

# FIRST BAPTIST ACADEMY



## 2018-2019 Employee Handbook

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## 1.0 MISSION STATEMENT

**First Baptist Academy** exists to assist parents by providing an excellent classical education that fosters a biblical worldview, striving to equip students that impact the world for Christ.

## 1.1 PHILOSOPHY AND METHOD

**Philosophy** - First Baptist Academy partners with parents and the church to provide quality Christian education from a biblical worldview. First Baptist Academy incorporates a centuries-proven approach to learning, commonly called classical education. This approach not only teaches the particular subjects, but enables each student to express what has been taught. Classical education recognizes that since Jesus Christ is not separate from any area of life, all coursework is centered on Christ. The fear of the Lord is the beginning of wisdom, so at the heart of Christian philosophy of education is the acknowledgement that God created all things, and that they exist by His Power and for His pleasure. Furthermore, we exist to see each student become a wholly-surrendered disciple, who allows Christ to live through them.

All curriculum used at First Baptist Academy will be Christian in orientation or taught in harmony with Christian values and beliefs and compatible with a classical approach to education.

**Method** - In the western world, our way of life, our theological and intellectual history, our laws, and our social customs have all been handed down to us. In other words, our culture has grown from the heritage of the ancient Hebrews, Greeks, and Romans. As the Gospel spread throughout the ancient classical world, the early Christians developed a teaching method, which revolved around what were called the Seven Liberal Arts. This method grew and developed down into the Middle Ages with remarkable success.

The first three of the Liberal Arts are called the Trivium and is comprised of the means by which students are given the “tools of learning.” The first—Grammar—concerns the particulars (the building blocks) of any given subject. The goal is to provide students with foundational information early in life while their minds are most receptive to memorization and observation.

Logic is the second art of the Trivium and deals with reasoning—which ties all the various particulars together. Students begin to apply logic to assess the validity of arguments and learn to view information with a more critical and discerning mind. The third art—Rhetoric—is then used to teach the students how to effectively express what they have learned.

These three elements are a reflection of what the Bible refers to as Knowledge leading to Understanding which leads to Wisdom.

## **1.2 CORE VALUES**

### **Christ-Centered**

We share the deep conviction that the Lord Jesus Christ is to be preeminent in everything (Colossians 1:13-23). We are called to be Christ-centered in all that we are and in all that we do. This commitment calls for all faculty and staff to be faithful followers of Christ and seek to integrate a true biblical worldview in every subject taught and in all activities of the school. We seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. We seek to build a culture where students are introduced to an understanding and appreciation of God, His creation and grace, and to humanity's accountability to Him in all things. To be a Christ-centered school calls for us to establish the priority of worship and service while seeking to develop a generation of students who can impact the world for Christ. The motive for all we do is Soli Deo Gloria.

### **Truth-Based**

The biblical worldview is the governing perspective that God is the authority and source of all truth. He has revealed in Scripture everything we need to know in all aspects of life. (2 Timothy 3:16-17) Our conviction is that all truth is God's truth and that there is no contradiction between God's truth made known to us in Scripture (special revelation) and that which is known through creation (general revelation).

### **Family-Environment**

The purpose of a school is to come alongside the parents in helping to rear up a child in good conduct and education. First Baptist Academy is a very family involved school. Whether it be at a high school basketball game, having barbecue at the fall family picnic, or an awards chapel downstairs, family is an integral working part in the functionality of FBA. Not only does the school involve the family, but the students themselves are as a family. When major events occur in the life of a student we gather as a school to pray for them. The school students are involved in the lives of one another -from kindergarten to senior year, FBA students live and breathe as a family.

### **Excellence-Driven**

Excellence is a distinctive quality that marks every Christian who takes seriously the command; and whatever you do, do it heartily, as to the Lord and not to men (Colossians 3:23). The evidence of this conviction is seen in an individual's character, respect for authority, work-ethic, and motivation. It is our desire that all we do is for the glory of God alone.

### **Scholarship-Intensive**

The burden for every student to achieve their greatest potential in the acquisition of the knowledge of truth (1 Timothy 2:3-4) lies on the heart of the founders, faculty and staff of FBA. Maintaining a high academic standard and culture requires unyielding diligence

to this effort. We believe academic achievement is best accomplished by all activities being intentionally geared to help students acquire the facts and skills needed to meet the challenges of the classical model of Christian education. We are committed to prayerfully seeing every student grow in wisdom and stature, and in favor with God and men (Luke 2:52).

### **Missions-Focused**

God's call to take the gospel into all the world (Matthew 28:19-20), is a command to intentionally cross cultural, language, geographical and socio-economic barriers to share the gospel of the Lord Jesus Christ. We are committed to affording FBA faculty, staff and students with the equipping and opportunities to personally participate in the fulfillment of that command.

### **Leadership-Empowering**

FBA is committed to seeing that students are daily empowered to become leaders whether it be at home, at school, or in their individual communities. Every child's leadership potential is assessed and encouraged so that he or she will have the tools to become capable, influential, Christ-like leaders in society.

## **1.3 STATEMENT OF FAITH**

Because **First Baptist Academy** is a ministry of First Baptist Church, our doctrinal beliefs are a reflection of the church's beliefs. We are unashamedly a Christian program, and make no apologies or compromises in our convictions. It is our desire to present the gospel of Jesus Christ to each child so that he/she may have the opportunity to accept Him as Lord and Savior of his or her life.

### **I. The Scriptures**

The Scriptures of the Old and New Testament were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience.

### **II. God**

There is but one God, the Maker, Preserver and Ruler of all things, having in and of himself, all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience.

### **III. The Trinity**

God is revealed to us as Father, Son and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being.

### **IV. Providence**

God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.

**V. Election.**

Election is God's eternal choice of some persons unto everlasting life -- not because of foreseen merit in them, but of his mere mercy in Christ -- in consequence of which choice they are called, justified and glorified.

**VI. The Fall of Man.**

God originally created man in His own image, and free from sin; but, through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

**VII. The Mediator.**

Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the Law, suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the Universe.

**VIII. Regeneration.**

Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

**IX. Repentance.**

Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things.

**X. Faith.**

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

**XI. Justification.**

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith.

**XII. Sanctification.**

Those who have been regenerated are also sanctified, by God's word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine

strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

**XIII. Perseverance of the Saints.**

Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

**XIV. The Church.**

The Lord Jesus is the Head of the Church, which is composed of all his true disciples, and in Him is invested supremely all power for its government. According to his commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches he hath given needful authority for administering that order, discipline and worship which he hath appointed. The regular officers of a Church are Bishops, or Elders, and Deacons.

**XV. Baptism.**

Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of his giving himself up to God, to live and walk in newness of life. It is prerequisite to church fellowship, and to participation in the Lord's Supper.

**XVI. The Lord's Supper.**

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and wine, and to be observed by his churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate his death, to confirm the faith and other graces of Christians, and to be a bond, pledge and renewal of their communion with him, and of their church fellowship.

**XVII. The Lord's Day.**

The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted.

**XVIII. Liberty of Conscience.**

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful thing commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.

## **XIX. The Resurrection.**

The bodies of men after death return to dust, but their spirits return immediately to God -- the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

## **XX. The Judgment.**

God hath appointed a day, wherein he will judge the world by Jesus Christ, when every one shall receive according to his deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

## **1.4 SCHOOL HISTORY**

First Baptist Church of Powell's pastor, Phil Jones, was convinced that First Baptist Academy was God's idea and not his. God began to place a burden on his heart for a school between 1997 and 1998. He did not share the burden with anyone for a while, but it kept getting stronger. In 1999, Pastor Phil began to talk with others about this ever-growing burden for a Christian school. Early in 2003, it became clear to Pastor Phil that we were missing the Lord's will in some way. Though there was very little opposition to the school, things were just not coming together as they should. Everything was put "on hold" in mid-2003. In early 2004, Pastor Phil was very discouraged about the Christian school and wondered where he had missed the Lord's guidance. After a Sunday service, one of the church's prayer warriors said something to him in passing. "I don't know details," she said, "but I believe God wants our school to be different from other schools." "When one of the prayer warriors speaks, I listen!" said Pastor Phil. As Pastor Phil began to earnestly seek the Lord, he sensed that He wanted us to have a school marked by academic excellence, but one that would rule out no one because of a lack of finances. He began to understand that God wanted us to have a school that would always be supplemented by special gifts and the church budget (in increasing amounts). A percentage of students would pay tuition that would be in line with their family income, and the balance would be supplemented through donations and the church budget. Soon after, a new task force was drafted and they immediately began the painstaking work of organizing our school. As we got closer to the projected start date it was obvious that our school would also be different from most in that it would feature a classical approach to learning. The "revised vision" for the school was shared with the congregation to an amazing response. The members of First Baptist began to give generously and in August of 2006, the First Baptist Academy became a reality. The school has grown from 43 students to approximately 450 and we had our first graduating class in the spring of 2014. We are fully accredited by both ACSI and SACS (AdvancEd). To God be the glory; great things He has done!

## **2.0 EMPLOYEE EXPECTATIONS**

Every employee member will:

- Give a clear testimony of being a born-again Christian.
- Be committed to the FBA philosophy of Christian education.
- Be a faithful, active member that biblically tithes in a local evangelical church of like faith and practice to First Baptist Church.
- Conduct his/her personal life, both on and off campus, in ways that honor the Lord. The use of alcohol, tobacco, or illegal drugs, involvement with pornography or involvement in sexually inappropriate relationships or activities is considered unacceptable behavior.
- Always be ready to be used by the Holy Spirit for the edification of students and colleagues.
- Exhibit attitudes and behaviors that strive for excellence in the academy.
- Help recruit students by taking every opportunity to promote First Baptist Academy.

## **2.1 BIBLICAL EDUCATION PRINCIPALS**

- The education of children is the primary responsibility of parents (Deut. 11: 19; Prov. 22: 6).
- The education of children is a 24 hour/day, 7 days/week process – from birth until maturity (Deut. 6: 7).
- The education of children must have as its primary goals the salvation and discipleship of the next generation (Matt. 28: 19-20; Ps. 78:6-7).
- Biblical education has as its goal the formation of a belief system (worldview) based on the authority and supremacy of Scripture, and the Scriptures' rule in all of the student's life. (Luke 6: 40; Phil. 4: 9).
- Christian education is based upon the authority and the inerrancy of the Scripture, and the recognition of the absolute trustworthiness and truth of the whole of God's Word (Matt. 24: 35; Ps. 119: 89).
- Christian education holds Christ as preeminent in all of life (Col. 2: 6-10; 2: 3).
- Christian education, if delegated to others by the parents, must be done with great care—and an assurance that teachers will follow the previously stated principals (Ex. 18: 21; 1 Sam. 1: 27-28).



## 2.2 MORAL STANDARDS

Every member of the FBA staff is expected to adhere to standards consistent with Christ-like behavior, leadership and discipline as outlined by the Church in accordance with God's Word. Employees must sign the Moral Covenant at the beginning of each school year.

### Special Matters of Morality and Christian Character

- The use of alcohol, drugs (except as prescribed by a physician), cigarettes, or illegal controlled substances is prohibited. This includes e-cigarettes and vapes (both tobacco & non-tobacco).
- Activity that violates the moral teachings of First Baptist Church will be grounds for termination.
- Activity inconsistent with the church's teachings regarding the character of "Christ-likeness" will be grounds for termination.
- Personal conduct of any kind that may have an adverse effect upon the reputation or interests of either the staff member or the church is prohibited and is sufficient grounds for termination.

## 2.3 ATTIRE

- Personal appearance reflects not only on the employee, but on the school and church as well. Employees are expected to take pride in their appearance and strive to present a positive Christ-like and professional image when representing the school. The school board and/or the administration will determine the appropriateness of attire to be business casual.
- First Baptist Academy's objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our students, parents, and visitors. Business casual dress (crisp, clean, neat & appropriate) is the standard for this dress code.
- Plan to dress professionally each day at First Baptist Academy. Please use discretion and wisdom when making clothing choices. Modesty should be the goal. If there is any doubt as to whether your attire is too casual, please change into a more professional outfit.
- Use the following guidelines for direction when making clothing choices:
  - Slacks (cotton or synthetic material) and capri pants are acceptable. Shorts are not allowed. Leggings are acceptable when worn with a long top or appropriate length dress or skirt.
  - Casual dresses and skirts are acceptable. Skirt length should be "top of the knee when standing."
  - Dress shirts, FBA collared shirts, sweaters, golf-type shirts, and turtlenecks are acceptable. "Logo T-shirts" (i.e. FBA, Sports Team, etc.) are appropriate for Fridays only.

- Shoes that allow you to be active with your students are encouraged (i.e. tennis shoes, etc.). Open toe sandals are acceptable.
- Accessories should be in good taste, with no visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
- If clothing fails to meet these standards, as determined by administration, the employee will be asked not to wear the inappropriate item to work again.

## **2.4 PROJECTING A PROPER IMAGE**

Every member of the First Baptist Academy staff bears a heavy responsibility for portraying to the public, as well acquaintances and friends, a positive view of the Christian Education process and environment. Our appearance should reflect the high standards we seek to implement throughout the school and it “sets the tone” in our classrooms, with our students and with our parents. Attention to one’s appearance, attitude and speech are vital. Every word should be given in order to insure that all conversations are edifying and positive--exuding Christ-likeness. Questions pertaining to the academy (or First Baptist Church) should be addressed accurately and directly. Personality issues should be dealt with in a mutually edifying manner. School issues and personnel matters should be discussed only on a “need to know” basis. Those matters for which the staff member has no answer, or the appropriateness of the question itself is in doubt, or where the issue has the potential to damage the reputation of the school, the church, or a member of the school or church, should be referred to an administrator. Additionally, all social-media is prohibited during school hours.

Every staff member is to be knowledgeable of the instructions of Matthew 5:21-26 and Romans 12:9-21 for the proper approach to seeking restoration and/or reconciliation of relationships between Christians who are “out of sorts” with one another. In addition, each staff member should be well acquainted with the guiding principals of Matthew 18:15-20 for handling conversations and confrontation in the event of real or suspected inappropriate behavior on the part of another Christian.

## **3.0 TEACHER TRAINING AND EXPERIENCE**

- Teachers must hold at least a bachelor’s degree from a college that is accredited by an agency recognized by the Department of Education. A Bachelor and/or Master’s degree in education is highly preferred for FBA teachers.
- Teachers must hold a valid teaching certification from ACSI. Teachers holding a certification from the State Board or equivalent standards must also become ACSI certified.
- The chief administrator and all principals must hold an ACSI administrator’s certificate.
- Professional development requirements will be provided by administration at the beginning of each school year.

- Within one month of a teacher's hire date, the teacher must submit an ACSI application for review. ACSI will then either issue the teacher a temporary or permanent license. If a temporary license is issued, teachers are required to fulfill the additional credits to obtain standard licensing with ACSI within two years of their hire date.
- Teachers are expected to keep their certifications current through approved classes/courses of development. The FBA Administration will offer opportunities for studies that move teachers toward certification and/or professional development. FBA administration and staff will, to the best of its ability, assist teachers in gaining the Bible and/or education credits needed toward the goal of full certification.
- The school administration will provide specific information for teachers on particular workshops, classes, seminars, and conferences that will benefit the teacher, the students, and the school. Teachers attending such events will be asked to briefly recap the experience at a staff meeting.

### **3.1 TEACHER LESSON PLANS/CURRICULUM MAPS**

Lesson Plans are to be kept online in Planbook. Every Friday teachers are required to complete lesson plans for the coming week. Lesson plans must be completed on the assigned template. Curriculum maps are to be completed for EVERY subject taught at FBA. These are to be completed by the 15<sup>th</sup> of each month for the upcoming month. These are to be completed online. Biblical Integration is to be a part of every lesson plan.

### **3.2 MAILBOXES**

Each faculty member will have a personal mailbox in the lower level workroom. Teachers are expected to check these boxes when arriving each morning and before leaving in the afternoon. Any messages coming through the school office will be placed in the teacher's mailbox or a text/email message will be sent to the teacher. Staff should check their email periodically throughout each day. Emergency calls will be given to the teacher immediately.

### **3.3 TEACHING WORKING HOURS**

The official school day begins at 8:00 a.m. and car-line dismissal begins at 3:15 p.m. Teachers are expected to be at school no later than 7:15 a.m. and remain until 3:45. (with the exception of Wednesday staff meetings). If you will not be at work on time, please notify the Principal. The building will be open beginning at 7:30 a.m. for student drop off. If a teacher has morning duty, he/she should be in position at 7:30 a.m.

If a teacher needs to leave the school premises during the day, the Principal must be notified in advance. Teachers should not make plans to be away from school for any period of time without prior approval from the Principal. Teachers may be asked to take ½ day off to meet appointments during working hours (unless other arrangements have been made with administration).

Staff meetings provide an opportunity for the FBA family to pray together, develop, discuss, and clarify ideas, work on special projects, and bond in Christian fellowship. These meetings are scheduled for Wednesdays, beginning immediately following carline. Teacher attendance is mandatory.

### **3.4 NOTIFICATION OF ABSENCE**

Any employee who needs to be absent should contact Ami-Beth King by 10:00 p.m. the evening before, or between 5:30 and 6:00 a.m. the day absent, in order to provide the school adequate time to arrange for a substitute.

### **3.5 SUBSTITUTE FOLDER**

Every teacher must have updated plans for the sub to follow. These plans should be available via Planbook.

### **3.6 OUTSIDE EMPLOYMENT**

Full-time employees are prohibited from engaging in outside employment without the prior approval of the School Board. All employees are prohibited from engaging in any outside employment or activity that might have an adverse effect on the reputation of, or create a conflict of interest with, the school or the church.

### **3.7 TEACHER PERSONNEL FILES**

The school administration maintains personnel files for all FBA employees. Teachers are responsible for providing transcripts and certificates to the administration. Every teacher will be evaluated regularly, both formally and informally. All teachers are evaluated at least two times throughout the year. The teacher may be informally evaluated by way of casual observations or "drop in" visits to the classroom by the administration at unannounced times. New teachers will be assigned a mentoring teacher.

### **3.8 TEACHER CONTRACTS**

Following the year-end annual teacher evaluation, employment contracts may or may not be extended for the next year. All contract offers are to be signed and returned by the date specified in the contract. It would be helpful for any teacher not planning to return, inform the administration as early as possible. While the teacher contract does extend the offer of a teaching position with the school, it does not guarantee a particular grade or class to be taught. The assignment of grades and classes will be determined by the needs of the school. Options will be discussed with each teacher prior to the due date for returning the contract. In all cases, FBA reserves the right to change assignments based on the overall needs of the school.

### **3.9 IN-SERVICE**

Staff attendance at all in-service days is required. These sessions are designed to enhance the methods of teaching, continuing adult education, and continuing faith formation of the staff. In-service dates are noted on the annual school calendar. Teachers are required to get the Headmaster's approval for absence in the case of emergencies or extreme circumstances. Absence from any of these will count against a teachers personal days.

### **3.10 TEACHER ASSISTANTS**

Teaching assistant positions and duties will be determined by the administration and school board.

## **4.0 PAYROLL**

Salaries are paid twice a month on the 15<sup>th</sup> and 30<sup>th</sup>. All staff salaries are determined by the FBA School Board and the FBC Personnel Committee. Teachers may choose to be paid in ten or twelve-month increments. Salary matters should be discussed only with the Headmaster.

### **4.1 BENEFITS**

- Full-time employees are eligible for medical insurance according to stipulations of the AHCA (Obamacare).
- Full-time employees may choose to purchase life insurance, dental insurance, and disability insurance offered through Guidestone Services.
- Full-time and part-time employees are eligible to participate in the FBC Health FSA (Flexible Spending Arrangement) from August – July.
- Subject to IRS regulations, full-time employees and certain part-time employees may participate in the FBC retirement plan with pre-tax and after-tax employee contributions.
- FBC offers a payroll deduction savings option (non-interest bearing) as a convenience item. The deduction may be changed at any time and the money withdrawn without restriction.

### **4.2 SICK/PERSONAL DAYS**

- Full-time teachers are permitted ten "personal days" per school calendar year. At the end of the school year, unused personal days may be taken as compensation, at the rate of \$60/day. Up to 5 unused personal days may be carried to the following year; at no time will personal days available exceed 15 in a school year.
- An employee absent for more than three consecutive school days as a result of illness should be under the care of a physician and will need to provide a letter

of explanation upon returning. The letter of explanation will be placed in the teacher's personnel file.

- Should circumstances occur which do not fit into the category above, the employee should contact the administration. Requests for a leave of absence will be submitted to the school board for review. The school board will make a recommendation to the Headmaster, who will make the final decision regarding the request.
- Teachers may be asked to take ½ day off to meet appointments during working hours (unless other arrangements have been made with administration).
- An Absence Request Form should be filled out 2 weeks prior (if possible) to date of absence for Principal's approval.

### 4.3 BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family, a staff member may take up to five school days that will not count against the teacher's personal days. Immediate family includes any family living at home with the teacher, as well as the teacher's or spouse's parents, children, and siblings.

### 4.4 LEAVE OF ABSENCE

**Personal Leave** - a leave for a compelling personal reason that is not medically related. Unless otherwise stated, all leaves of absence are considered as unpaid.

- Employees who have completed at least one year of continuous service may submit a written request for a personal leave without pay.
- Requests for personal leave will be granted at the discretion of the Principal/Administrator, in consultation with the School Board.
- Granting of Personal Leave in excess of 90 days will not guarantee the availability of continued employment.

**Maternity Leave** – an unpaid leave for a disability related to an employee's pregnancy, childbirth, or pregnancy-related medical condition.

- An employee may submit a written request for unpaid maternity leave for the length of any pregnancy-related disability.
- The school will not guarantee the availability of continued employment following maternity leave in excess of the requirements under the Family and Medical Leave Act.

**Medical Leave** – an unpaid leave for an employee's non-occupational illness or disability, other than a maternity-related medical condition.

- Employees who have completed at least 12 months of continuous service may submit a written request for an unpaid medical leave of absence.

- Requests for medical leave will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time during which the employee will be unable to return to work due to the disability. At any time during the medical leave of absence an employee may be asked to provide evidence of disability.
- The school will not guarantee availability of employment following medical leave in excess of the requirements under the Family and Medical Leave Act.

**Family Leave** – an unpaid leave due to the birth or adoption of an employee's child, or the care of an employee's seriously ill child, parent, or spouse.

- Employees who have completed at least one year of continuous service may submit a written request for an unpaid family leave of absence.
- The leave may be granted for a period not to exceed the requirements under the Family and Medical Leave Act. Family leave taken in conjunction with a pregnancy leave of absence will be limited to a maximum of one month.
- Requests for family leave must be accompanied by a physician's written statement that certifies the need for the employee's care and estimates the length of time during which the employee will be unable to return to work due to the disability of the child, parent, or spouse.
- The school will not guarantee the availability of continued employment following family leave in excess of the requirements under the Family and Medical Leave Act.

**Jury Duty** – a paid leave to serve on jury duty.

- Upon completion of jury duty, a Verification of Attendance Form must be presented to the school administration.

**Military Leave** – a leave for required military service.

- The school complies with applicable state and federal law concerning leaves for military service.

**Worker's Compensation Leave** – a leave due to a work-related illness or injury.

- The school complies with applicable state and federal law concerning leave for work-related illness and injury.

**Mission Leave**

- Employees are encouraged to participate in mission trips. For every 2 school days missed only 1 personal day will be counted as an absent.

**Emergency Leave**

- Should circumstances occur which do not fit into the categories above, the teacher should contact the administration. Requests for a leave of absence will

be submitted to the school board for review. The school board will make a recommendation to the Headmaster, who will make the final decision regarding the request.

#### **4.5 GENERAL PROVISIONS FOR ALL LEAVES OF ABSENCES**

- A request for an extension of leave must be made in writing prior to the expiration date of the original leave and, when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
- Failure to return to work on the first day following the expiration of an approved leave may be considered a voluntary termination.
- Employees on leave must communicate with the Administrator on a regular basis, at least once every two weeks, regarding their anticipated return to work date.
- Employees on leave who seek or accept other employment without the School Board's prior written approval will be subject to termination.
- Employees who falsify the reason for their leave or abuse the privilege and terms of the leave will be subject to termination.
- All leave is considered within a consecutive 12-month period. A second leave of absence within that period will not be granted.

#### **4.6 DISCIPLINARY POLICIES**

##### ***Problem Resolution***

Occasionally there may be the need to resolve a difficult situation or to inquire about a concern in the school. In accordance with the teachings in Matthew 18, this concern should be addressed in the following format:

- The employee should go to the person with whom there is a difficulty without involving a third party.
- If the difficulty were not resolved at this level, then the employee would go to the Principal/Headmaster.
- If the difficulty were not resolved at this level, the employee would then present the problem to a school board member in writing for further exploration.
- At that time a meeting would be scheduled for the employee, Principal/Headmaster and a school board member to resolve the difficulty.

##### ***Employee Discipline***

First Baptist Academy's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by FBA in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination of employment. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past



conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

### **Corrective Action**

Corrective Action is taken against an employee in response to a rule infraction or a violation of FBA policies. Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

FBA considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of school property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with an infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the School Board.

## **5.0 COMPUTER & TECHNOLOGY INSTRUCTION**

Kindergarten, first and second grades will have access to television and overhead projectors and are able to use them to better communicate their particular lessons. They also can schedule computer use times where the teachers can expand on the curriculum material. Also, these grades have access to several different educational computer games that provide enriching activities for the children.

Third, fourth, and fifth grades all have access to television and overhead projectors and use them to contribute to the breadth and depth of their course material. They also can schedule computers where the teachers instruct the students using keyboarding techniques, computer skills, researching methods, etc. These grades have educational games available as well. However, most of their instruction time is focused on learning the proper techniques of using a computer. Fifth grade has a "specials class" on keyboarding and computer skills.

Middle School and Upper School have the television and overhead projectors like the Lower School grades. However, they use them much more often. The students create presentations and present them to their classes. The student and teachers also have large screen projectors that aid in their presentation of either school work or their daily lessons. The Middle and Upper School students have scheduled computer classes and computer lab times. They work on fine tuning their keyboarding and computer skills. However, this time is mostly used to work on research, presentation and the production of reports and essays.

## **5.1 ACQUISITION, INVENTORY AND MAINTENANCE OF SOFTWARE AND HARDWARE**

The software is maintained regularly and is up-to-date. There are qualified people on our staff that provide any technical support that is needed. It is also important that we

keep a detailed log of all our technological equipment. We have an itemized log of these items that is checked at the beginning and end of each school year.

## **5.2 IPAD USAGE**

In the Lower, Middle and Upper Schools, it is the responsibility of each teacher to ensure the proper use of all iPads in use in their classrooms. Any student found using their iPad at an inappropriate time or in any inappropriate way is to receive one warning. Upon the second offense, the iPad is to be taken up and given to the Principal, along with a written explanation detailing the specifics of the infraction. Any student caught using the iPad for any sexual content (including games) will immediately be brought to the Principal and/or Headmaster.

Please see the following electronics use guidelines that must be communicated to parents prior to students bringing in personal electronics to school for electronics days.

Here are the guidelines each student is expected to follow:

- Students will play games only (no social media, you tube, etc.)
- All games must be rated E (for Everyone)
- Students will turn off Wi-Fi access on all devices
- Students will not be permitted to use the camera or take photographs
- The teacher/administration reserves the right to collect any device that is being used inappropriately

## **6.0 CLASSROOM CARE**

Teachers should be considerate in the care of materials used by other groups sharing the classroom. Only FBA purchased and/or approved supplies should be used. The classrooms should be kept clean and be in good order before leaving at the end of the day. Students should be given responsibility to assist in this task. At school dismissal, the teacher is to check to see that all papers, books, pencils, etc. are picked up and placed in their proper place. Nothing should be left on top of students' desks except for the students' chairs. Rooms should be inviting and clean for other groups using the rooms. Special care should be given to the condition of the classroom each Friday afternoon, considering the room will be used for FBC Sunday School.

## **6.1 GENERAL SAFETY**

The safety of every FBA student, staff member, volunteer worker, and visitor is very important. Every teacher takes the necessary measures to insure safety in the classroom and in outside activities.

- Students should not travel to unsupervised areas of the building.
- Student should not leave the FBA campus without a parent/guardians and school administration permission.

- Parents should only leave their child with an FBA staff member. Students should not be dropped off in unsupervised areas.
- No student, at any time, has the authority (whether he/she knows the visitor or not), to open any door in the church or school for a visitor.

## **6.2 INCLEMENT WEATHER**

If First Baptist Academy needs to close school due to inclement weather, announcements will be sent via text/email alerts, and posted on the school website. Announcements will also be made on the following local television stations and their websites:

- WVLT (CBS) volunteertv.com
- WBIR (NBC) wbir.com
- WATE (ABC) wate.com

If severe weather conditions develop during the school day, parents will be kept up-to-date text/email alerts. If the school is in a hazardous weather lockdown, students will not be dismissed until the threat has passed and the lockdown is lifted.

## **6.3 SAFETY DRILLS**

The purpose of all drills is to insure the safety of all children and adults in the buildings. Every student should be taught the purpose and the importance of drills. The first drills of the year will be announced; succeeding drills will be unannounced and will be conducted on a regular basis. In the event of an actual emergency, parents will be given information and instructions through text/email alerts. If FBA is in a lockdown, no students will be released to their parents until the threat is over. This policy includes that we will not release a student until a tornado weather warning has been changed to a watch. The following is a list of the drills we practice at FBA:

- Fire Drill
- Tornado Drill
- Evacuation Drill
- Lockdown Drill

## **6.4 ACCIDENTS**

Any accident in the school building or on school property, or at any event sponsored by the school, is to be reported immediately to the person in charge, as well as to the administration. An Incident Report Form must be completed and given to the Principal for signature and a copy given to parent/guardian. Medical assistance will be obtained, if necessary. If a child becomes ill or is injured while under the supervision of FBA, school authorities will:

1. Contact the parent and follow his/her instructions. In the event neither parent can be contacted...

2. Contact an emergency name provided; should no contact be made...
3. Contact the child's physician and follow his/her instructions.
4. In an emergency situation, contact emergency personnel and, if necessary, transport the child to the nearest hospital.

## 6.5 CHILD ABUSE

In compliance with Tennessee law, First Baptist Academy acknowledges its responsibility in requiring employees to immediately report cases of verified or suspected child abuse or neglect. The employee must immediately report cases of suspected child abuse and/or neglect to:

1. The **Department of Children Services** (DCS) or the Chief Law Enforcement Officer. The information reported should include the name, address, and telephone number of the child's family, guardian, or care-giver, as well as the birth date and age of the child, and the present location of the child, if not at home.
2. The **Principal or Headmaster**. The administration must be made aware.

## 6.6 SICKNESS/MEDICINE

If students get sick at school, the classroom teacher will send them to the office for their temperature to be taken. If there is a fever of 100 degrees or higher or vomiting, the parents will be contacted immediately. Also, the homeroom teacher may ask that a parent be called in certain cases of illness. No medication, prescription or over-the-counter (including cough drops), is to be kept in the child's possession or belongings. If it is necessary for a student to take **any** medication during the school day, **the parent must bring it to the academy office** with a completed **Medication Administration Consent** form (available in the school office). Asthma inhalers and epi-pens must be kept in the classroom and transported to special areas while kept under teacher supervision. All over-the-counter medications must be clearly labeled with the child's name and parent must provide a **Medication Administration Consent** form, completed by the parent **and** physician, with dosage instructions and steps to take in the event of an emergency. All prescription medications must be in original pharmacy packaging with name and dosage instructions clearly labeled and a provided **Administration of Prescription Medication** form must be completed and SIGNED by the prescribing physician. All prescription medications will be held and administered from the office and will be given as directed on the medication form. **NO MEDICATIONS OF ANY KIND WILL BE PROVIDED BY FBA.**

## 6.7 COMMUNICABLE DISEASES

Please notify the office in the case of chickenpox, hepatitis A and B, meningitis, rubella, measles, HIV, AIDS, or other communicable diseases. Students with such diseases will not be allowed to enroll or attend classes while they are contagious. A doctor's written notification will be required before the student can attend classes.

Students are expected to stay home when they exhibit any of the following symptoms:

- Any communicable disease - including, but not limited to: influenza, chicken pox, strep throat, pink eye, lice, ringworm, or scabies. Students will be allowed to return to school when they present the office with a "Return to Class" note from their physician. First Baptist Academy has a "NO NIT" policy; students who have contracted head lice will not be readmitted to class until all nits and signs of lice have been removed. Students will not be permitted to return to class until 24 hours have passed after the first treatment (antibiotics, Tamiflu, lice treatment, etc.) **and** when they adhere to our fever policy listed next.
- A fever of 100 degrees or higher. The student's temperature should be normal for 24 hours, **without the use of fever-reducing medication** before the student returns to class.
- Vomiting and/or diarrhea within the past 24 hours.

A student who becomes ill at school should notify his/her teacher. If necessary, the parent will be notified to pick up the child. It is imperative that all emergency information be kept current in order for the proper adults to be notified quickly.

## 6.8 STUDENT WALKERS/DRIVERS AND TRANSPORTATION

- Students in Middle School and Upper School that are 12 years of age and older can be given permission by their parent(s) to walk to the FLC (Family Life Center) after school. A permission form must be completed each year and kept on file at the FLC before walkers are allowed to go to the gym. Parents should be aware that FBA does not provide supervision for students in the FLC after 5:00 pm, therefore students are unsupervised after 5:00 pm. Students must be picked up at the FLC by this time.
- Any student wishing to drive to school must present a valid driver's license and proof of insurance that lists the student as a covered driver. They will be given a window decal that must be placed in the front window of the vehicle. Students must park in their assigned parking space.
- Student drivers must be given permission by a parent/guardian to transport non-family members to and from school.
- A student with permission to ride with a student driver **MUST** have that student driver's name added to their emergency card by their parent/guardian.
- Due to insurance regulations, students may not transport other students to school-sponsored/athletic events.
- Faculty, Staff and Coaches of FBA may not transport students to school events in personal vehicles without written permission from the parent.
- All vehicles must travel slowly while on campus.
- Volunteers and Parents are asked to park in the Youth Worship Center parking lot for extended visits. The small parking lot beside the school office door is to be used for very brief visits (student drop off or pick ups).

## 6.9 VISITOR & VOLUNTEER SAFETY

All visitors to the school will be welcomed at the school office. During check-in at the office, visitors will receive a visitor's badge or other identifying device that is to be worn while the visitor is on school property. Every unidentified visitor will be directed to the school office.

### STAFF CHILDREN

When arriving on campus faculty and staff children are under the same rules and policies that apply to every **FBA** parent and student. **At no time is a child to be unsupervised.** Each teacher and staff member is responsible for insuring that his/her child is in a supervised area during, before, and after school hours (including clubs and sports). Many parent meetings and phone calls are ongoing following school hours and it is the responsibility of each teacher to keep their children quietly in their classroom. There should be no running, yelling, or ball playing in the hallways.

### PARENT VISITORS

Parents/guardians are welcome to visit the school throughout the day. Anyone wishing to visit the classroom must schedule an appointment so as not to disrupt classroom activities. Visitors are asked to wear appropriate attire to a Christian-school environment.

### VOLUNTEERS

Volunteer involvement in the activities and life of the school is important to the successful development of the students. This includes but is not limited to athletic team and school club volunteers. There are several activities and ministries for which volunteer involvement will be of special help to the work of the teachers and administrative staff. Volunteers are asked to wear appropriate attire to a Christian-school environment and expected to support the values and follow the expectations at FBA. Volunteers that will be working with students without FBA staff supervision will be required to get a background check.

**NOTE:** OTHER IMPORTANT INFORMATION IS INCLUDED IN EACH OF THE STUDENT HANDBOOKS (LOWER SCHOOL AND MIDDLE & UPPER SCHOOL). PLEASE REFER TO THOSE HANDBOOKS (FOR THE GRADE YOU TEACH) FOR ADDITIONAL INFORMATION PERTAINING TO THE SCHOOL, STUDENTS, ETC.