

Grace Temple Christian Academy

Staff Handbook



2019 - 2020

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www.gtcacademy.com

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Grace Temple Christian Academy has a racial nondiscriminatory policy and, therefore, does not discriminate against members, applicants, students, and others on the basis of national or ethnic origin, race or color.

The following forms are included in this handbook:

Staff Dress Code

Volunteer Dress Code

Staff Code of Conduct

Child Abuse Safety Form

Volunteer/Employment Release Authorization

Rules and Regulations Checklist

Contract of Employment

Teacher Evaluation Form

Support Staff Evaluation Form

Administrator Evaluation Form

Conditions of Employment

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Philosophy of Christian Education

We believe the first and great commandment is found in Matthew 22:37-38. Jesus responded to the lawyer that had asked which is the most important commandment by saying, "...*Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment.*" How are we to do this? Ephesians 2:8,9 states, "*For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast.*" We cannot earn it or be good enough. It is by the grace of God, that we can be saved through faith. As we accept Jesus Christ into our life, He begins to do a new work in our lives. 2 Corinthians 5:17 states, "*Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new.*" In Titus 2:11,12, we see that by God's grace we are to let go of ungodliness and to live a godly life. That brings us back to the great commandment. When Jesus gave this great commandment, he was quoting directly from the book of Deuteronomy 6. Parents are instructed to teach their children diligently in His word. This is where the Christian School is a ministry to the family. As the Parents instruct Godly principles at home, and the Church teaches and preaches God's Word, the Christian school comes alongside and continues to train the child God's Word and Character. Titus 2:13,14 states, "*Looking for that blessed hope, and the glorious appearing to the great God and our Savior Jesus Christ; Who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works.*" Until He comes, we are to teach His Word and live godly lives.

Our Christian teachers come alongside the parent to prepare students for adulthood and utilize three educational issues.

1. **Biblical Values.** Students are taught godly principles daily. They begin the day in prayer, a monthly scripture is taught and memorized, the curriculum also teaches 90-character traits of Jesus that promotes Christ-like character. Weekly Chapel Services are conducted to strengthen the students understanding of Biblical Principles.
2. **Student Accountability.** An individualized approach is utilized. Students set daily goals that are reviewed the following day. The students are held responsible for their academic progress. We have a mastery-based approach. The student does not advance until he/she passes the objectives being taught.
3. **Structured Curriculum.** The Accelerated Christian Education curriculum is taught from Kinder through Twelfth grade. Students are placed at their ability level. Immediate one on one help is provided if a student has a question. There are checks and balances to guide students as they learn to take ownership of their learning. They do not have to wait for the other students or get left behind. When a student passes a "PACE" Packet of Individualized Learning, with an 80% or above, they can proceed to the next "PACE". Scripture memory and Character traits of Christ are presented throughout the curriculum. This, along with the practice and procedures, goal setting and routines require students to develop Godly character. Students in Kinder 4 utilize the ABEKA curriculum.

It is our desire to provide a strong academic program that is rooted and founded on the Word of God and His principles. GTCA utilizes mastery-based learning, built-in reinforced learning, individualized learning and development of critical thinking skills. Our graduates have earned college degrees and entered into the professional workforce. Others have received ministerial degrees/diplomas and are now serving in ministry. Grace Temple Christian academy seeks to come alongside families that agree with our statement of faith and our philosophy of education.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

GRACE TEMPLE CHRISTIAN ACADEMY

Staff Dress Code



Purpose

Grace Temple Christian Academy believes that faculty and staff are representatives of Grace Temple Christian Academy to the community. More importantly, teachers serve as role models for the students to whom they teach, work with, and mentor each day. Consequently, the conduct of students and the respect given faculty, staff, and Grace Temple Christian Academy by the community will be a direct reflection of the manner in which faculty and staff presents themselves. To this end, all faculty and staff shall dress in a professional manner and present an image of biblical appropriateness to the environment in which they work and corresponding to the duties of their job.

Responsibility

It is the responsibility of all faculty and staff members to project a professional image. Faculty and Staff are an example to the students of how to be dressed and groomed appropriately. 1 Tim. 2:9 “In like manner also, that women adorn themselves in modest apparel with shamefacedness and sobriety; not with broiled hair, or gold, or pearls, or costly array.”

The Dress Code

Female staff will wear a Navy blue, black, or tan skirt at least two (2) inches below the knee. If the skirt has a split, it is not to be higher than the knee. All staff will wear the tan or navy blue uniform blouse Monday - Thursday. On Friday, staff can wear the school T-Shirt or a denim school blouse. The sleeves can be short, three quarter length, or long, the approved staff shirt can be worn buttoned or unbuttoned. If worn unbuttoned, staff will need to wear an off-white, white, tan, brown, black or navy-blue shirt underneath no lower than two (2) inches below the collarbone. Staff may wear blue, white, natural colored hose or trousers socks, or tights. Men that work in the learning centers should wear Navy blue button up shirts, khaki, or tan slacks, and brown or black dress shoes/boots.

Shoes

Black, blue, or brown closed toed shoes. No sandals / flip flops during the school year.

Jewelry

No jewelry will be worn except for graduations rings, wedding rings and watches.

Polish/ Makeup

No colored polish on nails. No makeup except for light foundation and chap-stick when needed.

Exceptions to the Dress Code

If your class is taking a field trip that will require a lot of walking outdoors and dress shoes will not be appropriate, teachers may wear comfortable footwear and a jean skirt that is two inches below the knee. No splits in the front. Button down skirts are allowed. As a representative of the school, Staff should dress professionally at the parent meeting and programs following school dress guidelines. Skirt or dress should be two (2) inches below the knee, no sleeveless or cap sleeves. Dress or skirt / blouse should not be tight. Volunteers do not need to wear the staff uniform but should abide by dress guidelines.

The school Administrator has the final decision on questionable attire.

I have read, understand, and agree to observe and follow the dress code standard for Grace Temple Christian Academy.

Printed Names:

Signature:

Date:

Volunteer Dress Code

Thank you for choosing to volunteer at Grace Temple Christian Academy. At Grace Temple, we are teaching our students modesty. To show deference, we ask all volunteers that help in the school during the school hours to abide by the GTCA dress guidelines.

Women - Blouses or T-shirts must have a sleeve and not be low-cut. - Skirts or dresses below the knee.

No shorts or pants.

Jewelry - No jewelry except wedding ring and or watch.

Polish/Make-up - No colored polish on nails. No makeup except for light foundation and chap-stick when needed.

Men - Wear pants and shirt. No shorts or sleeveless shirts.

Jewelry - No jewelry except wedding ring and or watch.

I have read, understand, and agree to observe and follow the dress code standard for Grace Temple Christian Academy.

Printed Names:

Signature:

Date:



GRACE TEMPLE ASSEMBLY OF GOD



&

GRACE TEMPLE CHRISTIAN ACADEMY

GOVERNING BODY

The Governing Board is the church board of Grace Temple Assembly of God. The Chief Administrative Officer is the Pastor of Grace Temple Assembly of God.

STAFF TRAINING

All staff needs to attend A.C.E. Educator's Training for in service training each year. Two administrative staff will attend at least one ACTS approved national/regional conference each year. Teachers need to follow ACTS Certification requirements by completing CEU hours or college courses.

*All New Learning Center Staff need to attend ACE Supervisor or Administrator Training once every five years. *

GRACE TEMPLE CHRISTIAN ACADEMY



Staff Code of Conduct Policy

Purpose

Grace Temple Christian Academy believes the faculty and staff are representatives of Grace Temple Christian Academy to the community. More importantly, teachers serve as role models for the students to whom they teach, work with, and mentor each day. Conduct reflects on the Administration, staff, and Grace Temple Christian Academy by the community. It is important that the Faculty and staff present themselves in a manner in which they are looked favorably upon. To this end all faculty and staff shall adhere to the Code of Conduct both on and off campus, and in every function where you represent the school. It is important that you operate in a professional manner and present an image of biblical appropriateness to the environment in which you work.

Responsibility

It is the responsibility of all faculty and staff members to professionally adhere to the Code of Conduct. Faculty and Staff are an example to the students in every area of conduct and character. Phil. 1:27 "Only let your conversation be as it becometh the gospel of Christ: that whether I come and see you, or else be absent; I may hear of your affairs, that ye stand fast in one spirit, with one mind striving together for the faith of the gospel;"

Code of Conduct

Professionalism with Parents

1. Always be courteous and friendly especially at student drop-off and pick-up.
2. Be brief in conversation if you are caring for children. If you or the parent feels a conference is needed, schedule one when students are at P.E. or before / after hours.
3. When you are sending notes home, make sure words are spelled correctly, and be careful how you phrase negative remarks. Use the “sandwich” method if something negative needs to be mentioned. Write a positive comment about the student, then what needs to be improved, then close with something positive.
4. Do not confide in parents about your job situation, even if they are friends of yours. Every job has challenges, but it is your responsibility to portray a positive outlook of the school and church.
5. Be careful not to speak negatively about a co-worker to a parent. If a parent has a concern about a staff member, direct them to speak with the Administrator.

Professionalism with Students

1. Treat all students on campus with respect.
2. Do not yell at the children, Stay in control of your emotions at the workplace.
3. Do not use any corporal punishment on any child. This includes grabbing their arm, face, clothes, spanking, pinching, biting, or using any unnecessary force. If a child is unruly, call the Administrator.
4. Do stay on task and follow your daily schedule and lesson plan.
5. When students are at centers, do interact with the students at the centers.
6. NEVER leave your class unattended. If you need to step out, ask another staff member who does not have children in their care to come into your class while you are out. If a staff member cannot come into your room, call the Administrator.
7. Be careful not to speak negatively about a co-worker to a student. If a student has a concern about a staff member, direct them to speak with the Administrator.

Professionalism with Co-Workers

1. Always be friendly and courteous toward your co-workers. Remember we are not just co-workers, but co-laborers for the Kingdom of God.
2. If you have a concern or question about your job or a co-worker, speak to the administrator. Do not cause conflict with your fellow co-worker in the workplace.
3. Be careful not to speak negatively or complain about a co-worker to a fellow staff member.
4. Do not argue or complain with a fellow staff member at the workplace. Parents, students, and other staff members may witness the inappropriate confrontation.
5. Do help each other and be a blessing to each other.
6. If you are asked by the Administrator to perform a task, be respectful and courteous. If you have a concern, please speak privately to the Administrator. Do not complain or argue in front of parents, students, or other staff members.

1 Corinthians 14:40 States: "Let all things be done decently and in order." It is a goal of GTCA to provide all staff and students with a positive and Godly environment.

I have read, understand, and agree to observe and follow the Code of Conduct for Grace Temple Christian Academy.

Printed Names:

Signature:

Date:



ABUSE PREVENTION PROGRAM

**FOR GRACE TEMPLE ASSEMBLY OF GOD CHURCH
&
GRACE TEMPLE CHRISTIAN ACADEMY**



CHILD AND YOUTH ABUSE PREVENTION PROGRAM

FOR GRACE TEMPLE ASSEMBLY OF GOD CHURCH AND GRACE TEMPLE CHRISTIAN ACADEMY. A.K.A. GTAG/GTCA

INTRODUCTION

To help protect children, **GTAG/GTCA** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **GTAG/GTCA** paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and definitions for these guidelines, the outline of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

PURPOSE

These procedures are designed to reduce the risk of child sexual abuse
In order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist **GTAG/GTCA** in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

DEFINITIONS

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher, cleric, or employee who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by Texas State Law.
4. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors and adults.

5. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. **This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.**
6. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

PROTECTION AND PREVENTION

VOLUNTEER AND EMPLOYEE SCREENING PROCEDURES

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Volunteer Application*: Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the application must be signed by the individual completing application to apply for and qualify for service.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Volunteer Application includes questions regarding:

- Current address.
- Volunteer experience.
- Criminal history information
- Personal references.

Applications include a statement, which the applicant should acknowledge in writing, verifying that statements provided in the application are true and complete, and any misrepresentation or omission may be ground for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes **GTAG/GTCA** to contact any individual or organization listed in the application.

2. Review all statements made in the application, paying specific attention to any gaps in the time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
3. Conduct interviews with qualified applicants.

If detrimental information is unfound but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.

Whenever possible, **GTAG/GTCA** will have an associate participate in the interview.

4. Contact all listed references for volunteers. Contact each of the volunteer applicant's references and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
5. Contact all listed references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time follow up and keep notes if possible.
6. *Criminal Background Check:* **GTAG/GTCA** will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or experts' control or oversight over minors. All criminal background checks will be updated periodically.
7. *Six-Month Rule:* All volunteers will be required to have been a member of **GTAG/GTCA** for six months and have reviewed and signed the Child and Youth abuse Prevention Program. All exemptions to this rule need to have Pastor and Board Member Approval.

CONFIDENTIALITY

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

SUPERVISION PROCEDURES

Unless an extenuating situation exist, **GTAG/GTCA**:

1. Will have adequate number of screened and trained paid staff or volunteers present at all times involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent, guardian or a person approved by the parent with a form of ID.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use two volunteers or staff when transporting minors in vehicles.
6. Will require that young children be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of GTAG/GTCA property.
8. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
9. Will designate a "confidential counselor" to whom any minor can go to at any time, without special permission, to discuss any problems he or she is having.

BEHAVIORAL GUIDELINES FOR RELIGIOUS ORGANIZATION

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, GTAG/GTCA events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Door will be left fully open (unless the door needs to have a window) if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor

or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.

4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individuals with supervisory authority.
7. If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of **GTAG/GTCA** for handling.

DISQUALIFICATIONS

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, or has pending criminal charges for any offense outlined below, until a determination of guilt or innocence had been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drag-related offenses, or family violence.
3. A prior criminal history of an offense against minors.

SEXUAL OFFENDER AT GTAG/GTCA

GTAG/GTCA will not allow a person known to be a sexual offender to remain or become a member of the congregation.

RESPONSE TO SEXUAL ABUSE

GTAG/GTCA will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feeling of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. **The Church Deacon Board** or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If a member of **The Church Deacon Board** is the individual accused of sexual abuse, then **The Church Pastor** will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to **GTAG/GTCA's** insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. **GTAG/GTCA** may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of **GTAG/GTCA** (and legal counsel or other consultants) will then meet with the governing body of **GTAG/GTCA** and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of **GTAG/GTCA** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of **GTAG/GTCA** will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of **GTAG/GTCA** shall maintain contact with the alleged victim and his/her parents or legal guardian and inform them of the actions taken and assist them in their process of healing.
9. An official of **GTAG/GTCA** (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of **GTAG/GTCA**.
11. Communicate with those affected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of **GTAG/GTCA's** attorney.

CHILD AND YOUTH PREVENTION PROGRAM ACKNOWLEDGEMENT

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. **GTAG/GTCA** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The teams defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the **GTAG/GTCA** or any related or associated entity and instead are to be used with this document.

I have received a copy of the **GTAG/GTCA's** Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with the adhere to the information contained herein. I understand that these policies are the property of the **GTAG/GTCA**.

Printed Name

Signature

Date



GRACE TEMPLE ASSEMBLY OF GOD



& GRACE TEMPLE CHRISTIAN ACADEMY

CHILD ABUSE SAFETY FORM

As a volunteer at Grace Temple Assembly of God Church & Grace Temple Academy, I understand that child and youth sex abuse is a problem in our society. As a volunteer/employee I understand how critical it is that I remain vigilant and aware when children are present in our services. I want to do my part to protect all children that are under our care.

I have viewed the online video titled:

Child Abuse Prevention Workshop Produced by Ministry Safe/Abuse Prevention Systems Today

This online workshop was provided by Church Mutual Insurance Company as part of the Grace Temple Assembly of God's Risk and Due Diligence program.

Printed Name:

Signature:

Date:



VOLUNTEER/EMPLOYMENT RELEASE AUTHORIZATION

INTRODUCTION

GRACE TEMPLE ASSEMBLY OF GOD is committed to providing a safe and secure environment for all who participate in the activities associated with our organization. We therefore require that all who volunteer with **GRACE TEMPLE ASSEMBLY OF GOD** undergo a criminal background check. We know this can seem a bit daunting and/or intimidating, but it is a necessity in the world in which we live. The information asked for **is confidential** and we want to assure you that it is kept secure. Thank you for your understanding and for taking the time to fill out this form.

APPLICANT, complete the following:

- I. In connection with my volunteer application, I understand that a report or an investigative background check may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by Organizational policy and consistent with the volunteer position described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record, education, credentials, and references.
- II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. Applicants are entitled to know if volunteering is denied because of information obtained by **GRACE TEMPLE ASSEMBLY OF GOD** from a reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.
- IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contracted with **GRACE TEMPLE ASSEMBLY OF GOD** or its agent, to furnish the information described in Section 1.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above-mentioned information or reports.

Please print your full name LAST FIRST MIDDLE

Please print other names you have used Date of Birth

Home Address

City State Zip Code

The following states **require** sex and race to obtain information: OR, TX, WI AL, AR, FL, GA, IA, IL, IN, MI,
Sex: € Male € Female

Race: € American Indian or Alaska Native € Asian € Black € Hispanic or Latino
€ Native Hawaiian or Other Pacific Islander € White € Two or more races

Driver's License Number

State Issuing License

Name as it appears on license

Signature

Today's Date

Rules and Regulations Checklist

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

- Faculty and personnel shall read and support the student handbook.
- Faculty and personnel shall read and support the faculty handbook.
- Faculty and personnel shall read the legal posters in the back hallway by the copier.
- Faculty and personnel are not eligible to receive benefits from the Federal Unemployment Tax.
- Faculty and personnel shall be trained in First Aid, CPR, and the use of an AED.
- Faculty and personnel shall obtain the required continued education hours and maintain credentialing with the school's accrediting agencies.
- Faculty and personnel shall inform the office and his/her supervisor of problems with school families.
- Faculty and personnel shall read and follow his/her job description.
- Faculty and personnel shall complete the form necessary for criminal background checks.
- Faculty and personnel shall complete the W-4 form.
- Faculty and personnel shall complete the I-9 form.
- Faculty and personnel shall read and sign the conditions of employment.
- Faculty and personnel shall complete the authorization to release reference information form.
- Faculty and personnel shall be trained annually in blood borne pathogens.
- Faculty and personnel shall read and follow the Crisis Management Plan.
- Faculty and personnel shall read and follow the laws pertaining to child abuse (Texas Family Code, Chapter 261) and read the church/school Abuse Prevention Program.
- Faculty and personnel shall read the corporate six-year plan and assist in reaching its goals.

Signed: _____

Date: _____

Discipline Procedures

Staff are to follow the following procedures:

DISCIPLINE Classroom Management

Discipline Issues - Learning Center Supervisors are to limit distractions in the Learning Center and create an environment conducive to learning. Regularly review Learning Center rules with students and reinforce the school's disciplinary system. If a supervisor needs the assistance of the Administrator to deal with a discipline issue, he/she is to notify the Administrator.

Academic Issues – Can be dealt with using the school's disciplinary system. Schedule a parent/teacher conference. Ask the Administrator for assistance to help the student get back on track.

In School Suspension, Suspension, & Expulsion

After multiple grievances students may face suspension, or expulsion for serious offenses. Utilize the school merit system to reinforce acceptable behavior. Speak with the Administrator for a stricter discipline protocol for multiple offenses or serious offenses.

DISCIPLINARY SYSTEM

Grace Temple Christian Academy uses the Merit and Demerit System.

MERITS

Merits are given to students for displaying good behavior and good character, scripture memory, and completing assignments.

DEMERITS

Demerits are an indication that a student needs direction in the development of principles of character in his/her life. Conferences with the Supervisor, Administrator, and parents are sometimes necessary to assure this growth. As a result of earning demerits, students will be assigned detention.

DETENTION

Detention is a method of holding students accountable for their actions. Just like students "earn" merits, they may also "earn" demerits. Demerits are earned for but not limited to creating a disturbance, not following rules, etc. Three or more demerits in one day will result in detention as follows:

Demerits Detention Minutes

3 = 20

4 = 30

5 = 45

6 = 1HR

Detention may be served during break time or after school. After school detention is between 3:40 and 4:30. When a student is given detention, a "Corrective Action Notice" will be sent home with the student for a parent's review and signature to be returned the next day. Additional detention may be assigned if student fails to return the signed notice the next day.

If students continue to have excessive detention after a parent/teacher conference, other action will be taken as determined by the school administration.

NOTE: School policy will be carried out and discipline enforced for all infractions whether ON or OFF campus.

Corporal Punishment

Grace Temple Christian Academy does not use corporal punishment.

Personnel Records

1. Personnel records are stored in a fireproof, locked file cabinet; the Pastor and Administrator have the keys to the cabinet.
2. I-9 files are stored in the personnel files; the state law does not require them to be kept in a separate file.
3. Safety records as well as grievance and investigation records (should there be any) are kept in the employee's personnel file.
4. Medical information (should there be any) is kept in a separate file that is stored in the school office. The Americans with Disabilities Act requires that any medical school pertaining to be employees be kept in separate confidential medical files.
5. Grace Temple Christian Academy allows supervised access and copying of contents at the employee's cost.

Grading Policies

Grading Scale

The grading scale is as follows: A = 100 – 90, 4.0; B = 89-80, 3.0; C= 79-70, 2.0; F=69-0, 0.0. If a student earns a 79 or below, the student will have to redo the PACE that was failed. Behavioral grades are as follows: E= Exceptional, S=Satisfactory, U= Unsatisfactory, Honor Roll= 90-100; AB Honor Roll 80-100 average in all subjects.

The goal for each student is to have three PACEs in each core subject per quarter completed with an average of sixteen to eighteen PACEs per quarter.

Grades

Grades at Grace Temple Christian Academy are assigned to the Learning Centers. Each Learning Center has a supervisor (teacher) assigned. Learning Centers and grades are as follows:

<u>Learning Center</u>	<u>Abbreviation</u>	<u>Grades</u>
K- First	K-1 st	K4-1 st
Elementary	ELM	2 nd -5 th
Middle School	MS	6 th -8 th
High School	HS	9 th -12 th

Learning Centers can be combined if there is a low attendance.

Salary Scale

Position, experience, and credentials determine salaries.

Teaching staff that have not earned a college degree or Bible College degree/diploma will be on an hourly pay scale. Hourly employees are paid biweekly on Fridays.

Teaching staff that have earned a college degree or Bible college degree/diploma will be on a salary pay scale. Salaried employees are paid on the 15th and 30th of each month or the Friday before the 15th or 30th.

Teaching staff with Provisional ACTS teacher certificate must comply with provisions of certificate

Grace Temple Christian Academy Auxilliary Pay Scale

	Hourly		
Position Starting Pay	\$8.50		
Each Additional Duty	\$0.50		
	Salary		
Part Time Maintenance	\$150 weekly		
Art Teacher 1 Day a week	\$60 weekly		
	Salary		
Athletic Director Base Salary	\$500 monthly		
Varsity Coach Montly	139.50 monthly		

Grace Temple Christian Academy Teacher Pay Scale

Under 60 Hours	Hourly		
Position Starting Pay	\$8.50		
> 1 Year	\$0.50		
Diploma/Degree	Part Time Hourly	Salary	
Position Starting Pay	\$10.00	\$10.00	
> 1 Year		\$0.72	
Campus Pastor		\$53.60	

** Beginning Fall of 2019 all teachers (under 60 hours) will start at \$9.00 an hour.*

GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY

CONTRACT OF EMPLOYMENT -POSITION OF

SALARY TEACHER/ADMINISTRATOR
 NON-SALARY TEACHER

Non-Discrimination Policy: Grace Temple Assembly of God and Christian Academy does not discriminate in enrolling or hiring on the basis of race, color, nationality, or ethnic group.

WHEREAS, GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY, is unique in that it is a bible believing religious organization and is committed to maintain in the framework of Godly biblical principles and high educational standards; and,

WHEREAS, it is the policy of **GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY** to employ highly qualified teachers who support the biblical program in pursuit of such high educational standards.

GRACE TEMPLE ASSEMBLY OF GOD AND CHRISTIAN ACADEMY (hereinafter called the **CHURCH/SCHOOL**) and **Teacher Name** _____ (hereinafter called the **TEACHER**) agree to the following conditions of employment.

1. The term of this agreement is for the Month of _____, This _____ Day, of the year 20____ until the Month of _____, This _____ Day, of the year 20____.
2. All staff members will affirm that he / she are, "Born Again" and exemplify that they have a personal relationship with the person of Jesus Christ, as a qualifying criteria for the position; he/she has applied for. This will be according to John 3:3 and 1 Peter 1:23.
3. The **TEACHER** agrees to serve the **CHURCH/SCHOOL** for the number of days in the official school calendar and to perform other duties assigned by the administrator; and to work cooperatively, with morality and integrity with the staff, faculty and administration of the **CHURCH/SCHOOL**.
4. The **TEACHER** shall devote a reasonable amount of out-of-class time to sponsoring student activities, and to other duties as assigned by the administrator.
5. It is further mutually agreed that the **CHURCH/SCHOOL** shall offer the **TEACHER** a new contract of employment for the ensuing year on or before May 1, 20____, unless the **CHURCH/SCHOOL** gives the **TEACHER** written notice of its intention not to re-employ the **TEACHER** on or before March 15, 20____.
6. The **TEACHER** may be suspended or discharged for good cause as shall be determined in the exclusive discretion of the Board of Trustees. It is specifically understood that good cause for

discharge shall include but not be limited to: inadequacy of teaching, misconduct, neglect of duty, physical or mental incapacity, actions involving moral or ethical turpitude, violation of the terms of this agreement or **CHURCH/SCHOOL** policy, or any conduct not in keeping with the **CHURCH/SCHOOL's** Statement of Faith as described in Personnel handbook or conduct tending to reflect discredit upon the school or tending to impair the **TEACHER'S** usefulness in his capacity as a teacher.

7. The **CHURCH/SCHOOL** employs the **TEACHER** as an employee of the **CHURCH/SCHOOL** at a salary and benefits in accordance with addendum #1. Salary and hourly payments shall begin August 15, 20____. They will continue to the end of the school year.
Salary employees: will be paid on the Friday before the 15th of each month or the 15th of each month, whichever comes first, and on the Friday before the last day of the calendar month or the last day of the calendar month, whichever comes first,
Hourly Employees: will be paid Bi-weekly and on the Friday's.
Administrator: will be paid weekly and on Friday's.
8. It is agreed that the conditions of this contract shall only be changed by mutual written agreement of the **TEACHER** and the **CHURCH/SCHOOL**. This is the sole agreement between the parties and no other representations, be they oral or written, are binding between the parties.
9. It is necessary that all Candidates' read and review the employee handbook and shall sign the, "agreement" page at the end of the handbook.
10. Learning Center teachers (Supervisors), should have a Bachelor's Degree or be seeking one. All candidates' will provide a copy of a valid teaching License if one was earned, and a copy of their college transcripts.
All Learning Center teachers must obtain an ACTS Professional or Provisional Educators Certificate. If a teacher has a Provisional Certificate, they must continue their college education to maintain the certification.
11. All staff will submit themselves to a full background check and shall provide accurate information. This check will be provided by **CHURCH/SCHOOL**. Results will be made available for the candidate's perusal upon request.
12. All candidates shall deem it necessary to adhere to a Christian Church whose doctrinal beliefs are not in opposition to the **CHURCH/SCHOOL**.
13. All candidates for employment shall accept, without reservation, the **CHURCH/SCHOOL's** Doctrinal Statement and the **CHURCH/SCHOOL's** Educational Philosophy according to the handbook(s).

AGREED:

(Signature of **TEACHER**)

(Date)

AGREED:

(Signature of **ADMINISTRATOR**)

(Date)

Addendum #1 To Contract For Teacher Name Salary/Hourly & Benefits – School Year 20____-20____

Salary: The **CHURCH/SCHOOL** employs the **TEACHER** at an annual amount of \$_____ payable over ten months at the rate of \$_____ per month, including deductions.

Salary payments shall be made on the 15th and last day of the month beginning August 31, 20____. The final payment shall be May 15, 20____.

Benefits:

1. The **CHURCH/SCHOOL** has made available AFLAC Supplemental Insurance which the amount will be deducted from the employee's payroll as he/she deems necessary for coverage.
2. The **CHURCH/SCHOOL** will pay for A.C.E. Training and ACTS conferences as well as daily wages while attending functions and training.
3. The **CHURCH/SCHOOL** will provide eligible employees with a twenty percent, (20%), discounted tuition rate, Registration fees, educational fees, student trips, activities, meals and incidental expenses will not be covered. Students must meet the entrance requirements of the **CHURCH/SCHOOL** and are subject to the rules of the Tuition and Fee Schedule listed in the Student Handbook.
4. The **CHURCH/SCHOOL** will cover expenses for CPR Training, First-Aid, AED Training and Blood borne Pathogen Training.
5. Recognized School holiday's will be paid for Salaried employees only. The **CHURCH/SCHOOL** will provide the list of recognized school holidays.

(Signature of **TEACHER**)

(Date)

(Signature of **ADMINISTRATOR**)

(Date)

Grace Temple Christian Academy Teacher Evaluation Form

Name of Teacher: _____

Date(s) of Observation

Learning Center

1. Personal & Professional Characteristics:

Provides a role model of Christian virtue _____

Is faithful in participating in the prayer life of the school community _____

Shows enthusiasm and energy _____

Exhibits a genuine interest in students and the teaching profession _____

Speaks in a clear and pleasant voice _____

Exhibits a genuine interest in students and the teaching profession _____

Displays self-confidence _____

Written communication is clear, concise and grammatically correct _____

Oral communication is fluent and grammatically correct _____

Is dependable in the performance of classroom duties _____

Is resourceful in the use of instructional materials _____

Is tactful _____

Is dependable and cooperative in the performance of a fair share of the workload
in school activities and responsibilities _____

Is loyal to the vision and the mission of the Academy _____

2. Classroom Instruction:

- Is prepared _____
- Demonstrates a working knowledge of subject matter _____
- Employs a variety of teaching techniques _____
- Encourages student participation _____
- Challenges thinking skills and engages every student in his/her pursuit of the truth _____
- Gives directions clearly _____
- Answers questions clearly _____
- Adapts material to reach the level of all students _____
- Provides positive reinforcements _____
- Is prompt and accurate in preparing school and grading reports _____

3. Classroom Management & Control:

- Begins and ends class on time _____
- Has established classroom rules _____
- Applies firm and charitable discipline, when necessary _____
- Is consistent in discipline application _____
- Requires and receives courteous attention and respect _____
- Shows respect for each student _____
- Handles classroom routines efficiently _____
- Maintains an environment conducive to learning _____
- Use class time effectively _____
- Classroom is clean and orderly _____

4. Interpersonal Relationships:

Maintains a professional, charitable, and respectful relationship with parents, colleagues, and administration _____

Is diligent in protecting confidentiality _____

Handles disagreements in a positive, constructive manner _____

Respects and observes the chain of command _____

Is diligent and prompt in communication with the administrator in any serious issues that arise _____

Key:

1. Commendable; Exceedingly high level of performance
2. Meets expected performance
3. Improvement needed
 - Observation not available

Comments:

Teacher Signature/ Date

Teacher Signature/ Da

Support Staff Evaluation Form

EMPLOYEE INFORMATION Please select one: ____ Initial Evaluation or ____ Annual Evaluation

Full Legal Name:
Date:
Review Period:
Job Title:

Evaluation:	Exceeds Expectations	Meets Expectations	Does not meet Expectations
<i>Attendance (Daily Presence at Work)</i>			
<i>Punctuality (Arrives on Time)</i>			
<i>Professional Appearance (Appropriate for the setting, job or task)</i>			

PROFESSIONAL APPEARANCE (*Positive and Effective Communication*)

A. Cooperation w/Co-workers			
B. Cooperation w/Administration			
C. Public Relations			

PERFORMANCE (*Tasks and Abilities*)

A. Accomplishes Assigned Responsibilities			
B. Initiative			
C. Confidentiality & Accountability			
D. Organizational Skills			
E. Meets Deadlines			
F. Performs with Minimal Supervision			

SAFETY:

A. Observes Health & Safety Procedures			
B. Executes Appropriate Use of Equipment & Supplies			

VERIFICATION OF REVIEW

Employee Signature	Date
Evaluator's Signature	Date



Grace Temple Christian Academy
Administrator Evaluation Form

Name of Teacher: _____

_____ Date(s) of Observation

5. Personal & Professional Characteristics:

- Provides a role model of Christian virtue _____
- Is faithful in participating in the prayer life of the school community _____
- Shows enthusiasm and energy _____
- Exhibits a genuine interest in students and parents _____
- Speaks in a clear, concise, and pleasant voice when communicating _____
- Exhibits a genuine interest in students and the teaching profession _____
- Displays self-confidence _____
- Written communication is clear, concise and grammatically correct _____
- Oral communication is fluent and grammatically correct _____
- Is dependable in the performance of Administrative Duties _____
- Is resourceful in the use of school resources _____
- Is tactful _____
- Is dependable and cooperative in the performance of a fair share of the workload in school activities and responsibilities _____
- Is loyal to the vision and the mission of the Academy _____

6. School Governance:

- Is prepared _____
- Demonstrates a working knowledge of school administration _____
- Encourages student participation _____
- Challenges thinking skills and engages every student in his/her pursuit of the truth _____
- Gives directions clearly _____
- Answers questions clearly _____
- Hire staff with integrity and hold meetings for direction, inspiration, and motivation _____
- Establish dress standards for school staff and students _____
- Promote the school _____
- Schedule school activities _____
- Plan purposeful parent-teacher fellowships and banquets _____
- Conduct parent orientation _____
- Screen and admit students _____

7. School Management & Control:

- Is punctual _____
- Applies firm and charitable discipline, when necessary _____
- Is consistent in discipline application _____
- Requires and receives courteous attention and respect _____
- Shows respect for each student _____
- Handles school routines efficiently _____

Maintains an environment conducive to learning	_____
Be attentive to maintain general supervision over the school	_____
Conduct weekly assemblies or chapel, daily student devotions, and special meetings	_____
Conduct parent conferences	_____
Supervise an efficient school office	_____
Counsel staff, students, and parents	_____

8. Interpersonal Relationships:

Maintains a professional, charitable, and respectful relationship with parents, colleagues, and administration	_____
Is diligent in protecting confidentiality	_____
Handles disagreements in a positive, constructive manner	_____
Respects and observes the chain of command	_____
Is diligent and prompt in communication with the administrator in any serious issues that arise	_____

Key:

- 4. Commendable; Exceedingly high level of performance
- 5. Meets expected performance
- 6. Improvement needed
 - Observation not available

Comments:

Administrator Signature/ Date

Supervisor Signature/ Date

Grace Temple Christian Academy Conditions of Employment

1. Employees will be born-again Christians who know the Lord Jesus Christ as their Savior (John 3:3, I Peter 1:23).
2. Employees will have a sense of God's will in their life, feel that Christian education is their calling, and that they are directed by God to work in a Christian school.
3. Employees will accept the Statement of Faith and live in accordance with it.
4. Employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12), both in and out of school, to pupils (Luke 6:40), and as an example to parents and other employees in judgment, dignity, respect, and Christian living (Colossians 3:17, Titus 2:7-8, I Thessalonians 5:18, 22-23, and James 3:17-18). Employees shall abstain from illegal or improper use, possession, or distribution of alcohol or controlled substances. Employees agree that the unique roles of the male and female are clearly defined in Scripture, and further agree to abstain from any immoral sexual behavior. Romans 1:24- 32, 12:1-2, I Corinthians 5:9-20, Ephesians 4:1-11, 5:3-5, I Thessalonians 4:3-8, I Timothy 4:12, II Timothy 2:19-22, I Peter 1:15-16, 2:15-17, I John 3:1-3).
5. Employees will faithfully attend a local church, the fundamental beliefs of which are in agreement with the Grace Temple Christian Academy's Statement of Faith (Hebrews 10:25).
6. Employees will strive at all times to understand, appreciate, love, and serve the students of Grace Temple Christian Academy.
7. Employees agree to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 whenever possible in resolving disputes. Employees should maintain appropriate confidentiality with regard to teacher, pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).
8. Employees will maintain knowledge and understanding of child abuse reporting requirements under State law (where applicable) and agree to abide by such requirements.
9. Employees will understand that the school staff is required to have a positive relationship with the Senior Pastor. Employees will strive to cultivate a positive relationship between school personnel and church personnel.
10. Employees agree to abide by the policies and procedures enacted by school authorities.

These Conditions of Employment are statements of general policy that reflect Grace Temple Christian Academy's expectations of its employees. These Conditions of Employment shall not be construed to form an offer of employment, contract of employment, or any other express or implied contract or promise of specific treatment in any specific situation. All employees are employed "at will" and may be discharged at any time, with or without cause, unless otherwise provided by an express contract of employment signed by Grace Temple Christian Academy and the individual employee.

Signed: _____

Date: _____

Supervisor (Teacher)

The supervisor should strictly adhere to and routinely refer to the School Handbook and to the A.C.E. *Procedures Manuel*, both of which should be kept handy in the Learning Center for easy reference. Broad supervisor duties are outlined as follows:

- i.** Inspiring achievement in the students is the supervisor's foremost responsibility and should demand most of his or her time. From the beginning until the end of daily activities, the supervisor is involved with students rather than with materials. Tests should be graded after school hours. It is ill-advised and unprofessional for the supervisor to sit at a desk while students work.
- ii.** Carrying out discipline. Corporal discipline should never be used in school, even if parents approve.
- iii.** Supervising student testing, prescribing curriculum, reporting, compiling, and filing student academic results.
- iv.** Expediting daily Learning Center routine by answering questions, quizzing students on Self Tests, and scoring PACE Tests.
- v.** Answering academic questions, adding information, and enhancing understating.
- vi.** Supervising extracurricular activities such as field trips, films, book reports, athletics, art, music, and whatever the supervisor can provide or arrange for the students.
- vii.** Praising students and encouraging them to do their best.
- viii.** Communicating with parents regarding academic and activities.
- ix.** Ordering curriculum and maintaining curriculum inventory with the secretary.

The supervisor's more detailed responsibilities also include examples such as the following:

- i.** Training students to set goals and reach objectives (projecting responsibilities with available time).
- ii.** Determining a student's readiness to take a PACE Test
- iii.** Praising, encouraging, motivating, and building student's confidence daily.

The supervisor directs academics in the Learning Center through the following responsibilities:

- i.** Helping students discover answers to PACE questions.
- ii.** Initialing supervisor score strips and Self Tests.
- iii.** Quizzing students on Checkups and Self Tests to ascertain readiness for PACE Tests.
- iv.** Discussing repeat PACEs.
- v.** Listening to oral reports.
- vi.** Grading essays, papers, and poems, etc.

Monitor

The monitor, a Learning Center paraprofessional, is the general assistant to the supervisor with the following responsibilities:

- i. Checking student goals daily and completing the Goal Check Report.
- ii. Assisting the supervisor in securing PACEs and Tests, taking attendance, supervising breaktime, updating the Goal Check Report at the end of the day (demerits, attendance, privileges, detentions, Homework Assignment slips, etc.), recording PACE Tests scores, and pulling new PACEs.
- iii. Answering nonacademic flags (permission for pencil sharpening, rest room passes, scoring, etc.).
- iv. Observing scoring stations and testing stations from a distance and notifying the supervisor of any corrective action needed.

Registrar

The registrar is responsible for assisting the administrator and/or the principal in the following areas:

- i. Maintaining student cumulative records with the A.C.E management system.
- ii. Maintaining education office records with the A.C.E management system.
- iii. Operating the school's A.C.E. management system software program.
- iv. Being an effective public relations person by phone, through correspondence, and in personal encounters.
- v. Maintaining cumulative records of student performance after graduation in college, military, employment, etc.

Finance Secretary

The finance secretary is responsible for assisting the administrator and/or the principal in the following areas:

- i. Maintain monthly accounts by collecting tuition and fees.
- ii. Handling general correspondence through parent letters, email, Facebook and the website.
- iii. Reconciles financials monthly
- iv. Makes deposits for the church and school

Administrator

- i. Pray daily for staff, students, and parents of the school.
- ii. Be attentive to maintain general supervision over the school.

- iii. Hire staff with integrity and hold meetings for direction, inspiration, and motivation.
- iv. Conduct weekly assemblies or chapel, daily student devotions, and special meetings.
- v. Establish dress standards for school staff and students.
- vi. Establish school-home relations.
- vii. Promote the school.
- viii. Schedule school activities.
- ix. Conduct parent conferences.
- x. Plan purposeful parent-teacher fellowships and banquets.
- xi. Supervise an efficient school office.
- xii. Conduct parent orientation.
- xiii. Screen and admit students.
- xiv. Counsel staff, students, and parents.

Custodian/Maintenance

- i. Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
- ii. Sweep and mop floors and vacuum carpets.
- iii. Wash and sanitize toilets, sinks, and showers and restock disposables (e.g. soap)
- iv. Wipe mirrors and windows
- v. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, etc.)
- vi. Report major damages and oversee repairs

Coach

The goals of Grace Temple Christian Academy’s physical program include:

- i. The development of Christian character
- ii. The development of motor skills
- iii. The allowance for daily physical exercise
- iv. The increased knowledge of physical fitness
- v. The creation of healthy competition
- vi. The development of a teachable spirit
- vii. The development of specific sport.

Policy Statement of Due Process and Grievance Procedures

If it should happen that one has a “school” complaint, please express it only to your direct supervisor.

If it should happen that one has a “person” complain, please follow the teaching given in Matthew 18 and go directly to the person involved.

If it should happen that teachers hear a complaint, school related or personal, take it to your direct

supervisor.

All grievances, complaints, or questions concerning condition of employment or interpretation of policies should be presented through the proper line of authority. This line of authority is through the administrator and then to the school board. Please note that any grievance or complaint submitted must be in writing.

Grievance Procedure

Since the clashes between people over ideas, principles, and actions are an ever-present factor in the lives of man, it is essential that, to achieve a commendable degree of harmony, methods of finding a satisfactory solution be improvised. To this end, the following grievance procedure was developed.

Purpose of Procedure

This procedure is intended to establish effective means of communication by which to channel personnel problems.

Non-Limiting of Rights

This procedure is in no way intended to deny the right of any individual to seek a satisfactory solution by himself.

Definition

A grievance is based upon an event or situation which affects the conditions or circumstances under which an employee works allegedly caused by misinterpretation or inequitable application of established policies or regulations.

Time Schedule of Grievance

It is important that grievances be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement.

Level One

The employee with a grievance shall present the matter in writing to his immediate supervisor or principal, whoever has the authority to deal most effectively with the grievance, not later than ten (10) days following the happening which prompted the grievance. The employee and the supervisor or principal shall confer on the grievance within ten days with the view to arriving at a mutually satisfactory solution of the problem. In the event the grievance is first discussed with anyone other than the supervisor or principal, the supervisor or principal shall be apprised of the discussion. Following the conference, the supervisor or principal shall communicate in writing his decision to the aggrieved employee within five (5) days.

Level Two

When the grievance is not resolved on Level One, the aggrieved employee may appeal to the school board within ten (10) days after the decision has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and decision at Level One and reasons why the decisions at the previous level were unacceptable.

The pastor shall meet and confer with the employee on the grievance within ten (10) days after the appeal has been mailed with a view to arriving at a mutually satisfactory solution

of the complaint. The aggrieved employee shall be given at least a two (2) day notice of the conference. The employee shall be present. Notice of the conference shall be given to the supervisor or principal who rendered decision on Level One. All parties to the grievance shall be present at the conference to state their views. Following the conference, and within ten (10) days, the pastor shall communicate his decision in writing, together with supporting reasons, to all parties in interest.

Level Three

If not resolved at Level Two an appeal may be made by the aggrieved employee to the board within ten (10) days after the decision of the pastor has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal and the decision at Level Two and include the reason not accepting the decisions at Level Two. It shall also state the name of the employee's representative if any. The board or its committee shall schedule a conference no later than its second regularly scheduled meeting following receipt of the appeal. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall also be given parties in interest at Levels One and Two. All parties to the grievance shall be present at the regularly scheduled meeting, the board will communicate its decision in writing together with supporting reasons, to all parties in interest. The board's decision shall represent the final step in the procedures.

Grievance General Provisions

- No reprisals of any kind shall be taken by any party to this procedure against any party in interest, any witness, or any other participant in the grievance procedure by reasons of such participation.
- The procedure set forth above shall be the sole and exclusive course available to an aggrieved person hereunder.
- Failure at any level of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved employee to proceed to the next level.
- Failure at any step of this procedure to appeal a grievance to the next level shall be deemed as acceptance of the decision rendered. Actions must be within the time limits.
- The time limit specified at any level of the proposed procedure may be extended in any specific instance by mutual agreement.
- All communications, notices, and papers required to be in writing shall be served personally, by email, or by United States mail.
- Both parties may solicit the advice of legal counsel.
- Both parties may be presented by the appropriate committee or by legal counsel.
- Any grievance should be treated as confidential by all parties concerned.

Goal	Measurement	Timeline	Stakeholder
Curriculum and Instruction: For Students to maintains academic balance. Higher grade percentages on tests.	Number of students making honor roll quarterly and higher test grades throughout the year.	Quarterly through report cards	All staff, parents and student will see progress quarterly and annually at awards ceremonies.
School Staff: Emphasize excellence, collaboration, and mentoring so that GTCA will become a school where every staff member is recognized as a valuable contributor with unique strengths and impressive potential to learn, grow, and improve.	Staff retention, Continuing education through conferences, CEU's, and in-service Training. Staff recognition at Parent Teacher Fellowships, birthday's and ends of the year awards nights.	Quarterly at parent teacher conferences and end of year ceremonies.	All teaching and non-teaching personnel.
Facilities: 1. Tile Showers room in Gym Bathrooms 2. Re-build playground area outside. 3. Repair curbs on Gym Skylights. 4. Replace roof around the perimeter of the school building. 5. Replace gym floor.	Work is completed.	Before August 1st 1. 2020 2. 2021 3. 2021 4. 2025 5. 2026	School and church families presented accomplishments through email, newsletters and physical presence in and around the building.
Student Activities: Student Conventions, Fall and Spring recitals, and Fine Arts Banquet.	Post pictures of events on social media (Facebook), and newsletters.	Annually	Parents are invited to join students at conventions, recitals, and Fine Arts Banquet.
Student Data Analysis: Review the academic progress through standardized test and continually evaluate the curriculums effectiveness.	Record scores by class and compare with previous year.	Annually in June after scores have been received.	Data will be shared with staff at in-service training. Parents will receive a letter and copy of results.
Recommendations from Previous Accreditation: Not Applicable, this is the school initial accreditation.			
Self-Identified areas needed improvement: Increase student enrollment	Percent of students enrolling, number of new student applications submitted.	Timeline is ongoing.	The staff and the ministry of Grace Temple Assembly of God and Christian Academy

