



Faculty Handbook

2024-2025 School Year

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Section 1 – Letter from the Director/Head-of-School

Dear Faculty,

As we prepare for a new academic year, I want to welcome you to our faculty family. I am humbled and grateful for you to be part of our team as we come together to empower, educate and love our students.

Within this handbook, you will find essential information that will guide you in your roles and responsibilities. It serves as a valuable resource, outlining policies, procedures, and expectations that uphold the standards of excellence we strive for in our school.

Each one of you plays a crucial part in shaping the future leaders of tomorrow, instilling values, knowledge, and faith in our students. Your commitment to excellence, compassion, and faith serves as a beacon guiding our students on their educational and spiritual journey.

In Corinthians 16:14, we are reminded, "Let all that you do be done in love." Your dedication to our school's mission is a testament to your love for our students and your commitment to their growth and development. May your work reflect your faith and dedication, inspiring all those around you to strive for excellence and embody the love of Christ in all that we do.

I am truly grateful for your commitment, and I am excited to see what great things will be accomplished this year.

Blessings to each of you as we embark on this new school year together.

Blessings,

Heather Ward

Director/Head-of-School

Section 2 – School Character

2.1 - School History & Identity

In the summer of 2006, the staff of St. Andrew’s Community Church initiated discussions that would lay the foundation of a school that is now affectionately known by so many as Blessed Beginnings Preschool. By May of 2007, Heather Ward took on the role of Director, charged with building the framework and organizing the details and teams necessary to begin operations.

Together with our ministry team, we fervently prayed over every detail, every space, every family, and every child. God made a way for the doors of our school to open in September of 2007. We offered a 2-day program that included five classes and twelve staff members.

In 2010, we added a kindergarten, and after numerous requests from school families, and after much prayer and petition, we were able to open the doors of our elementary school, St. Andrews Christian School. Located in an adjacent building, first grade classes began in 2018, and we have steadily expanded, adding a grade every year until we reached sixth grade in the 2023-24 school year. Our growth has been a testament to God’s goodness and provision, enabling us to equip servant leaders from the tender age of two through sixth grade, fostering spiritual, academic, and social development. Looking ahead, our hope is to increase the enrollment of St. Andrews Christian School, guided by Divine direction, until our walls can contain no more.

2.2 – Philosophy: Statement of Faith, Mission, Vision, Core Values

Statement of Faith

As a ministry of St. Andrew’s Community Church, The Schools of St. Andrew’s (“The Schools” – which includes both *Blessed Beginnings Preschool* and *St. Andrew’s Christian School*) uses the Apostle’s Creed as a base of understanding the Christian faith.

We believe in God, the Father Almighty, creator of heaven and earth (Gen. 1:1). We believe in Jesus Christ, the Father’s only son, our Lord (John 3:16), who was conceived by the Holy Spirit, born of the Virgin Mary (Matthew 1:20), suffered under Pontius Pilate, was crucified, dead and buried (Mark 15:15). He descended to the dead. On the third day He rose again (I Cor. 15:4). He ascended to heaven, is seated at the right hand of the Father (Acts 1:9) and will come again to judge the living and the dead (Matthew 25:31-32).

We believe in the Holy Spirit (John 14:26),
The holy universal church (Eph 1:22-23),
The communion of saints (Eph 1:22-23),
The forgiveness of sins (I John 1:9),
The resurrection of the body (I Cor. 15: 52-53),
And the life Everlasting (John 3:16).

Mission

Our mission is to make early disciples of Jesus Christ by encouraging the spiritual, academic, social, and physical development of each child in the framework of His love. This supports the mission of St. Andrews, a Global Methodist Congregation (St. Andrews GMC) to make disciples of Jesus Christ.

Vision

We are guided by a shared vision of providing children with a well-rounded education of Christian values, biblical teaching, and academic excellence.

In keeping with our vision, teachers are selected because of a commitment to their Christian faith and a life lived according to their faith. Our vision and philosophy are shared by, and taught to, our teachers, staff, and students. Aspects of our faith are regularly reviewed in daily staff devotionals, weekly student chapels, and during frequent classroom biblical teachings. The church Pastoral staff is consistently included in these teachings.

Core Values

In order to successfully fulfill our mission, The Schools of St. Andrews will give priority to four core values: Spiritual Growth, Family, Academic Distinction, Community.

By agreeing to work at The Schools of St. Andrews, our faculty agrees to teach Bible-based and God-honoring curriculum in accordance with GMC standards, as well as to abide the policies, rules, and procedures outlined in this Faculty Handbook.

2.3 - Goals of the Faculty Handbook

The purpose of the Faculty Handbook is to present, in a convenient form for easy reference, official policies that apply to teachers and staff. It will also make clear the required routines of the school which help all faculty act in a unified way to lead children to the knowledge of God and to prepare them for a life of service to God. We hire professional, Christian teachers whose gifts are unique. We expect faculty to use their gifts in creative ways, within the guidelines listed herein, to help implement the philosophy of The Schools.

The faculty should, in no way, consider this handbook to be complete with regard to conduct and decision making. The Family Handbook should be considered a complement to this handbook and should be used together by the faculty as tools to aid school administration. Any questions regarding policies not contained in this book should be referred to the Director/Head-of-School,

(hereafter referred to as “Director”). This Faculty Handbook is simply a guide and is not a contract. It does not establish any specific right to a process, procedure, or employment. Unless otherwise agreed to in writing, all employees are at-will.

Section 3 – Instructional & Educational Policies

3.1 – General Safety

The Schools strives to be a safe and secure environment. Following is a list of general safety guidelines for all Faculty Members:

- **At no time are students to be left unattended.** This jeopardizes the safety of the students, as well as leaving the staff members open to unnecessary charges of neglect that could lead to serious legal problems.
- Report all injuries to the Director immediately and fill out the Accident Report Form, (“Ouch Report”) and make 1 copy, (one for the parents/guardians, one for the office file).
- Be alert for any conditions that could lead to an accident and report unsafe conditions to the Director immediately.
- Do not attempt to lift or move large or heavy objects without help.
- Caution should be used in storing and retrieving items from elevated shelving. Heavy objects should be stored on lower shelves.
- Staff members should never stand on boxes, chairs, tables, etc.
- Electrical extension cords should be used with caution. Multiple cords should not be used in a single outlet. All electrical equipment must be kept from water or moist conditions.
- Caution should be used when walking on wet or slippery surfaces. Students should be cautioned about wet conditions and a wet floor sign posted where applicable.
- Hallways and doorways must be kept free of materials and equipment.
- Safety rules must also be posted in the classroom, emphasized to students, and reviewed on a regular basis.

3.2 – Campus Visitors & Security

All visitors must check in and out at either the Main School Office or at the Elementary School Office. A visitor is defined as anyone who is not a currently enrolled student or current faculty/staff member. All visitors must be escorted while in the classroom areas.

These additional guidelines are in place to enhance campus security:

- External doors will remain locked at all times. Do not prop doors open under any circumstances without a faculty member present to supervise.
- Campus tours must be conducted by the Director or other designated faculty member. Prospective families must be accompanied and escorted by a faculty member at all times.
- Please keep the doors closed and locked while you are in the building during non-working hours.

- The Schools employs a Campus Police Office to be on campus. Officers are scheduled based on availability and funding. The officer will patrol the campus with regular walkthroughs and has permission to enter classes as needed. All students and faculty members should obey the instructions of the Campus Police Officer, and any first responder, who arrives on campus.
- Security cameras are located inside and outside all campus buildings with videos being monitored in both school offices.
- Additional information about campus security and emergency response can be found in the Crisis Management Plan.

3.3 - Student Accidents

- The teachers should immediately examine students who are injured in any way. If first aid is required, the student should be escorted to one of the school offices and treated there. If an emergency is evident, 9-1-1 should be called immediately.
- If a child might need further care from a doctor, the parents/guardians should be notified as soon as possible. If possible, the parents/guardians are to transport the child to the doctor or hospital for further treatment.
- The teacher is responsible for filling out an Accident Report Form (“Ouch Report”). After the form is completed, a copy should be made with the original going to the parents/guardians and the copy given to the School Office.

3.4 - Student Illness

If a student claims to be sick during the day, the teacher should try to determine if the child is actually physically sick or if there is some other reason for the complaint. If the child is fevered (100.0+) or you determine he or she is actually ill, contact the office and the Director will call the child’s parents/guardians to pick up the child.

3.5 – Student Discipline

The Schools are dedicated to providing provide an atmosphere of order and grace that is essential in allowing students to strive toward Spirit-controlled, Christ-like lives. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. It is our goal that students will understand there are natural consequences for behavior and will develop ownership for their own actions. While we strive for consistency and fairness, we realize each child is uniquely created by God; therefore, each disciplinary situation is treated uniquely with consequences appropriate to that child’s behavior, age, and level of development.

Parents/guardians will be contacted and requested to attend a conference at the school to discuss a behavior plan if this approach is not effective.

Spanking, striking or physical punishment is never allowed at The Schools. Teachers are to always try using positive correction and redirection when possible. A student may need to be a “watcher” instead of a “doer” for a time. The following guidelines apply:

- The child should remain a watcher one minute per year of age. (i.e. five-year-old = five minutes of time out)
- Discuss with the child the reason the child was a watcher. Talk about how you and the child are going to correct the situation.
- If you have attempted reasonable solutions to the problem and it is still out of hand, please alert the Director.
- At no time should any child be hit, slapped, shaken, held down, or threatened by a teacher while in our care. If any incident should arise, this will be grounds for immediate termination of employment.

3.6 - Student Disciplinary Probation

Any repetitive disciplinary difficulties that cause a teacher to spend a disproportionate amount of time with one student may result in the student’s probation, suspension, or dismissal of the student. The student’s parents/guardians, relevant faculty, and the Director will conference regarding the student’s conduct. A plan of action will be implemented to provide the student with compelling motivation and assistance to change his/her behavior.

Furthermore, any physical, verbal, and/or written violence, or threat of violence, by or against any student or faculty member constitutes an exceedingly serious offense and upon investigation may result in:

- An immediate suspension. The length of which will be determined by the Director.
- Probation for a period and terms to be determined by the Director.
- Immediate and permanent dismissal from The Schools

Additional details of the Student Discipline Policy are outlined and grade specific in the Family Handbook.

3.7 - Child Abuse & Neglect

If you believe a child is being abused or neglected, you have a legal responsibility to report it to the Statewide 24-hour Child Abuse and Neglect Hotline at 1-800-522-3511. Whenever child abuse

or neglect is suspected, the teacher is to immediately notify the Director and call the hotline. All related conferences and proceedings are to be thoroughly documented and copied to the Director. Details for reporting procedures are included in *Appendix A*.

3.8 - Communication with Parents/Guardians

The following general guidelines shall govern the communication between faculty and parents/guardians or current, former, and prospective students:

- Teachers will maintain a professional relationship with parents/guardians. All language and tone shall reflect a Christian attitude.
- Never discuss any student with a parents/guardian other than his or her own child.
- Please limit the number of times we request additional money from parents/guardians.
- At no time should a teacher inform parents/guardians of a behavioral problem in a public setting. This includes children of teachers. This information is private and should be discussed in an appropriate environment.
- Have the Director approve all disciplinary notes and written communication to parents/guardians.
- Parents/guardians complaints to the teacher of a minor nature may be handled one-on-one at the discretion of the teacher. However, the teacher should include the Director in complaints that involve another teacher, student, or parents/guardians.
- It is the teacher's responsibility to make sure that parents/guardians do not enter the classroom uninvited.
- Communication is a vital part of our responsibility. Below is a list of reminders to for daily communication:
 - Smile and always be friendly to each child and parents/guardians.
 - Greet the child first so they will feel special.
 - Greet the parents/guardians each morning and afternoon.
 - Always be positive to the child and the parents/guardians.
 - Make positive farewells to the children, parents/guardians at the end of each day.

3.9 - Classroom Preparation, Cleanliness & Facilities Sharing

Teachers are provided with paid days in the weeks prior to the start of the school year to prepare their classrooms and teaching materials. On a daily basis, Teachers will use the following guidelines to measure their preparation:

- Have all handouts, extra supplies and plans ready before the students arrive.
- Begin class work promptly.

- Have students pick up all trash on the floors prior to the close of each class and before the close of school at the end of the day, thus holding them responsible for leaving the room in a state of readiness for educational pursuit. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room. Upon leaving the room for the day, teachers should turn out all lights and shut doors.

Teachers are to maintain the cleanliness of their classrooms as follows:

- Floors should be cleared and cleaned. Rooms should be left neat and tidy at the end of each day.
- All tables and counters are to be cleaned with an administrative approved cleaning solution before and after snacks, lunch, and at the end of each day.
- Chairs should be stacked on specific days.

Several school classrooms are a shared resource with St. Andrew's GMC. Faculty should follow these guidelines for cooperation of shared space with the Church:

- All classrooms must be left in preparation for church activities on Fridays and Wednesdays.
- Teachers should not view the classroom as their personal rooms and are discouraged from storing numerous personal items at school.
- Each teacher is asked to mark personal items with his or her name.
- All school items may be identified with a sign stating, "School."
- There may be occasional needs to pack up school materials and furniture so that the Church may use shared classrooms and facilities. In these instances, storage spaces will be provided.
- Before leaving for the summer, teachers are to clean their classrooms, pack away any teaching materials.

3.10 – Curriculum, Lesson Plans, Homework & Assessments/Testing

The Schools have established a Pre-K-6th grade curriculum with a consistent format and structure that aligns to each grade. Each teacher has the responsibility of instruction in the assigned curriculum area. Each teacher must faithfully execute the objectives for his/her grade level or subject, participate in any revisions for that area, and design measures that match the objectives. Teachers are responsible for providing curriculum scope and sequence documentation in a timely manner as requested by the Director for ACTS compliance.

When selecting all forms of teaching materials consider the following:

- The material should meet all Oklahoma Academic Standards.
- Present the subject from a biblical worldview if those materials are available.
- Choose materials consistent with the school's stated philosophy.

- Choose materials that are age-appropriate and maturity-appropriate for the audience.
- Direct questionable material to the Director for review and approval before presenting in the classroom.

Lesson Plans

Teachers are expected to plan ahead and record in advance the outline of lesson plan activities for their class. Lesson plan outlines must be submitted in written form to the Director on a monthly basis.

Homework

Homework must provide a meaningful and distinct purpose - to develop accountability and responsibility. We do not believe in giving homework for homework's sake. Homework reinforces the classroom instruction and requires discipline, time, and energy. Students who fail to complete the day's assignments may be expected to do so at home, in addition to any other assigned homework. Teachers are committed to age-appropriate assignments, and carefully consider the time necessary to complete those assignments. These guidelines for assigning homework should be used:

- Some class time should be designated to make sure homework is begun and understood, but homework is not to take the place of teaching.
- Short-term or long-term projects should be budgeted into daily homework time.
- Explain assignments with instructions for parents/guardians to follow.
- Ensure there is a clear educational purpose and benefit for work assigned.
- Keep parents informed about missing homework assignments.
- Be aware of conditions that affect home study, e.g. give plenty of time for assignments that call for reference books if students do not have access to them.
- Ask parents to share the other obligations and activities students have outside of homework obligations such as extracurricular activities, outside tutoring, family obligations, church obligations.
- Teachers should avoid assigning any homework during holiday breaks when the school encourages families to enjoy vacation time together. In the same manner, long term projects should not be due on the first day of school after a school break.
- Teachers should be prepared to provide homework/assignments to families who give advance notice of vacation/extended planned absences prior to the absence so that students may complete the work while absent.

Assessments/Testing

Assessment/Tests are a vital tool to measure a student's understanding of newly learned materials, objectives, and skills. All teachers use various forms of testing based on development level, grade and curriculum. All teachers will notify the students of upcoming assessments and tests a minimum of one week prior to the test. Teachers should also communicate this information in a designated spot in the classroom communication so parents/guardians can be well-informed as to provide ample study time at home.

Standardized Testing

Gesell Testing: Pre-K students who are being considered for matriculation to kindergarten will be required to participate in *Gessel Assessment (by Yale University)*, a one-time, teacher-guided assessment, usually conducted in the spring or summer prior to the kindergarten year. Scheduling of *Gessel Assessments* will be done via the school office.

Diebel's Testing: All 1st through 6th graders are required to complete *Diebel's Testing (University of Oregon)*, to assess grade level literacy skills.

Other standardized testing may be administered to students as is required by ACTS accreditation and/or State of Oklahoma.

3.11 – Grading Policies & Report Cards

All teachers are expected to grade the relevant/substantive work that each student completes. Students are not to grade each other's major projects or summative tests.

Report card formats are provided by the school office and considers the grade level current curriculum. Report cards must be completed in a timely manner and presented to parents/guardians. They should be signed by parents/guardians and an extra copy provided to them. If a student is at risk for grade retention, this should be marked clearly on the report card and the Director should be notified. Report cards and progress reports are issued at a minimum of three times per school year. Copies of report cards should be made before sending home.

Second through Sixth Grade Report Cards

The elementary students in second through sixth grades are regularly evaluated on their work to provide an understanding of their achievement and to assess readiness for matriculation to the next grade.

Academic grades should be evaluated on a combination of completed in-class work, homework assignments, virtual assignments, exams, and oral presentations, when applicable. They are graded as follows:

- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- D = 60% to 69%
- F = 59% or below
- For work not completed, an incomplete (I) may be given at the teacher's discretion.

In addition to grading in academic subjects, report cards and progress reports may include observations of the student's attitude, in-class behavior, and preparedness. These will be marked as follows:

- E: Excellent/Exceeds Standards
- S: Satisfactory/Meets Standards
- N: Needs Improvement/Needs Support
- U: Unsatisfactory

First Grade, Kindergarten, Pre-K & Pre-School Report Cards

First grade and kindergarten report cards vary from elementary level report cards in that letter grades are not given, but competency in academic subjects is still evaluated.

Preschool and Pre-K report cards assess the skills specific to the age and development of the children in that class. Children in Pre-K and Preschool are evaluated on their mastery of the *Oklahoma State Standards Curriculum* for their age level. The goal of these report cards is to inform parents/guardians of their child's achievements and their readiness for the next level of schooling.

3.12 – Substitutes

Within the first two weeks of the school year, each teacher should prepare a Substitute Binder. The binder will be used by your substitute in your absence. A list of the required folder contents is available in *Appendix B*. Once the sub folder is complete, please show it to the Director, then store it in the classroom where it is well-labeled and easily accessible.

Teacher's may request a specific substitute, however the substitute sent to cover a classroom will be subject to availability and selected within the sole discretion of the Director.

3.13 - Class Parties

Teachers are required to organize two class parties, one in each semester. Enlist parents/guardians to help you in providing refreshments and conducting the party. Teachers are still required to take the lead in party planning.

Students having birthday parties away from school can bring invitations to school only if the entire class is invited. In-class birthday celebrations may be organized at the discretion of each teacher but must be organized equitably for all students in the class.

3.14 - Purchasing, Equipment & Supplies

The school maintains general classroom supplies for faculty to use. When an employee is in need of an item(s) that is not readily available, they may request the purchase of such items using the Supply Request Forms found in the school office. The school expects employees to order materials for the school prudently with thrift in mind.

The following criteria for the use of equipment apply:

- Schedule and reserve supplies/activities equipment, returning promptly after use.
- Obtain all necessary equipment and supplies before school/after instructional time or during instructional planning.
- Notify the Office by email whenever equipment needs to be repaired.
- Obtain permission from the Director before taking any of the school's equipment off campus.
- Use the copier(s) for school needs only.

3.15 - Special Speakers & Classroom Guests

The schools may arrange for special guests periodically throughout the year. Any special speakers must first be approved by the Director. Pastors must be approved by the Lead Pastor. When parents/guardians volunteer in the classroom, they are considered to be under the direct supervision of the attending faculty members and may not be left unattended with the students.

3.16 – Restrooms

- Follow the classroom schedule for restroom breaks.

- Check the restroom for cleanliness after each class use. This includes picking up all the paper towels and checking that all toilets have been flushed.
- The main bathroom door should be open at all times.
- Each teacher will be assigned one day a week to clean the bathrooms. This includes picking up the floor and wiping down all sinks and toilet seats.

3.17 - Kitchens

Teachers using campus kitchens, either for personal needs or for class activities, are responsible for cleaning up after themselves. The microwave and refrigerator are for teacher use only. Teachers may keep their lunches, drinks, and other food products in the refrigerator. All items must be labeled with the teacher's name and date. Please do not keep food in the refrigerator for an extended amount of time. The refrigerator will be cleaned out periodically and all non-labeled food items will be thrown away.

3.18- School Offices

The office is for school business only. Students are only to be in the office for school business or emergencies. If the Director is on the phone or speaking with someone in the office, please do not interrupt unless it is an emergency. If the office door is closed, use discretion, and knock before entering. Please direct your own children to wait outside the office door while you are retrieving items.

3.19 - Classroom Activities/Required Bible Curriculum

While special activities may be planned throughout the year, teachers are to stay close to the classroom schedule making the best use of instructional time to complete scheduled curriculum. All activities should be chosen to complement the curriculum and should reinforce the subject matter. A Biblical story or Bible-based lesson should be read daily.

3.20 – Chapel

All students will attend Chapel on their scheduled day(s). This will be organized and led by the school or St. Andrew's staff. It will include Bible songs, stories, prayers, pledges and verses. Arriving on time for Chapel is important. Special chapels schedules will be set for holy weeks and special events. It is the teacher's responsibility to communicate the schedule of student chapel leaders in their class to parents/guardians so that they may attend.

3.21 – Recess

Each class has a scheduled recess each day. Weather permitting, students should be taken outside. If the weather does not allow for an outdoor recess, students should be taken to the gym or worship center and be allowed to play with indoor recess toys. If this is not possible, a classroom recess should be permitted with free play options. Teachers need to stay within the recess times scheduled by the school. If recess facilities are available, and instructional time permits, children may be given additional recesses. When outdoor weather is seasonable good, try to create additional recess times or hold outdoor lessons.

3.22 - Open House

Each fall, just prior to the start of the fall semester, the school holds its annual Open House/Back to School Night. Attendance is mandatory for all teachers. Teachers are to have rooms ready and decorated including desks and cubbies labeled with each student's name. Any materials given to parents/guardians should be pre-approved by the Director and ready to hand out on this day.

Section 4 – Procedural & Employment Policies

4.1 – Faculty Christian Life Standards

Faculty members are expected to put time and effort into being an effective Christian educator. All faculty members are representing a Christian organization and are held to a higher moral standard, which should be reflected in their behavior. They are encouraged to be regular in their church attendance and be actively involved in serving the Lord. Scripture and Christian study should be guiding principles of their personal and professional lives.

4.2 – Attendance & School Hours

Teachers are to be at school by 8:45 a.m. and stay until 15 minutes after the classroom is clear of the last student. All teachers are expected to attend daily and monthly teacher meetings, training/continuing education sessions, and any required team-building activities.

4.3 – Absences

In non-emergency situations, absences should be reported to the Director as early as possible, and no later than 24 hours before the absence. In an emergency situation, please call the Director by 7:00 a.m. on the day of the absence. As a courtesy, co-teachers should also be contacted via text or phone call. Whenever a teacher is absent due to illness lasting more than three consecutive scheduled work days, a doctor's note should be provided to the Director before returning to the classroom.

Faculty excessive absenteeism is defined as notified absences, consecutive or non-consecutive, which disrupt student progress, interrupt presentation of curriculum, creates an undue burden on other faculty members, or creates a general sense of one's undependability. The Director may consider absenteeism grounds for dismissal at any time.

Job Abandonment is a failure to report to work, without contact or notification, for three consecutively scheduled days. This is grounds for immediate dismissal.

4.4 – Jury Duty

In the event that an employee is required to attend jury duty, they should provide the Director with a copy of the jury summons and any additional documentation that shows the dates of absence for jury service.

4.5 - Professional Days

All teachers are expected to attend paid professional days. This is a time for teachers to ready their classrooms/curriculum, go over any new policies or guidelines, and receive pertinent information. The Director may also schedule continuing education courses or special speakers during these times. Professional hours must be utilized during the time allotted by the Director. Professional Development (Absence) - In the event the administration approves an employee's request to be absent to attend a professional development event or class, a professional day will be granted. An approved professional day will not count as a personal day. Faculty may make a written request to attend outside continuing education or professional development days and have the course paid for by The Schools. Such requests should be made to the Director with as much advance notice as possible.

4.6 - Payroll

Teachers will receive their paycheck via direct deposit for time worked two times each month. Payroll is completed and handled by St. Andrews GMC. All employees should maintain their current address, phone number, and banking information on file with the payroll office.

4.7- Personal Business

Teachers are to take care of personal business after school hours and use school time for school-related business. Having visitors come to your classroom for personal visits is discouraged. Teachers are encouraged not to leave the classroom to use the phone. If a call has to be made concerning school business, be sure that the class is properly supervised before leaving. Teachers are not to use their cell phones to call out or to receive calls or text messages during class time, with the exception of emergencies.

Teachers are to be responsible for their own lunches, drinks, and snacks. Refrigerators and microwaves are available for faculty use only. Teachers will not be allowed to leave the school to get food, or run personal errands, unless approved through the office.

4.8 - Faculty Responsibilities & Duties

- Each teacher will attend, and rotate leading, faculty devotions pursuant to a pre-set published schedule.
- Teachers will attend and participate in chapel, music, PE, and other activities as assigned by the Director such as open house, music programs, retreats and parent/guardian/teacher conferences.

- Teachers will attend monthly meetings and planning days.
- The following month's lesson plans must be turned into the Director before the first school day of each month.
- Teachers will participate in providing the scope and sequence of classroom curriculum as required by ACTS and lead by the Director.
- Teachers will do supervisory duty on the playground as assigned. Teachers are to escort their class to the playground and remain with the children to supervise. They should make every effort to avoid any distractions during this time. Teachers are to observe, enforce rules and ensure safe behavior.
- Teachers are responsible for obtaining and keeping student information cards on file for each student.
- Teachers will abide by the regulations set forth in the Faculty Handbook and any additions made during the year. Teachers will be notified in writing of any changes.
- Teachers are expected to implement the curriculum chosen and approved by the Director and/or the Board of Directors. Additions to the curriculum may be made with the Director's approval.

4.9 – Keys, Fobs & Access/Alarm Codes

Employees are responsible for the keys and door fobs that are issued to them. All keys and fobs must be returned to the Director at the end of the school year and/or when employment ends. If a key or fob is lost, please report this to the Director immediately. A new key will be issued, and a replacement fee may be assessed. If you use the building after school hours, weekends, or on holiday, you are responsible for locking doors and arming the security system when you leave. Contact the Director before entering the building during non-work hours.

Building, hallway and door access codes may never be shared and should be memorized. The same is the case for alarm codes. Once an employee leaves employment, they are no longer permitted to use access or alarm codes. If a former employee uses access codes post-employment, authorities may be contacted.

4.10 – Performance Evaluation Process

Annually, each Spring, faculty members will be provided with a written self-evaluation form. Once completed, the Director will review the form and make a separate set of evaluation notes. All notes will be reviewed thoroughly in a private meeting between the Director and the faculty member. All evaluation notes will be documented in writing and placed in the employee's personnel file. A copy of the completed evaluation will be provided to the employee. Formal and informal evaluations will occur throughout the school year in each classroom for each teacher.

4.11 - Resignation Procedures (Voluntary Termination)

Employees are encouraged to submit a written letter of resignation to the Director 30 days in advance of the employee's last day of work. This 30-day period allows the school sufficient time to find a replacement for the employee and transition that replacement into the room with the children. If an employee resigns even with immediate effect, a resignation letter is still requested.

4.12 – Employment Termination (Involuntary Termination)

Employment at The Schools is at-will and may be terminated by the Director and/or Board of Directors at any time for any lawful reason. Although efforts may be made to inform employees that there is a deficiency in their performance, termination can also be made without reason or notice as Oklahoma is an at-will employment state. The decision for disciplinary action prior to termination is made within the sole discretion of the Director and/or the Board of Directors.

The following list is an example of behaviors that will likely result in termination, this list is not exhaustive and is illustrative only. A faculty member may be terminated for any lawful reason:

- Hitting, abusing, humiliating or endangering the life of a child.
- Abuse or inconsiderate treatment of parents/guardians, colleagues, visitors, students.
- Removal of records or property without permission
- Falsifying a time sheet
- Unauthorized disclosure of confidential information pertaining to the program, a student, a family, or a co-worker
- Refusal to attend professional or in-service days.
- Insubordination
- Sleeping, malingering or dereliction of duty during work hours
- Willful destruction of property
- Excessive absenteeism
- The use of obscene and/or abusive language or behavior
- Leaving students unattended
- Giving medicine to a child without written permission from their doctor and parents/guardians.
- Teachings or behavior that is inconsistent with the Philosophy of The Schools or St. Andrews GMC.
- Inability to take responsibility for one's actions.
- Lying, assault theft, gossip, undermining of staff

4.13 – Faculty Dress Code

The following guidelines shall govern the attire worn by faculty:

- Faculty are provided with a compliment of t-shirts to be worn daily according to a pre-set and published schedule. Do not alter, cut, change or embellish shirts in any way.
- Faculty may deviate from this schedule as permitted for holidays or special events as scheduled.
- All pants/jeans should be free of holes or tears.
- Skirt hems must reach below the fingertips with shorts underneath.
- Leggings, shorts, or sweatpants are not permitted. Joggers, made of rayon material only, are permitted.
- All clothes should be neat, clean, and modest.
- Approval of attire is at the sole discretion of the Director.
- Any faculty member dressed inappropriately may be asked to return home and change clothes and this may be noted in the employment file.
- Repeated violations of the dress code may result in termination of employment.
- Upon termination of employment, employees may be asked to return school t-shirts.

4.14 – Confidentiality of Information

All employees and individuals associated with The Schools will treat student and employee information as confidential. At no time is any privileged student information to be discussed inside or outside the school except in discussions related to those with a right and a need to know. Likewise, all faculty will treat *faculty* information as confidential. Employee information will not be released without written approval of the affected employee.

4.15 – Christian Relationships

All teachers and support staff seek to be a Christian community of servants called to assist children to learn about God and to use their gifts in Christ's kingdom. The following standards govern your relationships with professional and school colleagues:

- Believe that your call to teach is no greater or less than the Director's call to lead or the custodian's call to clean.
- Offer to help other staff members and be willing to be helped by others as Christ's co-workers.
- As followers of Christ, each teacher is to "strive to make every effort to live at peace with everyone and to be holy." (Hebrews 12:14). In order to do this, these Biblical guidelines must be followed when conflict arises:
 - Pray about the situation. Ask God for His peace and guidance.

- If someone has something against you, “leave your gift at the altar, and go to be reconciled to your brother.” (Matthew 5:23-24)
- If you have something against someone else, go to him or her. (Matthew 18:15)
- If these steps have been taken and matters have not been resolved, both people are to meet together with the Director. **Gossip and slander will not be tolerated.**
- Support, in public and in private, any decision arrived at by the Board Members, Director, or faculty is required despite your personal objections. To do otherwise would be to set you apart from the school and will not be found compatible within school philosophy.
- Refrain from criticizing students, colleagues, parents/guardians, Director, or board members in any setting including, via text, Group me, phone conversations, and email.
- In no way should this Relationship Policy be construed as a direction to ignore other policies in this handbook or to circumvent or supersede any employment law.

4.16 – Guidelines for Social Media/Internet Use

Please note that certain portions of this policy also relate to what materials are displayed on your public pages via the internet, even if done primarily on personal time. Failure to comply can result in discipline and even termination of employment.

- Do not disclose confidential or proprietary information on your social media accounts or personal web pages, including any student information. Such disclosure is cause for termination of employment.
- **Remember that you represent The Schools as an institution at all times. Your position requires that you uphold the standards expected of a role model to children.** Posting obscene pictures, profanity, and descriptions or images of yourself or others engaged in behaviors that reflect poorly on your character and may result in disciplinary action up to and including termination of employment.
- Be responsible for what you write. Remember **that just because you “can” say something doesn’t mean that you should.** Written word is more difficult to interpret than verbal interaction. Remember that what you say will be a permanent record. Be careful, smart and discerning.
- Be authentic and use full disclosure. Do not pretend to be someone you aren’t and do not state things that are inaccurate, especially where our school is concerned. Integrity matters both in person and online.
- Respect copyrights. Don't post text, images or video that were created by someone else without proper attribution. If you have questions about copyright law and/or usage of certain media, don’t use it until you’ve cleared it with your supervisor.
- **Social media sites are not a substitute for inter-school communications.** Important information should be transmitted within normal school communication channels, not on

any other online forum or social media site. Take note that no online posting will take the place of formal notices of resignation, termination or absence.

- Social Media sites are not a substitute for customer/parents/guardians service. Please refer parents/guardians/students to the Director for problems or issues—don't handle them online.
- If posting opinions be clear that you are not an official spokesperson for the school and that your views do not necessarily reflect those of the school. Please note that posting negative opinions about students, parents/guardians, other teachers, or school/church staff can result in disciplinary action including termination. **As an employee of this school, you are expected to act as a representative of the school in how you interact with the public, both in person and online.**

All Employees, including those who identify themselves as employees on their social media accounts and who interact with the staff, parents/guardians and/or families of our students through those accounts, (i.e. “friends” with) are expected to live out the school’s philosophy and values through social media. This means employees should refrain from using antagonistic and derogatory language on their social media accounts. No obscene language or risqué pictures will be tolerated. At the core of all of our ministries is a desire to share a message of hope about God’s love. Consider how your actions affect the message. Employees are encouraged to refrain from comments or activities that would cause the school or the public to doubt the employee or the school’s commitment to our mission. Your social media activity should support and not distract from the message of hope found in our ministry.

If you’re questioning if something is appropriate or not, consider asking yourself these questions: Is it true, helpful, inspiring, necessary, kind? If you are unsure, do not post it.

4.17 - Non-Discrimination Statement

The Schools of St. Andrews is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race or, color, creed, gender, age, national origin, pregnancy, disability or veteran’s status. Further, The Schools is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family’s race, color, creed, religion, gender, age, national origin, pregnancy, disability or veteran’s status. Any employee who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. This includes overt acts of discrimination through speech, writing or behavior as well as acts of indifference, failure to acknowledge another person and/ or failure to act in a professional manner towards another person. Employees hired for positions where the primary responsibility is direct

childcare must be at least (18) years of age in accordance with the regulations established by the State of Oklahoma.

4.18 - Substance Abuse Policy

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. The unlawful manufacture; possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs, including inhalants, while on Church property, while attending Church-related activities, during scheduled work hours (including all breaks) or while operating a vehicle or equipment leased or owned by the Church is strictly prohibited and may lead to disciplinary action, including suspension without pay or discharge. Teachers may use physician prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the teacher or other individuals in the workplace. Medical marijuana may not be used during work hours (including meal, restroom, or other breaks) or on the property of The Schools or St. Andrew's GMC and no faculty member may be under the influence or medical marijuana while working, as they are responsible for student safety and supervision at all times. Alcohol and drug use is a serious matter. In the event there are any concerns whatsoever that an alcohol or drug abuse problem may exist in the workplace, or that any employee may be under the influence of alcohol or drugs, the Director should be contacted immediately so that appropriate corrective action is taken.

The use of drugs/alcohol on or in school property or vehicles is also prohibited. Violation of this policy will be cause for termination of employment. The Director will notify the employee of termination of employment due to violation of this Substance Abuse Policy, the Oklahoma Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

It is the school's policy to provide a smoke-free work environment. As a result, smoking in school buildings, including the restrooms and parking lots is prohibited. While it is certainly understandable that an employee may be away from his or her work area for non-work reasons, e.g., to visit the coffee bar or restroom, the school does not provide break periods for smoking. **This prohibition includes cigarettes, cigars, vapes, inhalants, and medical marijuana.**

4.19 - Sexual Harassment of Employees or Students

No staff member shall make comments or suggestions in reference to sexual matters. Indecent or off-color jokes will not be permitted. Remember, any reference to another person's body may be perceived as sexual harassment. Any harassment should be reported immediately to the Director or the board.

4.20 - Grievance Procedures

If you have problems or concerns regarding any school or employment policies, faculty members may arrange a meeting with the Director or President of the Board. Board contact information is available via the school and church office.

If a student, parent, or faculty member has questions or concerns regarding the behavior of another he/she shall follow the principles given in Scripture as outlined below. The school believes that all matters should be resolved in a spirit of love, candor, and grace that follows the principles found in the 18th chapter of the Gospel of Matthew.

- First, bring the concern, question, or grievance directly to the person involved, and in good faith, try to resolve the matter.
- Second, if the matter cannot be resolved by discussion with the other person, privately and promptly, bring this matter to the Director.
- Third, some situations may need to be reviewed further by the Board of Directors.
- Fourth, if the aggrieved party is not satisfied with the outcomes offered by these processes they may appeal the final decision to the Board of Directors. Such a request must be made in writing and explain the reasons why the party believes the decision should be reviewed or changed. If the Board of Directors decides to review the matter, any decision rendered by the Board of Directors will be considered final. If the Board of Directors declines to review the matter, the decisions made by the Director will be considered final.

4.21 – Due Process

All faculty members are at-will and may be terminated at any time for any lawful reason. If a faculty member disagrees with the stated reason for their termination, they have a right to request to meet with the Director to present their version of events and the reason they disagree. The Director will set a meeting date and time and at the meeting will state the specific reasons for the termination. The faculty member will have the opportunity to respond to those reasons during the meeting. While the faculty member may have someone accompany them, the party accompanying may not provide input and neither party may have legal counsel in the meeting. The meeting is not a formal hearing, witnesses will not be called, and the Director may consider any input or evidence of any type. All parties must conduct themselves in a respectful, professional manner and the Director, at the Director's sole discretion, may record the meeting. The Director will listen to the rationale presented by the faculty member and will then render a final decision. The decision is not appealable.

Section 5 – Miscellaneous Policies

5.1– Tornado, Fire & Emergency Evacuation Procedures

All Faculty members are expected to review and understand the *Crisis Management Plan*. The Crisis Management Plan should be posted and easily accessible in each classroom. All teachers must be familiar with evacuation routes for their class.

Instruct your students on the proper, safe manner in which to exit the building in a fire drill and procedures for a tornado drill. Drills will be held periodically throughout the year. Drills are always to be taken seriously.

During fire drills students are to exit the classroom in single file. Emphasize that they are to walk, never run, and follow the designated route as posted in your classroom. Familiarize yourself with your exit area and teach it to your students. When outside and away from the building, teachers will conduct a roll call and immediately report to the Director on the presence or absence of each student.

During tornado drills students are to exit the classroom in single file and walk quietly to the designated safe area. Instruct students to take the proper tornado position. Always conduct a student roll check to ensure the presence of each student.

During a suspected active shooter/intruder event, close and lock all doors, pull cover over windows. Always follow the directions in the *Crisis Management Plan*.

During any emergency event, the direct instructions of law enforcement and first responder personnel should always be paramount.

5.2 - Inclement Weather

Faculty will notify families of school closures due to inclement weather by email, *Remind*, OR other social media platform used for usual school communication. Please listen for announcements of school closings or delayed openings on your local television stations and then refer to school announcements to confirm if school is closed/open. There may be times when closures/openings differ from local public schools. Any such difference will be made within the sole discretion of the Director. Please see additional information in the Family Handbook regarding the designation of school closure days as “Virtual Days”.

5.3 - Blood Borne Pathogens

Located in the school office is an *Exposure Control Plan* for blood borne pathogen exposure. All faculty are required to be familiar with the information in the *Exposure Control Plan*. As stated in this plan, take all of the following precautions in handling possible pathogen transmission:

- Treat all blood and body fluids containing blood as potentially infected.
- Use disposable gloves when treating a student who is bleeding or has breaks in the skin.
- Wash your hands before and after touching the student.
- Dispose of all contaminated waste in approved containers.
- Use an administrative approved cleaner for cleaning bodily spills.

5.4 - Faculty Children's Tuition

Tuition discounts may be provided for the children of those faculty members who work full-time at The Schools. The nature of such discounts, and the discount amounts, will be decided quarterly by the Board of Directors. All questions about such discounts should be discussed privately with the school Director.

5.5 - Care of Teacher's Children

The Schools has a Staff Care program, which provides for the care of faculty member's children most times when the member is required to work, and the child is not otherwise occupied as a student in our school. This program is limited in scope and free of charge to the faculty members. Specific guidelines for this program may be discussed with the Director.

Acknowledgement & Signature

As an employee of The Schools of St. Andrews, I acknowledge that I have received a copy of the 2024-2025 Faculty Handbook. I have been given the opportunity to read the manual and ask questions about the included policies. I acknowledge that I am responsible for adherence to the policies and procedures outlined therein.

I understand that the policies described in the Faculty Handbook are not conditions of employment and the language does not create a contract between The Schools of St. Andrews and its employees.

I acknowledge that The Schools of St. Andrews reserves the right to alter, amend, or otherwise modify the policies in the Faculty Handbook, in its sole discretion, without prior notice.

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME PRINTED

DATE

Appendix A – Reporting Abuse or Neglect

Oklahoma State statute requires every health care professional, teacher and every OTHER person who has reason to believe a child under 18 or a vulnerable adult is being abused or neglected, or is in danger of being abused or neglected, must report the suspicion of abuse promptly to the Oklahoma Department of Human Services.

If you suspect abuse or neglect, call the Oklahoma Department of Human Services Abuse and Neglect Hotline: **1-800-522-3511**. If a child or vulnerable adult is in imminent danger, contact **911** or local law enforcement.

What is Abuse?

Abuse is mental, emotional, physical or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect?

Failure to provide a child with food, clothing, shelter and/or medical care, and/or leaving a child in a situation where the child is at risk of harm.

How do I make a report?

- Call the abuse and neglect hotline at **1-800-522-3511**.
- When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed and/or heard, including dates and time of day and keep this information secure.
- Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
- Please provide at least the following information in your report:
 - Name, age, and address of the child.
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents' names and names of siblings in the home
 - Any information you have about the relationship between the child and the suspected abuser.
 - Any other information that might be helpful in establishing the cause of the injuries and identity of the person responsible

Will the person know I've reported him or her?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

What if I'm not sure?

If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you on whether the signs you have observed are abuse.

Appendix B – Required Substitute Binder Contents

Substitute Binder should contain the following:

- Student roster (pre-printed name tags included)
- Student health concerns including medications, food allergies and special needs.
- Three days' worth of work and lessons plans, including extra worksheets for free time.
- Class schedule and general procedures
- Any Seating charts
- Substitute log for any recordable incidents.
- Copy of pledges
- Class discipline plan
- List of students who leave the class for special classes or special situations.
- Map of school
- List of teacher duties (lunch, carpool, custodial, etc.)
- Student rewards that may be used