

FACULTY PERSONNEL ISSUES

ATTENDANCE

Teachers are required to be physically present at school a certain number of days each year. For faculty and faculty associates, it is 185 days; for assistants, it is 175 days; for preschool teachers, it is the number of days their students attend plus 10 days (or as determined by Administration). One's "daily" salary, when the situation requires it, is based on those days.

Daily Attendance:	3K-4K Teachers	7:30-12:15 pm
	5K-12 th Teachers	7:30-3:15 pm

Mondays should be reserved for faculty meetings until 4:00 pm. Preschool teachers and assistants are not required to attend faculty meetings unless prior notice is given. If part time teachers are on campus at the time of a scheduled faculty meeting, they are required to attend.

Teachers are strongly encouraged not to request time off the day before or after a holiday. Requests of this nature will be handled on an individual basis.

Attendance requirements for in-service days and special school events:

- Full Day Teachers and Part Time Teachers must attend in-service days and SCA scheduled special events.
- Preschool Teachers must attend SCA scheduled special events, but will follow administrative discretion for in-service day attendance.
- All teachers are required to attend parent conference days unless prearranged with the principal.

Preschool attendance requirements for 2-hour delay days due to inclement weather

- Preschool assistants and teachers are not required to attend 2-hour delay school days.
- Full day teacher assistants are required to attend 2-hour delay school days.

Requesting Time Off

Teachers are permitted to leave campus during a scheduled free period; however, one must email the SCA Receptionist to sign out and back in and return in time for the next class. If longer time is needed, one should request a half-day off.

An *Employee Request for Time Off Form* should be completed and turned in to the Principal at least one week prior to the dates requested. Time off will be taken in half-day or whole-day increments only. Half days are from 7:30-11:30 am or 11:30-3:15 pm.

For unexpected absences within 24 hours or less of the time missed, requests should be made to the substitute scheduler. Please ensure you receive a reply to your request from the substitute scheduler.

Athletic coaches attending athletic events must inform their building level principal on the proper form in advance. Time missed will not be deducted from leave days or pay, but must be scheduled to ensure all classes are covered. Never assume a class is covered.

Teachers and associates should not request time off on in-service days.

Absence due to Illness

Teachers who must be absent due to illness should call or text the substitute scheduler at home before 9:00 p.m. the night before the expected absence or by 6:15 a.m. the morning of the absence. If necessary to leave a voicemail, the teacher should continue to call until he or she speaks with the substitute scheduler. Please ensure you receive a reply to your request from the substitute schedule.

Emergency lesson plans should always be ready for unexpected absences.

When an accumulated personal leave is exceeded, the “daily” salary for those excess days must be repaid to SCA. The following procedure will apply:

- All excess days will be tallied after the last day of school for faculty and multiplied by one’s “daily” salary. This will determine the amount owed for the excess days taken during the past year.
- The amount owed will be divided into four equal payments and deducted from the employee’s pay during the months of June and July.
- In the unlikely event an employee owes more than he/she would make during those two months, the additional amount will be deducted from the August pay, or must be reimbursed to the school if not returning.
- Structure is important to academics and the well being of a classroom. Teachers who are habitually absent, for whatever cause, may be refused contract renewal or in some cases, asked to resign duties during the year for the good of the students.

Annual Leave/Sick Leave

- Full-time teachers will be permitted seven (7) leave days per year to be used for personal business or as sick days. Part-time teacher leave days will be based on amount of time worked and will be determined by the Headmaster.
- Should additional one year contracts be offered in the ensuing years, unused annual leave may be allowed to accumulate up to 30 days. All accumulated days in excess of 30 will be reimbursed to the teacher at the end of the year at a rate equal to one day’s pay times the number of days in excess of thirty.
- A prorated payroll deduction will be made for each day absent over the allotted days. Compensation for no more than 30 accumulated leave days will be paid to any teacher or assistant who leaves the employ of SCA. Compensation will be made at the rate of one day’s pay for each leave day allowed.

Family Medical Leave Act Policy

A leave of absence under the Family Medical Leave Act for hospitalization, extended illness, and maternity leave may not exceed twelve calendar weeks. Leave begins the first day a teacher is absent and runs concurrently (e.g. holidays, Christmas, and spring breaks are included in the leave time). Medical benefits will continue through this period. Salary will be suspended after all annual leave days are used and will remain suspended until the salary total during the days missed (employee’s daily rate [salary divided by 185 days] x the number of days over allotted annual leave) has been recovered by SCA. Pay may be stopped and reinstated in 2-week increments to stay within the salary pay schedule. Retirement plan contributions, including any matching funds by the school as funds are available, may continue if the teacher wishes to pay her portion from her own resources.

Other Absences

Medical Appointments: Medical appointments should be scheduled after school hours. Flexibility is given if this is not possible; however, time missed from school will count toward annual leave days.

Professional Days: Teachers may be scheduled to attend workshops or seminars during the school year at the discretion of the building level principal. This will not be deducted from leave days.

Deaths: Three days with pay will be granted as time off for bereavement due to death of an immediate family member (parent, parents-in-law, spouse or children). Additional days will be granted as needed, but will be counted as annual leave.

DISCRETIONARY FUNDS

Teachers will need to turn in a purchase order request to the financial office for any purchases **prior to all purchases being made**. Keep these requests to a minimum for necessary items for your classroom. The financial office will email you if your request is approved or denied. Following approval you will need to turn in your original receipt and one copy to the financial office in order to receive your reimbursement. All non-consumable materials purchased with discretionary funds remain the property of SCA.

EMPLOYMENT QUALIFICATIONS

Professional Qualifications for Employment

Teachers: SCA requires that all 5K – 12th grade teachers have four year degrees and either state certification or ACSI certification is preferred. The requirements for ACSI certification include six credit hours of Bible and a course in philosophy of Christian education. The responsibility to satisfy the requirements of ACSI and SC certification as well as certificate renewal rests with the teacher.

Paraprofessionals: SCA requires that all paraprofessionals have at minimum a high school degree and at least one year of previous work experience is preferred. Paraprofessionals must show proficiency in skill sets required for held positions.

Spiritual Qualifications for Employment

Every SCA employee must:

- Have accepted the Lord Jesus Christ as Savior
- Accept without verbal or mental reservations the school's Statement of Faith and be committed to upholding it
- Faithfully attend and financially support FBNS or a sister church whose fundamental beliefs are in agreement with the school's Statement of Faith
- Agree to manifest by daily example the highest Christian virtue, serving as a Christian role model both in and out of school with an others-centered, gracious disposition
- Give testimony that employment at SCA is a spiritual calling and God's direction for this time in their lives
- Encourage positive home/school relationships by working in cooperation with parents and students with a gracious spirit

EMPLOYEE RELATIONS POLICY

It is SCA's policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in application of any policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

This ministry is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This ministry is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to, and including, termination.

Employee to employee, employee to student and student to employee harassment is prohibited.

Definition of Harassment

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability, or age, made by someone from or in the work setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available in or through this ministry.

Examples of Harassment

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures or other gestures which denigrate a person's race, color, national origin, gender, disability, or age.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the ministry premises, or circulated in the workplace.
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

What to Do if You Experience or Observe Harassment

Employees who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the ministry representatives designated below. Employees who observe conducts of a harassing nature are also encouraged to report the matter to one of the ministry representatives designated below. All complaints will be promptly investigated.

Where to Report Harassment

- Headmaster
- Principals
- Pastor of Administration and Stewardship
- Senior Pastor

Confidentiality

Every reasonable effort will be made to protect the privacy of the parties involved in any complaint. However, the ministry reserves the right to fully investigate every complaint and notify appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the ministry's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the ministry representatives designated in this policy receives a complaint, he or she will immediately inform the Headmaster or Pastor of Administration and Stewardship. The Headmaster will direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. The individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action, up to, and including, termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

HIRING POLICY

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SCA will be based on merit, qualifications, and abilities. SCA does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or other characteristics protected by law.

Spartanburg Christian Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal.

Nature of Employment

Employment with Spartanburg Christian Academy is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, SCA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between SCA and any of its employees. The provisions of the manual have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at SCA's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Headmaster of SCA or his designated representative.

Hiring of Relatives/Spouses

Relatives and spouses will not enjoy special hiring status for available openings. New employees will not be under the direct supervision of a relative or spouse.

IMMIGRATION LAW COMPLIANCE

SCA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are retired must also complete the form if they have not completed an I-9 with SCA within the past three years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the human resources office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

INSURANCE AND RETIREMENT

Health and Dental Insurance

- Health, dental and life insurance are available to all full time, salaried employees.
- SCA pays for employee health and dental insurance.
- Coverage for spouse and/or children is available at the employee's expense.
- Medical insurance coverage is effective on the first day of the month following employment (usually September 1) and terminates the last day of the month employment ended (usually July 31). Dental coverage becomes effective one month from the first day of employment and terminates the last day of employment.

Cobra Insurance

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified participants the opportunity to continue health insurance coverage under Spartanburg Christian Academy's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, leave of absence, employee divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Spartanburg Christian Academy employer's group premium rate plus an administration fee of 2%. Duration of benefits depends upon the qualifying event.

Life Insurance

SCA provides all full-time employees with a life insurance policy. Employees must sign appropriate paperwork to receive the life insurance policy.

Accidental Death & Dismemberment

An additional benefit equal to an employee's life insurance amount is payable upon the employee's accidental death or dismemberment.

Annuity/Retirement Plan

SCA salaried full-time employees may participate in a retirement plan administered by the Southern Baptist Convention Annuity Board. Employees may choose to contribute up to 11% of their gross salary. FBNS contributes 2% of an employee's gross salary.

Workman's Compensation Insurance

All employees are covered under Workman's Compensation. Coverage includes medical expenses if injured on the job and the employee's salary during the time a doctor requires the employee to be on leave from work.

JURY DUTY

Required jury duty will not count as annual leave. It is expected that employees will return to school immediately upon release from jury duty.

MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely and because they work in close proximity with children, TB tests are required of all employees at the employee's expense. TB test results up to three months prior to the employee's hire date are acceptable, provided the employee has not been exposed to TB within that time.

According to DSS regulations, once a current employee receives a "negative" test result, she does not have to be tested again, unless DSS regulations change. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

PERSONAL APPEARANCE AND CONDUCT

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image SCA presents to the community. It is important to remember teachers are professionals.

When present on the SCA campus or representing SCA, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their positions and accepted social standards, and should at the very least conform to the style and fit guidelines stated in the high school dress code. Dress should also follow the guidelines below:

Examples of inappropriate clothing items which should not be worn even on casual days include:

- Jeans that are excessively tight, worn, ripped or faded
- Sweatpants/yoga pants
- Warm-up or jogging suits and pants
- Spandex or other form fitting pants
- Miniskirts – more than three (3) inches above the knee
- Spaghetti-strap dresses
- T-shirts or sweatshirts with offensive messages or images

- Tank tops
- Halter tops
- Tops with bare shoulders unless worn under a blouse or jacket

Men

Men may wear a dress shirt (short or long sleeve) and tie, and sport or pullover (polo) shirts. All clothing should be appropriate for the activities of the day. Athletic attire, including shorts or jeans, is acceptable when teaching/participating in a recreational or physical education activity. Hair styles must meet the standards of the student hair code, except that neatly trimmed beards and mustaches are allowed. Earrings are not appropriate. Dress appropriately for athletic events.

Women

Women may wear comfortable dresses, skirts and blouses, or pants outfits. All clothing should be appropriate for the activities of the day. Mini-skirts shorts, and warm up suits are not appropriate. Jeans would not be considered appropriate dress for the classroom except for special field trips, events, or casual day. Athletic attire, including shorts or jeans, is acceptable when teaching/participating in a recreational or physical education activity. Make-up and jewelry should be conservative. Teachers should also be aware of their clothing appearance when bending over student desks.

Dress Uniform Day

Teachers are asked to wear navy tops and khaki pants/skirt/capris on dress uniform days. Ladies may wear solid navy dresses of appropriate length.

Casual Days

The following information is intended to serve as a guide to define appropriate casual wear for all employees during designated casual days at SCA. Each Friday will be a designated casual day. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from the Headmaster.

The primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual attire is also permitted during spring, summer, and Christmas vacations, when school business offices are open and there are no students on campus and on certain teacher work days.

Casual attire is defined as clean, neat, and professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace.

Examples of acceptable casual business attire include:

- Pants, capris
- Dress shorts- no shorter than 2 inches above the middle of the kneecap
- Casual dresses and skirts
- Casual shirts and blouses
- Golf shirts
- SCA T-shirts
- Athletic shoes
- Jeans

PERSONAL USE OF SCHOOL PROPERTY

Facilities, supplies, and equipment

- The use of facilities, supplies, or equipment must be approved by the Principal.
- Tutoring:
 - Employees may use SCA facilities for tutoring. This must be approved by Administration, even if the student is an SCA student.
 - Teachers should email their requests to the Principal.

- Faculty tutoring for hire must pay for Warrior Overtime expenses for their own children.

Books

We do not sell any current curriculum to anyone simply because we are unable to stock extras. We will, however, provide the address and phone number of the publisher. Depending upon stock, time of year, etc., we may lend the current curriculum to someone. This must be cleared through Administration. SCA will not purchase curriculum from parents who have purchased materials privately.

PROFESSIONAL STANDARDS

- SCA exists to aid parents in educating their children. Teachers must be responsive to parents' concerns, criticisms and desires. The utmost tact and courtesy must be exercised when confronting parents with perceived or actual problems. The parent's authority over the child must be recognized and respected.
- Parents will often judge a teacher by the notes and information sent home. Check spelling, grammar and neatness of all correspondence. ***Always have published material proofread.***
- Maintain a friendly professional attitude. Avoid using too many colloquialisms. Support the school and administrative decisions. Discourage students from complaining about other teachers, and please avoid this yourself. Guard against relationships that may be perceived by others as favoritism.
- Never show excessive physical attention to any student. Some students are prone to have crushes on their teachers and misunderstandings may occur. Physical attention includes touching, hugging, horseplay, etc.
- Limit your visits with any other SCA employee to a time when you both have a break together. Remember that the front office is our showcase and the point of first impression. Please confine your visits in the office and reception area to school business and keep them brief.
- At school, treat your own children enrolled at SCA the same as you treat other students (e.g., access to yourself, your office, your room, your desk, copier, teacher workroom, etc.).
- Keep your room neat. A neat room will inspire neater work and better conduct. Have the students help you with the cleaning, especially at the end of the day.
- Be well prepared for class. Taking time to prepare well is one of the best time investments a teacher can make. It will save you countless headaches.
- Take care of school property. Be a good steward. Do not waste (e.g., overuse of laminating, unnecessary paper, partially used poster paper, etc.). If you can use the board or an online learning platform rather than paper, use it. Return equipment to its proper place (including chairs and desks left outside). Turn off the lights before leaving your classroom at the end of the day. If you are a sponsor of any school organization, you are accountable, even if you enlist outside help. Be sure to put things away after any function of your organization. Vehicles should be left in clean condition upon returning to campus.
- When in the presence of students, address fellow school employees as you would have your students address you. Be cooperative with and helpful to other members of the profession. Share new ideas, approaches, or methods.
- Be adaptable to sudden changes in the schedule. Although advance warning should be given to teachers whenever there are schedule changes, this may not always be possible.
- Be prompt. Stick to the schedule. Be on time and meet deadlines. You are an example to your students. Do not retain a student past the bell, even if taking a test. (Students, however, are to wait until the teacher dismisses class.) Do not dismiss any class early unless directed by Administration.
- Redeem the time. Make every minute count. Use every moment of class time, regardless of how many students are in class on a particular day.
- Be very aware of the safety and health of each child. Parents have entrusted their most precious possession to your care.
- Never leave your class unsupervised, ***even momentarily.*** If you feel you must leave your students in the middle of class due to some emergency, call the office by intercom, send a student to the office to get someone to supervise your class, or have a teacher in the adjoining room watch your class.
- Be very careful of your own safety and health. Avoid, for example, straining when lifting heavy items. Do not use collapsible chairs or other unsafe objects as stepping stools. Always use gloves when handling body fluids.
- All employees are legally responsible for reporting any suspected child abuse to Administration (see Health,

Safety, and Security section for guidelines).

- Check your mailbox each day before and after school. Teacher mailboxes and workroom are off limits to students. Keep confidential business confidential. Be especially careful about discussing private business within an earshot of parents, students, visitors, or your own children. Be discreet in sharing information. Weigh your words; remember everything you say to a student, in or out of class, will likely be repeated by the student over the dinner table. That sober fact will help us set a watch before our mouths. (James 3:2-12)
- If a student asks if he may tell you something “in confidence,” tell him first that if it regards breaking a school rule, you will have to take action. A truly repentant student will be willing to pay the penalty.
- Teachers will recognize and follow the accepted chain of authority in conducting school business.
- Planning periods are provided to permit you to attend to professional matters regarding your classes. Use them to plan, to grade papers, to prepare materials and reports, or similar activities. Do not habitually use them to conduct routine personal business or for scheduled appointments away from campus.
- Do not discuss students at the lunch table. Other students or parents may overhear the conversation and repeat the information.

SALARY AND BENEFITS

- All salaried employees are paid semi-monthly on the 15th and 30th of the month. In the event the 15th or 30th of the month falls on a weekend or a day that the financial office will be closed, payroll will be paid on the last business day before the 15th or the 30th. Hourly employees are paid on a bimonthly schedule.
- All prearranged payroll deductions (i.e., health insurance, dental insurance, etc.) will be pro-rated and deducted equally throughout the appropriate time period.
- All compensation paid to an employee will be reflected on the individual’s year end W-2 and will have all appropriate taxes withheld. A payroll voucher will be provided to employees each pay period.

Timekeeping

Manual employee time-off calendars are kept by the Assistant to the Headmaster for each employee. Discrepancies must be brought to the Assistant to the Headmaster’s attention as soon as possible.

Warrior Overtime

Warrior Overtime for children in grades K3 – 12th is available to all employees during school hours and for after school faculty meetings free of charge. Warrior Overtime is available at other times at the employee’s expense. Faculty who are tutoring for pay or running after school errands will be charged the hourly rate for Warrior Overtime.

Tuition Discounts

All SCA employees receive 40% off their child’s tuition in addition to any other discounts for which they qualify.

Holidays

Employees, other than Warrior Overtime employees, observe the following paid holidays:

- Spring Break (determined by Headmaster)
- Christmas Holidays (determined by Headmaster)
- Labor Day
- Good Friday
- Thanksgiving Holidays (Wednesday-Friday)
- School Holidays
- Memorial Day
- July 4th

If a holiday falls on a Saturday, the previous Friday will be taken as the paid holiday. If a holiday falls on a Sunday, the following Monday will be taken as the paid holiday.

Teachers are encouraged not to request time off the day before or after a holiday.

Employees who resign on the day immediately preceding a holiday do not receive pay for the holiday.

SONSHINE FUND

Each staff member is asked to contribute \$20 annually, \$10 in August or September and \$10 by January 31st, to the Sonshine Fund. This fund provides money to meet ministry needs that arise within the staff during the course of the year such as births, deaths, hospitalizations, etc. The guidelines are:

1. Purpose: The SCA Staff Sonshine Fund exists to provide a ready source of money to meet contingencies that arise frequently within the staff such as births, hospitalizations, special recognitions, deaths, and other events. The fund is built from the contributions of the faculty and staff of SCA with the goal of reducing the frequency of contribution to individual events.
2. Administration:
 - a. The required contribution from each member will be \$20 annually unless sufficient revenue exists to reduce the contribution for the current year.
 - b. The assistant to the headmaster will execute the required actions mandated by the fund.
 - c. The financial office will respond to the requests of the assistant to the headmaster or by accounting for and dispersing the money in the fund.
3. Guidelines: The following guidelines for disbursement of Sonshine Fund money have been approved by the faculty. Unless otherwise specified, “immediate family” consists of spouse, child, or parents. The term does not include in-laws (unless otherwise noted), permanent houseguests, or grandparents.
 - a. New Babies
 - First Baby – Shower with refreshments
 - Subsequent Children - \$50 gift card
 - b. Weddings
 - Staff Member – Shower with refreshments
 - c. Hospitalization (including maternity)
 - Staff Member - \$50-60 flower and meal gift of \$25 (single staff member or couple) + \$10 for each additional member of the immediate family. (Do not include \$10 for newborn)
 - Staff Child (not SCA student) – send balloons or \$25 gift to the hospital
 - Staff Child (SCA student) - \$25 gift taken to hospital by Principal
 - Staff Spouse – meal gift of \$25 + \$10 for each additional member of the immediate family (do not include \$10 for newborn)
 - Send a card for reoccurring hospital visits (ex. cancer treatments, etc.)
 - d. Outpatient Surgery – staff member only. If the staff member is incapacitated and out of work for 3 or more consecutive days, provide a meal gift of \$25 (couple) + \$10 for each additional member of the immediate family.
 - e. Death
 - Staff Member - \$50 memorial and meal gift of \$25 + \$10 for each additional member of the immediate family
 - Staff immediate family (including parent-in-law)- potted plant and meal gift of \$25 + \$10 for each additional member of the immediate family
 - f. Special Recognition
 - Boss’s Day - \$50 gift card (currently Headmaster, EL/INT Principal, MS and HS Principal)
 - Administrative Professionals Day (currently Administrative Coordinator, Assistant to the Headmaster, Administrative Assistant, Financial Assistant, Receptionist, School Nurse) – a small gift
 - Retirement – reception with cake squares, punch, paper products; \$100 gift to be determined by Sonshine Committee. To qualify for “retirement,” the member must have 20 years experience in education or be of age 62 with five years or more at SCA.
 - g. Special Circumstances – In the event of a situation not covered by these guidelines, Administration will decide the nature and cost of any recognition.

STAFF DEVELOPMENT AND EVALUATION

SCA is committed to providing our staff and faculty the opportunities and resources for personal and professional development that will continually inspire, refresh, update, and restore them for the daily challenges of teaching

our students. Our plan consists of three parts: Continuing Education, Induction of New Teachers, and Instructional Supervision.

Continuing Education

CEU: SCA is approved by the Association of Christian Schools International to offer course work leading to Continuing Education Units (CEU) in the areas of biblical studies and education studies. Occasionally courses are offered during the school year to assist our faculty in gaining and maintaining ACSI certification. Every member of the SCA faculty and staff is encouraged to complete at least one CEU of Bible each year.

All faculty and staff will be required to take blood borne pathogen training. Faculty and staff members will have the opportunity for CPR and AED training.

Paying for Courses: At times, faculty and staff members may need to complete college or seminary courses required for certification or to enhance their ability to instruct students in the classroom. SCA has arranged the following procedure to ease the burden of paying for these courses:

- If funds are available, a faculty member (with approval from the Headmaster) may register for a course and provide SCA with a bill for the tuition. SCA will reimburse the teacher for the cost of the course up to half.

Free Courses: Faculty are encouraged to contact the local public school districts and the Upstate HUB, to locate course offerings which may be available for free or at a nominal cost.

Induction of New Faculty

The induction of new teachers will be a systematic and sustained process designed to put new teachers at ease, give them the assistance they need, and make them feel part of the team and our mission.

Mentors: Each new teacher will be assigned a mentor from among the experienced teachers already working at SCA. It will be the duty of the mentor to be regularly available to the new teacher and to insure that the new teacher is exposed to and understands the procedures at SCA regarding lesson planning, classroom management, assessment, discipline, obtaining instructional resources, and other areas that might become a problem. The mentor will check with the new teacher at critical times during the year, such as report card time and awards time, to insure that the new teacher has all the information and resources he/she needs.

Administration: New teachers will receive regular classroom visits by the Principal and other administrators to assist them in lesson planning, classroom management, and professional development. Special orientation and training sessions will be scheduled to assist the teachers with the routines and challenges they may face with a new job.

Instructional Supervision

Biblical Principles: The biblical pattern for supervision and evaluation in the church – Christ’s body of believers – consists of the following elements:

- Overseers are held accountable for the growth and development of individuals. (Hebrews 13:17)
- Overseers are to carry out their responsibilities in a gentle manner, not lording it over people. (I Peter 5:1-3)
- Individuals are responsible to obey those in authority over them, responding in a manner that makes overseers’ work joyful. (Hebrews 13:17)
- Individuals are responsible to judge and examine themselves regarding improvement and maturity. (I Corinthians 11:28, 31)
- All, as members of the body of Christ, are to assist one another in godly living, encouraging and reproving as necessary. (Proverbs 27:17; James 5:19-20)
- Individuals are indwelt by the Holy Spirit, are equipped with everything necessary for life and godliness, and are given a divine desire to walk in obedience to God. (II Peter 1:3; Philippians 2:13)
- All individuals are gifted differently and should understand their gifts so as to minister effectively. (Romans 12:1, I Corinthians 12)

Purposes of Supervision

Supervision will be aimed at improving teachers' skills, the instructional process, and learning outcomes. Because teachers are indwelt by the Holy Spirit and are called to Christian school teaching, they can be trusted to press on towards improvement and maturity, both personally and professionally. It is assumed that teachers' contracts will be renewed each year unless God moves them elsewhere or their performance indicates misplacement in ministry. In the event a teacher's performance is substandard, the teacher will be placed on probation for a specified period of time. The teacher will be informed of the reasons for probation. During the probationary period, the Headmaster will continue to assist the teacher to improve, giving regular performance feedback, while at the same time gathering data by which to make a decision at the conclusion of the probationary period. At the probationary period's conclusion, one of four decisions will be made by the Headmaster:

- Improvement is adequate – contract to be renewed unconditionally
- Some improvement noted – contract renewed, but probation extended into new contract year
- Improvement is inadequate – contract not renewed
- No improvement - termination

Responsibilities in Supervision

Responsibility for supervision of teachers rests with the Headmaster, Principal, and other administrators. The administrative team is responsible for developing procedures which assist teachers to improve instructional quality. Teachers must be accountable for personal evaluation, examination, and growth while being submissive to administrative supervision.

Nature of Supervisory Activities

Classroom observations are considered essential in the process of helping teachers improve. Informal observations and instructional reviews will be done randomly throughout the year. New teachers, or those whose performance has been declared as sub-standard, will have more formal observations. Recording classroom activities is recognized as a valuable means of feedback for teachers. Videos of classes remain the property of teachers. All teachers should prepare annual improvement objectives which may be shared in conference with the Principal. The Principal will develop careful guidelines for receiving data regarding teachers' performances. The principles from Matthew 5 and 18 will be strictly observed when receiving data from outside sources.

Process of Evaluation

The total evaluation process is summarized as follows:

Informal Observations, both in and outside the classroom, will be random and may or may not be followed by a post-observation conference. These are conducted primarily to reassure the teacher of the Principal's interest and to reinforce accountability for all that we do at SCA. The observer will use the SCA Walk Through Evaluation form and the teacher will receive a copy of the form after the observation.

Formal Classroom Observations will be conducted once each year for selected teachers prior to contracts being offered. These will be scheduled ahead of time and will include a pre-observation conference, the observation, and a post-observation conference. The *SCA Evaluation Instrument* will be used during the process. The evaluator will remain in the classroom for the duration of the instruction being evaluated.

Instructional Reviews will be conducted at least twice during the year and prior to the *Formal Observation*. These will be 20 minutes in length and will be conducted using the SETI Observation Tool. The observer will return the SETI form to the teacher with recommendations for a conference or no conference.

Prayer Partners: All faculty and staff are encouraged to choose prayer partners with whom to meet regularly for prayer. The school will publish a prayer guide on the SCA Faculty Web Page. Prayer needs should be emailed to the Assistant to the Headmaster for inclusion in this guide.

SUBSTITUTES

At the beginning of each school year, a substitute orientation meeting will be held for new substitutes. All substitutes are required to have the following information on file before they may begin working:

- Completed Substitute Application
- Cleared Background Check; sub pays half of background check fee (\$22)
- Negative TB Test Results (paid for by sub; results up to 90 months prior to the hire date are acceptable, provided the sub has not been exposed to TB within that time)
- I-9 Form
- W-4 Form

TEACHER CONTRACTS

Teacher contracts will be renegotiated annually. No rights of tenure or presumption of continued employment will be conferred or implied by the contracts. Contracts are SCA's implied intent to employ a teacher. Several extenuating factors (reduced enrollment, moral misconduct, loss of credentials, etc.) may make it necessary for SCA to void a contract. Should retracting a contract become necessary, SCA will immediately notify a teacher of its intent.