Building Christian Ambassadors

“Put on the full armor of God so that you can take your stand against the devil’s schemes.” Ephesians 6:11 (New International Version)

(Revised December, 2012)
Acknowledgment of Receipt

I have received a copy of the Faith Christian Academy (FCA) Employee Handbook and have been given the opportunity to read it and ask questions. I acknowledge that it is my responsibility to ask questions about anything that I do not understand regarding the information presented herein. If I have not asked any questions, it is because I understand the contents of this Handbook. This Handbook supersedes any previously issued editions.

I understand that my employment is governed by my annual Employment Contract (if required), this Handbook, and any other policies and procedures issued by the FCA School Board. I understand that the contents of this Handbook are presented to me for guidance and information only and do not constitute an express or implied employment contract. I understand that the benefits and policies conveyed are not intended to confer any rights or privileges or to entitle me to remain employed by FCA for a specific duration. Any verbal statements do not constitute a contract for employment. Any required contract for employment must be in writing, signed by both myself and the President of the FCA Board.

I understand that it is my responsibility to abide by all policies set forth in this Handbook. I further understand that the procedures, working conditions, benefits, and policies described herein are subject to change at any time by FCA and such changes will be communicated in writing.

Name (Please Print)

__________________________  ________________
SIGNATURE                  Date

After you have read and signed this page, you should make a copy for yourself and send this original to the FCA Board.

Received:

__________________________  ________________
President of the FCA Board  Date
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Introduction

This Employee Handbook is designed to inform you about the practices and procedures related to employment with Faith Christian Academy (FCA). This Handbook is not all inclusive, but it is intended to provide you with a summary of important FCA guidelines.

Employment with FCA is governed by your Employment Contract, this Handbook, and other guidelines as established by the Board. The language in this Handbook and any verbal statements are not intended to create a contract of employment, whether expressed or implied; nor are they intended to guarantee employment for any specific duration.

No one at FCA, other than the Board, has the authority to enter into an Employment Contract. Any such contract must be in writing and signed by both the President of the Board (or his designee) and the employee. Any such contract pertaining to the Administrator must be signed by both the Administrator and an officer of the Board.

If you have any questions related to this Handbook or your employment with FCA, please contact the school Board. FCA retains the right to change the policies of this Handbook and the guidelines contained herein at any time. When such changes occur, the information will be communicated to employees in writing.
Welcome!

I am thankful that God brought you to Faith Christian Academy (FCA). This school was started to provide the families of southwest Tucson with an option for strong Biblical education. We at FCA wish to instill an excellent education in the youth that is grounded in the Word of God. Our goal is to train Ambassadors for Christ.

We are entrusting you with this task through discipleship and teaching. I trust that as you spend your days with the FCA students, you will “do all things to the glory of God”. Each student is valuable and impressionable. Your testimony is vital for showing Christ to these students and may be the changing impact in their lives.

Please be prepared to work with us in building a strong and healthy FCA. We are new and still have much to learn. I am sure that there WILL be many changes and learning opportunities. I beg you to be understanding and flexible as we grow and are stretched.

This handbook has been compiled, with much prayer and input from numerous sources, to answer some of your questions. It contains our statement of faith, policies, procedures, and viewpoints.

As an employee, you are now a part of FCA. I believe that God has specifically brought you to us. We on the Board of FCA want teachers and staff who know that this is exactly where God has led them, and are committed to this ministry. I ask you to be in constant prayer for this school as we seek to follow Biblical principles and impact lives for Christ. Please make this ministry a priority in your life and with your family.

I will do my best to be available to you. Please feel comfortable to contact me when needed. If you have questions, I am not promising to have all the answers, but I will try to find them for you. I want FCA to model a strong, healthy biblical family: a safe place for learning, in particular, for learning how to draw closer to God.

I look forward to working with you this year. Thank you for giving of your time and your life.

Laurel Timblin
Board President
FCA bears the name of Christ and seeks to reflect His name in the way it provides high-quality education. We have included our foundational statements and require acceptance of these statements by all FCA employees.

**Core Values**

**Truth**: Because God is a God of truth (John 14:6)

**Righteousness and Justice**: Because God is Holy (1Peter 1:14-16)

**Sacrificial Relationships**: Because God is love (Romans 5:8)

**Obedience**: Because God is Lord (Luke 6:46)

**Beauty and Excellence**: Because God is beautiful and does all things well. (Psalm 50:2, Mark 7:37)

**People**: Because God created man in His image (Genesis 1:27)

**Faith**: Because without Faith in the Son of God, it is impossible to please God (Gal 2:20, Heb 11:6)

**Mission Statement**

Faith Christian Academy of Tucson will provide and maintain an independent, interdenominational, parent-supported, board-directed Christian school where:

Students strengthen their personal relationship with God by yielding their hearts, minds and spirit to His authority. (Deut 6:5)

Students trust Jesus Christ with the totality of their lives through a life of service and obedience. (Matthew22:37)

Students excel in academics

Families receive support in their God-given responsibility to bring up their children in the discipline and instruction of the Lord. (Ephesians 6:4)
1. We believe the Bible to be the inspired (II Tim 3:16), the only infallible, authoritative Word of God. God’s Word is truth (John 17:17). All learning must have an integrative relationship with God’s Word (John 15:4).

2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (John 15:23-26). The Father, Son and Holy Spirit reveal God. Learning must avail itself to this revelation. God’s revelation must take precedence over man’s reason.

3. We believe in the deity of our Lord Jesus Christ (Col 2:9), in His virgin birth (Matt 1:18-23, Luke 1:26-35), in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood (I Peter 2:24-25), in His bodily resurrection (Acts 1:9-11), in His ascension to the right hand of the Father, and in His personal return in power and glory (I Thess 4:16-18). Jesus Christ is the reconciliatory between a Holy God and a sinful man. A relationship with Christ is imperative to a complete education (Col 2:2-3; Phil 2:5-11)).

4. We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential (Rom 6:3-4; Titus 3:5; I Cor 12:13).

5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. The indwelt Holy Spirit teaches and guides a believer into learned truth. It is He who teaches what is good and what is evil so that it is possible for a Christian to live a holy life (John 16:7-11).

6. We believe in the resurrection of both the saved and the lost (Rev 4-6; Rev 20:11-15); they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. Education must teach how to live life on earth, as well as teach and prepare students for resurrected life.

7. We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20-23). Christians of various backgrounds and doctrinal persuasions must be taught to live in unity so that the world will observe the body of Christ in its fullness.
General Employment Practices & Qualifications

The Board of FCA has established written personnel policies in order to clarify rules for all employees, provide for effective handling of grievances, and protect against inappropriate conduct. Hence, this Handbook is being provided to all full-time and part-time FCA employees. All finale decisions and responsibilities remain with the FCA Board.

Equal Employment Opportunity (EEO)

FCA is committed to principles of equal employment opportunity in any term, benefit, condition, or privilege of employment. FCA does not discriminate against applicants or employees on the basis of age, race, sex, color, national origin, disability, citizenship, or any other status protected by federal and/or state law. This prohibition includes unlawful harassment based of any of the protected classes in such law. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees. This policy also applies to non-employees such as Independent Contractors and volunteers.

Lifestyle Witness

Recognizing the impact of one's personal witness on the effectiveness of his or her ministry and service, employees of FCA shall model an exemplary Christian lifestyle (I Timothy 4:12).

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). FCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Sexual Harassment (Against Other Employees)

Because sexual harassment situations raise unique issues under harassment law, FCA believes it warrants separate emphasis.
FCA forbids sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and appropriate manner in accordance with scripture as an Ambassador of Christ. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether such conduct is in (1) written form, such as pictures, posters, cartoons or email; (2) verbal form, such as jokes, inappropriate comments or questions, obscene language of a sexual nature, gossip, or repeated unwanted requests for dates; or (3) physical forms such as gestures, unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another’s body.

**Sexual Harassment (Against Students)**

FCA forbids sexual harassment and inappropriate sexual conduct of any employee with any student at any time or location. FCA forbids any sexual conduct with any student even if the sexual advance was initiated by the student, was consensual or did not affect the student’s academic standing in any way. Sexual harassment here is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**EEO/Harassment Complaint Procedure**

If you believe there has been a violation of the EEO or harassment policies outlined above please use the following complaint procedure:

- Report the incident to the Board President. FCA requires that employees make a timely complaint to enable FCA to promptly investigate and correct any behavior that may be in violation of this or any other guideline.
- FCA will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as possible.
- If FCA determines that an employee’s behavior is in violation of these policies, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.
FCA prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint, or for your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

Harassment or Discrimination By Students

All employees need to remain alert to improper or inappropriate sexual harassment or discrimination by students against other students or FCA employees. This includes improper physical, verbal, or written conduct directed by students towards other students or FCA employees. You must report any suspected harassment or discrimination to the FCA Board.

Discipline and Termination

If an employee performance and conduct falls short of FCA standards and expectations, FCA will take action that, in its opinion, is appropriate for the circumstances.

Disciplinary action may range from a verbal warning, a written warning, or administrative leave with or without pay. Should disciplinary action be necessary, the Administration has full authority to immediately suspend the employee with termination pending Board approval. Action taken by FCA in one situation should not be assumed to establish a precedent in other incidences.

Child Abuse and Neglect

As employees of an educational institution, Faculty and Staff are obligated to follow Arizona law and guidelines for reporting suspected child abuse or neglect. Because the Arizona law on these matters changes from time to time, current and specific information regarding the law and requirements will be communicated annually.

Anti-Violence Provision

FCA believes that employees should be able to work and students should be able to learn free from intimidation, insult, threats, or violence. Any action on the part of an employee or student which is inappropriate will not be tolerated. Such behaviors include, but are not limited to, threatening or violent conduct, physical
or verbal intimidation, vandalism, arson and possession or use of weapons. Any such occurrence should be reported to the Board immediately. The Board will promptly investigate such complaints and take appropriate action.

Employees should contact local authorities immediately if they believe violent behavior warrants such action or when there is an imminent threat to themselves, students, co-workers or the public.

Possession of weapons is prohibited on FCA premises with one exception. The only exception to this rule is if an employee temporarily requires a weapon for personal safety and has received permission from the Board. This provision is not meant to prohibit “pepper spray type devices” carried by FCA employees for their personal safety.

**Campus Safety**

The appropriate school 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 person 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 FCA facilities or equipment should be reported to the supervising individual or the Board.

Sometimes stray animals wander onto the property (remember we live in rattlesnake and killer bee country). If that happens, separate the affected students from the dangerous animal/insects and then contact the school office or individual in charge immediately. A qualified adult will deal with the situation.

**Emergency Plans/Drills (Evacuation, Fire, and Lockdown)**

There are established procedures for emergency situations which could occur at FCA. Individual school procedures for evacuation, fire drills, lockdowns, etc. will be reviewed from time to time. Faculty and Staff members must be familiar with these plans, procedures, and escape routes. In a time of emergency, remaining calm and in control is essential. Drills for practice are held regularly in accordance with the Tucson Fire Department regulations.
**Inspection and Search**

FCA reserves the right to conduct searches at any time, with or without notice, of employees, students, their belongings or FCA property, if in FCA’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, FCA reserves the right to search FCA property used by the employee or students such as computers, cell phones, PDA’s, voicemail, text messages, email 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 believes a student or fellow employee has brought an illegal or inappropriate item onto school premises, the appropriate Administrator or Supervisor should be contacted immediately.

**Non-Smoking Facility**

FCA maintains a non-smoking policy on all of its premises including inside any FCA building or on the grounds (including parking lots). Under Arizona law, individuals who violate smoking ordinances may be subject to disciplinary action and/or criminal sanctions.

**Ethical Considerations and Confidentiality**

As a matter of professional ethics and state law, employees 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, 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”. Students should not
be led to expect that Faculty and Staff members will keep all information confidential since employees may be required by school policies or by law to report the certain types of information or conduct to the school, the student’s parents, and/or law enforcement.

**Conflict of Interest**

A conflict of interest is defined when an employee is in a position to influence a decision, whether in an official or fiduciary capacity, which may result in a personal gain for the employee or for a relative. No employee shall engage in any activity that is, or creates the appearance of, a conflict of interest between other employees, students or FCA. To avoid such conflicts of interest, employees must remove themselves from any decision making that could involve personal gain.

FCA employees may not engage in any activities or relationships, including personal relationships, which might directly or indirectly result in such a conflict or otherwise impair their professional judgment. Employees may not accept gifts, favors, or benefits that might tend in any way to influence their professional responsibilities with FCA.

Additionally, to avoid any possible conflict of interest:

- Employees shall not proselytize the school constituency for his or her individual church.

- Employees shall not actively solicit business from the general school constituency.

**Confidentiality of School Information**

All school and employee information must be kept confidential. Individuals with knowledge are expected to hold all information about FCA 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 or Supervisor. If an employee has a
problem and/or concern, it should be discussed with the employee’s Administrator or Supervisor first. If an employee believes that a matter cannot be discussed with the appropriate Administrator or Supervisor, it may be discussed with the School Board, whose decision is final.

References and Employment Verification

Individuals and departments may not provide written recommendations or reference letters for current or past employees, or provide employment verifications for employees. The Administration or School Board is responsible for handling all reference letters. Verification of employment for outside parties may be obtained by contacting the Administration or School Board.

Appropriate Qualifications

The FCA Faculty members are all involved in the ministry of teaching and must have the following qualifications for initial and continuing employment with FCA:

- Be a college graduate with a minimum of a bachelor’s degree and state certification. Note: All first-year teachers must be state certified. Individual exceptions may be made by the Board, with a plan agreed upon for reaching these qualifications.

- Be ACSI Certified or be pursuing ACSI Certification if only state certified in accordance with a plan agreed upon with the Board.

- Have a strong sense of being “called” by God to the ministry of teaching and serving the FCA community and have read and understood the FCA Ministry of Teaching Statement (attached).

- Be well qualified spiritually, emotionally and academically in order to provide leadership for young people.

- Be actively attending a local church with a statement of faith or articles of faith that is not inconsistent with that of FCA. “Actively attending a local church” means, but is not limited to, attending worship services, participating in and supporting church programs/missions and giving financially to the church.

- Willing to adhere to duties, responsibilities, practices, and policies as provided by FCA.
Applications for employment in an administrative or instructional capacity with FCA will not be considered unless the above requirements are met. All employees must have an application on file along with a signed Statement of Faith, current fingerprint clearance, a background check and necessary payroll paperwork.

**Background Checks and Fingerprinting**

All FCA hiring decisions are subject to the results of a background check and fingerprinting process (based on state and/or federal law and/or school policy). Should the results of this research be questionable in the view of the Board or in light of FCA’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. Fingerprinting is updated every six years or as otherwise required by law and/or school policy.

Additionally, FCA may choose to obtain a background check or fingerprint check on any current employee periodically at its own discretion.

**Changes in Employment Qualification Status**

Full Time Employees are considered those who work a total of 32 hours a week. Part time Employees are considered those who work less than 32 hours a week.

Employees are expected to notify the Board immediately if there is any change in their employment qualification status during their employment with FCA. Failure to do so may result in immediate termination.

Please notify the Board of any negative occurrences that may impact individual certification, professional judgment, or abilities to fulfill responsibilities in a safe and effective manner. Such changes include, but are not limited to: loss of licensure, arrests, convictions, criminal actions or proceedings, or civil proceedings.

The Board must also be notified of any change in name, address, telephone number or driver's license status for all employees. Faculty members must also inform the Board of any changes with regard to clinical licensure, certification status and educational status.

**Attendance and Lateness**

If an employee is unable to report to work as scheduled, every effort must be made to directly contact their appropriate Supervisor prior to the scheduled work shift and inform them of the reasons for lateness or absence from work. In the
event of illness or an emergency, Faculty members 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 5 days advance notice. If the Supervisor 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 FCA are paid over a ten month period (August through May).

Time Records

Hourly Employees must maintain a time sheet to record all hours worked. Employees may not complete other employee’s time sheets. Time record entries may be reviewed and approved at the discretion of the Board. A time shall be designated for submitting time sheets.

Payroll Deductions

As required by law, FCA withholds social security (FICA), Medicare, 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 and A-4 forms. An employee may change personal withholding rates at any time by filing a new form with the FCA Bookkeeper.

FCA 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. Independent Contractors are issued Form-1099 to file with their Federal and State tax returns.

Questions about Paychecks

If an employee believes that there is an error on a paycheck, please contact the Board. FCA will conduct a thorough investigation to determine if an error was made. If an error was made, it will be immediately corrected retroactively. Employees are encouraged to check their payroll checks upon receipt.
**Personnel Files**

A confidential personnel file is maintained by the FCA 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 Office Manager or appropriate Supervisor to make arrangements for coverage. If excused from jury duty during normal work hours, employees are expected to return to school. Time spent on jury duty does not count as hours worked for the purposes of calculating overtime.

- **Employee Holidays**

  Full-Time Employees are free from normal responsibilities on official School Holidays and Federal holidays. These holidays are listed on the annual school calendar. Federal Holidays and School Holidays for Facility Staff may differ due to the nature and timing of the work involved.

  Employees working 24 hours a week are entitled to paid official FCA school holidays listed on our annual school calendar.

- **Personal Time Off (PTO)**

  A total of 5 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 (based on contract day rate or hourly rate). PTO is not intended to be used to schedule vacations.

  Part-time Faculty members are entitled to PTO days but at a percentage proportionate to full-time employment. For example, the PTO days for full-time Faculty are 5 days so a part-time Faculty member is entitled to 2.5 days (50% of 5 days).
Except in case of illness or an emergency, use of PTO by Faculty members requires advance notice of at least five days 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.

- **Witness Duty**

Employees who are requested or required by law to appear in court as a witness may take time off without pay. Available PTO may also be used. Please contact the Administrator as far in advance as possible to request time off under this provision. Additionally, the Administrator/Board may request a copy of the court summons, subpoena, or other supporting information. Time away from work to serve as a witness does not count as hours worked for the purposes of calculating overtime.

**Worker’s Compensation Plan**

Employees of FCA are covered by a Worker's Compensation Plan, paid entirely by FCA. FCA’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 respective Administrator or Supervisor 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 Business Office will submit the claim to the FCA 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**

FCA 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 FCA. 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 appropriate Administrator or Supervisor.
Tuition Discount for Children of Employees

- **Full-Time Employee Tuition Discount**

  Full-Time Employees (32 hours per week) are entitled to a tuition discount for any of their children (biological or adopted) enrolled at FCA. The Administrators, Assistant Administrators and Faculty receive a discount of fifty percent (50%) for tuition. Staff and Facility Staff receive a discount of twenty-five percent (25%) for tuition. All other fees are to be paid by the employees receiving such benefits. Students of Full-Time Employees are given priority for admission and may begin the admissions process anytime after the materials are made available.

- **Part-Time Faculty Tuition Discount**

  Part-Time Faculty members are entitled to a tuition discount for any of their children (biological or adopted) enrolled at FCA but at a percentage proportionate to full time employment. For example, a Part-Time Faculty member working one-half time is entitled to a twenty-five percent (25%) tuition discount.

**Employee Conduct**

**Prohibition of Drug & Alcohol Use**

FCA requires that all employees 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.

**Solicitation**

Employees are not allowed to solicit co-workers during work hours. Employees are not allowed to distribute literature during working time in work areas. Work hours do not include meal, break, or rest periods. Work areas do not include break rooms, restrooms, parking lots, or other non-work areas.
Any postings on FCA bulletin boards must be pre-approved by the respective Administrator.

Non-employees are not permitted to solicit or distribute materials on FCA premises.

**Computers, Internet, Voicemail, and Email Use**

Systems provided by FCA 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 FCA. Employees are prohibited from using such systems for non-school related purposes during work hours.

Computer files, documents and software created or stored on FCA’s computer system are subject to review and inspection at any time. Employees should not assume that any items or information on any school computer is private. FCA 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 FCA on the internet, email, voicemail or other public or private venues is strictly prohibited unless approved in advance by the Board.

Email resembles speech in its speed and lack of formality. Unlike speech however, email leaves a record that is often retrievable even after the sender and recipient retrieve it. Please be aware that computers automatically maintain email records and FCA may search such records at any time.

**Electronic Communication with Students**

There are obviously many benefits associated with electronic communications to students and parents. There are also risks that FCA must balance along with those benefits in order to protect the school and its employees legally and otherwise. FCA’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 FCA that employees 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.

Employees are permitted to e-mail students on an individual basis as long as the e-mail is copied to both a parent of the student and the appropriate supervisor if necessary. Employees are permitted to text students on an individual basis as long as the text is copied to a parent of the student.

**Professional Responsibilities of Faculty**

Faculty members are employed on a year-by-year basis. The Board will evaluate Faculty performance annually. Faculty members are required to maintain current State of Arizona and ACSI certification or have a plan of action worked out with the Board. Faculty members may be hired with another state’s teaching certificate, however the Faculty member will have one year in which to meet the Arizona requirements and have credentials transferred. A copy of each Faculty member’s certification must be on file in the applicable school office at all times.

**Classroom Instruction and Management**

A prerequisite to providing a quality Christian education is the requirement of each Faculty member 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, FCA Faculty members 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.
- Teaching tasks:
  - Make it a primary objective to teach the lesson objective from “bell to bell.”
  - Insure that adequate preparations have been made to accomplish objectives established for the classes assigned.
  - Plan broadly on a quarter, semester, and year-long basis.
o Maintain adequate records of attendance and grades to meet state requirements, administration inquiry, and parent need for knowledge of student progress.
o 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.
o Maintain a neat, orderly, and comfortable classroom environment which is conducive to learning.
o Request instructional aids and materials for classroom use in a timely fashion.
o Take advantage of opportunities that will give evidence of the desire to develop professionally; be reading and taking continuing education classes and courses.
o Keep record of classroom texts and materials.
o Leave adequate provision for a substitute teacher (attendance record, seating chart, name of a helpful student assistant, lesson plans, location of keys etc.).

**Responsibilities Beyond the Classroom**

In addition to classroom duties, FCA Faculty members 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.

**School Support Expectations**

Faculty members are expected to be involved in non-classroom activity in support of the school. Examples include, but are not limited to the following:

- Attend and support student activities when possible (sports, plays, concerts, etc.).
- Substitute for other Faculty members as available (per Administrator directives).
- Participate in planning and support of special activities, e.g. class trips, retreats and graduation.
- Serve as a class advisor (high school).
- Serve as a club sponsor.
- Assume all reasonable additional duties (morning, lunch, after school, 8th Hour, Detention) as assigned.
**Dress Code and Appearance**

Faculty and Staff are expected to dress in a professional manner with good taste and modesty. The standards for students should be met or exceeded by Faculty and Staff at all times. Employees should make certain that work attire is not too casual, e.g. casual shorts. 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.

All clothing must be neat and free of holes or fraying. Tank tops, tube tops, flip flops, and casual shorts may not be worn. Appropriate sports clothing is acceptable for PE. All employees 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. Other visible piercings and tattoos are not allowed.

Employees 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.

**Health**

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

**Interpersonal Relations**

Each FCA employee is expected to maintain positive Christian interpersonal and appropriate professional relationships with other employees. Critical remarks or verbal putdowns to or about fellow employees have no place in at FCA. As professionals and as Christians, FCA employees 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. 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 should give priority to their individual spiritual development and walk with the Lord. The most important thing one can do for our FCA students is to grow continually in relationship with Christ.

**Conflict Resolution**

Employees are in a position of influence with students, parents, and other associated with FCA. It is therefore inappropriate for employees 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 FCA claims its own authority as an extension of the Christian home, employees shall seek to support the authority of parents, unless such authority is found to be in direct conflict with FCA policies and/or laws of the state.

**Professional Evaluation**

To improve instructional quality each Faculty member will be regularly observed and evaluated. The goal of these observations and evaluations is to improve teamwork and instruction. Faculty members 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 Administrators will be evaluated by the Board annually.
**Resignation of Employment**

Employees electing to leave employment with FCA 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**

FCA employees 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 FCA 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 are asked to keep common areas picked up and clean. Additionally, employees 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 FCA Mission

Student Transportation

FCA very much appreciates employee willingness to assist with the transportation of FCA students to school related functions. Any FCA employee transporting students in an authorized school vehicle must be at least 21 years of age and must have met the criteria specified in the attached Approved Driver Application Form (see Exhibit A).

Personal Vehicles

For liability purposes, employees are not permitted to use their own personal vehicles to transport students for such functions, unless prior written permission is obtained from the appropriate school administrator and written permission is obtained from the parent or guardian whose child is being transported. Once a FCA employee has assumed responsibility for a student’s transportation to a school related function, that student can only be released to someone other than the student’s parent or guardian for the return portion of the trip if the school employee receives written permission from the student’s parent or guardian prior to the return trip.

Gifts and Acknowledgments

As a non-profit educational ministry, FCA 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-deductible receipts are sent to the donor by the appropriate person at FCA, depending on the nature and amount of the gift.

Volunteer Parents/Student Helpers

Volunteers and helpers can make an important contribution to FCA. 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 a local church with a statement of faith that is not inconsistent with that of FCA;
• Be willing to adhere to duties, responsibilities and practices as provided by FCA employees.

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

➢ General Guidelines

• Prospective classroom aides, volunteers, and helpers must be approved in advance and assigned to classrooms or other duties by the responsible Administrator, or Faculty member. Such volunteers should be willing to work cooperatively with and under a specific employee’s supervision.
• Faculty members must provide individuals working in the classroom with clear information regarding the classroom management program, curriculum, and the teaching style. Faculty members 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.
• Volunteers must be advised of and are expected to comply with the confidentiality concerns, guidelines related to student information, appropriate dress code.

Communication and Relationships with Parents

FCA 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 Faculty member and school 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 an 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 Administrators 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 home 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.)

Publications and Communications

The appropriate Administrator/Board Member needs to preview copies of letters to parents or any general communications to be given to parents. Any communications, written or oral, to the entire school family, general public, or media organizations must be approved by or come directly from the Administrator/Board. All details must be coordinated and approved before any announcements are made. All media requests (newspaper, TV, radio, etc.) should be referred to the appropriate School Office. The Administrator/Board President has been assigned as the only official spokesperson for FCA in media inquiries.

Community Relations

Introduction

Good relations between the school, parents, and community are largely based upon personal contact with Staff. The health of these relationships contributes greatly to the educational process.

Classroom Visits

Parents with their child and/or other adults are generally welcome to visit classrooms at FCA. Visits must be arranged in advance on the schedule set annually at each school. Parents and visitors must sign in. 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.
**Other Schools**

FCA employees should maintain professional and cordial attitudes and relationships with other schools in the community and their Staff. Each school is unique and responsible to God to manage their own program and employees. Faculty members are encouraged to develop professional relationships among schools, share resources, and rejoice in similar callings.

**Public Relations**

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

Faith Christian Academy
Approved Driver Application Form

NAME__________________________________________DATE________________

ADDRESS______________________________________________________________________________

PHONE: (WORK)________(HOME)_____________(CELL)____________________

DATE OF BIRTH_______ DRIVER’S LICENSE # ____________ (required)

Do you have any physical condition, mental condition, or take any medication which would affect your ability to safely perform the requirements of driving students and/or school personnel? YES_____NO_____

Do you have any restrictions on your driver’s license? YES_____NO_____

If “YES,” please explain:________________________________________________________________________

Have you been cited for any traffic violations (civil or criminal) in the past three years? YES_____NO_____

If “YES,” please explain:________________________________________________________________________

Have you had any vehicle accidents in the past three years? YES_____NO_____

If “YES,” please explain:________________________________________________________________________

By signing this application, I certify: (1) that the information provided by me is true and accurate, to the best of my knowledge; (2) that I have never been convicted of DUI, reckless driving, hit and run or driving with a suspended or revoked driver’s license; (3) that my driver’s license has never been suspended or revoked because of moving violations or failure to submit to testing for DUI; (4) that I have never been convicted of a felony; (5) that I have not been convicted
of a misdemeanor **in the past five years**; and (6) that I have **never** been convicted of any sex crime, domestic violence or crime against children. I also agree to the following:

I will undergo any training FCA requires before driving a school owned vehicle.

I will immediately report to the Administrator/Board of FCA any accident or injury that occurs in connection with the transportation of students and/or school personnel related to a school function, field trip or athletic event, or any accident involving a school owned vehicle I am driving.

I will not drink any alcoholic beverage while serving as a driver for students and/or school personnel in connection with a school related function, field trip or athletic event. This includes refraining from the consumption of alcoholic beverages throughout the entirety of a trip that involves staying over for one or more nights.

I will not possess a firearm while serving as a driver for students and/or school personnel in connection with a school related function, field trip or athletic event. I understand this prohibition applies even if I have a permit to carry a concealed firearm. (This prohibition does not apply if you are authorized to carry a firearm because you are a federal or state certified law enforcement officer.)

I will advise FCA of any material change of information provided on this form, including, but not limited to, any involvement in an automobile accident for which I am cited by law enforcement officials, any citation for a moving violation, any suspension or revocation of my driver’s license, any reduction in amounts of automobile liability insurance coverage, or termination of automobile liability insurance.

All students riding in a school owned vehicle will be secured with individual working seatbelts. I understand that double belting of students is not permitted. I also understand that all students seated adjacent to an airbag must be of sufficient height and weight.

_Signature_  
_Date_

Please return this form along with a copy of your driver’s license, fingerprint card and Social Security card.
Exhibit B

FCA Ministry of Teaching Statement

Teachers and school administrators 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 the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hands!’ ” (Mark 6:2, NIV) His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to 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, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. 9Whatever you have learned or received or heard from me, or seen in
me—put it into practice. And the God of peace will be with you.” (Philippians 4:8-9)

Teachers 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. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another…..Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4:25, 29).

Teachers 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 slander be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31-32). Teachers 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.