

School of The Heights Faculty Handbook



FLOCS CERTIFIED #4790
DCF STATE LICENSE: C07PU0049

SCHOOLOFTHEHEIGHTS.ORG

STH Eagles ●



All School of The Heights staff will follow the following rules and procedures. The Administration believes that both consistency and a "team" approach are beneficial for the students, faculty, and Staff.

Specific instructions will be issued throughout the school year. To supplement these procedures, all teachers are expected to work with students to achieve the goals and objectives of STH in each subject area.

The Teacher's handbook may be updated during the school year.

ABOUT US

OUR PURPOSE

Students at School of The Heights will be grounded in God's Word and challenged to achieve academic excellence as they prepare to use their gifts, talents, and abilities effectively to follow God's plan for their lives.

MISSION STATEMENT

School of The Heights is a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ.

RISING HIGHER

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.

2 Timothy 3:17-18

SCHOOL OF THE HEIGHTS

Mailing Address: 3111 St. Johns Avenue
Palatka, FL 32177

School Hours: 7:30 p.m. – 2:30 p.m.

Office Hours: 7:30 a.m. – 6:00 p.m.

Phone 386-325-0951

Fax 386-325-2129

schooloftheheights.org

THE CHURCH OF
THE HEIGHTS
Ministry of



Lead Pastor: Eddie and Lisa Stith

Church of The Heights is a full gospel church with a Pentecostal distinction. We do not seek doctrinal agreement in all areas but desire respect in areas of difference. On the essentials, we desire unity, in the nonessentials, understanding, and in all things, love!

All employees are to operate within the moral standards as laid out by our organization and The General Council of The Assemblies of God, Springfield, Missouri 65802

STATEMENT OF FAITH

We believe:

The Bible is the only infallible and authoritative Word of God.

There is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Ghost.

In the Blessed Hope - the Rapture of the Church at Christ's coming.

That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

That regeneration by the Holy Spirit is essential for personal salvation.

The redemptive work of Christ on the cross provides healing to the human body in answer to believing in prayer.

In the Baptism of the Holy Spirit, per Acts 2:4, is given to believers who ask for it.

In the sanctifying power of the Holy Spirit by whose indwelling, the Christian is enabled to live a holy life.

In the resurrection of both the saved and the lost, the one to everlasting life and the other to eternal damnation.

ADMISSIONS STATEMENT

School of The Heights is open to academically qualified students regardless of race, religion, creed, color, sex, or national origin.

Policies of STH



STAFF SCHEDULES

The School of The Heights Principal requires all personnel to follow the school calendar and holiday schedule during the school term. The Principal shall establish office hours and work schedules outside the standard school calendar as necessary.

- Regular professional development will be embedded throughout the school year. Staff meetings are mandatory for all teachers, and teachers are to report on time.
- Arriving to work on time is a matter of professionalism reflecting on STH, the Principal, fellow faculty members, students, and parents. No teacher should ever come to school after students have entered the building.
- Faculty and staff members are expected to be on time during the scheduled workday. Any staff member arriving after the scheduled report time will be deducted from annual leave in increments of 15 minutes. In addition to a formal reprimand in your staff file, continued tardiness to or at work will result in a deduction of time from pay and or dismissal.

Teacher Work Day. All other staff are to follow the schedule provided to you.

On duty	7:15 am.
At duty post	7:30 am.
End of duty	3:15 p.m
Total Hours at School	8 hours

Support Staff hours vary by position and will be discussed with each staff member individually.

Faculty Meetings

STH considers faculty meetings essential to efficient and effective school operations and often provides a mechanism for problem-solving and input to the decision-making process.

School Calendar

It is the responsibility of all Staff to make themselves aware of the school calendar, and staff members are required to be in attendance for all school days. STH staff members are expected to attend school functions in support of the Administration and students.

Staff Absences

All Staff should make a sincere effort to be present every day. Setting a good example is essential. All Staff must report EVERY absence on the Request for Leave Form located in the staff binder.

- In the event of sickness – please contact the Principal by 9 pm the night before or between 5 am and 6 am on the day of absence. It is the Teachers' responsibility to contact the Principal before 3:30 pm when they will be absent the following day to coordinate the substitute.
- Personal days must be pre-approved by the Principal with a two-week notice.

Employment and Employee Benefits.

All STH employees are Church of The Heights Employees.

- Teachers/administrative staff are paid a salary over 12 months.
- All other Support Staff is paid hourly over 10 months.
- Faculty employed by STH on a full-time basis should not engage in other employment or full-time college courses without first discussing the situation with the Principal.
- No employee will be eligible to collect unemployment.

Employee benefits:

- .Personal Days
 - Full-time staff/salary will receive 8 paid days per year. These are not transferable from year to year.
 - .Part-time/hourly Staff receive 4 paid days.

Appointments

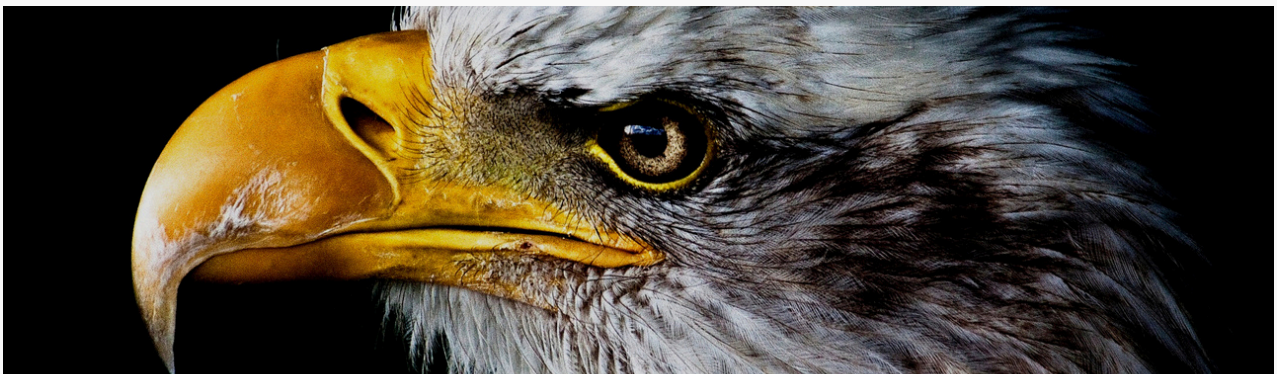
- Doctor and Dentist appointments should be made for after-school hours to the extent possible.

Funeral Leave

- An employee is entitled to time off with pay should a death occur in the immediate family. A maximum allowance of three days with pay is allowed. For this policy, immediate family includes grandparents, parents, spouse, child, brother or sister, niece, or nephew.

Jury Duty

- The act of jury duty is viewed as an essential personal and civic obligation. Therefore, employees may serve without personal financial loss. Payments will be regular workday earnings. Generally, however, the duty can be postponed until summer. Issue documentation that this arrangement was attempted.



SCHOOL POLICIES

Accountability for Students

Teachers are accountable for students on the class roll. This means that students are to be physically supervised at all times by their Teacher.

Teachers may NOT:

- Send students to another teacher's classroom
- Send students to run errands for teachers
- Allow students to leave class early to procure an item or belonging
- Send students to outdoor seating areas unaccompanied
- Send students in groups anywhere on the campus, unaccompanied

Air Conditioning and Heating

STH air and heat are set to a standard schedule throughout the school year. Request for temperature change is not always honored because our units cover multiple classrooms/offices. If you are usually cold, please bring a sweater to keep in your class, and if you are hot, please add a small, quiet fan to fit your needs.

Announcements

- From time to time, announcements will be made on the school intercom. Students should remain silent as the announcements or student calls are made.
- Emergency announcements are conducted as needed. Class interruptions will be kept to a minimum

ATTENDANCE RECORD KEEPING

Daily Record of Attendance

- Teachers must keep complete records of the attendance and grades of the students in their classes. Attendance should be recorded within the first five minutes of class. Attendance should also be updated as students enter with a tardy slip.
- Tardy slips should be attached to the student planner on the day given.

Attendance Books should follow this pattern for attendance marks.

- An A or T (Absence or Tardy) that is circled means a note was given to the Office, and you have received a note stating that this was excusable. Excused T's Do not count towards absence.
- A dot is required to show a student marked present.

Grade	M	T	W	T	F	M	T	W	T	F	M	T	W	T
											Math Quiz 1			
											Math Test 1			
											Math Quiz 2			
											Math Test 2			
1											89	100	110	100
2											75	74	84	80
3											100	99	100	100
4											60	53	101	47
5											97	99		73
6											80	85	87	92
7											100	100	100	100
8														

SCHOOL POLICIES

For Grading Section of Attendance Book

- Mark the assignment and date in the top section or bottom section.
- Record the grade in the log within 2 days of the assignment.
- Mark student absence with a highlighter and fill in when work is made up.
- In case of absence, the parent must write a dated note explaining the reason for the absence. This note must be sent the day a student returns from an absence. Excessive absences may result in dismissal from school.
- Any student arriving at or after 8:05 must come through the Office and have a note stating the reason for tardiness to receive an excused tardy. Four unexcused tardies will equal 1 absence. Tardy Sticker Slips will be added to the planner on the date received.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, parents should procure permission from the Administration several days in advance.

Maximum Days Missed Policy

- VPK: For VPK students to meet their required instructional clock hours per year, students may not miss more than 30 days in a year. This includes all absences.
- K5-6th: For the K5-6th grade students to meet their required instructional clock hours per year, they may not miss more than 10 days in a semester and 20 days per year. This includes excused and unexcused absences. Per state law, students may not have absences that exceed the limits stated above, or they will be in danger of not being promoted. A conference with the principal will be required if a student is in danger of exceeding their maximum days.
- If the student does not return with a note, Teachers are to request this in the student planner as a reminder note to the parent if a note is not turned in the day after an absence. All notes are to be submitted to the Office. when received through the child's planner. These notes are kept in the student file in the office.

Attendance Slips

Slips should arrive in Office with the morning folder by 8:15 am

The image shows a handwritten attendance slip form. The title is "Absent/Tardy Slips". The teacher is "Mrs. Sheila Wells", the date is "7-1-2020", and the grade is "K5". The table below lists student names and their attendance status. To the right, there is a section titled "Students Missing Lunch" with a list of names and notes.

Teacher:	Date:	Grade:
Mrs. Sheila Wells	7-1-2020	K5

Student Name	Absent	Tardy
Daisy Zumber	✓	
Dawson Zumber		✓
Paisley Beck		✓ EX

Students Missing Lunch

1. Paisley Beck - mom said she's bringing
2. Peyton Hess
- 3.
- 4.

Office staff will place an Attendance Alert Slip in your box for corrections or notifications to your attendance book. These notices should be kept in a file for the current school year.

- Keep these in a file so that we have a paper trail.

SCHOOL POLICIES

Bullying

One of our primary responsibilities as a school under our school's mission is to create and sustain a safe community so all our students can focus on their work and do their best.

To achieve this goal, we must acknowledge that bullying sometimes occurs within our community and harms everyone involved – perpetrators, bystanders, and victims. We have outlined the characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle, involving an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, socially aggressive, verbal aggression, forms of written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.

Bullying often occurs outside of the physical school grounds, yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander, "hit lists" via e-mail or other methods of communication naming specific students and/or teachers and changing other people's e-mail personal profiles.

As a school, we will take seriously any report of bullying behavior according to Florida statute 1006.147. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) depending on the frequency and severity of the behavior. Any student displaying an insufficient interest in maintaining these standards or who is disruptive in our efforts to maintain our Christian philosophy may lose the privilege of attending School of The Heights. The Administration may suspend a student depending upon the nature and severity of the situation. The Administration, at their discretion, may expel a student when deemed necessary.

Cumulative Records

Teachers are encouraged to use the cumulative folders to understand individual students better; however, this is confidential information and by federal law may not be revealed to outside sources. The cumulative record is a most valuable record, containing information for the student's entire attendance, standardized test results, grades, health, and other personal data. New student folders are on file alphabetically in the Office. Records may not be removed from the Office. Please see the Principal if you have any questions regarding student records.

Custodial Services and Room Appearance

Each Teacher is responsible for the condition of their room and its furnishings. It is the Teacher's responsibility to see that their classroom is neat and orderly at all times and free of writing on walls and desks, as well as clutter. Our custodians are busy maintaining the whole campus. Please help them by having students keep rooms clean and neat. Help develop pride in our school. Do not allow students to put their feet on the walls or allow students to touch or drag items along the walls as they walk by. Students should be taught line procedures that support this practice. If janitorial or maintenance services are needed, please fill out the maintenance form and turn it in to the Principal as soon as possible. A copy of this form is located in your staff binder. If an emergency maintenance issue arises, call the Office immediately for assistance

Discipline of Students

Each Teacher, as a professional, should be capable of handling their discipline problems. . In cases of serious misbehavior, such as fighting, destroying school property, insolent behavior toward the Teacher, or similar actions, the student should be referred directly to the Principal. Always be truthful on a referral. Send the student in question with the referral. Encourage respect for fellow students, teacher (s), and parents. Take care to teach pride in our school and our community.

Suggestions for handling students who persist in disturbing classes and creating discipline problems are:

- Avoid heated arguments. Retain dignity of self and student. Avoid "challenging" the student in front of their peers.
- If necessary, arrange a conference with the parent and student during your planning period or after school.
- Contact the student's parents. This approach will often go a long way in solving the problem. Before contacting parents, become familiar with the student's cumulative folder.
- Do not yell at students; this only escalates their response back.

Guidelines for the handling of discipline problems:

- Each Teacher must post your class rules and discipline policy in the class, and attention should be called to it often.
- Consideration must begin as soon as possible after an infraction has happened. Document the event and immediately bring the matter's attention to the Principal if severe enough.
- The consideration must be fair to all parties involved with others to guard against any tendency to over or under-react. Take consistent action towards each event.
- Parents must be notified of discipline issues, and their presence may be requested.
- Discipline plans must include parent contacts early in the plan. Parents must be contacted before the student is sent to the Office, except in extreme cases. (Parents want to know immediately when problems begin and what they are.)
- If students are sent to the Office, a referral slip must accompany them. In extreme cases, if help is needed immediately, please call the Office via the intercom system.
- No students are to be sent out of view for a time-out. This also includes talking to a student in the hall with your door closed.
- Discipline Forms should be sent home when you have problems. They are to be signed by the parents and returned the following day. If they are not returned the next day, a phone call is made to the parents that day/night. (A message left on an answering machine is not acceptable.) All activity needs to be accurately documented.
- Positive calls, contacts, notes, etc., will be made for each student in your class. By the end of the 2nd week of school, every student should have received positive contact by phone.
- Document your call log for required submission to the Administration.
- The more positive reinforcements offered in class, the better support from parents in the hard times

SCHOOL POLICIES

All Staff members are responsible for consistently enforcing the school's codes and policies. This includes disciplining your students in the classroom and maintaining discipline with all students in the hallways and restrooms, on the grounds, at special events, etc.

Corporal Punishment is not administered, and Teacher Bullying is not allowed and will lead to dismissal.

- Teacher bullying is a pattern of conduct rooted in a power differential that threatens, harms, humiliates, induces fear, or causes students substantial emotional stress.
- Bullying fundamentally disrupts the trust and nurturing relationships necessary to achieve any school's mission.
- Bullying behavior often involves the public humiliation of targets.
- When teachers target students, the student often feels ashamed and powerless. In many cases, they cannot establish positive relationships within the school. Teacher bullying can also have a contagion effect, indicating to students that the bullying of an individual is acceptable and making the individual vulnerable to more abuse.
- We do not want to establish peer bullying with other staff members through conversations that give the impression that a specific teacher is “mean” when that Teacher has an authoritative quality.
- It is the responsibility of all staff members to inform the Principal when this type of behavior is consistently exhibited.

Discipline Procedures

Absolute teacher control and a quiet classroom atmosphere are essential for quality learning for all students. Teachers are expected to maintain order always. Teachers who cannot deal with issues will be and could lead to dismissal if not corrected in the plan offered by the Administration.

- The school discipline plan posted in the classroom must be followed.
- A disruptive child may be isolated in the classroom but should never be sent outside. He/she may be moved into a position where he/she can be seen. Privileges may be removed and/or classroom—seating charts changed as disciplinary measures, within reason.
- When discipline issues arise, the parents must be contacted early in the discipline process.
- If the problem persists, the Teacher should refer the student to the Office.
- The Teacher/Staff member will always begin by implementing the Give 'Em Five Strategy.
 - Support – Focus on the student's strengths.
 - Expectation – Refer to shared expectations, such as classroom rules or STH Keys to Character.
 - Breakdown – Describe how the expectation was not met.
 - Benefit – State how a different behavior could benefit the student.
 - Closure – Finish with a positive statement so the student and educator can move forward without damaging the relationship.

Examples of behavior requiring disciplinary action:

- Inappropriate Language
- Bullying
- Defiance
- Fighting
- Being excessively argumentative with a staff member
- Any conduct that is considered a bad influence on classmates
- Any behavior that creates a harmful or hostile environment

SCHOOL POLICIES

If the unacceptable behavior continues to occur, the following steps may be taken:

- Notification of behavior problems to parents by phone
- Student conference with the Principal
- Principal Assigned Detention
- A parent-teacher-student or parent-teacher-Principal Conference

More extreme or persistent cases of misconduct will be managed by the Administration and treated with one or more of the following measures:

- Detention
- Conference with the Principal and Teacher
- Probation, combined with the appropriate application of consequences relevant to the offense
- In-school suspension
- Temporary withdrawal until restitution and restoration can be confirmed via visible positive student behavior.
- Expulsion
- **Suspension**
 - Guidelines for Suspension – A student may be suspended from school on justifiable grounds for a period to be determined by the Administration or where civil authorities are involved until a final decision is reached. Verbal notification will be given to the parents.
 - The Administration may suspend a student from school for misconduct when other means of correction fail to bring about proper conduct. The Administration views suspension of a pupil as an act of last resort to be taken when other means of correction have failed, and the retention of the student in the school would not materially benefit the student or would be detrimental to the general welfare of the student body. Students are required to complete work during the suspension.
- **Expulsion**
 - When a student is expelled from STH, there will be what the Administration feels is ample evidence that a student or parent has broken their pledge to the school, failed to uphold our high standards, or otherwise proven that they do not comply with the rules and standards.

Students expelled will not be eligible for re-admission until at least one year's absence unless otherwise specified by the Administration.

E-mail, Group Me, Gradelink, & STH FB

Important announcements and information will be delivered through school GroupMe, and Gradelink. In addition, every faculty member should check his/her phone during the school day.

- **Time-sensitive messages needed for that day will be delivered by an office staff member.**
 - This type of correspondence should not be sent via text or GM

The School of The Heights Facebook page is also a tremendous source of communication and information. Please share. It is your responsibility to be aware of all information communicated electronically. Messages and texts sent by the Principal should be read and acknowledged by all staff members by clicking the heart button.

SCHOOL POLICIES

Faculty Mailboxes

Teachers are requested to check their mailboxes before school and at the end of the day. Do not let material accumulate in the box.

Field Trips

A field trip is any trip taken by students under the supervision of school personnel, including trips taken on school time, holidays, weekends, or vacation time. Field trips are STH-sponsored off-campus trips taken by classes, grades, or organizations to enrich the student's academic experience.

Frequency of Field Trips

- Field trips are planned before the school year begins by the office administration.

Gifts

While gifts from students to teachers are not to be encouraged, they may be accepted with the following provisions:

- Please use wisdom when opening gifts in front of your class to avoid embarrassing a student who could not or did not bring a gift or may feel like his/her gift was inferior.
- Staff members must issue a thank you note for all gifts promptly.

Grading and Reporting

Grades, except large projects or extended essays, are expected to be graded and entered in your grade book within two days. Up-to-date Parent Access is paramount to parental involvement, which includes: Gradelink, Homework Sheets, Weekly Test Folders, Progress Reports for Struggling Students, and Smore Newsletters.

K5-6th Grade reporting will be done according to the school calendar. Report Cards will be sent home with students. Please collect the signed report card within 5 days.

Grading scale

A	90 – 100	E/4	Excellent
B	80 – 89	S/3	Satisfactory
C	70 – 79	N/2	Needs Improvement
D	60 – 69	U/1	Unsatisfactory
F	59 – 0	U	Failure to Make AYP
I	Incomplete		(Must have approval)

Student Report Cards should reflect the number grade.

- An "I" is given when assignments are incomplete or missing. If the assignment is not made up in a reasonable amount of time, the grade automatically changes to an "O/F."
- Periodically check student averages. If a grade is below a C, additional parent contact is required. From this point, it will be the Teacher's responsibility to monitor student progress, offer additional support where needed, and communicate student needs to the Principal or appointed liaison.
- Penmanship is a fundamental class in each grade level. Letter/Number grades are given in all classes in this subject. Students who maintain all 4's will receive an end-of-the-year Penmanship award. Do not neglect the portion of time allotted for Penmanship.
- Tests should be graded and entered into your grade book within two days of testing.

SCHOOL POLICIES

- STH allows students to review failed Tests & Quizzes as needed to assist in learning. This work needs to be completed on a separate piece of paper. The paper needs the following:
- Student name, date, and grade
- Numbered accordingly
- Written and answered on the page neatly
- All work must be shown for math computations
- A Parent's signature is required
- This work should be turned in within 3 school days after going home in the Student's Test Folder. This is explicitly practiced for students who receive a D or F.
- Test and Quiz grades are not to rise above a 75/C
- In the grade book, use the space provided to write in the test number and date the test was given. This will help you!
- Test folders must go home weekly on Thursdays in a stapled pack within the folder. Any D or F grades require a parent's signature on the test. Parents are also required to sign the signature log. All items are to be returned to the folder. These tests are to be stored in a file for parent conferences and for use in giving tutoring instruction. Test folders must be turned in the following day and collected to establish a good routine. Test folders that are not returned the following day require Parent contact. Test folders are to be maintained in good shape.

- **Extra Credit**

Extra credit is not a common practice and requires permission in writing attached to lesson plans for the week requested. **Extra Credit is a rare circumstance offered on a VERY limited basis.**

In this limited compacity, extra credit can help raise the grade of a student who desires to do the required work. Students need to work for this grade.

Extra Credit should require work on the student's behalf.

A Student's final grade for report cards cannot exceed 100%.

Extra credit may not be shared across academic subjects.

Guest Speakers & Readers

Teachers must clear guest speakers through the Principal for approval before inviting them. A guest speaker request form is available in the Office or in your staff binder. Guest speaker application forms should be submitted to the Principal two weeks before the proposed date. Obtain the Principal's approval before confirming the time of the visit with the speaker.



SCHOOL POLICIES

Hallway Expectations

The School of The Heights Administration expects the hallways to remain completely clear of students and activities during class periods. Any student in the hallway MUST have a hall pass, even if they have been called to the Office. Visits to the Office should be rare and not a daily habit. Utilize your restroom breaks and require all students to take their turn.

Homework Guidelines

- Homework helps to reinforce what's being taught in the classroom. It enables parents to engage in their child's education actively. Homework helps teach fundamental skills such as time management, organization, task completion, and responsibility. What's more important is that students get to demonstrate mastery of the material without the assistance of a teacher.
- **The Fundamental Five**
The best homework tasks exhibit five characteristics.
 - First, the task has a clear academic purpose, such as practice, checking for understanding, or applying knowledge or skills.
 - Second, the task efficiently demonstrates student learning.
 - Third, the task promotes ownership by offering choices and being personally relevant.
 - Fourth, the task instills a sense of competence – the student can complete it without help.
 - Last, the task is aesthetically pleasing – enjoyable and exciting.
- Homework days are Mondays, Tuesdays, and Thursdays. Please reserve Fridays and any weekend work for notebook or notecard study only.
- No Wednesday homework.
- Homework assignments are not graded individually.

The benefit or consequence of doing/not doing homework will come from the skills learned during the process. However, students should not develop a lackadaisical attitude toward assignments. We want to instill a sense of purpose and accomplishment in our students. Do not assign busy work for homework. **Refrain from giving the impression that homework has little value or little consequences if undone.**

- **Assign it.**
- **Expect it.**
- **Mark it.**
- **Record it.**

Students will earn a checkmark for each completed assignment throughout the grading period. Teachers will add one grade to the student's averages at the end of the grading period in each subject with 15 assignments or more.

Use the scale below

- 15 moderately correct assignments = 100%
- 10 -14 moderately correct assignments = 80%
- 5 – 9 moderately correct assignments = 60%
- Less than 5 assignments = O/F

Teachers may use centers or free time to have students complete unfinished homework.

·Be mindful of assignments that require technology, as some homes cannot comply.

·Homework should be turned in at the beginning of each class. Teachers should have a designated area to collect homework.

SCHOOL POLICIES

Keys & Fobs

At the beginning of the school year, Keys are issued to Lead Teachers/Office Staff. Teachers should refrain from lending their keys to other staff or students and should not have duplicates made. Keys should be kept in inaccessible places or with the Teacher so they are easily obtained during a drill or emergency. At the end of the school year, each key will be carefully labeled and turned in to the Office for the summer for non-returning Staff.

- Lock your classroom and all open doors when you leave the campus.

Lunch

Teachers are expected to bring lunch to school and, at times, may be required to eat with students. Schedules may change as Staff is available to support the needs of the Cafeteria.

Please keep your items in your lunch box and do not leave dishes in the kitchen, on counters, or in the dish drain-clean or unclean.

Pep Rally and Special Events

Staff and students are expected to attend all pep rallies. All teachers are expected to accompany students to special events and remain for the duration of the program. No teacher or student is excused from assembly programs for any reason. All are expected to be in attendance. Students shall report to their respective class sections.

Staff members will distribute themselves throughout the assembly area to see that all students behave correctly in the assembly program. They should watch for anyone causing a disturbance before, during, and after the program. In addition, teachers will be assigned special duties in particular areas of the buildings.

- All School staff must attend any school-sponsored activity and supervise students as needed.
- Thanksgiving, Christmas, and Valentine's will be the primary times for class parties. Contact parents for help with refreshments, etc.
- Parents are permitted to bring a treat for their child's birthday. Be sure when conversing about this to ensure enough for all students in the class. Don't forget to inform parents what thematic elements are unacceptable for parties. Parties should be planned for the end of the school day. Lunchtime parties are not permitted.
- Students invited by a classmate to extracurricular activities should be kept from the whole class's attention. Please help facilitate this privately.

Preschool Assessments

Preschool students are given assessments based on the curriculum throughout the year. VPK Students will also participate in state-required assessments when applicable.

Privacy of Students' Grades

Each student's grades should be kept confidential from all other students. Therefore, teachers should not ask students to call grades out before others, nor should a student be allowed to grade papers. The privacy of grades helps in our effort to preserve the self-esteem of students who may not be doing well academically. The Teacher's grade book should be secured and supervised. No parent helpers should grade tests.

Quality of Academic Work

In a school dedicated to pleasing Christ, the emphasis of the academic program cannot simply be a challenging presentation of factual knowledge. The Scriptures seem to place little value on knowledge for its own sake, assuring us that the "simple" things of the earth have been chosen to "confound" the wise (knowledgeable). Yet we are repeatedly exhorted in Proverbs to seek wisdom and instruction. We take it, then, that a meaningful academic program should foster the pursuit of wisdom, not just knowledge acquisition.

Records Policy

Final report cards will not be issued to any student whose account is not paid current. The Office will notify the Teacher if a report card is to be held in the Office. Transcripts will not be transferred to other schools or given to any student whose account is not paid current. Re-enrollment for the coming school year will not be allowed by any student whose account is not paid current. A current account implies that ALL and ANY fees incurred by the student at STH for any reason are paid in full.

Staff Certifications and Certificates for Training

Each staff member must bring their certifications and updated training logs and transcripts as each course is completed or required.

Telephone

The school has 2 business lines with phones located in the Administrative offices and in the Office. Only emergency messages will be taken for teachers and sent to the classroom. Regular messages will be placed in your mailbox.

Videos

Videos, movies, clips, and all such materials shown to students follow the guidelines set by STH.

- It is always better to ask first.

PERTAINING TO TEACHERS

Lesson Plans

Successful instruction requires careful and thoughtful planning. All teachers should keep this in mind as they plan their instructional programs. The Administration believes that each Teacher should develop writing long-range and daily lesson plans. Lessons should include best practices and differentiation.

- Weekly lesson plans are required for EACH subject. When a teacher is absent, it is the responsibility of the Teacher to leave detailed lesson plans for the substitute. Should the absence be for more than one day, it is helpful for the Teacher to talk to the substitute by telephone or in person.
- Weekly lesson plans are to be submitted to the Principal no later than THURSDAY (3:15 pm) for the next week's lesson plans.
- Emergency lesson plans for 5 days are due to the Principal during pre-planning. These plans should include assignments that will last an entire class period and be turned in at the end of class to encourage students to complete the assignment. Refrain from leaving assignments that will require copies.
- Teachers are required to follow the lesson plans as laid out in the Curriculum provided. Teachers should remember when giving assignments that the Abeka Curriculum is designed with detailed instruction, including various activities, projects, group assignments, quizzes, and benchmark tests.

Textbooks

Textbooks are assigned one per student. An accounting must be made each year, and additional books ordered if needed. Every book issued to a student must be accounted for. The student must maintain their books issued in a usable condition or pay the full price for the replacement.

Example:

You have 20 Sets of Books and Tests for your class

You have 17 Students.

You should have 3 of everything at the end of the school year. These are extras to be used in class. All copies need to be accounted for, filed, and stored.

Check with the school office before giving any replacement books to ensure parents are billed accordingly.

Notifying Parents of Potential Failures

When it becomes evident that the child receives a grade of "D" or "F" or grades that have dropped significantly, notify the parents. This will be an ongoing process throughout the school year. The number of times you have called a parent is no excuse not to call again as problems persist. Parent contacts must be logged and kept on file, and turned in at the end of each grading period.

SCHOOL POLICIES

Test Administration

Each Teacher must actively monitor and adequately supervise students during all tests. Students are not permitted to grade test papers.

Make-up Work and Tests

Classwork and tests missed due to absences are to be made up as soon as possible upon the student's return to school. Students who missed only one day should be prepared to turn in work or take any tests missed on the return day. Extensions may be granted based on one day for each excused absence. Students must turn in all work assigned and due during a suspension from school. If the make-up work is a test, it should be administered by the regularly assigned Teacher at an agreed-upon time. All projects and homework assignments should also be made up in the appropriate time frame.

Recording of Grades

Teachers are expected to keep up with grading and to publish scores promptly, as determined by the Principal. All grades should be recorded on the date the grade was acquired. Grades should be labeled, indicating what is being graded. Grades should be categorized in the grade book according to the type of assignment.

Room Checklist:

- Bulletin boards are current and neat
- Agenda is posted
- Objectives and Standards are posted
- The print-rich environment is evident
- Current student work is posted
- Rules, Rewards, and Consequences are posted

Forms and Deadlines:

Teachers must complete Student logs, Call Logs, Meeting Logs, Student Behavior logs, Grades, Attendance, Awesome Eagle Nominations, Homework Sheets, Classroom notes sent home, Reports, Requested forms, and reports by deadlines.

SCHOOL POLICIES

FACULTY INFORMATION

Tips for Teachers

Following is a brief list of common mistakes made by some beginning teachers (as well as some experienced ones). Exercise wisdom and discernment in these areas:

1. Over-using the lecture method – too much teacher talk.
2. Grading students' work generously when it is inadequate or too stringently because of unreal expectations. Follow the Guidelines in the Curriculum Guide.
3. Allowing students to violate the school's rules and policies, assuming that this will win their favor.
4. Neglecting to keep up with routine requirements, lesson plans, reports, parent contacts, etc.
5. Failure to make assignments clear and delays in returning students' papers.
6. Being lenient or neglectful in group control and discipline – not being firm when needed.
7. Neglect of daily classroom attendance and other bookkeeping responsibilities.
8. Overly informal classroom approach, including room appearance.
9. Refusing to seek help/advice, believing that to be a sign of weakness, and therefore continuing to make the same mistakes.
10. Assuming an unteachable attitude towards colleagues and/or Principal, thus prolonging and complicating the problem(s).
11. Neglecting morning prayer meetings and regularly late to morning devotions. Neglecting prayer life for yourself, colleagues, and students.

Goals to Strive Toward

1. Displaying self-confidence, poise, and emotional stability.
2. Sharing your Christian conversations with the students.
3. Plan challenging and well-organized lessons that will more than fill the length of each period.
4. Exerting classroom control; maintaining a business-like atmosphere.
5. A clean, orderly room appearance conducive to learning.
6. Maintaining an up-to-date grade book with entries made according to procedures.
7. Communicating with parents as often as possible concerning the positive and negative aspects of their child's progress.
8. Returning graded papers to students promptly with comments encouraging the students and explaining mistakes made.
9. Being punctual to school, class, meetings, and all supervisory responsibilities.
10. Being responsible, cooperative, and consistent in all areas of responsibility.

Bulletin Boards

- Each room has one or more bulletin boards for instructional or motivational displays. Faculty members are responsible for maintaining a display on each board throughout the year. The displays should be changed as the curriculum changes and should be changed every six weeks at the least.
- As much as possible, each bulletin board should be Christ-centered. It should have a scripture or, in some way, reflect a Christian principle. At least one bulletin board in each room must have a religious emphasis.
- An example of student work must always be displayed in the classroom. Be thrifty in using materials and try to reuse and save paper and supplies as much as possible.
- Some supplies are available in the Staff Lounge. Please do not keep rolls of paper in your classroom. When finished, all items must be returned to the Lounge and placed in the correct order.

SCHOOL POLICIES

Classroom and Building Care

Everyone is responsible for keeping the building, grounds, classrooms, hallways, and restrooms as neat and clean as possible. The students will respect the building no more than the teachers and Administration do.

- You can contribute significantly by helping to see that trash is picked up, messes are cleaned up, and the damage is reported to the Office as quickly as possible. Enlist the students to help when you see problems. PLEASE HAVE STUDENTS PICK UP TRASH AROUND THEIR DESKS BEFORE LEAVING. HAVE A DESK INSPECTION WEEKLY.
- All classrooms must be vacuumed/swept daily. Be sure that chairs are moved for vacuuming/sweeping/mopping purposes.
- You can contribute significantly by helping to see that trash is picked up, messes are cleaned up, and the damage is reported to the Office as quickly as possible. Enlist the students to help when you see problems.
- All classrooms must be vacuumed/swept daily.

Some Guidelines to follow:

1. Use masking tape or staples (sparingly) on the walls – avoid tacks or pins.
2. Do not permit writing on desks or allow students to sit on desktops. Report damage to the Office.
3. When making posters, students should use only water-based markers—never oil-based ones. Markings can penetrate the posters, permanently marking the surface behind it.

Staff Binder

Occasionally, the Principal may issue a faculty bulletin with instructions and pertinent information for teachers. These should be studied carefully and kept in your Faculty Binder for future reference, as well as all meeting notes and event information.

- Each Staff binder has a set of original copies of some of our most used forms. These forms are to be used as your original, and you will need to make copies of these forms for you to use.

Staff Responsibilities

Being an STH staff member involves accepting many responsibilities in addition to those related to the classroom. Below are listed some of the types of functions that you, as a teacher/staff member, should expect to perform. STH is more than a private, nonprofit institution: it is a channel for a full-time Christian ministry. In many respects, it is a mission field for training young people for the cause of Christ. For this reason, it is expected that Employees will consider the activities as Christian service and be willing to serve in capacities that might be designated as "beyond the call of duty."

Staff Communication with Administration

All Communications such as, but not limited to, Payroll, Hours, Leave Requests, Material Requests, Staff Conflict, Classrooms, Students, Employment/Job Responsibilities, and Classroom Schedules..... All go to the Principal.

SCHOOL POLICIES

Line of Authority When Principal is Out of Office

When Mrs. Ramos is out of the Office, she will appoint Mrs. Toni Zumber as the lead. Mrs. Toni is only authorized to deal with emergencies that arise. Mrs. Toni will contact Mrs. Ramos for direction on handling situations that require administrative approval.

- Day-to-day items are not included in these types of permissions. Do not take advantage of Mrs. Toni or place her in an uncomfortable situation by asking or communicating things to her that go to Mrs. Ramos. This includes negative talk or gossip.

Staff Communications with Fellow Staff Members.

All communications should remain positive, and each staff member should hold themselves in a place of servanthood in actions and deeds. In this manner, we will find our being met and our attitudes and conduct pleasing to the Lord.

- At no time should STH staff members be involved in gossip or demeaning conversation that put STH Administration, Staff, or Heights Church Staff in a bad light.
- There is no grade or group above another. We are a TEAM. Only together are we Better!
- Teachers are not to address classes or situations involving students that are under a fellow staff member's leadership.

Communications Regarding Tuition Discounts or Late Payments

All approval for Tuition assistance or late payment requests is only authorized by the Principal.

Responsibilities Related to Organization

- Good record keeping (attendance, grades, disciplinary actions, etc.)
- All classroom materials should be filed in order, with all extra copies and books accounted for. The student curriculum is paid for at the beginning of the year, and any loss of books are to be reported to the Principal. Students are charged for additional books and planners needed. Uneven Curriculum sets not accounted for by Administration will be charged to the classroom Teacher's final check. No books should be given until payment is made in Office.
- Although another staff member or aide may assist in grading, the Teacher's responsible for overseeing the grading and the final product of all student work. All grades and attendance should be recorded neatly and legibly.

Regular Responsibilities: Everyday Tasks:

- ALL teachers are REQUIRED to attend faculty devotions each morning at 7:15 am. YOU ARE EXPECTED TO BE ON TIME. To be late is robbing God of the time that is HIS.
- Be punctual to school, devotions, class, specials, lunch, meetings, and all other responsibilities. Teacher evaluations and pay may be affected.

General Responsibilities:

- Check spelling, grammar, and neatness when sending letters, notes, or messages home to parents. Parents will often evaluate a teacher by their correspondence. Have another teacher proofread for you if needed. Any notices sent home for an entire class must have administrative approval and a copy left in the Office as a reference. THIS IS A REQUIREMENT
- Maintain a friendly, professional attitude. Do not try to be a "buddy" to the students. Support the school and administrative decisions. Do not allow students to complain about other teachers, and do not do this yourself.
- Guard against any abnormally close relationships with a student, parent, or staff members. Others usually perceive this as favoritism.

SCHOOL POLICIES

- Keep your room neat. A sloppy room will often produce sloppy work and conduct. HAVE THE STUDENTS PICK UP ANY DEBRIS ON THE FLOOR AS THEY LEAVE YOUR CLASSROOM.
- Leave a "paper trail." This means documenting everything. Protect yourself and the school by being faithful and responsible in your documentation.
- Be well prepared for class. Do not use class time to prepare while you assign the students seatwork. Come to school ready to TEACH your classes.
- NEVER leave your class unsupervised, even momentarily. If there is an emergency, contact the Office via the intercom and wait for an adult to cover your class. Do not use Group Me for this purpose. Do not put your peers in a compromising position by asking them to watch two classes at once.
- Take care of school property. Be a good steward. Turn off lights when leaving your classroom and ensure doors are shut and closed. When leaving for the day, you are required to lock your door. E-Wing Classrooms are required to keep the deadbolt locked at all times. When leaving for the day, ensure the deadbolt and the handle are locked.
- Be adaptable to sudden changes in schedule.
- Be prompt. Stick to the schedule. BE ON TIME AND MEET DEADLINES.
- Make every minute count. Give parents their money's worth in instruction time. Use every moment of class time.
- Be aware of the safety and health of each child. Parents have entrusted their most precious possessions to our care.
- Teachers should not show excessive physical attention to any student – be discreet. Some students are prone to have crushes on their teachers, and misunderstandings may occur.
- If a teacher feels a student needs additional evaluation, discuss these concerns with the Principal before advising the parent.
- Keep confidential business confidential; be especially careful about discussing private business within earshot of students, visitors, or your children/family. Be discreet in what you tell outsiders.

General Procedures

Student Arrival

The parent should leave the child with the Teacher on the first day of school. When the parent remains in the classroom, the adjustment period is more difficult for both the child and the Teacher. Aides are posted in the halls to direct children to their classrooms.

School Hours

Arrival:	7:30 a.m.
Gate Closes	7:50 a.m.
1st Bell:	8:00 a.m.
Tardy Bell:	8:05 a.m.
Early Dismissal Days	11:00 a.m./No Aftercare
Regular Dismissal	2:30 pm.
VPK	11:00 a.m.
VPK Extended Care	11:00 a.m. – 2:30 p.m.

SCHOOL POLICIES

Morning Duty Procedures

All Full Time and Morning employees must be on time daily at 7:15 am. Devotions and prayer begin at 7:15 am.

OFF/Not on Morning JOB Schedule

- Planning time and morning prep.
- Must be in Cafeteria by 8:50 am to help with lineup and morning dismissal.

AM Car Duty

- Report promptly to drop-off area at 7:30 am
- Assist parents and students with the location of classrooms, supplies, and general school information.
- Greet each parent and student with a friendly salutation and a SMILE.
- At 7:50 am, close the gate and go directly to the Cafeteria to help with the lineup and morning dismissal.

Cafeteria Duty

- Assist co-workers in maintaining a quiet and orderly morning routine. Students sit per their grades as they enter the building. No saving seats or skipping seats.
- Monitor student conversational tone and topic.
- Assist parents with general school information.
- Maintain a clean environment and instruct students to do likewise.
- Prepare for line up at 7:45 by giving the warning to clean up. Students should gather their belongings at this time and throw away breakfast trash.
- Line up classes by grades at 7:50 am.

Morning Classroom Procedures

- Morning announcements & pledges 8:15 am daily.
- Students are to stand at attention quietly during pledges and prayer.
- Planners are placed in a location for Teacher Check after homework has been added. Planners do not go in student desks.
- Attendance is to be recorded in the teacher's record book, and the attendance folder needs to be sent to Office by 8:15 am. Tardy slips must be placed in the student's planner on the corresponding day.
- Afternoon Procedures
- All classrooms must begin clean-up and "end of day" preparations at 2:15 pm. Do not wait until 2:30 to begin this procedure. You will cause a backup at carline. Your students will forget things. Your boss will be unhappy.
- Students need to gather necessary homework materials, lunch boxes, jackets, etc. (DO NOT wait until 2:15 to assign homework)
- Planners must be sent home daily and must be signed daily and returned.
- Students are to clean up desks and floor area. Any classroom chores need to be completed by student helpers.
- All classrooms are to be lined up and be at carline by 2:30 pm.
- Aftercare students will walk in an orderly line to the designated Aftercare area. Close the gate after your class passes through.

Afternoon Carline Procedures

- Teachers are to walk their class to Carline and assist them in dismissal in an orderly fashion.
- Pay close attention to your students and whom they are approved to travel with.
- Ask individuals you are unfamiliar with to go into the Office to complete checkout procedures before dismissing students to an unknown party.
- Students will remain in an orderly line at all times.
- If you assist another Teacher's student to a vehicle or parent, tell the appropriate Teacher immediately.
- Parents should remain in their vehicles and keep the car line moving smoothly.
- Parents who wish to walk up to get their students must park and go to the designated "Parent Walk-Up" area to retrieve students.
- Do not engage in a conference meeting in Carline. Politely let parents know you can speak with them after Carline.
- Ask parents who are holding up traffic to move forward or drive around to the start of the line again.
- At 2:45, any students left will be escorted by their Teacher to the Office to await parent pick-up.

Teacher's Afternoon Procedures

- Check mailbox and clean out daily. Do not use it as a storage unit.
- Clean classroom, desks, and floors daily.
- Empty trash cans daily. Please tie all bags in garbage cans and do not put liquid in classroom trash bags. If trash bins are full, you will need to take it to the dumpster.
- Clean boards and prepare material for the next day.
- Pull all materials, charts, visuals, games, and items needed for planned activities. Make necessary copies and plan homework. Utilize classroom aides in this area before the end of the day.
- Teachers must stay on campus until 3:15, except for Staff meeting days.

Lunchroom Procedures

- Enter promptly per your lunch schedule.
- Lead students to their assigned seats.
- Younger students will need assistance with opening containers.
- Students are to remain seated at all times.
- Students are to place lunchboxes under their seats.
- Teachers may instruct students in a brief or silent lunch if the noise level is unsatisfactory. Lights are not to be left off when addressing behavior. Do not overuse this attention grabber. Make sure students are following the cue.
- Students are to remain silent as soon as they hear the intercom.
- Give a five-minute warning as clean-up begins.
- Assistants will walk around with trash cans to make clean-up orderly.
- Students are to remain seated at all times.

SCHOOL POLICIES

- Teachers will call classes to line up, and all classes will leave orderly and quietly.
- Lunchroom helpers will wipe down tables and clean floors in-between groups and after final lunch.
- Students in Kindergarten – 1st will need assistance with opening their lunch items.

Lunch Restrictions

- We do not refrigerate lunches. No soft drinks will be allowed in school lunches or permitted to be brought in with an outside lunch. (Example: McDonald's Happy Meal, must be juice or milk.)
- No Warm-ups

Office Restroom Procedures

- A hall pass is required to send a student to the office restroom.
- Any student needing to use the restroom other than an assigned time must come to the office restroom for supervision.

Remember to instruct students on this rule.

Restroom Procedures

All classrooms should review restroom procedures daily during the first two weeks and then periodically afterward. Students may use only one pump of soap and begin with one paper towel. Students must practice gently shaking hands in the sink to reduce water on the floor. If a teacher notices water on the floor, it is the Teacher's responsibility to clean up water for safety reasons. Be Careful during restroom times to avoid any inappropriate situation with Teacher and student or student and student.

- Classes will follow the group restroom schedule. Use the restrooms indicated for the group time listed.
- After restroom use, the classroom teacher will conduct a walk-through and make any clean-up requests of students as the need arises.
- All toilets should be clean (Tinkle Free), and no toilet paper or paper towels should be on the floor.
- Counters should be clean and dry.
- Teachers should habitually carry Clorox wipes with them on bathroom trips to assist with clean-up.

Hallway Procedures

- No talking in hallways.
- Practice line procedures such as line order, starting and stopping places, and door holder placement.
- All students wait for the direction of the Teacher. Do not allow students to walk ahead or run ahead of directions
- For example. . . Johnnie, please lead the classroom to the restroom. Remember to stop at the first secret stop sign. (end of the hallway) Johnnie completed this task, and the class is waiting quietly. Please continue to the next secret stop sign. (2 feet away from restroom door to allow room for door holder and Teacher to move forward) Great job Johnnie; you may lead the line inside and follow line procedures for restroom time.

SCHOOL POLICIES

- Do not allow pushing or shoving in line.
- Be mindful of other classes in the hallway and be respectful of younger classes.
- Train students to open doors slowly and carefully, so they don't hit other people in the hallway (Which happens a lot!!) Do not walk your classroom along the wall with doors when possible.

Main Office

- The main Office is a place of business. The environment should be welcoming but quiet and business-like. Faculty members are not allowed to congregate in the Office and should remember that a parent or guest may be in any one of the many offices. Conversations should be held to a reasonable tone and should always be appropriate. This policy includes the Staff Lounge.

Exterior Doors

- All exterior doors should be locked and closed. The only exception for this is when loading or unloading items. All E-Wing staff should enter and exit from the gate on E-Wing. No exterior door should be propped open to the public. It is the responsibility of all faculty members to make sure the campus is secured when you leave.

Staff Dress

- Expectations for Teachers and Staff emphasize a standard of dress that exemplifies a professional image and attitude. To a considerable degree, your role as an authority figure is maximized or minimized by your clothing. Teachers and Staff are required to dress in a conservative, professional manner befitting the Christian environment. Do not neglect your appearance and attire. First impressions set the tone for respect and confidence in you as an authority figure.
- ·Have an appropriate neckline
- ·Fit appropriately (not too tight and armholes not too large)
- ·No see-through clothing
- ·Doesn't show midriff
- ·No flip flops....sandals, yes, please make sure your feet are clean and toenails presentable.
- Staple clothing for teachers: dress pants, "Dockers" style pants and nice Jeans, dressed up
- Absolutely no, tights, stretch, yoga style, or workout pants.
- Friday is a "nice" dress-down day. If wearing a T-shirt mid-week, add a blazer or cardigan to dress it up.
- Straightforward guidelines for dressing modestly.
- It is probably not modest if you have trouble getting into it or out of it.
- It is probably not modest if you Must be careful when you sit down or bend over.
- It is probably not modest if people look at any part of your body before looking at your face.
- If you can see your most private body parts or an outline of those parts under the fabric, it is probably not modest.
- Support staff may also wear Khaki Pants and School Polo Shirts with logo embroidered.

Parking

- Teachers & Support Staff are to park on the backside of the school. All additional parking is available in the shaded area across the street, with no parking on the dumpster driveway.

Playground Rules

THE PLAYGROUND MUST ALWAYS HAVE AT LEAST ONE ADULT ON DUTY CHILDREN WILL NOT BE PERMITTED TO PLAY UNATTENDED. Teachers are required to have a walkie-talkie at all times.

- Teachers need to have a walkie-talkie on the playground.
- Line leaders are to stop at the entrance before entering the playground to receive last-minute instructions from the Teacher.
- When your class is playing on the equipment, it is the Teacher's responsibility to watch for dangerous areas. STAY ALERT!
- Do not permit students to play recklessly. No roughhousing is allowed. No tree or fence climbing is permitted.
- Children are never to have sticks or other objects in their hands, including but not limited to lizards, frogs, worms, bugs, etc., which they might throw. Mulch, grass, and dirt are not to be thrown.
- Children are NOT allowed UNDER playground equipment unless it is specially designed for that purpose (tunnels, etc.).
- Children are not to dig in the ground.
- Teachers mustn't visit with other teachers or grade papers, etc., while at recess. You cannot properly care for your students if you are visiting or working.
- Children must obey all teachers on playground duty, whether the Teacher is or is not the child's Teacher.
- Students must respect all playground equipment.
- Students must obey all other school rules and regulations while on the playground.
- NO CELL PHONE USE on the playground unless there is an absolute emergency. Please wear a watch if you need to know what time it is. Disciplinary measures will be put into place.
- Swings:
 - No twisting on swings.
 - No jumping out of swings.
 - No swinging on the stomach.
 - No standing on swings.
 - Never walk in front of swings.
 - No climbing, twirling or swinging from the swing frame.
 - No additional students or Staff are to stand inside the swing box.
 - No adults on swings.
 - One person at a time on a swing

Awards

Principals List – All A's
A-B/Honor Roll
Perfect Attendance (Zero Tardies – Zero Absences)
Penmanship–All E/4's

Prayer

- Teachers are encouraged to make prayer a part of the student's daily classroom experience. Prayer and prayer requests are an integral part of your Bible experience.

Supplies

- An initial supply of items such as paper clips, tacks, tape, pens, staples, etc. are given to each Teacher at the beginning of each school year. Further supplies are available from the Office with reasonable notice. Should a teacher require an aide to complete a task for him/her, please be sure that you have the necessary supplies for the aide.
- All teacher editions, student textbooks, and materials are the property of School of The Heights and are to be returned to the school at the end of the school year. All classroom curriculum or teaching materials will be returned in the proper condition, or you will be required to replace missing or damaged goods at cost.

Staff Lounge

- STH Staff Lounge is available to all staff members. Please remember to clean up after yourselves and return items available for use in a timely manner. Not all items in the Lounge are available to staff members as they are stored for school Administration.
- The Mini Fridge has soda available for purchase on the honor system. Please place money in the appropriate canister. There is limited space in the other fridge for coffee creamers. Do not take items that do not belong to you.
- Clean up after yourself when using the table, coffee station, copier, cutting boards, and all other items in the supply areas.
- The Printer is for school use and should not be used for personal use. Copies should be made during planning time and not as a last-minute source of busywork.

Laminator

STH has a large and small laminator in the staff lounge for use. Neither are available to laminate the entirety of your classroom. Please use wisdom and only use the laminators for items that are handled daily. Signs, charts, posters, alphabet cards, and such do not require lamination.

Child Care for Staff Children

- At School of The Heights, we love children and want them to feel welcome. However, we cannot allow them unsupervised free reign in the building during or after office/academy hours. Children respond to well-defined rules and will grow in respect for God's House and us as we consistently enforce this policy.

The following guidelines will enable us to supervise our children properly and ensure that staff members and visitors will not be distracted.

- Children cannot be unsupervised in the building at any time.
- It is inappropriate for children to come on workdays to spend the day or a portion of the day.
- During after-school meetings, children will be supervised by aftercare staff.
- Staff children are not allowed to play on the playground unsupervised during hours of operation because of safety concerns. After 4:00 pm. Teachers' children found wandering the hallways will be sent to their parent's room.
- All staff children are to be with the duty teacher from 7:30 am until going to their classrooms.
- All staff children MUST be in Aftercare during work-related after-school hours.
- Staff children must be personally signed out from Aftercare.

Abuse Allegations Prevention

In addition to the Student Code of Conduct explained in the parent–student handbook (which, by the way, also applies to teacher–student relations), teachers must also abide by the following rule of conduct toward students at all times:

- Authority
 - As a teacher, you are an authority figure, not a child's friend. While teachers are encouraged to remain friendly with students, they must never get out of their authority role. Teachers must always maintain proper authority status.
- Touching
 - Touching is now a criminal offense. Therefore, the STH touching policy is "hands off." While we do want to show the love of Christ, never touch a child below the shoulders. This is the current magic legal line. Hug necks and lightly touch shoulder blade. Touching also includes the "coach's touch" (e.g., pat on the backside). This is now a criminal offense as well. Male teachers should raise their hands when hugged by children and lightly pat the child on the shoulder with one hand. Do not allow any student to sit on your lap, not even to pretend they're driving a vehicle. In addition, do not kiss a child.
- Dress/Restroom Problems
 - If a small child is having problems in the restroom with their clothing, male teachers will have nothing to do with helping them, period. It is best to have a woman help with small children. For older children, talk (coach) the child through the process and allow the child to perform the actions when applicable.
- Open Door Policy
 - Never isolate yourself with a child. This includes meetings with a child on a regular schedule, such as music lessons and private tutoring. If in a room alone with a child, keep the door open. If the room has a door that has a window, you may shut the door but remain visible from the unobstructed window. Also, pick a room with a busy hallway where other adults are around who can observe the room.
- Taking Children Home
 - Do not take a child to your home, regardless of who made the request or gave permission. If you have a close, long–standing relationship with the child's family and the parents ask you to take the child home, ensure you have plenty of other witnesses (preferably adults) to validate your actions and behavior.
- Disclosure Rule
 - Teachers must report violators to the Principal for the appropriate administrative response. Failure to report violations is considered a severe lack of judgment and subject to administrative review and action. If a teacher reports to state authorities, please notify the Principal. It is the Teachers' responsibility to follow all of the Child Abuse and Neglect Reporting Requirements.

These rules of conduct for teachers are designed to protect the good name of innocent teachers and to protect our children from someone who wishes to perform harm. By following these rules, we can help ensure a safe environment for our children and Staff. Let the love of Christ reign supreme, but don't let innocent actions allow the enemy to destroy your ministry. Failure to abide by these rules puts the Teacher, the School, The Church, and school/church leadership at risk, both as an entity and individually. Teachers who fail to abide by these rules will face dismissal.

Sexual Harassment Policy

- Employee Relations Policy
 - Policy: It is our policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in applying any policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, we can and do discriminate based on religion as permitted under Title VII of the Federal Civil Rights Act of 1964. 2-2
- Employee Harassment Policy
 - Policy: This school is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

It is each employee's responsibility to eliminate all forms of prohibited harassment. It is particularly the responsibility of each supervisor to prevent such behavior from occurring within their work area and to provide a work environment free from all harassment.

Definition of Harassment

- "Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that diminishes or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work setting, under any of the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
- The conduct has the purpose or effect of harming the individual's work performance or of creating an intimidating, hostile, or offensive work environment.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Harassment

- Unwelcome conduct of this type can include a wide range of verbal, visual, or physical behavior of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:
- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age;
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises or circulated in the workplace;
- Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letter, notes or invitation.

What to Do If You Experience or Observe Harassment

- Employees who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.. All complaints will be promptly investigated. The privacy of the person issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible, except that we will report findings to the person making the complaint and to the person or persons who are claimed to be involved.

Where to Report Harassment

- The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment: 1. Amanda Ramos- School Principal-If involving a School or Church Employee other than the named person. 2. Pastor Eddie Stith-Lead Pastor-If is about School Principal

Confidentiality

- Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate every complaint thoroughly and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

- It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or testified, assisted or participated in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the Church Board. The President of the Church Board/School Administration will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee found to be responsible for sexual harassment in violation of this policy would be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Fire Drills (See school maps for exits)

Our alarm system's loud, continuous blast will signal a fire drill. Children must immediately line up and evacuate the building through the nearest exit. They should leave through the next closet exit if this exit is blocked.

- 1. No talking is permitted. Students must be quiet to hear instructions.
- 2. Time should not be taken to put on a coat.
- 3. It is the Teacher's responsibility to report any student that is out of the classroom during a drill.
- 4. Take your student information cards with you to verify that all children are accounted for.
- 5. Students walk quickly to the designated area and stand quietly and wait for instructions. Teachers will be at the end of the line.
- 6. Do not return to the building until you are given instructions by the Principal to do so.

Lockdown

- Lock Doors Immediately.
- Stay where you are.
- Turn your phone on silent and keep in hand.
- Do a headcount and contact the Office by message on GM if any student is out of the class.
- Move to a more secure area of the classroom/corner/desk area.
- Block doorway and necessary windows
- Stay quiet and calm; do not answer the door or reply.
- Do not open curtains to look.
- Remain on silent lockdown until notified by a familiar voice on the intercom that uses a known phrase.
- Have something in hand that could be used for protection.

Reunification Plan

Follow Emergency Plan Guide in Staff Binder

Weather Emergency and School Closures

STH will typically follow the Putnam County School District closing guidelines. These communications can be found through local news/social media. STH utilizes Social Media to handle communications from the school to parents. In the absence of media instructions, we ask that parents use their best judgment as to personal safety regarding travel in inclement weather.

Closed Campus Policy

STH operates as a "closed campus," which means that only students, Administration, Faculty, and Staff are permitted on campus during school hours. For our school's security, all visitors and/or STH parents must first report to the Front Office, sign in, and wear a campus visitor pass before they may enter the campus. Visitors not following this protocol will be asked to return to the Office or exit the campus. Friends and/or siblings of STH students may not visit during school hours without prior consent from Administration.

- The playground is for STH students to use only during school hours.
- All Visitors must acquire a name tag from the Office.

Pertaining to Students

Student Planners

Planners are placed in a location for Teacher Check after homework has been added. Planners do not go in student desks.

- Student Planners are essential access points for communications. Student behavior should be logged into the planner daily. Small notes are acceptable but do not use the planner to write a dissertation on negative behavior in the classroom. Instead, make a pleasant phone call to discuss the issues.
- Students should not have negative notes on a daily or weekly basis. Please use classroom management to resolve issues with students and redirect poor habits.
- All notes from the Teacher to parents or teachers should be placed in the planner.
- An amount and initial should be posted on the day money is received by teachers in the student planner.

Fees and Bills

All student financial information and questions are directed by parents to the Office. Any statement sent home through the classroom should be placed unopened in the student planner.

Student Withdrawal

Student withdrawal is only initiated through the school office. Teachers should not send any materials home with students unless directed by the Office.

- If you are informed of a student withdrawal, please notify the Principal immediately.

Medication

All student medication is kept in the Office. Medication must be accompanied by a parent authorization form and proper labeling on all medication.

Restriction on Student Pickup

All unknown adults are required to visit the Office for proper identification. All staff members must be diligent in monitoring student pick-up areas and report any unusual behavior to office staff immediately.

Student Information Sheets

Please update parent contacts with the Office as you become aware of phone or address changes. This will help us all stay connected.

Student Cell Phone Policy

Cell phones may be used at the discretion of the STH Administration for special occasions. At all other times, they must be left in the student's backpack on silent or placed on the Teacher's desk.

Toys/Electronic Devices

Students may not bring toys to school unless directed by the classroom teacher with the administration's permission.

Student Dress Code

See Printout in Binder

Student Dress Code Enforcement

It is the responsibility of each Teacher on campus to enforce the dress code for every student while on hall duty and for every student in a classroom. Students should not be observed by Principals or visitors out of the dress code in the hallways or in classrooms. Consistency among all faculty members is necessary to implement the dress code policy effectively.

Hall Passes

Teachers are required to teach hall pass procedures, including hand sanitizer on the return to class. Each student in the hall is required to carry a pass that identifies which class he/she is from.

- All students going to the Office must have a slip or note stating the purpose. Students without a note will be sent back to class.

Student Health

Accidents

Concern for student safety is of utmost importance. Teachers should supervise student activities carefully and should never leave students, for whom they are responsible, alone in the classroom or elsewhere. Private schools and their teachers are highly vulnerable to being found legally liable for negligence where student injuries have occurred. When an accident does occur, the Teacher should exercise responsible judgment. If there is any doubt or question about whether a student should be moved, the Teacher should call for Administration first. All accidents must be recorded on the appropriate form and turned in to the Office. Many times, this seems insignificant until severe consequences arise.

Accident Reports

If an accident should occur at school, a report will be required for signature. This report will include: the name of the student involved, date, time, place, circumstances of the injury, care given, the person supervising, and witnesses, and will require a signature and date from the parent/guardian or authorized adult.

Student Illness

When a pupil complains of not feeling well, the Teacher will monitor the situation until the need arises to send the pupil to the Office with a specific complaint of illness.

- NEVER send a student to the Office without a note.
- Pupils treated in the Office will be checked against recorded information for possible allergic reactions or other noted health problems.
- If the student appears to be healthy, he/she will be encouraged to stay at school. If the student has a fever of 100 degrees or higher, the parent, guardian, or the person designated on the emergency list will be notified by telephone. If no one can be reached, the Principal will be consulted.
- Students needing routine first aid must have a nurse referral form to be treated with procedures such as cleansing, applying first aid cream, band-aid, ice pack, or other appropriate measures. If necessary, the parents will be called to pick the student up.
- No teacher or support staff members can administer internal medicines.
 - All medicines, prescription or non-prescription (aspirin, etc.), should be taken to the Office to be administered. No medicine can be given without the parent signing the STH Medications Form.

Code of Ethics – Education Profession

6B-1.001 Code of Ethics of the Education Profession in Florida.

The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Standards of Ethical Conduct for the School of The Heights within the scope of our Religious beliefs.

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to achieving these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Therefore, employees will strive for professional growth and seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, or social and family background and shall make a reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

a. Shall maintain honesty in all professional dealings.

b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities

d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make a reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement: All instructional personnel, educational support employees, and administrators are required to complete training on these standards of ethical conduct.

Reporting Misconduct All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to:

Reports of misconduct committed by school staff are made to the administrator, Amanda Ramos
Phone: 386-325-0951

Reports of misconduct of administrators should be made to the Lead Pastor, Eddie Stith
Phone: 386-325-9927

Legally sufficient misconduct allegations by Florida-certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators that affect a student's health, safety, or welfare are posted in the staff lounge, and on our website: schooloftheheights.org

Reporting Child Abuse, Abandonment, or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse – The child may have unexplained bruises, welts, cuts, other injuries, broken bones, or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse – The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect – The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.



School of The Heights



386-325-0951



aramos@schooloftheheights.org



schooloftheheights.org



3111 St. Johns Ave. Palatka, Fl. 32177

