

SOJOURN ACADEMY
FACULTY HANDBOOK
2017-2018

**SOJOURN BAPTIST/SOJOURN ACADEMY
EMPLOYEE HANDBOOKs**

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SECTION I – EMPLOYEE BENEFITS

SALARIES

1. Annual salaries for the administration, staff members, teachers, and aids will be determined by the Sojourn Budgetary Council.
2. Salaries are based on qualifications and responsibilities of the job description.
3. Full-time teachers are paid over 10 or 12 months at the teacher's discretion.
4. Part-time teachers are paid over 10 months.
5. Staff is paid on a 10 or 12 month basis or at an hourly rate.
6. Paychecks are given on the 15th and the last day of the month.
7. The Academy pays the employer's part of the social security and Medicare taxes.
8. Teacher contracts and benefits worksheets are conditioned on the adequacy of such operating revenues as are available in the contract period, and the school expressly reserves the right to make any adjustments necessary to conform to the operating budget of the school.
9. All Sojourn Academy employees understand that if at any time their dependent's school account becomes delinquent, their paycheck may be deducted to satisfy amounts due to Sojourn Academy.
10. Sojourn Academy is authorized to deduct the employee's paycheck for any Sojourn Baptist/Sojourn Academy property that is not returned.

TIME SHEETS

Part time employees and non-exempt full time employees will keep record of their hours worked on a time sheet. Time sheets must be turned in to the Business Manager's box on the 1st and 16th of the month. If the time sheet is not submitted, the employee will not be paid. There are no exceptions to this rule. Hourly employees are paid two weeks in arrears. For example: work done from the 1st-15th will be paid at the end of the month.

Hourly employees are paid only for the hours and days they work. This does not include any holidays. The work day includes a 30-minute lunch break that will be paid by Sojourn Academy. If an employee opts to work through lunch or not take advantage of this 30-minute provided paid break, there will be no additional compensations

MEDICAL/DENTAL/VISION BENEFITS

1. Full-time staff and faculty members may choose to participate in a medical group health program. The school will pay a portion of the medical premiums.
2. All staff and faculty may choose to participate in dental, vision, and supplemental benefits.

RETIREMENT

1. Full-time employees may decide to contribute to a retirement fund which the school will match up to 3%.

2. Part-time employees may participate in the retirement fund but the school will not match these contributions.

APPLICATION DISCOUNT

1. All staff and faculty with children attending Sojourn Academy are exempt from application fees.
2. All staff and faculty are responsible for enrollment fees as outlined in the financial policies each year.
3. All staff and faculty may have their student's tuition deducted from their pay as long as their compensation exceeds the tuition deduction.

TUITION DISCOUNT

Full-Time Teachers and Employees are offered a half tuition discount for all their children that they have financial responsibility* over that attend Sojourn Academy and ELA. Part-Time Staff are offered a \$1000 discount on Academy tuition, and half off ELA tuition for all children that they have financial responsibility* over who are enrolled. Any employee who receives full time employee tuition benefits forfeits financial aid offerings.

*Financial responsibility as defined above means that you are the parent, guardian or authorized person who is paying for a child, grandchild or other family member to attend Sojourn Academy or the ELA program. If you are an employee but do not have financial responsibility over the student attending, you are not eligible for any tuition discounts.

EXTENDED CARE DISCOUNTS

Teachers and staff members who put their children in ELA or Academy extended care on days that they are working, are exempt from paying extended care charges. This applies only to the teacher/staff member that has a child attending the school that they have a financial responsibility over. If a teacher/staff member works for the school but does not have financial responsibility over the student(s) who attend the school, they are not eligible for this discount. If you are a part time employee, you will be charged for extended care on the days you are not working.

IN-SERVICE TRAINING

All employees must attend in-service training. In addition to the several days before school starts in the fall and spring, the school will select a convention to attend and will pay registration fees for all employees who are expected to attend. If the school provides hotel accommodations, all employees are expected to spend the night.

SICK LEAVE

Full-time employees are permitted six (6) sick leave days with pay per contract year. Part-time employees who work 16 hours or more are permitted three (3) sick leave days with pay per contract year. These six (6) or three (3) days must be taken in either full-day or half-day increments. For full time employees, less than four hours constitutes a half-day. More than four

hours is a whole day. When all six (6) sick leave days have been exhausted, the employee will be docked at their regular day rate for each additional half-day absence. Sick days are not cumulative from one year to the next.

Part-time Employees working less than 16 hours:

Part-time employees working less than 16 hours, are not permitted sick leave days with pay. Part-time employees are paid based only on days present.

VACATION

1. Full-time staff members are expected to work all year. The school office is open Monday-Friday from 9:00-3:00 during the summer.
2. Full-time staff members are expected to work 3 summer days.
3. Part-time staff members are expected to work 2 summer days.
4. Full-time staff members will receive two weeks of vacation leave after the first year and three weeks' vacation leave after the second year.
5. Teachers and staff have Thanksgiving break, Christmas break, Presidents' Day, Spring Break, Good Friday, Memorial Day, Fourth of July, and Labor Day as days off.

BEREAVEMENT LEAVE

Full-time faculty and staff

The faculty/staff member will receive pay in accordance with the following guidelines in the event of the death of an immediate family member (Immediate family consists of father or mother, father-in-law or mother-in-law, husband or wife, brother or sister, son or daughter, grandfather or grandmother, grandson or granddaughter, son-in-law or daughter-in-law, brother-in-law or sister-in-law).

1. A maximum of three (3) regularly scheduled workdays may be excused and paid at their regular rate.
2. Any such paid days must be within the period starting with the day of death and ending with the day following the funeral. These days need not be consecutive.
3. To qualify for the pay allowance, the faculty or staff member must attend the funeral of the deceased.
4. The faculty or staff member will be granted only such time off as is needed because of the death up to the maximum of three (3) days.
5. If, due to unusual circumstances, additional time is needed in excess of the maximum three (3) days, arrangements may be made with the Principal regarding unpaid leave.
6. The faculty or staff member should have a clear understanding with the Principal before leaving for the funeral, concerning his/her paid time off and what is to be excused without pay if applicable.

Part-time faculty and staff

Part-time faculty and staff are not eligible for bereavement leave.

MEDICAL LEAVE

Full-time teachers/staff may receive up to six weeks of medical leave for qualifying event(s). Employees must have worked for the employer for at least 12 months before being eligible. Employees must submit a Medical Certification Form as a request for eligibility determination. When submitting a request for leave, the employee must provide sufficient information for the company to determine if the leave might qualify, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. Employees also will be required to provide a recertification before returning to work. Employees must use their six sick leave days before being eligible for medical leave. During these six weeks they will be partially compensated for regular workdays during the entire time they are absent. The School Administrative Council may adjust these terms if the leave extends past six weeks.

WORKMAN'S COMPENSATION

Sojourn Baptist and Sojourn Academy does not provide workman's compensation in the event of an accident.

UNEMPLOYMENT

Sojourn Baptist/Sojourn Academy is a 501 (c) 3 non-profit organization and does not participate in unemployment benefits.

AT-WILL EMPLOYMENT

Your employment with Sojourn Academy is a voluntary one and is subject to termination by you or Sojourn Academy at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Sojourn Academy employees.

WRITTEN NOTICE OF TERMINATION

Texas law does not require written notice of termination or layoff. Sojourn Academy respectfully requests that all employees submit a two weeks' notice in writing that effectively states the last day they will be working. Employees must fulfill their usual work duties up until that day and will be paid accordingly. If no written notice is given, administration will provide a separation agreement effective on an employee's last day and the employee will be paid up to that effective date as stated on the Separation agreement.

SECTION II – EMPLOYEE POLICIES

QUALIFICATIONS OF EMPLOYEES

In keeping with Sojourn's mission statement and Statement of Faith, all employees are ministers of the gospel of our Lord Jesus Christ. Therefore, all employees should:

- Be in whole-hearted agreement with the Sojourn Baptist Shorter Confession of Faith.
- Be in whole-hearted agreement with the Sojourn Academy's Lifestyle Statement.
- Be a member in good standing at a local evangelical church.
- Articulate a clear Christian testimony of confessing Jesus Christ as Lord and Savior.
- Be ready to explain Christian Classical Education and provide anyone who asks why these distinctive qualities make Sojourn a great school.
- Respect those placed in authority and be diligent to maintain unity.
- Be a mature Christian role model in attitude, speech, and actions toward others.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and professionalism in agreement with school policy.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Exhibit good verbal and written communication skills.
- Possess disciplined time management skills.
- Use integrity in dealing with confidential parent/student/school information.
- Demonstrate a spirit of dedication, commitment, and flexibility in regards to Christian school ministry.s
- Reflect the purpose of the school: Seeking Wisdom.... Pursuing Godliness!

STATEMENT OF CHRISTIAN LIFESTYLE

Anyone who is a member or employee of Sojourn Baptist or an enrolled family (students and their guardian(s)) at Sojourn Academy will abide by the following:

Sojourn Academy is a non-profit Christian school operating under and as a ministry of Sojourn Baptist, and as such represents Jesus Christ within the Christian community.

The Word of God is the final authority on all matters of faith and conduct. So all members and employees of Sojourn Baptist and /or its ministry Sojourn Academy, and all families of enrolled students of Sojourn are required to not only maintain agreement with this church's beliefs but conform to Christian Conduct as given by God's Holy Word, the Bible, and interpreted by the elder body of Sojourn Baptist.

Therefore, items expressly forbidden in Scripture are never acceptable. (Exodus 20:7, 14-15; Leviticus 19:11; Romans 1:21-27; I Corinthians 6:9; Ephesians 4:28-32, 5:3-4; Colossians 3:9; I Timothy 3:3; Titus 1:6). Included among these are such acts as drunkenness, stealing, lying, the use of slanderous or profane language, extramarital sex, and cohabitation with members of the opposite sex outside the institution of marriage and homosexual behavior. Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice which is based on race and socioeconomic status. Therefore, Sojourn Academy strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christ-like attitudes appropriate for maturing Christians. Should anyone persist in any of these behaviors after being corrected, the church and school reserves the right to exercise church

discipline on church members, terminate the employment of any employee in violation, and expel any student or bar any family from further enrollment in our school.

Of particular importance in light of recent decisions in our country is that every person understand our church and school's belief regarding marriage, gender, and sexuality. By signing this Christian lifestyle agreement, you not only agree to these beliefs as stated but commit to living in accordance with them.

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We further believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, pedophilia, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20, 1 Cor 6:9-10). We believe that to preserve the function and integrity of Sojourn Baptist and its ministry Sojourn Academy as a local body of Christ, it is imperative that all members, employees, volunteers, and enrolled families agree to abide by these beliefs. We also believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Rom 10:9-10, 1 Cor 6:9-11).

STATEMENT OF FAITH

Sojourn Baptist holds the following beliefs to be essential to the Christian faith. There are a great many matters in which genuine Christians disagree, but the ones contained herein are non-negotiable, being the "faith once for all passed down to all the saints." These statements merely restate orthodox Christianity, the clear teaching of God's Word. Therefore, all of Sojourn Baptist's ministries, staff, and members agree with the following:

1. We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth ([John 4:24](#); [Psa. 147:5](#); [83:18](#); [Heb. 3:4](#); [Rom. 1:20](#); [Jer. 10:10](#)); inexpressibly glorious in holiness ([Exod. 15:11](#); [Isa. 6:3](#); [1 Pet. 1:15-16](#); [Rev. 4:6-8](#)), and worthy of all possible honor, confidence, and love ([Mark 12:30](#); [Rev. 4:11](#); [Matt. 10:37](#); [Jer. 2:12-13](#)); that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit ([Matt. 28:19](#); [John 15:26](#); [1 Cor. 12:4-6](#); [1 John 5:7](#)). The Son being very and eternal God, of one substance and equal with the Father, who did, when the fullness of time was come, take upon him man's nature ([John 1:14](#); [Galatians 4:4](#)), yet without sin ([Romans 8:3](#); [Hebrews 2:14-17](#); [Hebrews 4:15](#)) being conceived by the Holy Spirit in the womb of the Virgin Mary, so that two whole, perfect, and distinct natures were inseparably joined together in one person, which person is very God and very man, yet one Christ, the only mediator between God and man. The Holy Spirit possesses all the attributes of personality and deity ([Isaiah 40:13-14](#); [John 16:13](#); [1 Corinthians 2:10-13, 22](#); [Romans 15:13](#); [Ephesians 4:30](#); [Hebrews 9:14](#)) and is in all the divine attributes coequal and consubstantial with the Father and the Son ([Matthew 28:19](#); [Hebrews 10:15-17](#)). We recognize His sovereign

activity in the creation ([Genesis 1:2](#)), the incarnation ([Matthew 1:18](#)), the written revelation ([2 Peter 1:20-21](#)), and the work of salvation ([John 3:5-7](#)). His activity includes convicting the world of sin, of righteousness and of judgment ([John 16:7-9](#)), glorifying the Lord Jesus Christ, and transforming believers into the image of Christ ([Romans 8:29](#); [2 Corinthians 3:18](#)).

2. We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction ([2 Tim. 3:16-17](#); [2 Pet. 1:21](#); [1 Sam. 23:2](#); [Acts 1:16](#); [3:21](#); [John 10:35](#); [Luke 16:29-31](#); [Psa. 119:11](#); [Rom. 3:1-2](#)); that it has God for its author, salvation for its end ([2 Tim. 3:15](#); [1 Pet. 1:10-12](#); [Acts 11:14](#); [Rom. 1:16](#); [Mark 16:16](#); [John 5:38-39](#)), and truth without any mixture of error for its matter ([Prov. 30:5-6](#); [John 17:17](#); [Rev. 22:18-19](#); [Rom. 3:4](#)); that it reveals the principles by which God will judge us ([Rom. 2:12](#); [John 12:47-48](#); [1 Cor. 4:3-4](#); [Luke 10:10-16](#); [12:47-48](#)); and therefore is, and shall remain to the end of the world, the true center of Christian union ([Phil. 3:16](#); [Eph. 4:3-6](#); [Phil. 2:1-2](#); [1 Cor. 1:10](#); [1 Pet. 4:11](#)), and the supreme standard by which all human conduct, creeds, and opinions should be tried ([1 John 4:1](#); [Isa. 8:20](#); [1 Thess. 5:21](#); [2 Cor. 8:5](#); [Acts 17:11](#); [1 John 4:6](#); [Jude 3:5](#); [Eph. 6:17](#); [Psa. 119:59-60](#); [Phil. 1:9-11](#)).
3. We believe that man was created in holiness, under the law of his Maker ([Gen. 1:27](#), [31](#); [Eccl. 7:29](#); [Acts 16:26](#); [Gen. 2:16](#)); but by voluntary transgression fell from that holy and happy state ([Gen. 3:6-24](#); [Rom. 5:12](#)); in consequence of which all mankind are now sinners ([Rom. 5:19](#); [John 3:6](#); [Psa. 51:5](#); [Rom. 5:15-19](#); [8:7](#)), not by constraint, but choice ([Isa. 53:6](#); [Gen. 6:12](#); [Rom. 3:9-18](#)); being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin ([Eph. 2:1-3](#); [Rom. 1:18](#), [32](#); [2:1-16](#); [Gal. 3:10](#); [Matt. 20:15](#)), without defense or excuse ([Ezek. 18:19-20](#); [Rom. 1:20](#); [3:19](#); [Gal. 3:22](#)).
4. We believe that the salvation of sinners is wholly of grace ([Eph. 2:5](#); [Matt. 18:11](#); [1 John 4:10](#); [1 Cor. 3:5-7](#); [Acts 15:11](#)), through the mediatorial offices of the Son of God ([John 3:16](#); [1:1-14](#); [Heb. 4:14](#); [12:24](#)); who by the appointment of the Father, freely took upon him our nature, yet without sin ([Phil. 2:6-7](#); [Heb. 2:9](#), [14](#); [2 Cor. 5:21](#)); honored the divine law by his personal obedience ([Isa. 42:21](#); [Phil. 2:8](#); [Gal. 4:4-5](#); [Rom. 3:21](#)), and by his death made a full atonement for our sins ([Isa. 53:4-5](#); [Matt. 20:28](#); [Rom. 4:25](#); [3:21-26](#); [1 John 4:10](#); [2:2](#); [1 Cor. 15:1-3](#); [Heb. 9:13-15](#)); that having risen from the death, he is now enthroned in heaven ([Heb. 1:8](#), [3](#); [8:1](#); [Col. 3:1-4](#)); and uniting in his wonderful person the tenderest sympathies with divine perfections, he is every way qualified to be a suitable, a compassionate, and an all-sufficient Savior ([Heb. 7:25](#); [Col. 2:9](#); [Heb. 2:18](#); [7:26](#); [Psa. 89:19](#); Ps. 14).
5. We believe that the great gospel blessing which Christ ([John 1:16](#); [Eph. 3:8](#)) secures to such as believe in him is Justification ([Acts 13:39](#); [Isa. 3:11-12](#); [Rom. 8:1](#)); that Justification includes the pardon of sin ([Rom. 5:9](#); [Zech. 13:1](#); [Matt. 9:6](#); [Acts 10:43](#)), and the promise of eternal life on principles of righteousness ([Rom. 5:17](#); [Titus 3:5-6](#); [1 Pet. 3:7](#); [1 John 2:25](#); [Rom. 5:21](#)); that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood ([Rom. 4:4-5](#); [5:21](#); [6:28](#); [Phil. 3:7-9](#)); by virtue of which faith his perfect righteousness is

- freely imputed to us of God ([Rom. 5:19](#); [3:24-26](#); [4:23-25](#); [1 John 2:12](#)); that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity ([Rom. 5:1-3](#), [11](#); [1 Cor. 1:30-31](#); [Matt. 6:33](#); [1 Tim. 4:8](#)).
6. We believe that Election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners ([2 Tim. 1:8-9](#); [Eph. 1:3-14](#); [1 Pet. 1:1-2](#); [Rom. 11:5-6](#); [John 15:15](#); [1 John 4:19](#); [Hos. 12:9](#)); that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end ([2 Thess. 2:13-14](#); [Acts 13:48](#); [John 10:16](#); [Matt. 20:16](#); [Acts 15:14](#)); that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy, and unchangeable ([Exod. 33:18-19](#); [Matt. 20:15](#); [Eph. 1:11](#); [Rom. 9:23-24](#); [Jer. 31:3](#); [Rom. 11:28-29](#); [James 1:17-18](#); [2 Tim. 1:9](#); [Rom. 11:32-36](#)); that it utterly excludes boasting, and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy ([1 Cor. 4:7](#); [1:26-31](#); [Rom. 3:27](#); [4:16](#); [Col. 3:12](#); [1 Cor. 3:5-7](#); [15:10](#); [1 Pet. 5:10](#); [Acts 1:24](#); [1 Thess. 2:13](#); [1 Pet. 2:9](#); [Luke 18:7](#); [John 15:16](#); [Eph. 1:16](#); [1 Thess. 2:12](#)); that it encourages the use of means in the highest degree ([2 Tim. 2:10](#); [1 Cor. 9:22](#); [Rom. 8:28-30](#); [John 6:37-40](#); [2 Pet. 1:10](#)); that it may be ascertained by its effects in all who truly believe the gospel ([1 Thess. 1:4-10](#)); that it is the foundation of Christian assurance ([Rom. 8:28-30](#); [Isa. 42:16](#); [Rom. 11:29](#)); and that to ascertain it with regard to ourselves demands and deserves the utmost diligence ([2 Pet. 1:10-11](#); [Phil. 3:12](#); [Heb. 6:11](#)). We believe that, in order to be saved, sinners must be regenerated, or born again ([John 3:3](#), [6-7](#); [1 Cor. 1:14](#); [Rev. 8:7-9](#); [21:27](#)); that regeneration consists in giving a holy disposition to the mind ([2 Cor. 5:17](#); [Ezek. 36:26](#); [Deut. 30:6](#); [Rom. 2:28-29](#); [5:5](#); [1 John 4:7](#)); that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth ([John 3:8](#); [1:13](#); [James 1:16-18](#); [1 Cor. 1:30](#); [Phil. 2:13](#)), so as to secure our voluntary obedience to the gospel ([1 Pet. 1:22-25](#); [1 John 5:1](#); [Eph. 4:20-24](#); [Col. 3:9-11](#)); and that its proper evidence appears in the holy fruits of repentance, and faith, and newness of life ([Eph. 5:9](#); [Rom. 8:9](#); [Gal. 5:16-23](#); [Eph. 3:14-21](#); [Matt. 3:8-10](#); [7:20](#); [1 John 5:4](#), [18](#)). We believe that Repentance and Faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God ([Mark 1:15](#); [Acts 11:18](#); [Eph. 2:8](#); [1 John 5:1](#)); whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ ([John 16:8](#); [Acts 2:37-38](#); [16:30-31](#)), we turn to God with unfeigned contrition, confession, and supplication for mercy ([Luke 18:13](#); [15:18-21](#); [James 4:7-10](#); [2 Cor. 7:11](#); [Rom. 10:12-13](#); [Psa. 51](#)); at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all-sufficient Savior ([Rom. 10:9-11](#); [Acts 3:22-23](#); [Heb. 4:14](#); [Psa. 2:6](#); [Heb. 1:8](#); [8:25](#); [2 Tim. 1:12](#)).
7. We believe that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness ([1 Thess. 4:3](#); [5:23](#); [2 Cor. 7:1](#); [13:9](#); [Eph. 1:4](#)); that it is a progressive work ([Prov. 4:18](#); [2 Cor. 3:18](#); [Heb. 6:1](#); [2 Pet. 1:5-8](#); [Phil. 3:12-16](#)); that it is begun in regeneration ([John 2:29](#); [Rom. 8:5](#); [John 3:6](#); [Phil. 1:9-11](#); [Eph. 1:13-14](#)); and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means--especially

the Word of God, self-examination, self-denial, watchfulness, and prayer ([Phil. 2:12-13](#); [Eph. 4:11-12](#); [1 Pet. 2:2](#); [2 Pet. 3:18](#); [2 Cor. 13:5](#); [Luke 11:35](#); [9:23](#); [Matt. 26:41](#); [Eph. 6:18](#); [4:30](#)).

8. We believe that such only are real believers as endure unto the end ([John 8:31](#); [1 John 2:27-28](#); [3:9](#); [5:18](#)); that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors ([1 John 2:19](#); [John 13:18](#); [Matt. 13:20-21](#); [John 6:66-69](#); [Job 17:9](#)); that a special Providence watches over their welfare ([Rom. 8:28](#); [Matt. 6:30-33](#); [Jer. 32:40](#); [Psa. 121:3](#); [91:11-12](#)); and they are kept by the power of God through faith unto salvation ([Phil. 1:6](#); [2:12-13](#); [Jude 24-25](#); [Heb. 1:14](#); [2 Kings 6:16](#); [Heb. 13:5](#); [1 John 4:4](#)).
9. We believe that a visible Church of Christ is a congregation of individuals associated by covenant in the faith and fellowship of the gospel ([Acts 2:41-42](#); [2 Cor. 8:5](#); [Acts 2:47](#); [1 Cor. 5:12-13](#)); observing the ordinances of Christ ([1 Cor. 11:2](#); [2 Thess. 3:6](#); [Rom. 16:17-20](#); [1 Cor. 11:23](#); [Matt. 18:15-20](#); [1 Cor 5:6](#); [2 Cor. 2:7](#); [1 Cor. 4:17](#)); governed by his laws ([Matt. 28:20](#); [John 14:15](#); [15:12](#); [1 John 4:21](#); [John 14:21](#); [1 Thess. 4:2](#); [2 John 6](#); [Gal. 6:2](#); all the Epistles), and exercising the gifts, rights, and privileges invested in them by his Word ([Eph. 4:7](#); [1 Cor. 14:12](#); [Phil. 1:27](#); [1 Cor. 12:14](#)). We believe that Christian Baptism is an act of obedience wherein one is baptized into the name of the Father, and Son, and Holy Ghost ([Matt. 28:19](#); [Acts 10:47-48](#); [Gal. 3:27-28](#)); to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life ([Rom. 6:4](#); [Col. 2:12](#); [1 Pet. 3:20-21](#); [Acts 22:16](#)). The Lord's Supper ([Acts 2:41-42](#); [Matt. 28:19-20](#); Acts and Epistles) is a corporate commemoration of the dying love of Christ by the sacred use of bread and fruit of the vine ([1 Cor. 11:26](#); [Matt. 26:26-29](#); [Mark 14:22-25](#); [Luke 22:14-20](#)); preceded always by solemn self-examination ([1 Cor. 11:28](#); [5:1](#), [8](#); [10:3-32](#); [11:17-32](#); [John 6:26-71](#)).
10. We believe that there is a radical and essential difference between the righteous and the wicked ([Mal. 3:18](#); [Prov. 12:26](#); [Isa. 5:20](#); [Gen. 18:23](#); [Jer. 15:19](#); [Acts 10:34-35](#); [Rom. 6:16](#)); that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem ([Rom. 1:17](#); [7:6](#); [1 John 2:29](#); [3:7](#); [Rom. 6:18](#), [22](#); [1 Cor. 11:32](#); [Prov. 11:31](#); [1 Pet. 4:17-18](#)); while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse ([1 John 5:19](#); [Gal. 3:10](#); [John 3:36](#); [Isa. 57:21](#); [Psa. 10:4](#); [Isa 55:6-7](#)); and this distinction holds among men both in and after death ([Prov. 14:32](#); [Luke 16:25](#); [John 8:21-24](#); [Prov. 10:24](#); [Luke 12:4-5](#); [9:23-26](#); [John 12:25-26](#); [Eccl. 3:17](#); [Matt. 7:13-14](#)). We believe that the end of the world is approaching ([1 Pet. 4:7](#); [1 Cor. 7:29-31](#); [Heb. 1:10-12](#); [Matt. 24:35](#); [1 John 2:17](#); [Matt. 28:20](#); [13:39-40](#); [2 Pet. 3:3-13](#)); that at the last day Christ will descend from heaven ([Acts 1:11](#); [Rev. 1:7](#); [Heb. 9:28](#); [Acts 3:21](#); [1 Thess. 4:13-18](#); [5:1-11](#)), and raise the dead from the grave to final retribution ([Acts 24:15](#); [1 Cor. 15:12-59](#); [Luke 14:14](#); [Dan. 12:2](#); [John 5:28-29](#); [6:40](#); [11:25-26](#); [2 Tim. 1:10](#); [Acts 10:42](#)); that a solemn separation will then take place ([Matt. 13:49](#), [37-43](#); [24:30-31](#); [25:31-33](#)); that the wicked will be adjudged to endless punishment, and the righteous to endless joy ([Matt.](#)

[25:35-41](#); [Rev. 22:11](#); [1 Cor. 6:9-10](#); [Mark 9:43-48](#); [2 Pet. 2:9](#); [Jude 7](#); [Phil. 3:19](#); [Rom. 6:32](#); [2 Cor. 5:10-11](#); [John 4:36](#); [2 Cor. 4:18](#)); and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness ([Rom. 3:5-6](#); [2 Thess. 1:6-12](#); [Heb. 6:1-2](#); [1 Cor. 4:5](#); [Acts 17:31](#); [Rom. 2:2-16](#); [Rev. 20:11-12](#); [1 John 2:28](#); [4:17](#)).

JOB DESCRIPTIONS

Each position will have a job description, which will be a guide for that particular position. Employment for teachers will be confirmed by a contract from the Administration. Salaries for all other employees will be agreed to in a written benefits worksheet.

CONDITIONS OF EMPLOYMENT

The employee will faithfully attend and financially support a local church.

The employee pledges active support for the Christian philosophy of education as stated in the literature of the school, all policies and regulations adopted by the school, and the personal and professional standards established by the school.

The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living.

The employee will teach in accordance with the Sojourn Baptist Shorter Confession of Faith.

The employee will strive at all times to understand, appreciate, love, and nurture the pupils entrusted to his/her care. To the best of his/her ability the employee will provide for the fullest spiritual, intellectual, physical, and emotional development of the student.

The employee agrees that if at any time during employment he/she is out of harmony with the philosophy, standards, or Administration of the school, he/she will immediately make this fact known to the Principal, and shall voluntarily withdraw from employment, or be subject to termination for cause.

The employee agrees to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles—always presenting a united front. Appropriate confidentiality will be observed in regard to student, parent and school matters.

No employee will accept part-time outside employment or ministry engagements if such employment or ministry presents a conflict of interest or in any way interferes with the efficient discharge of the duties required to function satisfactorily in the position held at Sojourn. This determination is at the discretion of the Administration.

BACKGROUND CHECKS

Background checks, including criminal history checks, will be conducted on all applicants for all positions at Sojourn Academy. It is Sojourn's policy that a conviction for any of the following offenses bears directly upon an applicant's qualifications and ability to teach or perform jobs involving children in any manner:

- a. A felony or misdemeanor classified as an offense against the person or family.
- b. Any felony or misdemeanor involving moral turpitude, including any violations of the Texas Controlled Substances Act.
- c. Any other criminal conviction which, in the sole discretion of the Administration, would render an applicant unfit for employment at Sojourn.
- d. Crimes committed as a child to the extent that they involved a felony, physical injury, or sexual assault, or if the applicant was tried and convicted as an adult of the aforementioned offenses.
- e. A conviction involving unlawful consenting sexual activity which involves a minor.
- f. Adult criminal behavior to the extent that such behavior involved a felony, sexual assault, Class A misdemeanor, or caused serious injury.
- g. Theft.

PERSONNEL FILES

Each faculty/staff member is responsible for providing the following for his/her Personnel File:

- A copy of an official college/university transcript showing degree(s) earned
- A record of all Professional Growth while at Sojourn
- An application for employment
- A signed contract or employee agreement
- A copy of teacher or other professional certification

DISMISSAL OF EMPLOYEES

The school may choose to not renew the employment of an individual at the end of a contract or agreement period, if, in the judgment of the school, the best interest of the school will be served. Such a decision terminates the employment relationship between the school and the employee upon the expiration of the contract or agreement without hearing or recourse under the law.

An employment contract or agreement may be terminated by mutual written agreement of the Employee and the School upon such terms and conditions as are mutually agreed upon.

Employees who voluntarily terminate their contract or employment agreement or who choose not to sign a contract or agreement for the next school year do so by notifying the Principal of their intent to terminate. This notification shall be given in writing at least one month in advance. The notice shall include the date of termination unless a different termination date is mutually agreed upon. Failure by an Employee to return a contract or agreement by the date specified shall be construed as intent to terminate employment.

The School may remove the Employee during the term of the contract or agreement for cause as outlined in the School's Handbooks, Policies, Contract, or Employment Agreement. "Cause", as used herein includes but is not limited to any violation of school policies and/or conduct tending

to discredit or seriously impair continued effective employment, and/or the Employee's inability to tender service because of inefficiency, incompetence, physical disability, conduct detrimental to the school, immorality, homosexuality, or disloyalty the School may at any time place the Employee on administrative leave with pay and remove the Employee from the school for a time period to be determined by the School.

SUBSTANCE ABUSE

Abuse of alcohol or drugs will be reason for immediate dismissal. Sojourn is seriously concerned about potential drug, inhalants, or alcohol abuse by Sojourn employees since many employees, in the performance of their duties, are responsible for the safety and welfare of children and youth. Sojourn prohibits the use, sale, or possession of inhalants, or illegal drugs by an employee. Sojourn will not tolerate any employee being under the influence of alcohol, inhalants, or illegal drugs. Violation of this policy is grounds for immediate termination of employment. As a condition of employment, all employees are subject to random drug testing. Refusal to submit to drug testing will be grounds for immediate termination of employment.

ATTENDANCE/TARDY POLICY

Absences:

The following procedures should be followed in the event of any full or part-time employee absence:

1. All employees must secure their own substitutes from the approved substitute list provided by Sojourn Academy.
2. Be prepared to explain necessary modifications to lesson plans for the substitute.
3. Employees must fill out the Request for Leave form found online under the Staff tab.

An employee who is unable to report for work due to any personal illness or injury is expected to aid the recovery process in every way possible and to report back to work as soon as his/her physical condition permits. Sojourn reserves the right, prior to the employee's return, to request a statement that the employee is fit to work. This statement must be issued from a doctor's office and attest that the employee is well enough to assume his/her full job responsibilities.

All absence, other than that which is due to illness or emergency, must receive prior approval from the Administration.

Employees will be granted leave with pay for jury duty. When summoned for jury duty, the employee must submit a copy of their jury duty summons to the financial department.

The employee will be excused with pay for a court appearance when subpoenaed as a witness in a school-related matter. This leave does not apply to court cases involving the employee's personal business.

Tardiness:

All employees are expected to arrive to work in a timely manner, as punctuality is very important in relation to the responsibilities of maintaining an organized and orderly atmosphere that is conducive to learning. Moreover, the teacher must understand his/her responsibilities for

conveying good and respectable leadership skills that students will emulate as well. Set your home clocks and school clocks by school time so that you will be on time to work, enrichment classes, lunch, etc.

All full-time employees must be present for devotions or assigned morning duty. Punctuality is very important. If an employee exhibits consistent habits of not arriving in a timely manner, then the employee will have to meet with the Principal. A record will be kept in the employee's permanent file for reference upon contract termination or renewal.

PRESCRIPTION AND OVER-THE-COUNTER MEDICINES

Many medications available by prescription or purchased over the counter have side effects that may alter an employee's ability to perform his/her job safely and effectively. When employees are taking medications that can alter behavior, physical ability or mental function, they must report the use of this drug to the Health Care Provider. All medicines kept at school must be in the original identifying containers. If the Administration suspects that an employee may have been adversely affected by drugs, the employee will be sent home and required to consult their physician to determine whether their medications affect their ability to perform their job safely. Their return to work will be contingent upon the doctor's written approval and the approval of the Administration. Violation of this policy is grounds for immediate termination of employment.

COMMUNICABLE DISEASES

Communicable diseases include, but are not limited to measles, influenza, viral hepatitis- A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection) and AIDS, leprosy, and tuberculosis. Employees with communicable diseases, whether acute or chronic, shall bring the information to the school's attention or the employee will confirm the information when asked.

If the Administration has reason to believe that the employee has a communicable disease and is unable to perform the job or poses a threat to self or others, the employee may be asked to submit to a medical examination to determine whether the employee's physical condition interferes with the performance of regular duties or poses a threat to self or others. The Administration shall request the examining physician's advice regarding any restrictions in duties or necessary accommodations in duties based on the results of the examination. The Health Care Provider and other staff may be informed to the extent necessary for them to provide emergency care.

An employee may be excluded from work if the Administration, in accordance with this policy, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

DISABILITIES

Any disabilities including conditions caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job related purposes, shall be treated the same as stated in disability laws.

Employees who are excluded from the workplace in accordance with this policy may have their employment terminated when any personal leave to which they are entitled has expired.

CHAIN OF COMMAND

1. The Sojourn Baptist elders are the final authorities on all church matters.
2. The School Administrative Council is appointed by the church to assist and advise the Principal of the school and to be certain that the best interests of the church are maintained in all school activities. They assist in establishing all major policies of the school.
3. The Principal of Sojourn Academy directs all activities and personnel, including teachers, office staff, and part-time employees.
4. The staff is in charge of their delegated responsibilities.
5. The teachers are in charge of the classrooms and student activities.

DRESS CODE

At Sojourn, we believe that a person's appearance is an important tool as an effective Christian witness. All Christian school faculty/staff must be constantly aware of their importance as a Christian role model for students and their families. A faculty/staff member's appearance should reflect the idea that learning is important enough to call for precision and neatness in dress. No clothing should be excessively loose or tight fitting. God wonderfully and immutably creates each person as male or female. These distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Therefore, employees will dress in accordance with their biological gender.

Female Faculty/Staff Guidelines:

- ◆ Modest dresses, skirts, slacks, pantsuits, and capris are allowed. Jeans are considered *inappropriate* except on designated “Jeans Days” or field trips. Dress/skirt length should be no more than 2” above the knee.
- ◆ Blouses and/or sweaters are allowed. Blouses and dresses should be fashioned and properly buttoned to modestly cover the bust.
- ◆ Hairstyles should be neat, clean, and becoming.
- ◆ Dresses or skirts must be worn on Chapel days, Orientation and Preview Nights. *
- ◆ Sundresses, thin-strap dresses, and tank tops are considered *inappropriate*.
- ◆ Flip-flops are considered *inappropriate*.
- ◆ Leggings are not pants. Leggings may be worn under dresses/skirts with the above length requirements.
- ◆ No T-shirts are allowed except Sojourn Spirit-Wear on approved days.

*This does not apply to P.E. teachers or the cafeteria staff. They are permitted to wear jeans or shorts at their discretion. However, length guidelines of no more than 3” above the knee are applicable for shorts.

*ELA Faculty are permitted to wear nice jeans.

Male Faculty/Staff Guidelines:

- ◆ Suits or slacks with dress shirts or collared polo shirts are allowed.
- ◆ Shorts are considered *inappropriate*.
- ◆ Jeans* are considered *inappropriate*, except on designated "Jeans Day" or field trips.
- ◆ Flip-flops are considered *inappropriate*.
- ◆ Earrings may **not** be worn.
- ◆ No T-shirts are allowed except Sojourn Spirit-Wear or Sojourn Club-Wear on approved days.

*This does not apply to P.E. teachers or the cafeteria staff. They are permitted to wear jeans or shorts at their discretion; however, the length guidelines of no more than 3" above the knee are applicable for shorts.

GRIEVANCE PROCEDURE

Occasionally an employee may feel that a current condition, co-worker, or situation is affecting him/her personally or his/her ability to meet the expectations of Sojourn. From time to time, an employee may feel that decisions made or actions taken by the school Administration (or other person functioning in a supervisory capacity) are not warranted or are, in some way, unsatisfactory. Grievances (concerns, issues, etc.) are to be handled according to the Matthew 18 principle. Follow these guidelines in appealing to authority:

1. The employee should communicate with his/her immediate supervisor. Other people should not become involved in the process if they are unable to resolve the problem. See if the issue can be clarified or addressed at that level.
2. If the issue cannot be satisfactorily addressed or clarified at that level, the employee is encouraged and welcomed to make an appointment with the Principal.
3. The Principal will check to see if the first step has been followed. If not, the Principal will either refer the staff member back to the supervisor or determine whether or not there is a compelling reason to set aside that part of the process (confidentiality issues, staff children involved, etc.).
4. In extreme cases, the employee may feel that the issue is one that must be brought to the attention of the School Administrative Council or the elders of the church. While there is no penalty for doing so (if the grievance procedure has been followed), the employee is encouraged to understand the role of the School Administrative Council and elders of the church regarding day-to-day operations and personnel issues: authority and responsibility rests with the Principal, who in turn, operates within the parameters established by the School Administrative Council and the church elders.

LEAVING CAMPUS

All faculty/staff members who are planning to leave the school campus during the school day ***must*** notify the school office personnel upon leaving and returning to the campus by signing out at the front office. Notification must include where he/she may be reached and when he/she will return. Any faculty/staff member desiring to leave the building is responsible for being back in time for the next class.

PUBLIC RELATIONS

It is to our advantage to have and maintain the proper relationship between the school and the community. In our efforts to serve the needs of our youth, our students will be our best resources for good public relations. Our teachers can contribute positively toward establishing proper relations and creating the proper school spirit if they will deal with every student as a living advertisement of the school. We should take pride in our students and always strive to present them at their best. All school employees are expected to practice the following principles in their communication:

1. Refrain from discussing private school problems, school business, or fellow faculty members in such a manner as to create an unfavorable attitude on the part of anyone.
2. Do not discuss one student or teacher with another student nor discuss a student with the parents of another student.
3. Do not allow personal differences to reflect unfavorably upon the work of our school. Neither should personal differences be expressed in an unfavorable manner.
4. Defend and protect our school by believing in its ideals, policies, and contributions, and constantly striving to improve its services.
5. Make every effort to acquaint our parents with the actual work and achievements of our students through newspapers, bulletins, programs, and other media.
6. Always have a good word for the program, the personnel, and the policies of the school.
7. In contacts with parents always maintain an attitude of courtesy, sincerity, and understanding.
8. When using the school logo it must be presented in its original form. No one may manipulate, stretch, change colors, fonts, etc. Sojourn's logo in any way as per Sojourn branding policy.

RESPECT FOR OTHERS

All faculty/staff members are to be addressed by their surname preceded by Mr./ Mrs./ Miss/Ms. by students. When addressing students or in the presence of other students, faculty/staff members should also use the surname when referring to other adults.

Learning to submit to the authority of teachers and other adults is vital to the proper development of a student's relationship with God. Titus 3:1 states, "Remind people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men." Students must learn to submit to the authorities that can be seen if they are to learn to submit to our Heavenly Father. One way for students to exhibit respect and honor for all adults is for all students to **rise slowly and respectfully and stand** (Leviticus 19:32) when any adult enters a classroom and to remain standing until acknowledged.

SCHOOL SHOWER POLICY

The school does not host any showers IE baby shower, wedding shower, etc.

TELEPHONES

There is a telephone in the teachers' lounge for faculty use.

Cell phones should be left on silent mode in the classroom and office. Please do not take personal calls in the classroom. Wait until your break to respond to the caller.

When you receive personal phone calls at school, a message will be left in your box. Messages will not be delivered to your room except in emergencies.

UNIVERSAL PRECAUTIONS

All staff must use "Universal Precautions" procedures when tending to situations that involve a person's body fluids. Federal guidelines recommend wearing Latex gloves whenever handling another person's body fluids. Assume that all body fluids are infectious.

If there is a spill of such fluids (blood, vomit, nasal secretions, urine, feces), use Latex gloves to clean up the spill with paper towels. Make sure you put the paper towels in a plastic bag, remove the gloves (pulling them inside out as you take them off), and let the office know you need a custodian to disinfect the area. Wash your hands immediately if accidental contact with blood or body fluids from anyone occurs.

Avoid punctures from objects that may be contaminated with blood. Never pick up broken glass with your bare hands; always use a dustpan and brush. Dispose of trash that contains sharp objects carefully. Use hard-sided containers that cannot be broken or penetrated by a sharp object rather than plastic bags.

SECTION III – EMPLOYEE PROFESSIONALISM

CORE VALUES

At Sojourn we are:

- ❖ Striving to live out Christian convictions
- ❖ Serving to our utmost
- ❖ Thriving as a loving community
- ❖ All to the glory of God!

STANDARDS OF PROFESSIONAL CONDUCT

Employees of Sojourn Baptist [Sojourn] are expected to be conducted with the highest legal and ethical standards. The purpose of this policy is to set forth basic principles and guidelines to direct employees in the proper conduct of the business and personal affairs as representatives of Sojourn Baptist. The following standards are expected to be maintained by all employees, regardless of their position:

1. Assure that all actions and behaviors promote the favorable image of Sojourn, including management.
2. Avoid potential conflict of interest and personal gain or any appearance of a conflict or impropriety.
3. Promote the integrity, reputation, administration and operations of all the affairs of Sojourn. This includes but is not limited to discussing co-workers job performance in a negative light, disclosing confidential information to parties not applicable and discussing personal income

SOJOURN ACADEMY CODE OF ETHICS

Sojourn Baptist [Academy] is firmly committed to complying with its legal and ethical obligations under all state and federal laws. As a result, we expect all employees, at every level within the company, to comply strictly with all legal and ethical obligations. Our philosophy can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. Accordingly, an employee's failure to fulfill his or her responsibilities under this policy may result in disciplinary action, up to and possibly including immediate termination.

Sojourn holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a customer, the employee must immediately report the matter to Administration so that it can be investigated right away. In this manner, we can take all necessary steps to investigate any potential violations of our policy and can take appropriate action to correct any violations or incorrect perceptions that are found to exist. By making it the responsibility of all employees to police compliance with our strict ethical standards and commitment to complying with all legal responsibilities, we can continue to maintain our reputation in the community.

Employees should feel free to report any information regarding this policy without fear of reprisal or retaliation of any kind. Employees can report information to Administration in confidence if they wish. Sojourn will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations.

SECTION IV – SCHOOL PROCEDURES

ACCIDENT REPORTS

In the event of any injury to a student or to a faculty/staff member which might be considered serious (any blow to the head, a cut which might require stitches, seizure, unconsciousness, a hard fall, etc.) which takes place during school hours, on the school grounds or during a school sponsored trip, a complete written report should be submitted to the Health Care Provider as soon as possible. The Health Care Provider will review the report before the report is filed in the injured student's or faculty member's file. All potentially hazardous material or equipment should be removed and reported immediately. The Accident Report forms are available on the X drive, in the Teacher's Work Room file boxes and in the office.

If an accident is serious enough to call emergency services, call 911 and then let the Principal know ASAP. For an accident that does not require emergency services but is more serious than the usual, you can call the Health Care Provider to assess the injury. You can also send the student to the office with another student or staff member if you feel it is necessary. You may want to come yourself if your class can be supervised by another adult. The supervising adult needs to fill out an accident report form as soon as possible for head injuries and any injury that might cause a bruise or open wound that might require additional care. Submit the form to the Health Care Provider as soon as possible. The office will contact the parents if there is a more serious injury, especially a head injury. The Health Care Provider must see and sign the accident report form before the supervisory staff member leaves the campus. Extended care workers must call the parents and then the Principal.

EXTRACURRICULAR RESPONSIBILITIES

Some teachers and staff will be asked to sponsor events. When the building is used for after school functions, the sponsor is to see that the building is secure and that all the students have departed before he/she leaves. Should the meeting, practice, etc. need to be canceled it will be the faculty's responsibility to notify the members of the cancellation.

MAINTENANCE REQUESTS

Repairs of an emergency or immediate nature need to be reported to the office as soon as possible. Maintenance requests should be submitted to the facilities manager by sending an email to facilities@oakridgechristian.org for all other repairs or maintenance.

NOTES TO PARENTS

All notes and letters to parents must be approved by the Principal.

OUTSIDE SAFETY GUIDELINES

1. Teachers should take the whole class to the restroom and to get a drink either at the beginning or end of recess. The students should only go to the restroom during recess if urgently necessary and then only one at a time.

2. No more than two classes should be on the playground during recess. The P.E. classes have priority for location on the playground.
3. During recess, never leave students unattended. Teachers/supervisors should arrange themselves so that all viewpoints of the area being used for recess are watched. The teachers may need to move to opposite sides of the area in order to see all of the children. Teachers should have their attention on the children who are playing and not on a conversation with other adults or individual students, using cell phones, etc.
4. All students should be supervised during transitions to and from your destination as well as when you reach your destination. NEVER leave students unattended.
5. Students should eat in their designated area during snack time. Be aware of other classes and be quiet. Dispose of all trash before entering the playground or foyer. Each teacher is to bring a trash can out for snack time and take it back into the room after snack time.
6. You should always supervise your class as they go out on the portico or through the foyer or while waiting in line for the restroom or water fountain. Make sure the foyer doors are closed at all times. Observe quiet zones.
7. Have the students clean their shoes before entering the buildings. **Shoes must be worn at all times, i.e. before, during, and after school.**
8. Pick up all playground equipment before leaving the playground. Check that everything is picked up at the end of the day.
9. Only ELA, pre-kindergarten, kindergarten, and first grade students are allowed on the PK/K playground. These students may eat their snacks on the playground, but should dispose of all trash before leaving.
10. The PK/K playground may be used during extended care under the supervision of the extended care supervisor.
11. When parents come to eat lunch with their children, they may eat outside with their child only. No one is allowed on either playground until the teacher and the rest of the class come out from lunch. Siblings must be supervised by the parent.
12. Be familiar with the following playground guidelines:
 - a. When parents come to eat lunch with their children, they may eat outside with their child only. No one is allowed on either playground until the teacher and the rest of the class come out from lunch. Siblings must be supervised by the parent.
 - b. Students should not carry sticks around the playground.
 - c. Students should not play with rocks.
 - d. Students should not throw anything.
 - e. The slide is for sliding down, not climbing up.
 - f. Students should not climb on the outside of forts.
 - g. Students should not twist in their swings.

- h. Students should sit on their pockets when swinging and hold on with both hands.
- i. Students are not allowed behind the fence unless supervised by a teacher.
- j. Teachers should watch the students at all times.
- k. Teachers are not to grade papers or use cell phones while students are playing on the playground.
- l. When using the playground for snack, please clean up all trash.
- m. Students are not permitted to go behind school buildings or outside the fence around the property.
- n. Students are not allowed to remove the wood chips/mulch on the ground. This material is for their safety, to cushion their fall. It needs to remain evenly distributed and within the boundaries of the play area to be effective
- o. No rollerblades, skates, bicycles, or skateboards allowed before, during or after school.
- p. No student should pull on the basketball goal or try to adjust the height of the basketball goal.
- q. The GaGa Ball play area should be used in accordance with school rules for GaGa Ball.

POOL PARTIES

The school has instituted a policy of no pool parties because of safety concerns and liability insurance. Logic and Rhetoric students may attend water parks and swim in pools where a lifeguard is present at team building camps and End of the Year trips.

REIMBURSEMENT FOR EXPENSES AND OTHER CHECK REQUESTS

Any purchase of learning aids or equipment that a faculty/staff member would like to make must **HAVE PRIOR APPROVAL** from the Financial Secretary and/or Principal, if the faculty/staff member desires to be reimbursed for the expenditure. No reimbursement will be made for expenditures that are made without approval. These expenditures will be considered an expense for a faculty/staff member's personal inventory.

To receive reimbursement, a *Check Request Form* must be completed with the receipt for the expenditure attached. No reimbursement will be made for sales tax. Any item a faculty/staff member is reimbursed for becomes the property of Sojourn Academy. All check requests must be made 48 hours in advance before the check is needed.

All invoices that you are requesting to be paid by the financial office, must be submitted 48 hours in advance of needing payment. An invoice must be attached to the check request in order for the invoice to be paid.

(Note: Sojourn is a non-profit 501(c)(3) organization; therefore, we are not required to pay sales tax so when making purchases please ask for a *Tax Exempt Letter* to submit to the retailer).

GAS REIMBURSEMENTS FOR SCHOOL-RELATED EVENTS

Sojourn Academy will reimburse employees the cost of gas (must present receipt) for any distance over 50 miles (one way) for events that are pre-approved by school administration. Carpooling rule will apply.

END OF YEAR CHECK OUT PROCEDURES:

A professional service fee will be deducted from your May 31st paycheck for all check-out procedures not met by the deadline as outlined on the check-out procedures form.

SECURITY PLAN

Each teacher has a copy of the security plan for Sojourn Academy in a red folder in the classroom. Teachers should be familiar with all the emergency drills and lead the students properly in the different procedures for each drill. The teacher and students should treat the emergency drills as actual emergencies.

Drills are an effective tool in familiarizing faculty/staff and students with the procedures for a safe evacuation in the event of an emergency. All faculty/staff must remain calm. The students will depend upon the teachers for reassurance and support. Note: REFER TO THE SECURITY PLAN FOR SPECIFIC GUIDELINES ON PROCEDURES FOR ALL EMERGENCY DRILLS.

Fire Drills:

Fire drills will be held on a regular basis. All faculty/staff should be thoroughly familiar with the evacuation procedures. A fire evacuation route should be posted in each classroom in an area that is clearly visible and near the exit.

The alarm will sound with one long blast. The teachers should direct the students to their designated safety area. The students should walk in an orderly manner with no talking, running, or horseplay. Teachers check roll and inform the Principal of any missing students. The Principal will dismiss the classes verbally or with another long blast from the air horn.

Shelter in Place Drills:

In the event of a tornado warning or a chemical spill, a series of three short rings for a total of nine in a series will be sounded. Students in portable buildings will need to be escorted to the closest brick building. The doors to the rooms should be locked, if possible. Teachers should lead the students to their designated safety area. Everyone should face the wall, covering their heads with their arms in order to avoid the possibility of head injuries from flying debris.

Run, Hide, Fight

Should there be an intruder on campus all teachers will lead their students in the run, hide, fight procedures appropriate to the situation.

SECTION V – TEACHER RESPONSIBILITIES

CARE OF ROOM AND FACILITIES

The grade book, tests, and student work should be secured in a locked cabinet or drawer each night. If your classroom is shared with the church, do not leave equipment, personal belongings, items belonging to individual children, etc., in the room on Wednesdays and Fridays. All staff should encourage children to pick up any trash in their classrooms, the foyer, in the cafeteria, or on the playground. Teachers with lockers in the classroom must monitor the lockers for neatness; books and binders should always be stacked neatly. Teach children the importance of a tidy and clean classroom and workspace.

Only teachers are allowed in the Teacher Work Room located near the cafeteria. There you have access to the die cut machine, small paper cutter, construction paper, border, posters, games, art supplies, dry erase markers, Xerox machine, etc.

The maintenance closet between the Pre-K rooms stores wipes, tissues, and paper towels. Keep locked.

The school provides tape, staples, paper clips, manila folders, hanging file folders, forms, first aid, sanitary supplies, etc.

Check your thermostats and make sure to lock your door daily. If any doors are unlocked when you arrive, let the Principal know.

1. Lights should be turned out upon leaving the room.
2. Children's coats, sweaters, etc. should be hung properly.
3. If you go through a locked door, lock it back.
4. Playground equipment should be put up at the end of recess.
5. Nothing should be left on the portico.
6. Return cleaning supplies to the proper place.
7. Rooms should be kept neat at all times.
8. Close and lock all doors at the end of the day.
9. Prevent unsightly accumulation of books/papers on desks, bookshelves, file cabinets, etc.
10. Do not put liquids, heavy, and/or sharp items in trash bags.
11. Keep staples and paperclips from the floor.
12. Do not put tape on the doors or walls.
13. Use push pins and staples on the walls.
14. Keep floors as clean as possible.

CERTIFICATION REQUIREMENTS

All teachers give evidence of a Christian commitment consistent with the philosophy of the school. All teachers are qualified with appropriate degrees and training.

The bachelors degree with twenty-four (24) semester hours, or appropriate certification in the subject matter being taught, is required. (However, degreed teachers with twelve semester hours in a subject may teach if the time assigned is less than one-half the teaching load.)

Kindergarten and lower school teachers must have a bachelors degree with twenty-four (24) semester hours of elementary courses, such as elementary reading, language arts, music, elementary science, elementary math, elementary social studies, and elementary physical education, or appropriate certification.

Teachers of credit bearing Bible and/or religion classes should hold a bachelors degree, but may waive the 24/12 hour subject matter requirement.

Lower school teachers who are non-certified in their primary teaching field are required to enroll in an alternative certification program within the first semester of employment. This will include an approved schedule for completion of certification deficiencies. No reimbursement will be made for coursework or testing required to complete certification. The teacher is expected to keep the Principal updated as to progress in the certification process. Failure to comply with this requirement may result in the teacher not being renewed the following school year.

Any undergraduate hour deficiencies for upper school teachers must be made up for with a plan on file to meet those requirements. No reimbursement will be made for coursework or testing required to complete the required hours. The teacher is expected to keep the Principal updated as to progress in the process. Failure to comply with this requirement may result in the teacher not being renewed the following school year.

CHAPEL

The chapel set-up form must be turned in to the Chaplain at least a week in advance. You may schedule practices after notifying the Chaplain. After the practices and actual performances, please put all equipment back into its original location. If you need assistance, alert the office staff. Teach the students not to run in the chapel or get on the stage without permission. Students should sit up straight and be on their best behavior.

CLASSROOM APPEARANCE

The teacher must maintain a clean, attractive, and well-organized classroom. The room should be decorated in an appealing manner, which complements the grade level/subjects that are taught throughout the school year. Keep the walls clean and do not write directly on walls or doors. Neatness and eye appeal should always be a priority. Use staples or pushpins to attach posters and bulletin board paper to walls.

The bulletin boards inside the classroom are the responsibility of the classroom teacher. Boards should be changed regularly. Wall hangings should always be neat with all four corners anchored so there are no flapping or curled papers. Whenever possible place art and displays in frames. All displays must follow Sojourn spiritual guidelines with a focus on Christ. **Any materials that are of a controversial or offensive nature should not be used. This includes materials regarding Halloween, Santa Claus, or Easter Bunnies.**

CLASS MANAGEMENT AND ORGANIZATION

The teacher is the most important influence in establishing the climate in the classroom. The guidance-minded teacher organizes the classroom in ways that permit each child to feel a sense

of worth and self-respect. As the children feel the teacher's acceptance, they are able to be friendly and supportive of one another.

Punctuality is contagious; be prompt in meeting all classes. Students should leave the room in an orderly fashion at the dismissal time. They should enter the class in the same manner. In order to maintain proper control at these times, teachers should be aware of the conduct in the hallways as well as in the classroom.

It is the goal that teachers never leave the classroom unattended. However, if an emergency should necessitate the teacher leaving the room, the teacher should make every effort to have another teacher cover the class until the teacher returns. Allowing students to leave during class time is strongly discouraged and is to be confined to personal necessities only and these should be of an emergency nature.

Classes should not be dismissed early, and students should not be allowed to stand in and around the doorway waiting to be dismissed. No students should be sent outside the room as punishment. Lower School teachers are to accompany their students to and from enrichment classes, lunch, etc.

CONFERENCES

Parent/Teacher Conferences are mandatory after the first nine weeks. Conferences are optional in the spring semester. Conferences should always be held in a positive atmosphere. Truth must always be coupled with love. It may be helpful to discuss any problems with the Principal. The Principal may also need to be included if there are more serious academic and/or behavior issues to discuss. Every effort should be made to have a personal conference with the parent(s) of every student; only as a last resort are phone conferences allowed. However, a parent may call at any time to request a conference with a teacher should circumstances arise. Conferences should be conducted in the following manner:

- ◆ Gather samples of the student's work and have available to show parents
- ◆ Begin every conference with prayer
- ◆ Document as much as possible what needs to be conveyed
- ◆ Complete the *Parent/Teacher Conference Form* immediately following the conference and submit it to the Principal, so that it can be reviewed and then filed in the student file.

A *Parent/Teacher Conference Form* should be completed and forwarded to the Principal anytime a teacher is contacted by the parent regarding a student's academic or behavioral problems. These forms are kept in the student's file and provide beneficial reference information should a problem persist. If the correspondence is done by email you may forward the email to the Principal and a copy of the conversation will be printed and filed in the student's file. When discussing any issue about a student to a parent please remind the parent of the good attributes that you see in their child and your love for the child.

CONFIDENTIALITY

All employees should maintain a close, professional, and working relationship with parents. Any information regarding a student or parent should be kept strictly confidential at all times.

Information from a student's file as well as information shared with a teacher by the Principal, for example, classroom activities, grades, standardized testing scores, behavioral activities, etc., shall be kept in strict confidence. **Please use the highest degree of professionalism and discernment when discussing one of your students or when discussing any subject regarding Sojourn.**

In keeping with the above policy, parents should not be allowed into the classroom during instruction/lesson time without prior approval from the Administration.

CURRICULUM

All curriculum guides and keys are the property of Sojourn. In the event of a teacher absence, the teacher is responsible for having the materials available to be utilized by a substitute. All Teacher Keys and copies of tests and quizzes should be in a secure location, which cannot be accessed by students.

All supplementary reading materials **MUST** be reviewed and approved by the Principal to ensure it is in keeping with the Christian school philosophy.

Teachers must use the tests, quizzes, and worksheets that are provided by the curriculum publishers; no other materials can be used in lieu of the specified curriculum tests and quizzes; however, these may be complemented with additional information learned in class. **The Principal must approve any deviation from the prescribed curriculum.**

DAILY PRAYER AND PLEDGES

Each school day begins with an assembly that may comprise of praise and worship, announcements, prayer and pledges to the American Flag, Christian Flag, and the Holy Bible.

DAILY SCHEDULE

Morning:

7:25 Morning Duty or Devotions for Teachers

7:55 Teachers Assemble with their respective classes in the Sanctuary

8:00 Morning Assembly

Lunch:

If a lunch monitor is present, teachers may eat in the teacher's lounge. If a lunch monitor is not present, at least one teacher or staff member must be present in the cafeteria. Cafeteria Supervisor is not expected to monitor the students at any time. Staff members may eat in the teacher's lounge at their scheduled lunchtime. Teachers may take their students outside to eat but must maintain supervision.

Dismissal:

School dismisses at 3:10. Teachers will escort their students to the car line at that time.

Teachers will be assigned duty to supervise children or to assist in loading children into the cars.

Any child remaining at 3:30 should be **escorted** to Extended Care. The teacher on duty must remain with the students until an extended care worker is present.

DISCIPLINE

We insist upon respect between the students and the teachers. To accomplish this, our class routines and school rules must be well defined. Good discipline is an integral part of learning. Teachers should model Christ-like behavior; therefore, when a student is disciplined, a teacher should never yell at a student, grab a student, or act aggressively toward a student. All discipline should be done in the admonition of the Lord. Trace behavior to attitudes of the heart. Ask the Lord to help you shepherd students' hearts.

Encourage the following principle based upon **Matt 22:36-40**: Love God, Love Others... Out of love for God I will obey (1) without delay (2) all the way (3) every day (4) in the right way!

Treat your students with consideration: remember that you and your conduct may influence their future attitudes. Gain his/her confidence and respect. Be friendly, but be firm. Discover the student's problems, if you can. If you know his/her background, you may be better able to help him/her. Correct students privately and never humiliate or intimidate him/her in front of classmates. Be self-controlled and maintain proper classroom control. Be consistent.

Minor Infractions:

Follow the guidelines in the Discipline section of the Student/Parent Handbook. Typically, the teacher will confer with the student to correct actions or attitudes. The parents will not be contacted unless the teacher's corrective action has proven unsuccessful.

If a student fails to respond to the teacher's correction, the student may be referred to the office Principal for counsel. A student will be called to the office after the teacher sends a disciplinary action form explaining the problem. A visit to the office constitutes an automatic demerit, unless decided otherwise by the Administrative Director.

Major Infractions:

The Principal will be responsible for handling major infractions. The faculty or staff member witnessing or becoming aware of infractions will document the infraction in writing or verbal conversation with the school Administration.

DOCTRINAL ISSUES

Sojourn seeks to present the great redemptive themes and principles of Christianity as revealed in the Holy Scriptures. The Bibles used in class should be the English Standard Version, New American Standard, New International Version, or the King James Version. Teachers are admonished to teach no other doctrine, and to avoid fables and stories that could deceive. Teachers have the responsibility to teach the Biblical truth to their students. The absolutes in Scripture become the absolutes in the classroom. Teachers are not to use the classroom as a forum to expound on personal beliefs or agendas. Teaching must be in accordance with the Sojourn Baptist Shorter Confession of Faith.

Teachers are to avoid debatable topics such as a family's belief or participation in Santa Claus, Tooth Fairies, Halloween, Easter eggs, etc.

END OF THE YEAR ACTIVITIES

The end of the school year is a very exciting time for students and faculty as it brings closure to the school year. Classes are allowed to schedule fun activities during the last week of school. Please follow the procedure for Field Trips in seeking approval from the Principal.

Students may be excluded from attending the EOY trip in the following instances:

- ◆ The student has 10 or more accumulated demerits
- ◆ The student has been absent 10% or more of the school year
- ◆ The family has an outstanding balance on their account

FIELD TRIPS

Field trips are an important avenue of learning for a student. Field trips should be educational in content and complement the subject being learned; however, an occasional field trip just for entertainment or enjoyment is allowed. Absences of students are not to be excused simply because they do not want to go. Proper preparation is of the essence. When planning a field trip, please observe the following:

1. Submit a *Field Trip Authorization Form* to the Principal at least 1 month in advance. Provide parents with ample notification of all details regarding the field trip after receiving approval for the trip from the Principal.
2. Teachers are responsible for scheduling all field trips including costs, directions, and transportation. The cost per student should include all costs of necessary chaperones. Parents that are not designated chaperones should pay for their field trip related cost. Sojourn should not incur the expense. Inform the Financial Secretary of the cost for each child and the amount will be deducted from your class funds.
3. All grades should have a ratio of 1 adult chaperone/4 lower school students and 1 adult chaperone/6 upper school students. The teacher should not be responsible for groups of students. They should be overseeing the entire class. A chaperone must be able to transport at least three students in their vehicle. Parents that have to bring other young children on field trips cannot be considered a chaperone, since their full attention cannot be directed to Sojourn students.
4. The number of students riding in a car must not exceed the number of seat belts available for their use. Seat belts must be used. Car seats must be used according to state guidelines.
5. Each teacher must keep a file with copies of his/her students' *Authorization for Activities* for use on field trips throughout the school year. Teachers are responsible for obtaining these copies at least one day before the field trip.
6. If a check will be needed to pay for the field trip, notify the Business Manager at least three days prior to the scheduled event. If cash is needed, give at least five days notice, as a trip to the bank will be necessary.
7. Head count before - during - and after!
8. Send a thank you note to the place visited.

9. Teachers must attend the field trip to oversee all activities. In the event of the teacher's absence, the field trip may be rescheduled, or the Principal may assign another staff member to replace the teacher.

Rhetoric school students will take three field trips in a school year. One trip at the beginning of the year to team building camp. One trip in the fall pertaining to the time period being studied in Humanities trip in the spring that encompasses all disciplines with a classical approach and emphasis.

****Please note that students cannot be transported in 15 seat passenger vans****

GENERAL RESPONSIBILITIES

1. Teach classes as assigned, following the prescribed scope and sequence as scheduled by the curriculum guides or the Administration.
2. Integrate biblical principles throughout the curriculum and activities.
3. Keep proper discipline in the classroom and on the school premises for an environment conducive to learning.
4. Plan programs of study that, as much as possible, meet the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
5. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
6. Seek the counsel of the Principal, colleagues, and parents while maintaining a teachable attitude.
7. PreK, K and ELA teachers should send home personal blankets, mats, etc home at major breaks for cleaning IE Thanksgiving, Christmas, Spring Break, etc. or after an illness. Beginners teachers are responsible to wash school property linens, sheets, etc after the last class of each school week and returned to school the first school day of the next week.
8. Teachers of 3rd grade through 12th grade are responsible to offer at least one "Helps class" one morning a week of their choosing from 7:30-7:55 to any of their students. This additional help will ensure their students gain mastery of concepts recently taught. The teacher needs to notify the office of which routine scheduled day they will be offering this service.
9. Teachers of 1st grade through 12th grade will be responsible to provide oversight of detention as assigned by the Administration at least one week of each nine weeks from 3:10-4:00.
10. Upper School (7th-12th) attends a leadership camp at the beginning of the year, one field trip that pertains to the Humanities time period begin taught that year and a trip in the spring that encompasses all disciplines with a classical view. All full time 7th-12th grade teachers are required to attend these trips.
11. All fulltime teachers are assigned duty station responsibilities
 - a. Morning Duty consists of either unloading students in the am drop off zone or supervising sanctuary duty. Sanctuary duty consist of:
 - i. Teachers need to arrive on Campus before 7:25am
 - ii. Students should keep everything in their backpacks

- iii. Students should stay in their designated spots, keeping hands/feet to themselves, and their voices low.
 - iv. Teachers must pay attention to what is going on in the sanctuary, walking around, observing the students carefully. This is not a time for making copies, grading papers, completing lesson plans, or talking on cell phones.
 - v. Students are not permitted to leave to use the restroom without permission, nor leave to go to a classroom unless accompanied by a teacher or given permission.
 - vi. For more details talk to Administration.
- b. Afternoon Duty/Carline Duty
- i. Teachers begin serving at 3:10
 - ii. Students should keep everything in their backpacks, and sit quietly so their names can be heard when it is time for them to be loaded into their cars.
 - iii. Students still on campus at 3:30 are to be escorted to extended care.
 - iv. For more details talk to Administration.

GRADE BOOK

Grades will be maintained in Sojourn's RenWeb software. RenWeb is also utilized for attendance as well as keeping a record of the students' scholastic activities. Teachers are to maintain regular and accurate attendance and grade reports to meet the demands for a comprehensive knowledge of each student's progress. Depending on the grade level and teacher's assignment, contents may include the following: attendance, conduct grade, class rolls, grades and assignments, record of books issued, or record of lockers issued. Teachers should include the formula for weighting the grades.

GRADING PROCEDURES

Grades are personal records that should be handled in a confidential manner; therefore, parents are not permitted to grade student papers. Papers or tests must be graded and recorded in a timely manner; such activities are to be performed only by the teacher. Tests must be graded within one school week. Homework/daily work must be graded within two school days. Major papers or projects must be graded within two school weeks. All grades must be recorded by the teacher in a timely fashion. Daily or minor grades will count for 40% of a student's grade and test or major grades and projects will count for 60% of a student's grade.

Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates. Do not permit students or substitutes to have access to your grades. Do not lower a student's grade because of a discipline problem.

Daily Grades:

All teachers must keep at least one or two grades weekly for each subject. Students repeatedly not completing work in the grammar section may receive a classroom mark. Students repeatedly not completing work in the Logic/Rhetoric stage may receive a demerit. All work must be made up to the same level of expectation granted to other students.

If class participation is counted as part of this grade, the teacher must be able to provide a clear explanation of how this grade is determined.

No incomplete (I) grade will appear on a student's report card or progress report unless approved by the Principal. The student cannot receive credit for the course unless the work is completed within a designated time.

Test/Major Grades:

There must be at least three test/major grades entered per subject per quarter in order to be equitable.

Exams:

Students in grades 5-6 take nine weeks' exams and grades 7-12 take semester final exams. These exams are summative in nature and comprehensively cover the facts, skills, and concepts covered during the semester. All quarter grading should be completed and students notified of eligibility for exempting the exam the Friday prior to exam week. During the exams the teacher is responsible for providing the most conducive environment for performance. Begin the test promptly. Students who finish early should be encouraged to review their answers before turning them in. Those who finish early are to remain in place and be silent—no talking, whispering, or circulating through the room.

Failing Grades:

The teacher must inform the Principal, prior to the parents, regarding an "F" on a student's report card or progress report. The student's name and grade in the failing subject should be posted on a list and submitted to the Principal.

It is the teacher's responsibility to have previously informed the parents (in writing or a phone call) that their student's grade has reached a failure level or the grade declines a full letter grade.

Make-up Assignments:

Students will be permitted to make up work missed due to an excused absence. Students are allowed one to two days for each days' absence to complete the work; however, the completion period cannot exceed two weeks.

Consideration should be given to time and circumstances regarding the assignment when a teacher determines whether one or two days per absence will be allotted for completion.

Assigned make-up work not completed within this designated time limit will be assigned a zero grade. Scheduled assignments, including tests, are due on the day the student returns to class unless a previous arrangement has been made with the teacher.

Students will not be allowed to receive credit for work missed due to an unexcused absence.

The student must complete the work missed, so the student will not fall behind in their studies; however, if the student fails to complete the work the teacher should discuss the matter with the Principal to determine a consequence. Unexcused absences contribute to the maximum amount of days missed. The student will be penalized by being assigned a zero grade for work that is due or done the day of the unexcused absence.

Progress Reports:

The intent of the progress report is to notify parents of difficulties or the achieved success of a student in their academic or conduct assessment. Contact with the parents is essential and required.

All students will receive a formal Progress Reports 4-5 weeks into each quarters. Progress Reports will be sent out according to the dates outlined in the school year calendar. *Progress Reports will be calculated through RenWeb.* No student can receive a score greater than 100% on progress reports.

Report Cards:

The report card is the official grade transcript for a student and should be handled in a confidential manner. **All report cards will be calculated from RenWeb. Teachers are responsible to transfer grades to the report card in RenWeb within the time-frame given by the Administration.**

No student can receive a score greater than 100% on a report card. The comment section must be completed for each quarter. Report cards will be sent out according to the dates outlined in the school year calendar.

Students in Pre-K and Kindergarten receive skill set grades IE: E, S, N, U.
Grammar, Logic and Rhetoric students (1st- 12th grade) receive numeric grades in all classes.

GUEST SPEAKERS

All guest speakers must be approved by the Principal and Chaplain before being invited to the school for chapel or to a class.

HOMEWORK

We believe that meaningful home study is a necessary part of each student's educational program, and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

The completion of homework assignments should be recorded by the teacher and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care must taken, though, not to take away from the family unit by too much homework. Family communication and togetherness must be a priority.

Efforts must be made to limit the amount of homework assigned on Wednesday nights to facilitate family's church attendance.

Only reading or makeup work may be assigned over major holiday breaks at Thanksgiving, Christmas and Spring Breaks.

IN-SERVICE

The purpose of in-service is to provide additional training and encouragement to the classroom teacher. Sojourn is committed to the spiritual growth and professional development of its faculty. Each teacher should be personally dedicated to striving for excellence, by the help of the Holy Spirit, both personally and professionally, for God's glory. Periodically, there will be days set aside within the schedule when classes will be suspended and in-service training will be provided for the faculty. Attendance by all full-time teachers is required.

OFFICE CORRESPONDENCE

It is imperative that all teachers check their box in the office at least once daily. Campus mail envelopes will be delivered to each classroom in the afternoon. Teachers should have their envelope ready for pick up and should check the afternoon envelope for notes to go home, extended care notification, car pool notes, etc.

PLANNING

Plan broadly through the use of semester and quarter plans and objectives is required by submitting a year at a glance plan for each subject taught. Weekly lesson plans should be updated in advance for the Principal and parents to review each Monday morning by 7:00 am. for that given week.

PROFESSIONAL DEVELOPMENT

The call of being an educator necessitates that the role of being educated never ceases; therefore, the teacher will participate in continuing education either through collegiate courses or certified continuing education courses equivalent to three semester hours per school year, or the recommended reading and report criteria established by the Administration.

All Employees will develop a "professional development plan" which will include the strengthening of both areas of weakness as areas of strength. This plan will be in place unless the Principal deems it necessary to instate a "deficiency plan" for improvement.

RECORD KEEPING

The teacher is responsible for keeping accurate records for attendance, grades, discipline problems, and dress code violations. These records are considered personal and private and must be kept in a secure place, which is not accessible by other students or parents. These are all input into Sojourn Renweb Management Software.

SCHEDULE CHANGES

Follow the school schedule as determined by the Administration. Punctuality is very important. No changes should be made to the schedule, unless approved by the Principal.

If a teacher feels the school schedule for his/her classroom presents difficult learning time constraints, the teacher should arrange to meet with the Principal to discuss possibilities for changes. No teacher should change the schedule without approval from the Principal. The Principal will notify teachers of any changes.

SCHOOL-WIDE PROGRAMS

The teacher must be available to assist in all school-wide programs, such as the Back to School Fellowship & Orientation, Sojourn Musicals, Vision Gala, Sojourn Showcase, and Graduations. It is mandatory that faculty/staff members attend all school functions unless approved for absence in advance by the Principal.

STUDENT ACADEMIC ASSISTANCE

Should you feel that a student may be in need of additional academic assistance please ask the parent if they would like to make use of Sojourn's Resource Department's additional learning instruction opportunities before assigning a student to receive them.

STUDENT ATTENDANCE

Assembly begins 8:00 a.m. Should a student arrive after this time they are considered tardy or absent.

Tardies - Should a student arrive after **8:00 a.m.** the student **MUST** come to the office to receive a *Class Admittance Slip*. No late students should be allowed into class without first reporting to the office. The attendance office will determine if tardies are excused or unexcused.

Absences - The attendance office will determine if absences are excused or unexcused.

STUDENT SUPERVISION

The teacher/student relationship is a very special and unique relationship; it is one that should be treasured and held in high regard. Sojourn has been entrusted and authorized with the sacred charge of teaching and training students. Every employee of Sojourn should realize the importance of maintaining a respectable and professional relationship between students and their families. As Christian role models and mentors of young students, it is our responsibility to evaluate all situations to ensure the relationship is not compromised in any way and any presence of evil cannot be allowed.

All Sojourn employees (full and part-time) must follow the following guidelines:

Any activities, which occur after school hours, must be extra-curricular and organized as a class activity with the required amount of adult chaperones and approved by the Administration. **NO FACULTY/STAFF MEMBERS SHOULD BE ALONE WITH A STUDENT OUTSIDE OF SCHOOL HOURS WITHOUT THE KNOWLEDGE OF THE PRINCIPAL.**

If a teacher of Sojourn tutors a student of Sojourn, it must be done on the school grounds between the hours of 7:00-8:00 or 3:30 p.m. and 4:30 p.m. Any special circumstances must be approved by the Principal.

All children of Sojourn employees must be in the sanctuary under the supervision of the staff member on duty in the mornings. Children of employees will follow the dismissal procedures of their grade level unless administration approved other accommodations. After dismissal, they must be under the supervision of their parent or responsible staff person at all times. No children of employees should be on the playground after school without supervision. No children of employees should remain in the office during office hours.

Employees are not permitted to bring non-enrolled students to work with them when school is in secession.

STUDENT WITHDRAWAL

When a student withdraws from Sojourn, the teacher will be notified by the Administration. No books or curriculum should be released to the student since these are the property of Sojourn.

SUBSTITUTE PLANS

Teachers should have an updated substitute folder and lesson plans available in the classroom for the substitute. Teachers need to convey any schedule and/or lesson plan revisions to the Principal when making the request for a substitute.

Each teacher is to prepare a substitute folder which includes the following information. This folder must be kept current and available at all times in the office

- Class Roll
- Seating Chart
- Classroom Rules
- Classroom Management – (discipline plan, restroom procedures, end of the day and carline procedures)
- Class Schedule
- Class Routines
- Activity Sheet, review pages, book to read, color sheets, etc., for extra work
- Notice of any students with special needs (ex: ADD meds, allergies)
- Location of Lesson Plans & Teacher Manuals
- Location of Teaching Aids
- Key to decode abbreviations on lesson plans
- Location of supplies
- Individual students' needs – medical, academic, procedural
- List of helpful students

Note: The substitutes receive a folder with information from the handbook regarding basic procedures such as attendance, campus safety guidelines, discipline guidelines, fire drills, etc. Also, they will have a name tag with their name and the teacher for whom they are substituting.

TEACHER EVALUATION POLICY

All teachers will be observed during the school year for the purpose of positive assessment of the teacher's performance. This is done with a view toward mature growth. The teacher will meet with the Principal to review the evaluation, which becomes part of a teacher's personnel file.

Evaluation is the process of assessing teacher effectiveness during a given period of time for the purpose of improving instruction. The process provides pertinent data to be used for administrative decision-making related to reappointment, termination, reassignment, or promotion of professional staff.

1. The performance of all teachers who are in the first year of employment at Sojourn shall be evaluated in writing at least two times during the school year.
2. There shall be an annual formal evaluation of the performance of all teachers who have been employed at Sojourn for more than one year.
3. All evaluation statements and ratings shall be treated as confidential.

Classroom Observations of Other Teachers:

As part of the evaluation process, the Principal may require teachers to conduct classroom observations of other teachers. This will be done to improve instruction in the classroom as needed.

Informal Observations:

The Principal will visit the classrooms several times throughout the year for informal observation and participation in the class.

Narrative Format:

The narrative format must include comments based on the teacher's classroom performance. The comments must be based on several unannounced visits to the classroom for the purpose of gathering data related to evaluation, with the improvement of instruction as the primary goal. At the discretion of the supervising Principal, this format may be used to provide feedback and assistance to teachers as deemed helpful/necessary.

Formal Observations:

Formal observations for evaluation shall be made in person for a minimum of 30 consecutive minutes or an entire lesson presentation. The evaluator shall also conduct unannounced visits to the classroom for the purpose of gathering data related to evaluation, with improvement of instruction as the primary goal.

Within one week after a formal observation, the evaluator shall have a conference with the teacher. Both the evaluator and the teacher shall sign the evaluation as evidence that the teacher has seen the written evaluation and discussed it with the evaluator. Such signature does not indicate agreement or disagreement with the contents of the evaluation. Should the teacher disagree with the evaluation as written, he/she may write a statement of rebuttal, which shall be attached to the evaluation. This must be done within one week of the aforementioned conference.

Deficiency Plan:

If the Principal deems it necessary, a teacher's professional development plan can be replaced with a deficiency plan meriting the teacher's immediate attention and follow-through. This plan will be based upon areas which the Principal has identified as areas needing improvement. It will also include expected dates of achievement. A copy will be given to the teacher and a copy will be placed in the personnel file.

Probation:

When any staff member's performance is found to be unsatisfactory, a probationary period shall be established which shall continue until the time for reissuing of the yearly contract, or until such time as the teacher may be dismissed. Teachers and employees placed on probation during the school year will have performance reviews and recommendations. The employee placed on probation shall be duly notified in writing of the areas of work which are deficient, including the condition of the probation.

VIDEOS AND FILMS

All videos and films shown in classes must be indicated as a part of the lesson and included in the lesson plan. **The Principal must approve all videos and films that will be shown.**