. A written request form is necessary.

CHAPEL

Chapel is held weekly, for corporate celebration for the gifts of God. Efforts should be made to encourage participation of both students and staff. Teachers will be assigned periodically to organize the chapel featuring their students.

Chapel speakers must be pre-approved by the Head of School. Any needs for chapel must be requested of the chapel coordinator by Monday as well (i.e. music, props, announcements, etc.)

DEVOTIONAL LIFE

We are to be models of adult, mature, and healthy Christians. Psalm 119 suggests that God's Word is the beginning point through which we grow into Christian maturity. Prayer, fellowship and the exercises of our faith are also necessary ingredients. The following guidelines should help us grow and enable us to be models for our children.

We must study the Bible.

II Tim. 2:15. I Peter 2:2

We must pray.

I Chn. 16:11, I Thes. 5:17

We must have fellowship with other Christians.

Matt. 18:20, Hebrews 10:24-25

We must exercise our faith.

Hebrews 11:1

Teachers will meet periodically for devotions and prayer.

Teachers will spend some devotional time each day with their students. Students should be involved and efforts should be made to make this time a meaningful experience. Devotional time should serve three purposes;

1. Be an outgrowth of our belief that God is sovereign, God is personal, and that we have a responsibility to "seek Him" and to "rejoice always".
2. Act as a bonding agent which cements the class together in spirit.
3. Be a learning experience for children.

Teachers shall encourage reverence for coming into the presence of God, honesty in expressing feelings, understanding and doubts, and respect for the integrity of one another.

The school day should begin and end with prayer. The lunch hour should also begin with prayer. Urgent situations should be covered in prayer- create an atmosphere of prayer.

# DISCIPLINE AND GRIEVANCE PROCEDURES

All teaching and administrative staff are required to be a part of a local church body, involved in body life and tithing to that local church. Relationships of accountability are vital to spiritual health as are times of learning from others.

## DISCIPLINE AND GRIEVANCE PROCEDURES

New policy adopted January 10, 2019 by school board as approved by the church board and Pastor John Weaver:

### 1) Disciplinary Actions

- a. The Head of School will be required to maintain formal written documentation of all levels of corrective action for all employees and volunteers.
- b. Documentation of all actions shall be maintained in the employee file utilizing a consistent written format (forms /example attached)
- c. Any verbal or written corrective action will always be presented in the presence of at least one witness. A witness is not required for a Counseling Action but may be utilized at the discretion of the Head of School. If utilized for a counseling action, an appropriate witness may be the pastor of HAOG, any school board member or any administrative staff member. Verbal or Written Disciplinary Actions shall require the presence of either a school board member or the pastor of HAOG.

- i. In addition to the required witness as described above, the staff member being addressed may, at his/her discretion, request another staff member of his/her choice present for such meetings as well.

- d. Corrective actions should generally follow a sequence of severity progressing from Counseling Action through Written Disciplinary Action. More severe circumstances may however proceed directly to Verbal or Written Actions when appropriate.

- e. The levels of correction are as follows:

- i. Counseling Action: Correction or performance improvement direction in which the employee is deficient, but not presently at risk of disciplinary action. Counseling action is considered distinct from routine training or advising for improvement, but instead represents a correction or performance improvement communication or sufficient import that written documentation is deemed justifiable

- ii. Verbal Disciplinary Action: Correction or performance improvement direction which includes the employee being advised of future consequences of either failure to correct behavior or repeat of offense.

- iii. Written Disciplinary Action: Correction or performance improvement direction which includes corrective consequence of employee's action. I.e.: suspension, demotion, termination, restitution, etc.

- 2) A decision to either terminate, or not renew the annual contract, of an existing employee of Hamilton Christian Academy shall require the following process which shall take place in meeting of the school board with the Pastor of Hamilton Assembly of God Church present:

a. Presentation of recommendation and any supporting documentation to the school board.

i. The role of the school board in this process shall remain explicitly advisory.

b. Presentation of the recommendation and supporting documentation to the pastor of Hamilton Assembly of God Church for approval.

3) Staff members, parents, and students in disagreement with actions or decisions of the administration of Hamilton Christian Academy are required to make a diligent effort to resolve the concern via the biblical policy for dispute resolution. If unable to come to a satisfactory resolution, the individual may appeal to the school board and the Pastor of Hamilton Assembly of God Church for consideration of the concern. The process for this appeal is as follows:

i. The aggrieved party must file a written explanation of the concern with the chairman of the school board of Hamilton Christian Academy a minimum of 14 days prior to the next scheduled school board meeting.

1. The written explanation should include details regarding previous efforts to resolve the dispute via the existing biblical policy.

ii. The individual will be invited to attend and present the grievance to the school board at the next scheduled meeting. The Pastor of Hamilton Assembly of God Church will also be present for presentation of appeals to decisions/actions of the school administration.

iii. The school board shall advise in the process of deciding the resolution of the appeal, and the final decision shall be that of the Pastor of Hamilton Assembly of God Church. This decision will be regarded as final.

1. At the discretion of the Pastor of Hamilton Assembly of God Church, he may also choose to enlist the participation of the church board and/or deacons of the church for consideration of appropriate circumstances. End of new policy 1/2019

## KEYSTONES

### SPIRITUAL INSTRUCTION

As spiritual growth and instruction is a keystone of our school, it is vital for the staff to teach from a Biblical worldview.

1. Staff must participate in Biblical worldview studies

2. Each class must memorize Scripture on a weekly basis (occasionally bi-weekly if weeks are short).

3. Bible instruction must be meaningful and age-appropriate, utilizing curriculum provided by and approved by the Administration.

4. Prayer in class both at the beginning of the day and at the end.

5. Areas of doctrinal variation should be deferred to the student's parents and/or pastor.

### SERVICE LEARNING

Another keystone of HCA involves giving/doing for others, particularly our local community, but also the world. Each lead or main classroom teacher shall have two (2) or more points of significant, age-appropriate community service as approved by the Administrator or designee. coordinated with the appropriate team.

ANNUAL EVENTS

ANNUAL EVENTS AT HCA

- Bike-a-thon
- “Gracious Givers” Fundraiser
- Science Fair or International Fair
- Operation Christmas Child
- Christmas Program
- Ski Days (February)
- Fine Arts Community Evening (alternate years)
- Spring Plant Sale fundraiser
- Standardized Testing fall & spring
- Spring Program(s)
- K, 8th & H.S. Graduations/Classroom Showcase
- 8th Grade Trip (alternate years)
- H.S. Retreat
- End of School Fun Day/BBQ/Potluck

TEACHER EVALS

TEACHER EVALUATION

ACSI’s current observation tool will be shared and used for observations.

Instructional Process

The teacher has met the requirements as outlined under the Instructional section of the manual.

ADMISSIONS & STANDARDS COMMITTEE

ADMISSIONS AND STANDARDS COMMITTEE

Each staff or faculty member must fulfill at least one of four grading sessions of the Admissions and Standards Committee, unless waived by the Head of School, and should attend invitational meetings when that staff/faculty member’s perspective is needed in specific cases.

The purpose of the HCA Admissions and Standards Committee is to maintain and improve the student and family population of HCA. The Committee will aid in decision making regarding the admission/standards to the school of new students/families when there is a question regarding their admittance or to consider the continuing enrollment of probationary students currently attending HCA. It will review students/families who do not meet the mission, attendance, behavior, and academic standards of HCA. It will recommend probationary conditions or denial of new students/families; and probationary conditions or dismissal of existing students/families.

#### Committee Composition

The HCA Admissions and Standards Committee consists of the Head of School and Guidance Counselor (if employed) with a representation of, at the minimum: one teacher from grades K-2, one teacher from grades 3-6, and one teacher from grades 7-12. The committee may invite other faculty or staff members to join them on a specific student or family, when deemed necessary. The Committee Chair is the Head of School or a designated member.

#### Committee Authority

The HCA Admissions and Standards Committee shall have the authority to act within the parameters as authorized by the school policies in the process of denial or acceptance of probationary students and shall report to the Head of School any actions related to suspension or expulsion of a student.

#### Meetings

1. The Committee meets after each grading period.
2. The Committee meets the week after the end of school to consider existing students' probation or denial for the upcoming school year.
3. The Committee meets on an as needed basis.

#### Expulsion

The Committee Chair will notify the Head of School immediately of the expulsion and cause.

#### Ruling Notification

The parents of any student not qualified by the HCA Admissions and Standards Committee for enrollment, re-enrollment, or continued enrollment into HCA will be notified in writing, by the school and posted in the US mail no later than three (3) school days after the Admission and Standards Committee's ruling is made. A copy of the letter must be retained within that student's permanent record.