

Wilmington Christian Academy

Teacher's Handbook



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Updated 8/10

Teacher's Mission to parents and students

Welcome to Wilmington Christian Academy, where we seek to provide a high quality education while encouraging all students to become passionate, life-long disciples of Jesus Christ.

Parents, we believe you have made a wise choice regarding your child's education. Our staff is here to serve your family. We are committed to doing everything we can to help meet your family's educational needs.

Students, we want you to know that God has a purpose for your life. While attending Wilmington Christian Academy we will commit to pray over you, and challenge you to pursue the knowledge and wisdom of God both academically and spiritually.

Attendance at this school is a privilege and not a right

The goal of the school is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Wilmington Christian Academy stands for the Gospel of Jesus Christ, without any denominational emphasis and for the highest standards of morality and Christian behavior.

We endeavor to impart a Christian heritage by emphasizing respect and obedience to parents and teachers, love for God, and honor and respect for our country.

Requirements for Employment

1. Must be a born again Christian:

- a. Each employee of WCA must be a born again Christian as evidenced by a written testimony of God's grace, and by the testimony they live.
- b. Employees must be exemplary in their faithful attendance in an evangelical church.
- c. Employees must be examples of good stewardship in the school and community.
- d. As a role model, the employee must refrain from the use of alcohol and tobacco products on school premises or at any school-sponsored event. The employee will adhere to total abstinence in the use of vulgar and/or profane language and illicit drugs. The employee must also agree that the unique roles of the male and female are clearly defined in 1Corinthians 11:3. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Therefore, such a person cannot be a member of the staff at WCA.

2. Must be a certified/licensed teacher:

Ohio Department of Education License.

- a. Non-tax or O-8 certificate.
- b. Must be willing to participate in staff development programs to improve professional skills.
- c. Must be willing to obtain or up-grade professional license/certificate.

3. Must be in agreement with the stated purpose of WCA:

Statement of Faith

1. We believe the Bible to be the inspired and the only infallible authoritative Word of God. (*II Tim. 3:16; II Pet. 1:21*)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (*Gen. 1:1; John 10:30; John 10:37-38*)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 4:15; Heb. 7:25; John 2:11; Heb. 9:12; Col. 1:14; John 11:25; Acts 1:11; Rev. 10:11-16*)
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (*Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6*)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (*Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20*)
6. We believe in the resurrection of both the saved and the lost: (*John 5:28, 29*)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (*Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28*)
8. We believe in the creation of man by the direct act of God. (*Gen. 1:26-28, Gen. 5:1-2*)

Summary of Teacher Responsibilities

1. Will attend required staff meetings:

- a. Staff meetings set by the head teacher/administrator.
- b. Attend meetings and orientations during teacher work week.
- c. Attend Open Houses, parent-teacher conferences, ACSI Convention, special programs, and other employee related activities.

2. Are expected to be prompt in attendance:

- a. Full-time teachers are to arrive at work by **8:05 a.m.** Please sign-in on the sign-in/sign-out sheet in the office.
- b. Full-time teachers are to be in devotions by **8:05 a.m.** sharp. If you are absent from devotions for any reason other than excused sick/personal leave, please let the head teacher/administrator know why it was necessary for you to be gone. In the case that devotions are not held, teachers must be in their rooms by **8:05 a.m.**
- c. Full-time teachers are to leave no earlier than **3:30 p.m.** without proper authorization. Teachers must sign-out on the sign-in/sign-out sheet in the office when they leave the grounds.
- d. Part-time teachers are to work with the head teacher/administrator on arrival and departure times. Teachers must sign in and sign out in the office during the school day.
- e. Teachers are not to leave the grounds during school hours without notifying the office and without signing out on the sign-in/sign-out sheet in the office.
- f. All teachers are to promptly attend all staff meetings at the scheduled time unless a request for leave has been granted.

3. Will maintain professionalism:

- a. Teachers must maintain professionalism through proper dress and appearance.
 - i. Please wear slacks, dresses, skirts, or appropriate "corporate casual" capri pants. Shorts are not permitted unless approved by the head teacher/administrator. Shorts are considered to be anything that is at or above the knee.
 - ii. Casual days may be issued by the head teacher/administrator. Jeans may be worn on casual days. Shorts are not permitted on casual days unless otherwise approved by the head teacher/administrator.
- b. Teachers are to dress in a modest style that best expresses a Christian attitude and professional appearance. In cases of questionable attire, the school head teacher/administrator will determine what is appropriate or not.
- c. Teachers must maintain professionalism by avoiding participation in gossip and/or rumors.
- d. Teachers must maintain professionalism by keeping confidentiality.
- e. Teachers must not talk about internal school issues to parents and/or students.
- f. Teachers must not talk about their students to other staff members in a negative manner.
- g. Teachers must maintain professionalism by supporting WCA and demonstrating a positive attitude toward students, parents, staff, and administration of WCA.

4. Are to be responsible for assigned duties:

- a. Teachers may be assigned rotation in detention, recess, chapel, bus duties, hall duties, cafeteria duties, and presenting devotions.
- b. Devotions will be held daily or as directed from **8:05 – 8:15 am.**
- c. All teachers must promptly follow their assigned schedules and are responsible for supervising students.
- d. Teachers may be requested to participate in extra-curricular activities such as attending or supervising fundraisers or other special programs.

5. Should be prompt and accurate in turning all required reports into the office:

- a. Daily: Attendance forms, lunch count, discipline forms (as needed).
- b. Weekly: lesson plans need to be submitted by the end of the school day on Monday.
- c. Quarterly: Mid-term grade reports, end-of-quarter grade reports, and honor roll list.
- d. Grade rationales, schedules, locker assignments (if-applicable), classroom inventories, book orders, purchase orders, maintenance requests, newsletter submissions, emergency information, and leave-of-absence requests, etc.

6. Are expected to maintain proper classroom management:

- a. Discipline: All teachers shall have a classroom discipline plan and must be consistent in following that plan. The classroom rules should be visibly posted. The discipline plan should be consistent with the school discipline plan as stated in the student handbook.
- b. Housekeeping: This is a shared facility, so be sure to secure valuables and fragile items before Wednesday and weekend services. Report any damages in writing to the office.
 1. Teachers should have the students pick up around their seats and desks at the end of each day to facilitate custodial cleaning.
 2. Teachers should monitor students to avoid excess damages to school property due to vandalism, horseplay, or tracked-in-mud and mulch.
 3. Teachers should shut all windows and turn off lights before leaving for the day.
 4. Maintain an attractive and clean room (dusting as needed). Changing bulletin boards and decorations in the room to relate to the subjects, sessions, projects, and units being taught.
 5. Teachers shall abide by guidelines set by the host church in regards to wall decorations and other things that relate to the appearance of the facility.
 - i. Wednesdays and Fridays – Vacuum your room
 - ii. Wednesdays and Fridays – Take out trash
 - iii. Wednesdays and Fridays – Clean boards

iv. Wednesdays and Fridays - Wipe student tables and/or desks with a disinfectant wipe or cleaner.

c. Student Supervision:

1. Teachers **must always provide direct supervision for assigned students.**
2. Teachers must allow restroom breaks as needed.
3. Teachers must be sure that their class does not disturb other classes when going to recess, lunch, restrooms, and special classes. They should take their classroom children to these classes or activities, and should pick them up promptly when classes or activities are over to quietly escort them back to the classroom.

d. Record Keeping:

1. Submit attendance and lunch forms by 8:45 a.m. daily.
2. Submit lesson plans by the end of the school day on Mondays. They should include page numbers and enough information for a substitute to teach.
3. Fill out discipline forms, accident forms, and incident reports as needed; submitting a copy to the office, filing a copy for you, and sending a copy home for parents to sign and return.
4. Grade homework and tests in a timely and fair manner. Maintain ample and fair records for generating quarterly grade reports.
5. Communicate with parents, especially when there are concerns of health, study habits, learning difficulties, or note-worthy praise.
6. Follow the Curriculum and maintain a suitable pace with instruction.
7. Submit Weekly Log Sheets (Ohio Dept of Education Administrative Reimbursement forms) Quarterly.

Miscellaneous

1. Follow the handbook and school policies and procedures.
2. Attend parent-teacher conferences in the evening hours at the end of the first quarter and after mid-terms in the third quarter.
 - a. Attend special conferences for at-risk students.
 - b. Make every effort to work in a positive way with parents and be willing to meet in conference to help solve problems.
3. Attend required school events and meetings such as special meetings, staff retreats, and open houses, etc.
4. All written classroom communication must be cleared with the head teacher/administrator before going home.

Policies and Procedures

1. Work week:

Teachers will be notified via the school calendar of work days prior to the first day for students. Teachers are required to be in attendance during these scheduled work days.
Beginning of the year inventory needs to be taken during this time.

2. Open House:

Teachers will be notified via of a school calendar of scheduled Open Houses. Teachers are required to be here with rooms cleaned and opened for the community.

3. Grade-rationale:

Grade-Rationale is to be prepared by the teacher. It needs to be approved by the head teacher/administrator and a copy of this needs to be on file in the office and sent home to parents.

4. Attendance reports:

- a. Teachers will note absences/tardies at the beginning of the school day and return it to the office no later than 8:45 am.
- b. If a student is tardy, he/she must first report to the office and obtain a tardy-admission slip, which is to be given to the appropriate teacher. Teachers need to identify excused or unexcused tardies on their attendance record.
- c. Students should report to the office after an absence with a note explaining the reason for his/her absence. The student will be given an admission slip noting whether the absence is excused or unexcused. Teachers need to identify excused or unexcused absences on their attendance record.

5. Lunch count:

Teachers will need to take a "Lunch Count" and report it to the office by 8:45 am. The lunch count needs to contain the number of students purchasing a lunch from the school.

6. Mid-term reports:

Mid-term reports are to be sent home with the students midway through each quarter. Subsequent reports will be sent home only for the students experiencing difficulties.

7. Conferences:

Conferences may be necessary periodically. Teachers will make themselves available to parents. Teachers should try to schedule conferences as soon as possible when they are needed. Conferences can be scheduled for problems in academics, discipline, or for any other situation which may occur.

a. Parent –Teacher Conferences:

Two sets of conferences are scheduled during the school year. Times and dates are communicated via the school calendar.

b. Teachers need to notify parents requesting appointment times. The teacher will schedule appointments and notify the parents of their conference times. Teachers may need to keep notes of items discussed during these conferences.

8. End of grading period:

a. Grade reporting:

At the end of each quarter, the students' grade will be averaged for each subject and recorded on the grade card and a cumulative record. The averaged number grade and corresponding letter grade will be reported on the card.

Note: Grade cards/reports will be withheld in the event of a financial obligation and you will be notified of this by the office.

b. Honor Roll:

At the end of the year, the honor roll students will be determined. The honor roll categories are 1) A Honor Roll – which is all A's all year 2) A/B Honor Roll – which must consist of at least one A. The 4th quarter grades are determined based on the student's current grade in their classes, at the time of the end of the year program.

9. Discipline:

Teachers will use the discipline plan explained in the student handbook and be consistent in following the plan. Teachers must have classroom rules and they are to be visibly posted in the classroom. Teachers should remember that corrections and detentions are reserved for repeated, premeditated, and disrespectful attitudes and actions. Teachers must give parents notice about serving detention so they can make arrangements to pick-up his/her child.

10. Assigned duties:

- a. Devotions: Teachers will take rotation in presenting devotions. Devotions are daily from 8:05-8:15 a.m.
- b. Recess duty: If it is deemed necessary, teachers will serve on a rotational basis.
- c. Detention: Teachers will serve on detention duty on a rotational basis.
- d. Extended care service: If it is deemed necessary, teachers may be asked to serve on a rotational basis.
- e. Hall bulletin boards: Hall bulletin boards, if available, will be assigned to teachers on a rotational basis. A schedule will be published.
- f. Lunch duty: If it is deemed necessary, teachers will be asked to eat lunch with the students to serve as a lunchroom monitor.

Students from each classroom must take part in the cleanup of the lunchroom.

1. Tables must be wiped down with a bleach solution.
2. All trash must be thrown away.
3. The floor must be swept.
4. Chairs and tables must be organized in an orderly fashion.

11. Telephone procedures:

- a. Please check the office for messages at least once daily.
- b. Personal calls and text messages can be made during an **off-duty lunch break or planning period**. Please do not take/make personal calls or text messages during classroom time. Cell phones should be silenced or turned off during classroom time
- c. Make an attempt to return parent calls the same day the message was received.

12. Sick leave/Personal leave:

- a. Contact the head teacher/administrator as soon as possible in order to obtain a substitute.
 - i. Keep a substitute folder in your classroom with emergency lesson plans, attendance sheets, seating charts, and any other instructions for a substitute teacher.
 - ii. Please make the head teacher/administrator aware of the location of your substitute folder.
- b. Personal leave requests need to be made 48-hours in advance. The request for leave should be given to the head teacher/administrator for approval.

13. School delays and closings:

An attempt to notify all staff will be made in the event of a closing or delay. Teachers can also watch/listen to the TV or radio stations for announcements of the closings or delays. Wilmington Christian Academy will generally follow the decisions made by Wilmington City Schools but on occasion may not, so stay informed. Teachers need to arrive at school one-half hour before students arrive on school delay days.

14. Student arrival/Departure times:

Children are not to arrive before 8:15 a.m. They are to be picked-up by 3:20 p.m. or they will be sent to Extended Care (if available) and charges for Extended Care will be applied to the parents' account. If a teachers' child needs to arrive with the teacher, they must either stay in their parents' classroom or go to Extended Care (if available). They may not 'roam' the buildings.

15. Fire drills:

Evacuation routes need to be posted in every classroom. Students should leave the building in a quiet and orderly fashion. Each class is to remain outside the building in the designated area until the signal is given to return to the building. Teachers need to take their attendance and grade books with them. Attendance must be taken once the designated area has been reached. If a student is missing, notify the administrator or emergency personnel immediately. If all students are present, wave to the administrator as they pass. Teachers should be sure lights are off when leaving. It is the teacher's duty to inform the students of the fire drill procedure.

16. Tornado drill:

Evacuation routes are posted in each class. When there is a warning/drill an announcement may be made from the head teacher/administrator. Students should proceed in a quiet and orderly fashion. When at the designated area, each student is to sit and cover their head with their arms and hands unless instructed otherwise.

17. Job related injury or accident:

All employees of WCA must notify the head teacher/administrator immediately of any job related injury or accident. Accident forms must be completed ASAP.

18. Crisis management plan (Lockdown):

Code Yellow: Caution....Be alert...the school has been notified that there is the *possibility* of a hostile situation either at the school or at a nearby location.

Code Red: Total Lockdown....Lock your doors, cover all windows; keep children out of view of windows and away from doors.

Code Green: All Clear....You may unlock your doors and windows and allow children to return to the regular seats.

19. Parties and field-trips:

a. Parties must be pre-approved: The head teacher/administrator does the approval/disapproval. If approved, the date must be placed on the school calendar in the office. The lunch providers need to be notified if lunch is to be missed. No parties are permitted in the lunch room during the lunch period, unless all students are involved. Birthdays need to be limited to a 15-minute time period and limited to just treats and not full-blown affairs. Invitations to birthday parties off-campus may be passed out at school if all students in the class are invited. If all students are not invited, the invitations need to be passed out somewhere besides the school grounds.

b. Field-Trips: Field-trips should be requested at least one week in advance. They must be pre-approved by the head teacher/administrator. The lunch provider must be notified if lunch will be missed. A first aid kit must accompany the teacher. The teacher must take emergency cards for each student when on the field trip. Permission slips signed by a parent/guardian must be obtained by the teacher prior to the trip and should be kept with emergency cards during the trip.

20. Book orders:

Purchase requests for books for the next year must be made at the end of the previous school year. If books are needed during the year, fill out a purchase request ASAP, and give to the head teacher/administrator.

21. Purchase orders:

Purchase order requests can be obtained in the office. The head teacher/administrator needs to approve all purchase orders.

22. Maintenance request:

Maintenance requests should be turned into the office in writing.

23. Observation/teacher/staff evaluation:

a. A self-evaluation needs to be submitted to the head teacher/administrator by the end of each school year.

b. Two scheduled observations will be made during the school year for teachers.

Both observations will be done before contracts for the following school year are issued.

c. Each staff member will be evaluated before contracts are issued for the following school year.

d. Additional observations and class visits will be made when the head teacher/administrator or teacher feels it is necessary.

- e. A meeting between the head teacher/administrator and teacher will take place to discuss the results of the evaluation.
- f. Board members might be brought in for classroom observations and evaluations.

24. Computer use:

- a. **Computers and laptops need to be placed in the teacher's lounge when not in use by the students.** This is in effort to allow other classes the opportunity to use computers.
- b. Use of computers in the classroom is limited to student use, unless it is your planning period or off-duty lunchtime.
- c. Teacher's email needs to be checked daily, during their planning period, for school information. **Please refrain from checking email or other personal accounts during classroom time.**
- d. Laptops may be signed out in the evenings, on the weekends, or over breaks.
- e. Downloading or installing anything, on the school's laptops, is not permitted without prior approval.
- g. All laptops will go through yearly maintenance. Please be sure your important documents are backed-up on a different hard drive.

25. Mailboxes:

Mailboxes will be located in the teacher lounge or school office. Be sure to check your box at least twice during the day.

26. End-of-the-year procedure:

- a. Collect and check student textbooks for losses and damages. Fine students for any extreme damages and send the amount of the fine to the office.
- b. Check students' locker areas to be sure they are clean.
- c. Clean tables or desks, floors and walls.
- d. Fill out inventory forms, which can be located in the office. Please compare this to the beginning of the year inventory list and try to explain any discrepancies.
- e. Supply lists, Textbook, and workbook orders must be completed and submitted.
- f. Follow the check-off list, which will be supplied by the office.

27. Extra-curricular activities:

Teachers are encouraged to attend all extra-curricular activities and Parent-Teacher Fellowship meetings.

28. Benefits

Benefits are outlined in the Teacher's Contract. It is understood that WCA is not liable to reimburse any teacher for any benefit not used in the fringe benefit package. Teachers may not choose to receive cash in lieu of any benefit, unless specified differently in the contract.

TEACHER HANDBOOK ACKNOWLEDGMENT

I agree that I have read and will abide by the policies and procedures as stated in the WCA Teacher Handbook.

Print Name _____

Signature _____

Date _____