

Calvary Christian Academy

Ephesians 6:11 - "Put on the whole armour of God, that ye may be able to stand against the wiles of the devil."



School Colors: Red and White - Red symbolizes the blood of Christ and our redemption through that blood (Salvation). White symbolizes that we have been washed white as snow and that we need to live a clean, pure and virtuous life for Jesus (Sanctification).

2018-2019

Teacher/Volunteer Handbook

Calvary Christian Academy Teacher/Volunteer Handbook 2018/2019

The Board of Education of Calvary Christian Academy (CCA) has established written personnel policies in order to clarify rules for all employees/volunteers, provide for effective handling of grievances, and protect against inappropriate conduct. Hence, this Handbook is being provided to all full-time and part-time CCA employees as well as regular volunteers. All final decisions and responsibilities remain with the CCA Board.

Equal Employment Opportunity

CCA believes that spiritual unity among all its employees is essential to the fulfillment of its mission. (I Cor. 1:10; Eph. 4:1-4,16). CCA further believes that all men are created equal in the image of God (Gen. 1:27, Acts 17:26) and therefore, are to be afforded equal opportunity employment.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CCA will be based on merit, qualifications, and abilities. CCA does not discriminate in employment opportunities or practices on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law, except when otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, CCA is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of CCA to utilize only staff members of like Faith who subscribe without reservation to Calvary Baptist Church's statement of faith and CCA's standards of conduct and who are living out these doctrines and standard in all areas of their lives, both at and away from ministry functions.

Furthermore, CCA is legally permitted to make employment decisions concerning its ministerial employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics. Ministerial employees are defined as employees whose employment responsibility is to impart ministry doctrine to the membership and/or the general public.

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit CCA's constitutional and statutory protected right to make employment decisions based on otherwise legally protected characteristics.

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

Any staff members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Board of Education. Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of service.

Lifestyle

Recognizing the impact of one's personal witness on the effectiveness of his or her ministry and service, employees of CCA shall model an exemplary Christian lifestyle (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow employees and volunteers in judgement, dignity, respect, and Christian living.

An exemplary Christian lifestyle models biblical standards of moral conduct. Moral misconduct includes, but is not limited to, use of or viewing pornographic material or websites, sexual harassment, sexual abuse or improprieties toward minors as defined by federal or state law, sexual involvement outside of marriage, homosexual behavior, or any other violation of the unique roles of males and females (Romans 1:21-27, I Corinthians 6:9-20, Hebrews 13:4). CCA believes that biblical marriage is limited to a covenant relationship between one man and one woman.

A Christian lifestyle also includes, but is not limited to refraining from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17; Titus 2:7-8; I Thess. 2:10; I Thess 5:18, 22-23; and James 3:17-18). Deviation from scriptural standards is grounds for termination.

Discipline and Termination

If an employee or volunteer's performance and conduct falls short of CCA standards and expectations, CCA will take action that is appropriate for the circumstances.

Disciplinary action may range from a verbal or written warning, to administrative leave with or without pay. Should disciplinary action be necessary, the Administrator has full authority to immediately suspend the employee with termination pending Board approval.

Child Abuse and Neglect

Employees of an educational institution are obligated to follow Michigan law and guidelines for reporting suspected child abuse or neglect.

Campus Safety

The CCA office and/or law enforcement agency should be notified immediately in the event of an emergency or if the safety of students and or employees is in question. The appropriate individual must be notified immediately in order to determine the plan of action.

Student safety should be primary in everyone's mind. Any unsafe situation with CCA facilities or equipment should be reported to the supervising individual or School Board.

Emergency Plans/Drills

There are established procedures for emergency situations which could occur at CCA. Staff members and volunteers must be familiar with these plans, procedures, and escape routes. Drills for practice are held regularly.

Inspection and Search

CCA reserves the right to conduct searches at any time, with or without notice, of employees, volunteers, students, their belongings or CCA property, if in CCA's sole discretion; it believes there is cause to do so. This search may include, but is not limited to, an inspection of the following: boxes, lockers, tool chests, purses, briefcases, bags, lunch boxes, personal computer files, desks, file and other cabinets, packages, or vehicles on school property. In addition, CCA reserves the right to search CCA property used by the employees, volunteers or students such as computers, cell phones, tablets, voicemail, text messages, emails and internet files.

Illegal or unauthorized items (including but not limited to weapons, alcohol, tobacco, illegal drugs, inappropriate communications and sexually implicit or explicit images) will be taken into custody and may be turned over to law enforcement personnel. Any employee who refuses to submit to a search may be subject to disciplinary action, up to and including, termination of employment.

If an employee or volunteer believes a student or fellow employee/volunteer has brought an illegal or inappropriate item onto school premises, the Administrator should be contacted immediately.

Non-Smoking Facility

CCA maintains a non-smoking policy on all of its premises including inside any CCA buildings or on the grounds (including parking lots).

Ethical Considerations and Confidentiality

As a matter of professional ethics and state law, employees and volunteers should be careful to avoid discussing student issues, grades, or personal lives in the presence of another student, parent, or visitor, regardless of the place, time, or situation. In discussions with other employees or volunteers, information about students or their families should only be shared on a need-to-know basis. It is imperative that no favoritism is shown among students regardless of how compliant one child is compared to how difficult another child is. Policies, grades, discipline, etc. should be meted out with Godly wisdom, justice, and love towards all.

While recognizing that educational effectiveness is enhanced through positive student-teacher relationships, all employees must be careful not to compromise their role as “authority” in order to be the student’s “friend”. Student information is confidential, except for reporting that may be required by school policies or by law.

All school and employee information must be kept confidential. Individuals with knowledge are expected to hold all information about CCA finances, business prospects, financial records, and employees in strict confidence. All school and employee records are confidential and are to be viewed only by those authorized to do so and only on a "need to know" basis. Requests for such information should be referred to the appropriate individual.

Open Door Policy

Communication is the basis for working together successfully and the basis for this communication is mutual respect. The first and best way of communication is through the employee’s Administrator. If an employee or volunteer has a problem and/or concern, it should be discussed with their Administrator first. If an employee believes that a matter cannot be discussed with the Administrator, it may be discussed with the School Board, whose decision is final.

Background Checks

All CCA hiring decisions (including the use of volunteers) are subject to the results of a background and central registry check. Should the results of this research be questionable in the view of the Board or in light of CCA’s Mission Statement, the offer of employment may be withdrawn or if already employed, the employee may be terminated immediately at the discretion of the Board.

Additionally, CCA may choose to obtain a background and/or central registry check on any current employee or volunteer periodically at its own discretion.

Attendance and Lateness

If an employee is unable to report to work as scheduled, every effort must be made to directly contact their Administrator prior to the start of the school day and inform them of the reasons for lateness or absence from work. In the event of illness or an emergency, employees must give notification at least two (2) hours before the scheduled start of the normal workday to arrange for a substitute. All other absences require 1 week's advance notice. If the Administrator is not available, leave instructions on how to be reached. Repeated or unexcused absences and late arrivals are not acceptable.

Employee Pay Policies

Pay Periods

Employees of CCA are paid over a twelve month period (September through August).

Payroll Deductions

As required by law, CCA withholds Social Security and Medicare (FICA), as well as federal and state income taxes from employee earnings. Tax withholdings amounts are determined by the exemption information completed by each employee on the W-4 form. An employee may change personal withholding rates at any time by filing a new form.

CCA is required by law to accept certain legal assignments or garnishments against employee wages if there has been a failure on the part of the employee to meet certain legally required financial obligations. The Office Manager or Administrator will notify the employee when the law requires any such actions.

All employees are issued a W-2 form in January to file with their Federal and State tax returns.

Personnel Files

A confidential personnel file is maintained by the CCA Board and is the official file for each employee. Upon request, an employee may review their employment record with the designated Board member present, with the exception of confidential reference letters and information.

Time Away

Jury Duty Leave

When an employee receives a jury duty notice, he/she should notify the Administrator to make arrangements for coverage. If excused from jury duty during normal work hours, employees are expected to return to school.

Personal Time Off (PTO)

A total of 4 days are provided each year for Full-Time Employees to use for unforeseen personal reasons, doctor appointments or illness and may be used during the first year of employment. Once the allotted PTO has been used up, all absences will be without pay. Part-time employees are entitled to PTO days but at a percentage proportionate to full-time employment. For example, the PTO days for full-time employees are 4 full days so a part-time employee is entitled to 4 half days.

Except in case of illness or an emergency, use of PTO by an employee requires advance notice of at least one week in order to arrange a substitute without creating undue burden on the school. If a substitute cannot be arranged, the personal day may not be granted.

Bereavement Pay

In the event of the death of a family members, employees will receive 3 paid days off for a family member not living in their home, and 5 paid days off for the death of a family member living within their home.

Worker's Compensation Plan

Employees of CCA are covered by a Worker's Compensation Plan held by Calvary Baptist Church (CBC). CBC's Worker's Compensation Plan provides coverage for hospitalization and medical expenses for *job-related* injuries and illnesses. The plan also provides compensation for permanent disabilities and accidental death, as well as burial expenses.

If an employee is injured on the job, the Administrator must be contacted immediately. Worker's Compensation benefits are available only upon prompt and proper documentation of the incident. An *Incident Report Form* and an *Employee Report of Industrial Injury* documenting all injuries incurred while on the job must be completed. The CCA Office will submit the claim to the CBC carrier within 72 hours of receipt of the report. All follow-ups to the injury (including doctor's visits) must be sent to the Office immediately.

Failure to report promptly and accurately any accident or on-going treatment(s) may result in denial of benefit payments or reimbursements of monies spent.

Liability Insurance

CBC maintains various liability, sexual harassment, property & causality and other insurance policies to help protect the school from financial loss. Employee and student safety is of utmost importance to CCA. Should an accident or injury occur on school premises or during school-sponsored activities taking place off campus, or at another school; promptly report all details to the Administrator.

Tuition Discount for Children of Employees

Employee Tuition Discount

All Full-Time Employees are entitled to a tuition discount of two free students. Part-Time Employees are entitled to a tuition discount of one free student.

Employee Conduct

Prohibition of Drug & Alcohol Use

CCA requires that all employees and volunteers perform their job duties in a safe, alert, and effective manner. Therefore, working under the actual or apparent use of alcohol or controlled substances is prohibited. Furthermore, the possession, purchase, consumption, or sale of alcohol or a controlled substance while on school premises, at school activities, or while conducting school business is not permitted and may result in termination.

Computers, Internet, Voicemail, and Email Use

Systems provided by CCA such as computer programs, software, email, voicemail, and access to the internet are to be used for school purposes only. Such items are the property of CCA. Employees are prohibited from using such systems for non-school related purposes during work hours.

Computer files, documents and software created or stored on CCA's computer system are subject to review and inspection at any time. Employees and volunteers should not assume that any items or information on any school computer is private. CCA may monitor email, voicemail, or internet use and will retain access to employee pass codes. Employees may not attempt to gain access to another employee's email or voicemail without that individual's permission.

Distribution of information regarding CCA on the internet, email, voicemail or other public or private venues is strictly prohibited unless approved in advance by the Board.

Electronic Communication with Students

There are obviously many benefits associated with electronic communications to students and parents. There are also risks that CCA must balance along with those benefits in order to protect the school and its employees and volunteers legally and otherwise. CCA's goodwill and reputation could easily be tarnished by a single inappropriate electronic communication. Even inadvertent dissemination of confidential information can expose the school to liability. Therefore it is the policy of CCA that employees and volunteers are not permitted to use social networks (such as Facebook, MySpace, Twitter, chat rooms etc.) when communicating with current students. Employees are not permitted to be "*friends*" with students or to communicate with students on an "individual to individual" basis using *any* social networking site. Employees must decline any student-initiated social networking "*friend*" requests. If any current student is a "*friend*" of an employee, this link must be broken.

Classroom Instruction and Management

A prerequisite to providing a quality Christian education is the requirement of each employee and volunteer to manage the classroom well and create an atmosphere for learning. In straight forward language, "*it doesn't matter how much you know if no one is listening.*" Developing an effective classroom management system is one of the first steps to being a successful and effective teacher. Students need to be focused and on task in a pleasant, structured, and stimulating classroom atmosphere. In this regard, CCA employees and volunteers are to:

- Be on time to class and fully-prepared to teach regularly-scheduled classes as assigned.
- Be informed of academic, emotional, spiritual, and social needs of students, including disciplinary needs as applicable in accordance with school policies and procedures.
- Continue growth in Christian education and biblical integration into the subject taught.
- Volunteers are asked to sign in and out of their classrooms each day.
- Teaching tasks:
 1. Make it a primary objective to teach the lesson objective from "bell to bell."
 2. Insure that adequate preparations have been made to accomplish objectives established for the classes assigned.
 3. Plan broadly on a quarter, semester, and year-long basis.
 4. Maintain adequate records of attendance and grades to meet state requirements, administration inquiry, and parent need for knowledge of student progress.
 5. Assign homework for drill, review, or enrichment sufficiently in advance in order to teach students personal responsibility and the joy of self-study, as well as to give them opportunity to handle adequately the work assigned.
 6. Maintain a neat, orderly, and comfortable classroom environment which is conducive to learning.

7. Request instructional aids and materials for classroom use in a timely fashion.
8. Take advantage of opportunities that will give evidence of the desire to develop professionally; be reading and taking continuing education classes and courses.
9. Keep record of classroom texts and materials.
10. Regularly communicate with parents through the daily planners.
11. Maintain a substitute folder at all times including adequate information (attendance record, seating chart, name of a helpful student assistant, lesson plans, location of keys) to be kept in a designated area, for easy instructions to substitutes.

Responsibilities Beyond the Classroom

In addition to classroom duties, CCA employees and volunteers have the following responsibilities unless excused by an Administrator.

- Faithfully arrive early for scheduled classes and meetings unless an emergency arises and the Administrator is notified.
- Observe all general school policies and regulations including those stated in this Handbook and the respective school handbook.

Dress Code and Appearance

Employees and volunteers are expected to dress in a professional manner with good taste and modesty. Skirts/dresses should be no shorter than 2 inches above the knee whether standing or sitting. Employees who sit on a high stool during class should wear long skirts/dresses or slacks as modesty dictates. Leggings alone are never allowed and must always be accompanied by a dress or a skirt.

All clothing must be neat and free of holes or fraying. Appropriate sports clothing is acceptable for PE. All employees and volunteers must be well groomed, with clean and modest hair styles. Facial hair on men must be well groomed. Jewelry for female employees should be appropriate with earrings limited to two per ear. Other visible piercings and tattoos are not allowed.

Employees and volunteers who violate these standards may be asked to change into more suitable attire with a loss of pay for time not worked. Questions regarding appropriate attire should be directed to the school Administrator before wearing the item in question.

In an effort to support school spirit, employees and volunteers are asked to wear their school polo with the appropriate pants and/or skirts of their choosing, to all school performances, events, and/or fieldtrips. If no polo is owned, in the case of a volunteer, please adhere to the regular dress code noted above.

Health

For the health and safety of all employees, volunteers and students, employees and volunteers are expected to keep themselves in good physical health, as much as is humanly possible. Should a medical problem arise, contact the Administrator or the Board.

Interpersonal Relations

Each CCA employee and volunteer is expected to maintain positive Christian interpersonal and appropriate professional relationships with other employees and volunteers. Critical remarks or verbal putdowns to or about fellow employees or volunteers have no place at CCA. As professionals and as Christians, CCA employees and volunteers are doubly responsible to treat each other with the utmost respect and brotherly love. Those who find it difficult to keep this standard may be disciplined, up to and including termination of employment. Inappropriate behavior should be reported to the Board immediately.

Personal Liberties

Matters of personal liberty should be handled carefully so that one does not become a stumbling block to students, parents, or other employees and volunteers. Christian love is to be the primary guide in decisions and actions. Adult examples for impressionable young people need to be thoughtfully maintained. Romans Chapter 14 provides good guidelines for dealing with questionable activities.

Spiritual Life/Doctrine

Each employee and volunteer should give priority to their individual spiritual development and walk with the Lord. The most important thing one can do for our CCA students is to grow continually in relationship with Christ.

Conflict Resolution

Employees and volunteers are in a position of influence with students, parents, and other associated with CCA. It is therefore inappropriate for employees and volunteers to use their positions of influence to encourage disharmony, division, or factions among the school constituency. Disagreements are to be settled in private meetings, utilizing appropriate lines of authority. Passages such as Matthew 18:15-20; 5:23-24 and I Corinthians 6: 1-8, instruct Christians to use the counsel and help of other Christians in order to resolve conflict. Contractually, employees are obligated to submit their conflicts to Biblical mediation and, if necessary, arbitration.

Support of Parental Authority

Recognizing that God works through divinely-appointed authorities, and has established parents as the primary divinely-appointed authority over their children, and further recognizing that CCA claims its own authority as an extension of the Christian home, employees and volunteers shall seek to support the authority of parents, unless such authority is found to be in direct conflict with CCA policies and/or laws of the state.

Professional Evaluation

To improve instructional quality, each employee will be regularly observed and evaluated. The goal of these observations and evaluations is to improve teamwork and instruction. Employees should constantly strive to improve their performance and service to the Lord and therefore should approach this process in an open and positive manner. Employees and the Administrator will be evaluated by the Board annually.

Professional Development

A teacher's professional learning journey is an ongoing process throughout their career. To assist in that process, paid professional development days will be provided to all Teachers each school year. Professional Development days will be included on the School Calendar, and students will not report to school on those days. Teachers are required to attend all professional development trainings/conferences included on the School Calendar, at no cost to them.

Resignation of Employment

Employees electing to leave employment with CCA before completion of the current employment contract must submit a written letter of resignation to the Administrator. This should include an explanation of the circumstances necessitating the resignation. A minimum of thirty days notice should be given in order to allow time to find a suitable replacement. Contract obligations and/or compensation will end at the resignation date.

Any employee, who elects not to return the following year, should notify the Board by the end of the current school year.

Equipment and Facilities

CCA employees and volunteers are to have an attitude of genuine care and respect while using the equipment and facilities of the school. This attitude is also expected from CCA students.

Kitchen

As in all things, *“many hands make light work”*. This area is available for breaks and lunches. It can be kept enjoyable through mutual effort and responsibility. The equipment (refrigerator, microwave, etc.) is available for general use. Please be careful to clean up after each use. Employees and volunteers are asked to keep common areas picked up and clean. Additionally, employees and volunteers are asked to consistently remove plastic containers and old food items from the refrigerator(s) and cupboards. Please label your food if you do not wish to see it disappear. Various people clean differently and items may inadvertently get thrown away.

Assistance with the CCA Mission

Student Transportation

CCA very much appreciates employee and volunteer willingness to assist with the transportation of CCA students to school related functions. Any CCA employee transporting students in an authorized school vehicle must be at least 21 years of age and must have met the criteria specified by Calvary Baptist Church.

Gifts and Acknowledgments

As a non-profit educational ministry, CCA may receive and acknowledge gifts of cash and non-cash (in-kind gifts such as appreciated stock). Any person desiring to make a donation should contact the Administrator/Board. Parental involvement and contributions should be encouraged. The Internal Revenue Service has specific guidelines for handling these matters so caution must be exercised. Letters acknowledging receipt of gifts and tax-deductable receipts are sent to the donor by the appropriate person at CCA, depending on the nature and amount of the gift.

Volunteer Parents/Student Helpers

Volunteers and helpers can make an important contribution to CCA. Volunteers who have direct contact with students on a consistent basis must:

- Be professionally competent for the assigned position;
- Be well qualified spiritually and emotionally in order to provide leadership for young people;
- Be actively attending Calvary Baptist Church or a local church of like faith, whose fundamental beliefs are in agreement with Calvary Baptist Church’s Statement of Faith (Hebrews 10:25);
- Accepts without verbal or mental reservations both the Statement of Faith and Educational Philosophy and Objectives of CCA, and is committed to upholding them;

- Be willing to adhere to duties, responsibilities and practices as provided by CCA employees.

In order to make good use of volunteers, it is important to follow certain guidelines.

- Prospective classroom aides, volunteers, and helpers must be approved in advance and assigned to classrooms or other duties by the Administration. Such volunteers should be willing to work cooperatively with and under a specific employee's supervision.
- Employees must provide individuals working in the classroom with clear information regarding the classroom management program, curriculum, and the teaching style.
- Employees and volunteers will need to work closely together and be attuned to each other's needs.
- Office helpers and volunteers in other areas will be trained by an office Staff member or appropriate employee for the duties they will be helping with.

Communication and Relationships with Parents

CCA is blessed to work with parents in educating and equipping children. Parents are seen as allies with whom to build open relationships. Regular communication is an important part of this relationship. Each employee should create a regular and frequent system of keeping parents informed about class curriculum, activities, and their child's progress.

Informed parents are usually the most supportive. Realize their place as those responsible before God for their child's education and keep them informed. Not all will want to be involved, but all want to be informed. All communications need to be accurate, respectful, and cordial. Usually, simply listening to unhappy parents solves most problems. If a parent speaks to the Administrator/Board member about an employee or classroom concern, the parent will be instructed that the matter should first be discussed with the employee before bringing the issue to the Administrator/Board. After conferencing with the employee, if a parent still has concerns, a conference may be scheduled with the employee and the Administrator/Board.

Should a parent write a letter to the Administrator/Board about an employee, a conference will be scheduled with the parent and employee to discuss the issue. Parents with questions about discipline assigned by a teacher will be directed back to that teacher.

Here are some helpful things to remember when interacting with parents:

1. Employees must act professionally, treating every parent with the utmost patience and courtesy.
2. Never talk to parents about personal problems or any difficulties with other parents, students, or teachers.

3. All conversations with parents, relatives of the parent's child should be held in private, if possible. Usually, it is wiser not to discuss with the parent a child's academic, social, or spiritual problems in the presence of the child. Any discussion relative to a specific student's problems should be reserved for the proper people, time, and place.
4. The Administrator should be aware of all parent-teacher conferences that involve a hostile parent.
5. Notes, emails or phone calls from parents should never be ignored. Phone calls should be returned and emails responded to within twenty-four hours. Each employee is free to decide whether to give parents personal phone numbers at the beginning of the school year.
6. Do not dismiss concerns expressed by parents as "no big deal." It is sure to be a big deal to the parent. Shrugging off a concern as "typical for age," etc., may give the parent the impression that the employee does not really care. Always address the problem and try to suggest possible solutions.
 - a. Likewise, when a parent offers alternative ideas for a project or policy; **DON'T BECOME DEFENSIVE!** Take it seriously, graciously, and with appreciation.
 - b. At all times be sensitive to the parent's apprehension. Assure them that their concerns have been carefully considered before making a decision.
 - c. Express gratitude for the parent's thoughtful concern over any aspect not previously considered. Assure them that all ideas will be taken under consideration and "get back with them."
 - d. Thank parents for their insight and ask them if they have experience with a better alternative. Make sure responses are phrased in such a way as to keep control of the final decision.
7. Do everything possible to build a positive relationship with parents. Problems can be handled more easily and more successfully when one has a parent's trust and respect.
8. Be friendly to parents when encountering them in public places. Take a few moments to talk with them.
9. Keep parents informed. Communication is the key to successful parent relationships. There will be fewer "surprises" and misunderstandings if parents are kept informed.
10. Inform parents of both positive and negative aspects of their child's behavior. Nobody appreciates someone who is always the bearer of bad news. Parents are more receptive of bad reports if they have received good reports in the past.
11. Radiate warmth, interest, and caring to parents by looks and actions. Use body language, which conveys interest and understanding (eye contact, nodding head, etc.).

12. Be open and honest rather than defensive or authoritarian. Solve problems by working with parents. Ask parents for their suggestions or possible solutions.

13. When notifying a parent of problems, be prepared to offer solutions. If the parent is open to ideas, give suggestions on how to help the child at home.

14. Deal with potential problems immediately; addressing situations before they become major issues. Put out little fires before they become raging infernos.

15. Listen to what parents say and try to get them to elaborate on the problem. Often the true grievance is not the one the parent first describes. Sometimes a parent will gain insights about the causes and solutions of a problem just by talking about it.

16. Develop positive relationships with students. A child's positive attitude about a teacher usually rubs off on the parent. (Unfortunately, the reverse is also true.)

Community Relations

Classroom Visits

Parents with their child and/or other adults are generally welcome to visit classrooms at CCA. Visits must be arranged in advance. All visitors must sign in at the Church Office before proceeding to the classroom. All classroom visitors are to observe quietly or be involved if invited by the teacher, but should not use the occasion to disrupt the class or attempt to hold a conference with the teacher. Students from other schools are not allowed to visit on campus during school hours without advance permission from the Administrator/Board.

Public Relations

Employees and volunteers are expected to conduct themselves in a manner that clearly reflects the purpose, philosophy, and Christian role model standards of CCA. When students are on field or athletic trips this is especially important. The Administrator, employees, volunteers and students are the primary advertisement for CCA that the public observes. What they observe will be far more convincing than anything CCA prints or publishes.

CCA Ministry of Teaching Statement

Teachers, Volunteers and the Administrator are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered His disciples and others around Him and taught with such conviction and truth that "many hearing him were astonished, saying From whence hath this man these things? And what wisdom is this which is given unto him, that even such mighty works are wrought by his hands?" (Mark 6:2) His apostles, likewise, were

teachers and gave witness “with great power,” through their words and their deeds, and “gave the apostles witness of the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but also how the order and discipline of mathematics and physics reveals the mind of God. It obligates one not only to instruct in geography and history, but also to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and helping them learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but also to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself – all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report—if there be any virtue, and if there be any praise—think on these things. Those things, which ye have both learned, and received, and heard, and seen in Me, do: And the God of peace shall be with you.” (Philippians 4:8-9)

Teachers and volunteers in a Christian school must be ever mindful that they instruct not just through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school’s statement of faith. This is why teachers are required to give a Godly example, both at school and away. Teachers must teach truth and avoid falsehood.

“Wherefore putting away lying, speak every man truth with his neighbor: for we are members one of another.” “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.”(Ephesians 4:25, 29).

Teachers and volunteers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians: “Let all bitterness and wrath and anger and clamor and evil speaking be put away from you, with all malice, and be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you” (Ephesians 4:31-32). Teachers and volunteers also model the Christian life by being active in their own church community and by serving as intermediaries assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith where their friends and family are around them.