



SPA CHRISTIAN SCHOOL

FACULTY/ STAFF
HANDBOOK

FACULTY / STAFF HANDBOOK

Spa Christian School
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Welcome to Spa Christian School! We are eager to work together to serve our LORD and minister to His children. The following information should help you in this. Please contact the Administrator with any questions or concerns.

This handbook is to serve as a guide, but it does not contractually bind Spa Christian School in any way. The handbook is subject to change without notice by the Board of Directors of Spa Christian School.

WHO WE ARE

Spa Christian School students come from about 30 evangelical churches. We are a community, parent-supported Christian school; our staff is committed to teaching Biblical distinctives and not those of any particular denomination.

We are incorporated and chartered by the New York State Board of Regents. We have been accredited by the Association of Christian Schools International (ACSI) and by the Middle States Commission on Elementary Schools.

NON-DISCRIMINATORY POLICY

Spa Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

EXPECTED STUDENT OUTCOMES

- ◆ **Biblical Worldview** – Students will be prepared to move on to higher grades with a sense of how to interpret the world around them from a Christian perspective built upon a Biblical foundation.
- ◆ **Academic Preparation** – Students will be equipped to excel academically in further education. They will develop good study habits, be able to work independently and in teams, and become critical independent thinkers.

OUR MISSION

Spa Christian's mission is to dedicate ourselves to Christ in the pursuit of academic excellence, godly character, and a love for learning while making disciples through God's abundant grace.

OUR PURPOSE

Through teaching and modeling a Biblical worldview, the Spa Christian School community purposes to develop like-minded students who are equipped to live Biblically-integrated lives. All other school goals are brought together under this unifying focus.

OUR VISION

- ◆ To **TRAIN** students to think and act Biblically in every area of life.
- ◆ To **EQUIP** students to excel in future studies and training.
- ◆ To **ENABLE** students to stand firm as they grow in their personal relationship with Jesus Christ.
- ◆ To **PREPARE** students to live and serve with a transforming influence.

PROFESSIONAL RESPONSIBILITIES

School Day

Full-time teachers are required to be in school by 7:45 a.m. and must stay at school until 2:15 p.m. Exceptions to these hours may be cleared with the Administrator.

The staff meets from 7:45 to 8:00 daily for devotions and a time of prayer, which will be led by various staff members in turn. (Matthew 6:33 - Seek first the Kingdom of God.) This is a vital time of drawing together and renewing our strength in the LORD. (James 4:8 Draw near to God.)

Part-time faculty and staff members are expected to be in school during times of teaching and an additional amount of preparation time, as well as for assigned duties weekly.

Academic Responsibilities

Your chief academic responsibility is to present to the students the relevant aspects of each subject at the appropriate grade level. Specific objectives are outlined in our Curriculum Manual and many texts and resources are available to aid you. You are expected to be discerning in selecting and presenting materials. It is important to cover material in a manner that is appropriate to the students' age and developmental levels. The Administrator may assist you in obtaining resources and preparing a scope and sequence for the year as necessary.

Additional Responsibilities

UNDER NO CIRCUMSTANCE IS ANY CHILD TO BE LEFT AT ANY TIME WITHOUT APPROPRIATE ADULT SUPERVISION.

Supervision for other activities in the school will be assigned by the Administrator in an equitable manner and may include supervision of lunch, recess, or dismissal. Each full-time teacher will have at least twenty minutes, usually 40 minutes, per day for lunch. If you need to leave the building during lunch or a break, please notify the office.

Each teacher's presence is expected at all PTF meetings, concerts, and Open Houses. Attendance at other school activities is encouraged; these are times of coming together of home and school.

There are about eight staff days each year when the students are not in school, but when teachers are expected to be present and when staff may be required to be present. These may include several days before school opens in September, a staff development day and/ or curriculum day in October, a day for parent-teacher conferences in November, two days for the ACSI teacher convention in the fall, a staff development/ curriculum day in the spring, and one or two days following graduation.

Each teacher should receive a copy of the Family Handbook and be aware of relevant policies.

Church Involvement

All teachers and staff of Spa Christian School are required to remain actively involved in the life of a local evangelical church. This means weekly attendance at worship service. Your involvement is encouraged in the other programs and ministries of your church as appropriate. (Hebrews 10:25)

Christian Character

The teacher's life and attitude should be such that it draws students closer to God (Luke 6:40, I Tim. 3:1-7, Gal. 5:22-25). As a **Christian role model** (1 Timothy 4:12) you are expected to manifest by daily example the highest Christian virtue both in and out of school to pupils (Luke 6:40), parents, and fellow employees.

Any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a **Christian role model**. Such behaviors are grounds for immediate dismissal. (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).

Classroom Management

Children learn best in an atmosphere of peace and order. You are expected to be in full control of all students in your classroom at all times. Children should know exactly what is expected by you in terms of respect and obedience and your own classroom rules; these should be fitting and appropriate to grade-level. All school rules are to be enforced indoors and out and in every special class, at lunch, and in the halls.

Commitment to Christian Education

It is expected that eligible children of board members and staff will be enrolled at Spa Christian School. Full-time and part-time teachers (P3-8th) and teachers of specials are expected to have a bachelor's degree and to be certified (or be in process toward certification.) Employees filling these salaried positions are eligible for a tuition discount for their own children, based upon their percent of a full-time position. Full-time teachers will receive a 100% discount on their child's tuition.

Other full-time and part-time staff members are not eligible for a tuition discount. The pay for these positions is determined on an hourly basis.

Children of staff members may come to school with their parent and remain after school with their parent. At these times, they are to be under the supervision of the parent and either in the parent's classroom or another room with the parent's permission.

Doctrinal Issues

During the course of the school year students may raise questions regarding various theological issues. The most common issues to be raised include baptism and supernatural spiritual gifts. It is the teacher's responsibility not to teach on distinctives such as these but rather to refer the child to his parents or pastor for particular guidance in these areas.

Dress Code

As a teacher you should set an example in personal hygiene, grooming, dress, and modesty. Regarding the latter, the Board requires female teachers to dress professionally in dresses or skirts close to knee length, or a professional slacks outfit. Men teachers are to wear a shirt with a collar or buttons (similar to the student dress code). Although there might be times when such dress is not appropriate (on outdoor field trips) those times should be the exceptions. Teachers of preschoolers may wish to dress more casually than others on staff, as do their students, due to the physical and interactive nature of preschool learning. It is expected that staff, students, and visitors dress in accordance with one's biological sex and use the corresponding rest rooms. See our statement on Marriage, Gender, and Sexuality.

Faculty Meetings

The faculty will usually meet together one day each week after school. Meetings will not normally exceed one hour in length.

Grievances

If you should at any time feel that you are having a problem in any aspect of your responsibilities, you are strongly urged to seek help for that immediately. If the problem is simply the need for more instruction or encouragement in your responsibilities, the Administrator is glad to provide that for you. If you believe that you have been unfairly treated--either by the Administration, another teacher, or a Board member--you are strongly urged to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17. Should the teacher have unresolved issues with the employer after utilizing the Matthew 18 principle, you and the employer agree to be bound by the Mediation and Binding Arbitration Agreement below.

MEDIATION AND BINDING ARBITRATION AGREEMENT. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20.

Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties to this contract agree that these methods shall be the **sole remedy** for any controversy or claim arising out of the employment relationship or this agreement and **expressly waive** their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The parties to this agreement have had an opportunity to consult legal counsel before signing this agreement.

Observation

Each year you will be observed in your classroom by the Administrator. The purpose of this is to help you improve as a teacher and to affirm those areas in which your teaching method and manner are very positive. Following the observation, there will be a conference with the Administrator.

Parent-Teacher Conferences

A conference is scheduled with the parent(s) of every student at the end of the first marking period. At this time, report cards are distributed and you will have the opportunity to discuss with parents the child's progress and hear their comments about their child's education. Conferences for parents of preschool students will be held in the spring.

Parent Communication

Because our philosophy is that children belong to parents and not to the school, we are eager to keep open communication with parents. Your telephone number will be made available to families via the school directory as will your school email address. For concerns of a more serious nature, face-to-face conversation or at least telephone is generally wisest.

Please let your parents know the best method for communicating with you; whether you prefer e-mail or phone calls during certain hours. We encourage parents to call the school office during the school day if there are urgent messages, and NOT to expect you to check e-mail or text while you are teaching.

Parent Needs

At any time during the school year either you or a parent may request a conference. We urge you to schedule these conferences at your convenience. It is up to you as to whether you are available on your breaks/ lunch for parents--they should not assume that you are.

In some cases it may be necessary for you to send home special work for a student, notes regarding a student's behavior, or other such information to a parent. If you find that a parent does not cooperate or fulfill their obligations by supporting your efforts to help the student, you are requested to report such incidents to the Administrator. Notes that are sent home with students may need to be kept in duplicate by the teacher.

In all instances the Board considers you, and you should consider yourself, a professional. Working in a Christian school can sometimes make teaching more difficult because of the close contact between teacher, student, and parent. While the Board certainly recognizes the problems that can be associated in such circumstances, it is their desire to protect teachers from being overwhelmed by the personal problems in the lives of their students and in their homes. If parents are burdened with personal problems, please direct them to their pastor. The Board will back the actions of the teachers to their best ability to encourage that any student or family problem be resolved in a Biblical manner.

Parent-Teacher Fellowship

PTF meetings are held throughout the year. The purpose of the PTF is to promote Christian fellowship among the parents, teachers, and Board members; to aid the school by promoting its interests and objectives; to act as the coordinating body for fundraising activities of the school, and to inform parents about various aspects of education. Because of the fellowship aspect of these meetings, you are encouraged to participate in the PTF meetings. The PTF will endeavor to provide each teacher with a homeroom parent who will assist in providing field trip drivers, coordinating parties for holidays, etc.

OSHA Requirements

Each year all employees will be trained about the appropriate handling of blood-borne pathogens and are expected to use these universal protections (gloves, hand-washing, etc.)

CPR/First Aid

The gym teacher and school secretary are required to have and retain certification in first aid and in adult, child, and infant CPR. The school will pay for the cost of the required courses. It is recommended that all staff be familiar with basic first aid procedures and CPR and the school will occasionally provide classes for this purpose.

Professional Development

As a condition for accreditation, the requirements for ACSI temporary teacher certification must be met within three years of commencing teaching before being eligible to be considered for a new contract in the fourth year. Employees must remain current with the continuing education requirements of both ACSI and Middle States by completing the Philosophy of Christian Education course, and by earning Bible CEUs and Professional CEUs on a continuing basis. The Administrator will advise as to the requirements for each individual.

CEUs (Continuing Education Units) may be earned in various ways; by attending specific seminars or conventions, by listening to and/ or viewing specific tapes/ CDs/ DVDs, and by participating in webinars held at school. Please speak to the Administrator for further details.

At least twice a year there will be in-service training days for the teachers. Such days might involve travel to a conference, attending workshops in a public school, or special seminars run at Spa Christian School. You will be notified of the days for these in-service days and the contents of each day.

While the Board is not currently able to assist with tuition toward Master's Degrees, they are eager to assist full-time teachers in attending seminars and conferences that may be pertinent to your teaching area. Please contact the Administrator for more information.

SALARY AND BENEFITS

Employment Eligibility Verification

Form I-9 – Employment Eligibility Verification, must be completed and appropriate identifying documents presented to the office so the form can be completed and sent to New York State within 15 days of employment.

Form W-4

Employee's Withholding Allowance Certificate, Form W-4, must be completed and returned to the office before the first payroll period.

Earned Income Credit

An employee who is eligible for the earned income credit (EIC) and has a qualifying child is entitled to receive EIC payment with his/her pay during the year. Form W-5, Earned Income Credit Advance Payment Certificate, must be completed and returned to the office.

Salary Calculation

Hourly employees will keep track of their own hours on a time card kept in their mailbox in the office.

Salary Payments

Classroom teachers receive salary payments twice a month for 12 months, on the 10th and 25th of each month. The school is required by law to pay the employer's share of your FICA taxes and to withhold appropriate tax for the Internal Revenue Service and for New York State. Part-time staff and teachers of specials are paid twice monthly, from September to mid-June.

Sick Days

Full time employees will be allowed 10 sick days per year. Part-time employees are granted two sick days for each day per week of work (2 days of work per week = 4 sick days; 3 days = 6 sick days). Unused sick days may be accumulated to a maximum of 100. Accumulated sick time can only be used in the event of an extended illness. A prorated payroll deduction will be made for each day absent over the allotted days for both full- and part-time teachers. Should an employee leave Spa Christian, he/she will not be paid for accumulated sick days.

In the event of your absence, you are requested to notify the Administrator the night before, if possible, and provide adequate lesson plans and materials for the substitute teacher.

It should be noted that days for illness cover your own personal illness; days taken because of illness of other family members are considered personal days.

Personal Days

Full time employees are granted 3 paid personal days per year. Part-time employees who work 3 or 4 days per week are granted 2 personal days and employees who work 1 or 2 days per week are granted 1 per year. A one-week notice is requested for personal days if at all possible.

Bereavement Days

All employees are entitled to reasonable bereavement days as needed.

Jury Duty

Spa Christian School will pay employees normal wages for time served on jury duty.

Health Insurance

For those with no other health insurance coverage, individual medical insurance coverage may be available to full time employees, with the school contributing up to \$300 per month. If family coverage is needed, the difference between the cost of family and individual coverage may be deducted from employee earnings (or can be reimbursed to the school from another source). Currently, our employees are covered under Capital District Physician's Health Plan (CDPHP) with a co-pay of \$35. The employer reserves the right to change providers and co-pays as needed. The school will not pay "consideration" if an employee chooses not to participate in the health insurance plan or is covered under another plan.

At this point in time, there is also the option of a High Deductible Health Insurance Plan in conjunction with a Health Savings Account. Because of the high deductible there is more "risk" at first, and later a benefit, as there are many medical expenses which may be allowed under an HSA which insurance will not cover.

Maternity Leave

Spa Christian will guarantee an employee their job for six months for a maternity leave. In the event of a maternity leave, Spa Christian School will continue to provide insurance coverage for only the medically excused portion of the leave.

Retirement Plan

For staff receiving a minimum annual salary of \$4,000, the school opens a simple IRA account (similar to a 401K) after the third year of employment. The school contributes 2% of your annual salary, on a bi-monthly basis, to this account. In addition, you are welcome to contribute up to the current allowable limit per year to

this tax-deferred savings plan. Such contributions are excluded from Federal and State taxes, as per IRS regulations. The school will not pay “consideration” if an employee chooses not to participate in the retirement plan.

Unemployment Insurance

Spa Christian School is classified as a 501(c)(3) nonprofit organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), unemployment benefits are not available.

Workmen’s Compensation & Disability Insurance

The school provides Workmen’s Compensation Insurance for all employees and disability insurance for non-teaching staff.

ACADEMIC RESPONSIBILITIES

Discipline

Our Code of Conduct reflects that discipline is a part of the process of making disciples. Our approach is Biblical and involves affirming, encouraging, and training. See the attached Code of Conduct.

Grading

Each teacher is able to determine how he/she will arrive at grades for students. Such factors as completed homework, classroom participation, test grades, papers, and projects should be included. Teachers are free to establish their own percentage ratio for what these items are worth (e.g. homework 10% of the final grade), but the teacher must be able to justify how the grades are determined.

Character Development

The Character Development rubric is a guideline for you to use in observing progress in Christian character. It is challenging to quantify this, but because we believe it is an essential part of what we do as a Christian school, we use this format. It will be helpful to you in communicating with parents, and also in evaluating some character traits, behaviors, and attitudes that are listed on the report card.

Lesson Plans

Each teacher is required to prepare weekly lesson plans, which will be reviewed periodically by the Administrator. At least one lesson weekly should include written objectives in academics and Biblical integration. Plan books should also indicate how the time in the day is being used as well as the flow of the year.

Retention

In the event that a teacher believes that a student should be retained in the same grade for the following year, the teacher should contact the Administrator as soon as possible to discuss the evidence that indicates this need. The teacher must have a conference with the parent before the third marking period to communicate these concerns and the possible need for recommending retention. It is important to keep documentation to help in explaining this recommendation to the parents. The teacher may want to have the Administrator and/or other teacher join this meeting.

Student Needs

During the course of the school year you may recognize that you have a student who requires intervention beyond that which our school can offer. If you believe that the cause of the problem may be physiological, psychological, or emotional, you may request that testing be done by the Ballston Spa School District. All requests for this type of screening must be submitted initially to the Administrator and parents must agree in writing. It is imperative that records be kept which include samples of student work, scores on school tests and screenings, response to interventions (Rtl) offered, and conversations with the parents.

Other problems may include disciplinary matters. If attempts to discipline the student in the classroom are not successful, please seek the advice and guidance of the Administrator. Teachers are required to keep records of the discipline decisions that they make regarding students. If problems become severe enough to

warrant suspension, it is essential that these records be available for the Administrator and Board to review. The Code of Conduct for the school is attached.

Testing

During the course of the school year you may be required to administer various standardized assessment tests to the students. Some of these are offered by New York State. Please check with the Administrator for details and dates, as these change frequently.

MISCELLANEOUS

Attendance Registers

Teachers are responsible for keeping attendance records for each student. Because attendance cards are legal documents, they can be used for court decisions regarding truancy or custody, so it is imperative that these be accurate.

You will have an attendance card for each student, one marked "ALL PRESENT," and also one for yourself. Each day at 8:10, please send to the office the attendance envelope containing the card of any child who is not present, or the ALL PRESENT card. (You may use your own card to jot down your own absences, whether they are sick or personal days.)

When a student arrives late at school, he needs to come in to the office to sign and get his attendance card. Please do not allow a student to enter your classroom or chapel without his attendance card in hand.

Children are to bring in an excuse after they have been absent or tardy. Put your initials onto the excuse and send it to the office for storage. At the end of each marking period, absences and tardies are marked on the report cards; be sure to follow through on collecting excuses.

Building Security

Each staff member is responsible for the security of his/her work area. At the end of each day each teacher shall insure that the heat is set appropriately and that windows and doors are locked.

Classroom Supplies

We are blessed with many resources in our classrooms, but each year you will likely find that you need or want some new things. There are only minimal funds to cover this; please contact the office to see if reimbursement may be available.

Computers

Each classroom, first through eighth grade, is equipped with at least one computer for student use. These computers are typically equipped with many learning games. It is expected that each teacher will ensure that these are used responsibly by the students.

No student is permitted on-line access without direct teacher supervision.

End of Year Responsibilities

After the last day of classes teachers are expected to work for several days following the last day of classes or until all of the following obligations have been fulfilled:

- classroom inventory,
- students grades placed on the permanent records,
- standardized testing scores placed in student files,
- attendance cards completed and turned in to office,
- grade books completed,
- classrooms straightened and supplies covered for the summer,
- other such responsibilities as established by the Administrator.

Field Trips

There are many options for field trips, and most classes take several throughout the year. Some may be scheduled through the office such as plays or concerts, others can be planned by the teacher. No specific field trips are required although some have become traditional for a particular grade. It is important to balance the cost with the experience offered to the children; many are available for free or very low-cost.

All requests for field trips should be discussed with the Administrator at least two weeks prior to the scheduled date; in some instances they may require Board approval. In every case parental permission slips must be sent home and signed for each student. Each teacher is responsible for making travel arrangements using parents in the class to drive and chaperone. Every student must wear a seatbelt and students under the age of 8 must be restrained in an approved child safety seat.

Final travel arrangements and supervision arrangements must be submitted in writing to the Administrator four days prior to the field trip. In any situation where the class is leaving the building, the office must be notified. The teacher is to take a first aid kit. More details are available in the office.

Homerom Parents

One or more parents generally offer to be a homeroom mom/ parent to assist you with various details such as getting drivers for field trips and planning class parties. Most also will set up an e-mail group to facilitate communication about class parties and field trip drivers.

Internet Access

A laptop computer is provided for each classroom teacher and wireless internet access is available for the teachers for academic use. If you bring your own laptop, you may have access to the internet by contacting the school office for details.

New Staff

New staff members will have additional orientation before the beginning of the school year. New classroom teachers will also be assigned a mentor who is available to answer questions and to guide the new teacher through various details such as attendance and lunch procedures and a hundred other details. You are always welcome to contact the Administrator or secretary with any questions as well.

New classroom teachers generally write a letter to their students during the summer to introduce themselves and to welcome the children to the upcoming school year. The Administrator will also write a letter of introduction. Stamps, envelopes, and address labels are available in the office.

Phones

We do not interrupt class when a call comes for you unless you have told us that you are expecting a call, or if your family member asks us to do so. If you need to make a personal call (for example to a physician or lawyer or parent) you are welcome to use the phone in the office.

There should be adequate breaks in your school day to use your cell phone for other calls.

Students have no need for cell phones throughout the school day. If a student brings one, it must stay in his backpack from 8:00 until 2:00. If parents need to contact their children, they are welcome to call the school office. If a student needs to contact a parent, they are welcome to use the office phone.

Safety Drills - Twelve fire drills are conducted annually with eight before December 1st. Everyone is to leave the building as quickly and efficiently as possible through the nearest exit. Please close windows, turn out all lights, and close doors. Teachers will take their class list to check attendance once outside. Other safety drills conducted annually include a lock-down drill where students are secured within their classrooms, and a tornado drill where all students and faculty are located within an inner room with no windows.

Emergencies - The school's Emergency Management Plan is on file in the office. Every staff member will receive an information card annually that indicates their responsibilities in an emergency.

School Closing

When Ballston Spa Central School district is closed for inclement weather, Spa Christian is closed. Announcements will be made on several local radio and television stations and on their web-sites. You will also receive a telephone call as early as possible and will need to pass that along on our calling chain. When there is a delayed opening (generally 10:00 A.M), preschool and half-day kindergarten classes will not be in session.

Social Networking

It is expected that school staff members will communicate in a professional manner with parents and other adults whether in person, by phone, or on-line. Please be particularly thoughtful in any communication with students and refrain from doing this on-line.

Spa News

The school has a weekly newsletter that is sent via e-mail and on paper each Wednesday. This is for teachers to use to inform parents of news and coming events in their classrooms. The news articles need to be turned submitted in writing early Wednesday morning. You are welcome to prepare and send home other news to your class as appropriate.

Specials

"Special" subjects (Art, Music, Physical Education, Spanish, and technology) will be held throughout the entire school year on various days of the week for elementary students. Because these are considered a vital part of our school program, we will attempt to reschedule these classes if they need to be missed due to all-school events or field trips. Every attempt will be made to schedule the specials in a way that works for each teacher.

Summer Work

Every student who enters the school in kindergarten through grade eight will be screened to determine readiness for that grade. Thus it is possible that a teacher's time may be required during the summer for late applicants. There also may be times that a teacher's presence is requested during the summer at a meeting of the CSE (Committee on Special Education) of the district. Teachers will be nominally compensated for their time.

Worship

Our morning worship is a very precious time for the entire school. Our purpose is to honor God, draw the student body together, and teach children about the importance of worshipping God in a way that pleases Him.

Appendix

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Statement of Faith

We believe that the Bible is the only infallible authoritative Word of God, verbally and fully inspired in the original text, and that it is the supreme authority in all matters of faith and conduct. (Hebrews 4:12; 2 Timothy 3:16; Revelation 22:18-19)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (John 1:1; Genesis 1:1-2)

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 to earth with power and glory. (Colossians 1:15-23; Matt. 1:18-25)

We believe that all men are, by nature and by choice, sinners, destitute of all power to save themselves. We believe, therefore, that the only means of salvation is the regenerating work of the Holy Spirit on the basis of the atoning work of and through personal faith in Jesus Christ. (Romans 3:22-24; Romans 5:8; Ephesians 2:8; Romans 7:19-25; Psalm 51:4; Acts 4:12)

We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation. (Romans 6:23; John 11:25)

We believe in the Church: the spiritual body of which Jesus Christ is the Head and of which all regenerated persons are members. We believe that the visible church is the company of believers in Jesus Christ; associated for worship, work and fellowship. (Hebrews 10: 24-25; I Timothy 2)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is empowered to live a godly life. (Romans 8:26; I Thessalonians 2:10-12; Ephesians 6:18)

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

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. (Gen. 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. (I Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; I Cor. 6:9-10.)

We believe that in order to preserve the function and integrity of Spa Christian School as the local Body of Christ, and to provide a biblical role model to the Spa Christian School members and the community, it is imperative that all persons employed by Spa Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Spa Christian School.

Statement of Purpose

The purpose of Spa Christian School is to provide a quality academic program for children, which is founded upon Biblical principles and a Christian worldview. Spa Christian School, which is an alternative to public education, exists to serve the congregations of area churches. By training children to love and respect the triune God, the school complements the instruction, faith, and knowledge which a child receives at home and in church. (2 Timothy 3:14-15)

For spiritual growth the school aims to teach the Bible as the verbally inspired Word of God, the source of doctrine and a guide for daily living; to teach the basic tenets of the Christian faith; to encourage each child to come into a personal relationship with Christ; to stimulate a pattern of living based on standards set forth in the Bible; and to aid each student in the formation of a personal Christian philosophy which will help him integrate every area of life. (Proverbs 3:5-6; Deuteronomy 4:31)

For intellectual growth of the students the school aims to teach skills for effective communication, comprehension, and computation; to provide a curriculum which will prepare each student for future study or occupational competence; to stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences; and to aid students in recognizing in every area of study the revelation of God in creation and in the Scriptures.

For social growth the school aims to encourage a sense of personal worth as a creation of God and a recipient of His love; to foster the establishment of wholesome personal relationships through acceptance of one another in love, learning to understand and respect the views of others; and to help the students practice good citizenship, learning how to assume responsibilities at school, in the home, in church, in the community, and in our country. (Psalm 39)

For physical development the school aims to promote health, fitness, coordination, physical skills, and to encourage good sportsmanship. (I John 4:1; Romans 12:1-2; James 1:19)

Statement of Philosophy

Spa Christian School exists to help Christian parents carry out their responsibility to educate their children with a Christian worldview. The school seeks to provide a quality academic program which is founded upon Biblical principles.

The Bible clearly directs parents to educate their children in the knowledge of God (Deuteronomy 6:4-7). This responsibility covers not only religious education but also the entire learning process. To enable parents to fulfill this God-given responsibility, Spa Christian School seeks to complement the instruction, faith, and knowledge which a child receives at home and in the church.

Spa Christian School is not a substitute for parental education, but is an extension of it; therefore the school acts in loco parentis ("in the place of parents"). The school is also not a substitute for the church, but seeks to reinforce the instruction and nurturing the church and family provide.

The school acknowledges that every child is made in God's image (Genesis 1:27). It further acknowledges that God created the child so that he learns in a developmentally progressive and orderly manner. Because the child is born sinful he needs the redeeming and sanctifying grace of the Lord Jesus Christ. It is of utmost importance that the truth of God be brought to bear upon the student's life in an atmosphere of love and respect for each child's individuality and worth. The child should become so imbued with the pervasive awareness of God's sovereignty in every area of life, that his thoughts, words, and actions reflect a Christian worldview. His attitude toward learning about God's world should reveal a desire to grow spiritually, intellectually, emotionally, and physically.

The objectives of Spa Christian School are to:

- Teach children that the Bible is the infallible Word of God and is the final authority in all matters of faith and life.
- Foster in the child a love for Jesus Christ and a desire to serve Him, so that the child accepts Jesus as his personal Lord and Savior through the working of the Holy Spirit.
- Encourage the student to fully develop his God-given gifts and abilities.
- Develop in the child a Christian worldview in which the truth of God is applied to the private and public spheres of life. This truth is that God is the Creator and Sustainer of the universe, that all truth is His truth, and that the perspective of the world is flawed because God is not acknowledged as the center of all life.
- Foster in the student a love for learning.
- Help the student learn to think and discern in accord with Scripture.
- Offer an education that broadens and enriches as students advance.
- Develop an attitude of respectful submission in the student toward those in authority over him.
- Encourage an appreciation for God's image in others, so that peers are treated with respect and love.
- Create in the classroom an atmosphere that is conducive to learning by being loving, respectful, and disciplined.
- Foster interest and commitment to evangelism, missions, discipleship, and church involvement.
- Hold parents accountable for their child's education by fostering communication between parents and school, seeking their support in all aspects of the educational process in school, and developing benevolence toward the school.
- Teach basic Biblical truths while acknowledging that it is the responsibility of parents and church to teach the distinctives of the faith.
- Employ gifted teachers with a well-developed view of Christian education, who are mature Christians actively involved in a church, and who regularly encourage the spiritual growth of their colleagues, students, and parents by prayer, encouragement, and exhortation.
- Provide an environment that will go beyond moral truth to teach that which is distinctively Christian.

Statement of Curriculum

Since Spa Christian School is a Christian school, the goal of its education is to teach a Christian worldview by integrating faith and learning. Integration of faith and learning is more than chapel, Bible curriculum, and daily prayer. Integration involves seeing all truth and all of life from God's perspective while interacting with ideas. The process of integration occurs in the classroom as the teacher utilizes the curriculum to meet the educational objectives established for each particular grade.

The teacher is one of the keys to the health of the Christian School. The teacher at Spa Christian School must demonstrate prerequisite teaching skills, love for children and a keen ability to apply the truths of Scripture to the academic disciplines and the students' lives.

The distinctives of Spa Christian School are found in its philosophy of education and educational objectives. At the heart of the educational objective is the need to teach information, to demonstrate methods of learning and application, to foster reasoning abilities on the part of the students, and to prepare students to live Christian lives with a Christian mind in a secular world. This means that the child needs to recognize non-Christian ideas and practices while developing Christian responses and alternatives.

In light of this, an important part of the curriculum is the textbook, which is chosen by the following guidelines:

- It must be academically sound, both in content and methodology.
- There are no textbook publishers who have the best material in every subject, so the curriculum should represent the best available material for each subject area.
- The curriculum will be evaluated on a rotating basis. Each year a different subject area will be examined, objectives for that subject re-evaluated by grade, and curriculum options evaluated.
- The method for textbook evaluation can be found in the policies of the School Board; when using textbooks from non-Christian publishers, the teachers must exercise special care in teaching the material, seeking to carefully and clearly integrate Biblical truth and behavior with the material where necessary.

Final Authority of Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Spa Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Spa Christian School's final interpretive authority on the Bible's meaning and application.

SPA CHRISTIAN SCHOOL – CORE VALUES

Authority of Scripture: The Bible, which is the infallible Word of God, is the primary knowledge base for learning and living and is our source of Truth. (2 Timothy 3:16) Truth comes from God's written Word and the Living Word, Jesus.

Salvation: When embraced, personal salvation in Jesus Christ becomes the foundation upon which all other values are nurtured. (Acts 4:12)

Prayer: Prayer will be the first course of action. (James 5:16b)

Grace: The atmosphere of our school will reflect a heart of grace, rather than a tone of judgment. (Colossians 4:6)

Uniqueness: Each student is a loved creation of God uniquely gifted for service. (Psalm 139; Matthew 18:12-14; Ephesians 2:10)

Character: Biblical character traits and personal integrity will be taught and modeled to equip students to clothe themselves in the attitude of Christ. (Philippians 2:1-11; 1 Corinthians 13)

Excellence: Academic and corporate excellence will be continually sought. (Colossians 3:23)

Teamwork: Ongoing communication among school leaders and with parents, churches, and other constituents will foster unity in the nurture and training of students. (Deuteronomy 6:4-9)

Service: A servant's heart will be developed as students are encouraged to direct an outward focus toward others both within the school and to the lost and needy worldwide. (John 13:14; Matthew 28:19)

Safety: Students and adults will experience an atmosphere of safety physically, emotionally and spiritually. (Psalm 119:32)

Character Development Goals

The student will be saved.	Acts 16:31
The student will be obedient .	Colossians 3:20
The student will demonstrate thankfulness .	1 Thessalonians 5:18
The student will demonstrate loyalty .	Proverbs 17:17
The student will demonstrate meekness .	Philippians 2:4
The student will demonstrate self-control .	Proverbs 29:11
The student will demonstrate honesty .	Ephesians 4:25
The student will demonstrate diligence .	Colossians 3:23; Ecclesiastes 9:10a
The student will demonstrate forgiveness .	Colossians 3:13b
The student will demonstrate kindness .	1 Thessalonians 5:15
The student will be lovers of peace .	Romans 14:19; Matthew 5:9
The student will be respectful .	1 Peter 2:17; Philippians 2:3b
The student will be responsible .	Galatians 6:5
The student will demonstrate love .	John 15:12b
The student will demonstrate patience .	1 Corinthians 13:4; Ephesians 4:2
The student will demonstrate contentment .	Philippians 4:12-13
The student will demonstrate a spirit of worship .	Psalms 95:6

Code of Conduct

The school's philosophy of discipline puts into action God's design for His people as it is contained in His Word. Scripture includes the disciplines of kindness, obedience, respectfulness, responsibility, and accountability. We expect the same from our students and encourage and teach them in a manner which takes into consideration age and maturity. Our philosophy seeks to complement the instruction, faith, and knowledge which a child receives at home and in his/her church.

The Lord disciplines those whom He loves, and it is a sign of His being a Father to us (Hebrews 12). It is essential that those in positions of responsibility be faithful in disciplining the children under their care. Children and adults alike are expected to show respect for God and His provisions, for authority, and for one another.

General School Rules - are in effect inside and outside the school building and on all trips and school activities:

- Show respect for God and His provisions
- Show respect for authority
- Show respect for others

In all situations, in or out of school, children are to obey the adult in charge

- Without challenge
- Without excuse
- Without delay

Classroom Rules - in each classroom, the rules stated by the teacher will be in effect.

- Be obedient (Romans 1:31)
 - Obey/follow directions the first time
 - Obey school rules for playground, lunchroom, halls & chapel
 - Obey the adult in charge (substitutes, music, gym, art teachers, lunchroom monitor) as you would your classroom teacher
- Be kind and respectful (Ephesians 4:32)
 - Keep hands, feet, and objects to yourself
 - No unkind words, teasing, name calling (Ephesians 5:4)
 - No disruptive sound effects
- Be courteous (Philippians 2:3 & 4)
 - Raise your hand
 - Only one person speaks at a time
 - Listen carefully
 - Respect personal property
- Be responsible (Colossians 3:23)
 - Be prepared at the beginning of the day (pencils, paper, books)
 - Complete all assignments independently and on time. A written note from parents must come to the teacher in order to excuse any lack of preparedness (homework, books, shoes, etc.)

When children fail to do what they know is expected of them, there is generally a verbal reminder. After that, or if small infractions become a pattern, the following procedure applies.

- verbal reminder
- loss of privileges
- removal from classroom
- notification of parents
- conference with principal
- detention (recess or after school)

Defiant behavior or willful disobedience such as lying, cheating, swearing, defiance of authority or improper conduct (e.g. fighting) will result in a conference with principal or parents, detention, or suspension.

Inappropriate display of affection will result in a reprimand by the principal. Continued offense will result in a conference with parents.

Destruction of property will result in reprimand, parental notification, and restitution.

Possession of tobacco, alcohol, or pornography, or leaving the school property will result in immediate suspension. Infractions such as stealing and other criminal behavior, such as possession of drugs or weapons, committing arson, assault, or activating a false fire alarm, will also result in immediate suspension and legal action may be taken.

These punishments are written with flexibility. This is NOT to encourage inconsistency from one student to another but rather is a recognition that the needs of each student vary greatly as do their responses.

The intent of our discipline policy is to work with families and churches to raise children for Christ.

Lunchroom Rules

- kindness and courtesy
- lights off means quiet
- talk only with children at your own table
- use proper table manners
- no sharing food
- leave your seat only with permission

Recess

Recess will be held outside except in inclement weather. Children must stay where a teacher can see them at all times. Each student will participate and is expected to dress appropriately (boots, mittens, jackets, snow pants). Children not properly dressed will stay in the plowed area and may not play on field or equipment.

When a child cannot attend recess due to health reasons, a note from the doctor must be provided. At recess time, that student will be sent to the detention room as it is the only room in which there is supervision. The student MUST bring something to read.

Playground Rules

- Be respectful!
- Be safe!
- HAVE FUN!
- NO hands-on
- Stay where an adult can see you
 - If a group is on the basketball court, one adult needs to walk back and forth, to keep an eye on them
- Leave things on the ground
 - No throwing snow
 - No picking up sticks, stones, or other woody stuff
- Ask permission if you need to use the bathroom or leave the playground
- Stay on the playground
 - Stay out of the woods
 - Stay away from the manse
 - (If a ball rolls into the woods, they ask permission to retrieve it)
- Use equipment appropriately
 - Slide down all slides
 - Sit on swings; don't stand or jump off
 - Climb up rock wall
 - Limit of three at a time on the tire swing
- Include others; no "clubs" or excluding anyone
- Tether ball - go to the end of the line after your turn
- (Supervisor may need to put a time limit on tetherball or tire swing)

HOMEROOM PARENT RESPONSIBILITIES

The Homeroom Parent supports their child's teacher by coordinating help from parents for class parties, field trips, and other school functions.

1. Teacher Support:
 - a. Contact your teacher before school starts to see if they need help getting the classroom ready - cleanup, bulletin boards, etc.
 - b. Develop a communication strategy between you and the teacher that is best for both of you, ie e-mail, phone, etc. Make sure the teacher is aware of what your availability is to help.
 - c. If there are two people sharing the H.R. parent responsibility, designate one person to be the primary contact for the teacher.

2. Welcoming New Families
 - a. The office can supply you with a list of new families.
 - b. One week before school begins call new families:
 - i. Introduce yourself. Answer any questions.
 - ii. Invite and encourage new families to attend:
 1. the coffee/tea social after chapel on the 1st day of school
 2. the September PTF meeting (see calendar for date).
 3. offer to introduce them to other families so they quickly feel a part of our school family.

3. Communication with Parents
 - a. Contact ALL parents during late August with the following information:
 - i. Remind parents of: bring your stuff to school day. Also inform parents that some families opt to bring a lunch and picnic together.
 - ii. Ask parents how they prefer to be contacted whether by phone, e-mail, or other correspondence.
 - b. You may decide to have an informal gathering prior to or at the beginning of the school year where parents meet face to face (this is not mandatory). This gathering is a great opportunity to discuss field trips and parties. People may wish to volunteer to drive at this time and you could distribute the driver's field trip policy.

4. Organizing Parties
 - a. You will need to organize class parties such as Christmas, Valentine's Day, teacher's birthday (optional) and others as directed by the teacher.
 - b. Contact teacher ahead of time to find out what paper products, baked goods, and helpers are needed.
 - c. Contact parents to let them know how they can contribute.

5. Organizing Field Trips
 - a. Solicit drivers and chaperones for class field trips.
 - b. If field trip sign up happens early in the year, make reminder phone calls to confirm driver availability.
 - c. Distribute the field trip policy (available in the office) to drivers before the field trip.

6. School Events
 - a. School events such as Pastor's Day, Grandparents Day, Teacher Appreciation Day, Field Day, and Graduation all function with the help and support of our parents.
 - b. You may be contacted by the coordinator of these events to solicit help from parents in your class.

7. Teacher Gifts
 - a. If you decide to purchase a class gift for the teacher's birthday, Christmas, or the end the year (GIFT CERTIFICATES ARE ALWAYS APPRECIATED), please let parents know that contributing is optional. A suggested amount may NOT be specified.
 - b. Before you send letters home to parents, please bring or email them to Laurie or Mandy for review and information.
 - c. A Secret Pal sheet with your teacher's favorite things is available in the office to help you with gift giving ideas.

FIELD TRIP GUIDELINES

We are fortunate to live in an area that gives our students access to many learning opportunities and experiences outside of school such as the state capital, museums, theaters, and Adirondack Mountains. We encourage our teachers to take advantage of these opportunities as resources to enhance classroom learning. **Thank you** to the many parents who help us with field trips, without whose help these trips would not be possible. There are also several museums that provide in-house field trips by bringing their learning activities into our school. The following guidelines apply:

- Parental **permission slips** must be signed and returned to school for each student. Cost for field trips is included in the annual Activity Fee.
- Each teacher will have a room mother who is responsible for making travel arrangements using parents of students in the class as **drivers/chaperones** and for notifying the Administrator of such arrangements at least 4 days prior to the field trip.
- Due to insurance regulations, drivers/ chaperones need to bring to the office a photocopy of their current driver's license, insurance, and registration. If needed we may also complete a background check as we do for all school employees.
- There must be enough cars so that each student has his/her **own seatbelt**. Seatbelts must be worn by all students, one child per seatbelt. The law does not permit for double buckling or for any students to be without seatbelts. No child is permitted in the **front seat** of a vehicle, unless the parent of that child drives the vehicle. In accordance with NYS law, all children **under the age of 8** are required to be in a car seat.
- ALL drivers are expected to observe driving laws including **speed limit** and **cell phone use laws**, as other parents trust the drivers to be caring safely for their children. **Directions** will be provided to drivers. Cars need to keep within sight of one of the other cars.
- Drivers will be offered reimbursement for gas expenses for field trips outside Saratoga County, generally \$5.00 or more if the trip is a greater distance away. We have asked parents to come to school with gas already in their car, as there is not time scheduled for such stops.
- Parents are needed to act as **chaperones** as well as drivers and this takes their full attention. Therefore, **no other children** are allowed to accompany parents. Remember that field trips are designed to reinforce what students have been studying in class and, therefore, it wouldn't be as meaningful to siblings. If the destination is truly wonderful, plan a trip later, with your whole family.
- When we make a reservation for a field trip, we contract for a certain number of students, the teacher, and enough driver/chaperones to accommodate the class. Therefore, only those parents who have signed up to be driver/chaperones will be able to attend the field trip. On occasion, the teacher will organize special activities to which all parents are invited, and you will be informed ahead of time of such an event. Otherwise, please **do not ask** to accompany the class on a field trip if you have not signed up to be a driver/chaperone. Remind yourself that the field trip is a learning opportunity for the class, not a family outing. The best thing non-chaperone parents can do is to be eager listeners when children return from the field trip!

MENTORING PROGRAM

Program Purpose

We welcome you to the staff of Spa Christian School and are eager to make you feel comfortable as you transition to this working environment. Each workplace has its own unique climate, and we trust that you will find this to be one of grace that is led by the Spirit who lives within and among us.

Grace and **Teamwork** are two of the Core Values of Spa Christian School.

Grace: *The atmosphere of our school will reflect a heart of grace, rather than a tone of judgment.* (Colossians 4:6)

Teamwork: *Ongoing communication among school leaders and with parents, churches, and other constituents will foster unity in the nurture and training of students.* (Deuteronomy 6:4-9)

The Administrator is ready to help you in any way you may need, and you should not hesitate to ask any question that may arise. Office staff is also prepared to assist in many ways, as is each staff member. We are a team working together to serve children and their parents in education.

Program Participation

Current staff members may be invited to participate in this program, based upon grade level and experience. Each new classroom teacher will be assigned to a current staff member. Full-time classroom teachers will likely be assigned to a teacher whose grade level is near theirs.

Time Requirement

It is anticipated that the time required for this ministry will be ten to fifteen hours. It is hoped that there may be a minimal stipend for mentors to compensate for their time.

Program Details

During the week before school, there will be an introductory meeting with the Administrator, mentors, and new staff, separate from other orientation activities. Time required during that week may be three hours.

Mentor and new staff should meet weekly for thirty to sixty minutes for the first month of school. They should meet for an hour toward the end of the first marking period to discuss report cards and conferences. Monthly or quarterly meetings should be sufficient for the rest of the school year. This will be flexible, and may be more demanding as various "special events" occur such as the Read-a-Thon.

Mentors will keep a log of topics discussed at each meeting, for purposes of improving the mentoring program. At any time it may be appropriate to include the Administrator in a meeting; do not hesitate to include her as needed.

Specific Content

Before the pre-school orientation meeting, the Administrator will meet with each new staff member to discuss many specifics such as

- Staff handbook
- Various procedures
- Curriculum guidelines/ expectations
- Building and classroom details

New employees will also meet with the Administrator and secretary to complete various financial, tax, and legal forms.

Program Review

At the end of the school year, the Administrator will solicit from both the new staff member and the mentor any suggestions to make this program smoother and more user-friendly for incoming staff.

Teachers of Special Subjects

Teachers of specials and part-time staff members are welcome to connect with the Administrator, office staff, or other teachers. Please do not hesitate to ask any questions, even if you feel have already heard the information; we are all here to help! We explain this also to every new parent; we want everyone who is a part of Spa Christian to know and sense that they belong here.

Mentoring Topics to Discuss

The mentor will meet with the new classroom teacher before the school year begins to discuss such specifics as are listed here. They should then meet weekly for the first month, and monthly after that. Please be available as needed to answer whatever questions may arise, or ask the Administrator.

- Academic
 - Specific classroom rules are up to you
 - Attendance cards/ late students
 - King's Kid/ excuses/ dismissal notes
 - Snack time - HEALTHY
 - Birthday snacks
 - Supply closet
 - Field trips: permission slips, drivers, how many
 - Book-It
 - Risk Watch
 - Scholastic/ Book Clubs
 - Webinars
 - Detention during recess
 - Be pro-active about contacting parents
 - Contact parent if child works with Mrs. Clevenstine or aide
 - Special education/ extra help questions – ask Administrator; Rtl format
- Building/ Facilities
 - NO UNSUPERVISED STUDENTS ANYWHERE AT ANY TIME
 - Leave a note if you leave the room for outside or e.g. nursery room
 - No food in gym or elsewhere unless you sweep
 - No stickers on wood
 - Don't completely cover the door window
 - Classroom computer use; tech lab computer use
 - Desks/ chairs/ other furniture
 - Rooms – end of day chairs up, close windows, lock doors
- Odds & Ends
 - Copier use
 - VCR/ DVD use
 - Videos/ DVDs – only what the school owns; none brought from home (licensing)
 - Laminating (expensive!); contact paper
 - Worship – sharing verse/ pledges, seating, expectations of students, who prays
 - Lunch count
 - Milk cards
 - Lunch/ recess duty routine
 - Lunch line-up; wait for bell
 - Dismissal details
 - Parent aides – up to you; keep your antennae up
 - Student dress code – you remind; Administrator will enforce
 - Special dress-up days
 - Save Thursdays for faculty meetings