

Bethany Christian School

Faculty and Personnel Handbook

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Fully Accredited by ACTS

Association of Christian Teachers and Schools

Accredited by NCPSA

National Council for Private School Accreditation

Recognized by TePSAC

Texas Private School Accreditation Commission

Member of TANS

Texas Association of Non-Public Schools

K – Twelfth Grade

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

This school is authorized by the federal government
to enroll nonimmigrant alien students.

This handbook was approved by the governing board on April 6, 2011

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Statement of Faith and Philosophy

Statement of Faith

We believe the Scriptures of the Old and New Testaments were verbally inspired and completely inerrant in the original writings. They are of supreme and final authority in faith and life.

We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe Jesus Christ was begotten of the Holy Spirit, and was born of the Virgin Mary. He is true God and true man.

We believe man was created in the image of God; he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. All human beings are born with a sinful nature, and those who reach moral responsibility become sinners in thought, word, and deed.

We believe the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. All who believe in Him are justified on the ground of His shed blood. Any person who, in simple faith, trusts in the risen Christ as his only hope of heaven, refusing to trust in anything else, receives the gift of eternal life which, once granted, can never be lost.

We believe the crucified Christ was bodily resurrected, ascended into Heaven, and lives today as our High Priest and Advocate.

We believe in "that blessed hope"--the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and of the unjust; the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Philosophy

We recognize that God has given different abilities to each student. We want each student to work to capacity, motivated by a heartfelt love for Christ.

On the spiritual level, we desire to assist the family in maturing the young person. This goal is the reason for our school's existence and is met by Bible class, a biblically-based curriculum, and theological training for the staff.

Our staff intellectually challenges the students through Christian and secular curricula. We include music, PE and computer instruction. We use nationally-normed achievement tests to chart the progress of the students. We hire Christian teachers who:

- Emphasize the worth of each student as a unique creation of God.
- Openly share the love of Christ with students.
- Encourage students to respect, love, and obey their parents.
- Attempt to inspire loyalty to and respect for the church.
- Attempt to inspire love for country/respect for authority.
- Equip students with solid academic skills.

Social opportunities are provided through intramural participation in art fairs, speech meets, science fairs and spelling bees; whenever possible Bethany combines with like-minded schools. These opportunities are in addition to the small group setting that develops leadership skills.

We actively seek Christian families who desire a Christ-centered education that includes wholesome friends, quality academics, and a disciplined learning environment. It is our intent to enroll students who

believe in Christ and have at least one parent who is also a believer. In an effort to maintain harmony in our work, we do not seek, visibly practice, or promote speaking in tongues. Without being anti-charismatic, we are a non-charismatic school. Bethany Christian is authorized by the federal government to enroll nonimmigrant students. We allow a limited number of nonimmigrant students to enroll in the school. Due to language barriers and the use of third party entities, it is not always possible to determine the theology of nonimmigrant families.

Dress Code

Faculty and personnel Dress Code

We ask that modesty, good grooming, and common sense should guide the faculty and personnel choice of dress.

1. Shorts must be no shorter than 2" above the top of the kneecap. No biker/spandex shorts (or skintight pants) of any length can be worn unless covered to within 2" of the top of the kneecap.
2. Sleeveless shirts/blouses must have "normal" armholes (not cut in or cut low) or another shirt should be worn underneath. Straps must be 2" or wider and must cover all undergarments.
3. Skirts and dresses must reach the top of the kneecap or longer while standing upright.
4. Bare midriff (crop) tops must have another shirt underneath. If a student raises both arms in the air and skin shows then the outfit requires a shirt underneath.
5. No torn, cut, fringed or frayed jeans (beyond normal wear), shorts, or shirts can be worn. Cut-offs must be hemmed or rolled to dress code length.
6. Clothing must fit properly, modestly and neatly.
7. No clothing, jewelry, symbols or accessories that are pagan, anti-Christian, or inappropriate to a Christian school are allowed.
8. Guidelines may be adjusted for field trips. Dress appropriately for the job's requirements.
9. Shoes must be worn at all times. Flip-flop type shoes and sandals without a back strap are not allowed.
10. Males may not wear earrings. Females are not allowed to wear multiple earrings. No body or tongue piercing is allowed.

Hair Styles

Faculty and personnel with a hairstyle that the administration considers disruptive to the educational process will be asked to modify the hairstyle. Males may not wear ponytails. Hair length for males must be off the collar of a normal dress shirt and no more than half the ear may be covered on the sides. Bearded males must keep facial hair groomed.

Body Marking

Tattoos, temporary tattoos, and similar markings that the administration considers disruptive to the educational process will remain covered during school functions.

Rules and Regulations Checklist

The following may be used as a checklist for rules and regulations appropriate for faculty and personnel:

- Faculty and personnel shall read and support the student handbook.
- Faculty and personnel shall read and support the faculty and personnel handbook
- Faculty and personnel shall read the legal posters in the supply room by the copier.
- Faculty and personnel are not eligible to receive benefits from the Federal Unemployment Tax.
- Faculty and personnel shall be trained in First Aid.
- Faculty and personnel shall obtain the required continued education hours.
- Faculty and personnel shall inform the office and his/her supervisor of problems with school families.
- Faculty and personnel shall read and follow his/her job description.
- Faculty and personnel shall complete the form necessary for criminal background checks.
- Faculty and personnel shall complete the W-4 form.
- Faculty and personnel shall complete the I-9 form.
- Faculty and personnel shall complete and have witnessed the declaration of moral integrity form.
- Faculty and personnel shall complete the authorization to release reference information form.
- Faculty and personnel shall be trained annually in blood borne pathogens.
- Faculty and personnel shall read and follow the Crisis Management Plan.
- Faculty and personnel shall read and follow the laws pertaining to child abuse (Texas Family Code, Chapter 261).
- Faculty and personnel shall provide the principal with an annual spiritual life inventory.
- Faculty and personnel may be qualified to participate in a 403b tax-deferred, self-directed, retirement fund.
- Faculty and personnel shall read the corporate five-year plan and assist in reaching its goals.
- Faculty and personnel shall read and follow the Crisis Management Plan (located in office).
- Faculty and personnel shall know where the MSDS sheets are located in the facility (with the Crisis Management Plan).

Signed _____

Date _____

Discipline Procedures

Classroom Management-Academic Problem

If a student has an academic problem, determine which of the following three categories best explains the difficulty.

<p>Routine Classroom Problem</p> <ul style="list-style-type: none"> Failing to Follow Directions. <u>Actions:</u> <i>Give failing grade.</i> <i>See suggestions list.</i> <i>Verbal counseling</i> <i>System referral.</i> Failing to complete homework. <u>Actions:</u> <i>Give failing grade.</i> <i>See suggestions list.</i> <i>Finish work on recess or after school.</i> 	<p>Developmental Differences</p> <ul style="list-style-type: none"> Inability to do the work. <u>Actions:</u> <i>Give failing grade.</i> <i>System referral</i> <i>Do not “diagnose” the student</i> 	<p>Attitude Problems</p> <p>If student is disruptive to the class refer to Classroom Management, Discipline Problem chart.</p> <ul style="list-style-type: none"> Student has no desire to do the class work. <u>Actions:</u> <i>Deal with in private.</i> <i>Verbal counseling.</i> <i>Give failing grade.</i> <i>System referral.</i>
<p>Suggestions for Routine Classroom Management</p> <ul style="list-style-type: none"> Slow, clear directions. Insist on student eye contact. Have several students repeat directions. Question students Ask student to privately repeat directions. relocate the child nearer to your desk. Give only one assignment at a time. Praise student’s ability to listen. Use visualized instruction. 	<p>System Referral</p> <ol style="list-style-type: none"> Notification of parent by the teacher upon the third failing grade in a particular subject. Written notification of the parent and a copy to the administrator by the homeroom teacher upon the sixth failing grade in a particular subject. Written notification by the homeroom teacher to the parent and a copy to the administrator who shall notify the Academic Affairs Council upon the ninth failing grade in a particular subject. The Council shall take appropriate action and the administrator shall communicate such action to the parents. 	

Classroom Management-Discipline Problem

If a student has a discipline problem determine which of the following three categories best explains the difficulty.

<p>Routine Classroom Problem</p> <ul style="list-style-type: none"> Uncontrolled talking and visiting in class. <p><u>Actions:</u> <i>See suggestions list.</i> <i>Verbal counseling</i> <i>System referral.</i></p> <ul style="list-style-type: none"> Violation of Student Handbook. <p><u>Actions:</u> <i>Verbal counseling.</i> <i>System Referral.</i></p>	<p>Physical and Verbal Altercations</p> <ul style="list-style-type: none"> Fighting <p><u>Actions:</u> <i>Strong verbal demand.</i> <i>Physical separation.</i> <i>Send student for help.</i> <i>Take students to office.</i></p> <ul style="list-style-type: none"> Back talk to the teacher: accusing, dismissing, insulting, or swearing. <p><u>Actions:</u> <i>Calm, immediate verbal counsel.</i> <i>System referral.</i></p>	<p>Attitude Problems</p> <p>Answer these questions:</p> <ol style="list-style-type: none"> Does the student feel <i>respected</i> and <i>trusted</i>? Does the student <i>clearly understand</i> the boundaries? Does the student feel that you are <i>flexible</i>? <p>If yes, then identify the problem:</p> <ul style="list-style-type: none"> Lack of respect for authority <p><u>Actions:</u> <i>Deal with in private.</i> <i>Quiet, firm, calm voice.</i> <i>Deal with immediately.</i> <i>Verbal Counseling.</i> <i>System referral.</i></p> <ul style="list-style-type: none"> Deviant Behavior <p><u>Actions:</u> <i>Calm, immediate.</i> <i>Take to office.</i></p> <ul style="list-style-type: none"> Negativism <p><u>Actions:</u> <i>Stop the student.</i> <i>Private verbal counsel.</i> <i>System referral</i></p>
<p>Suggestions for Routine Classroom Management</p> <ul style="list-style-type: none"> Biblical examples Proximity Look directly at the student. Stop lesson briefly After school detention Time Out Rearrange the seating Hall conferences Time out from recess Rewards, praise of good behavior <p>Score keeping</p>	<p>System Referral</p> <ol style="list-style-type: none"> Notification of parent by the teacher when it becomes clear that the student does not intend to change. Written notification of the parent and a copy to the administrator by the teacher upon the continued behavior after notification. <ul style="list-style-type: none"> Complete another Student Management Form and give to administrator. Complete Student Counseling Statement warning of action by the Academic Affairs Council, copy to administrator, copy to office who mails form to parents. Upon repetition of behavior teacher completes another Student Management Form requesting action by Academic Affairs Council. Council takes action and is responsible for notifications to student, parents, teacher and adjunct teachers. <ul style="list-style-type: none"> 4. Upon repetition of behavior file another Student Management Form. Council will take further action. If recommendation is to the board of elders for expulsion, principal will be responsible for all notifications. 	

Student Management Form Student Management Form

Date: _____

Name of Teacher completing this form _____

Position of teacher _____

Name of Student _____

Grade of Student _____

<input type="checkbox"/> Adjunct teacher <input type="checkbox"/> Home room teacher	<input type="checkbox"/> Academic Problem <input type="checkbox"/> Behavioral Problem	<input type="checkbox"/> First Notification <input type="checkbox"/> Second Notification <input type="checkbox"/> Third Notification <input type="checkbox"/> Lost Count
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Describe the problem that generated the need for this form:

List the actions taken: _____

Name, phone number, date, and review of the parent/guardian notification: _____

Were there mitigating circumstances that contributed to the actions of the student?

Student Counseling Statement
Student Counseling Statement

FROM: Name _____ Date _____

Position _____

RE: Name _____ Date _____

1. I have made the following observations of this student's conduct:

2. I have informed this student of the following standards that will be expected from him/her in the future:

3. These standards are important because of the following impact on the educational environment:

4. I have informed this student of the following consequences if he/she fails to follow the above standards:

 Signature of Teacher

I have read and received a copy of the above statement.

 Student's Signature

This form will be entered into your Student Life File. You are free to write additional comments to be added to this counseling statement. Should you desire to do this, please address your letter to me. The contents of this file will be destroyed at the end of each academic year.

Grading

Please read and follow section 9 of the student handbook.

As a general rule for older students (5th grade and older), tests are 50% of the grade, quizzes are 25% of the grade, and homework is 25% of the grade. Younger grades (4th and below) a class work component must be added and percentages adjusted. There is some latitude in this as adjusted between the teacher and the assistant principal.

Your grade book should be with you during fire drills or tornado drills.

Your grade book must be kept up to date and be easily understood by others. The principal, assistant principal, or the registrar may ask to see your grade book at any time.

Elders Policy: Student's must complete the work or receive a zero. The faculty may drop graded assignments for the entire class, but may not drop an individual student's assignments. The Academic Affairs Council must approve variation from this policy.

Elders Policy: Students in the first through twelfth grades who have an average grade of 69 or below at the end of a grading period shall be placed on academic probation. The average shall be determined from all classes, including electives. If grades are not 70 or above by the end of the next grading period the Academic Affairs Council shall recommend to the board of elders that the student be expelled. The board of elders shall have final authority in this matter. Appeals for continuing in the school shall be made to the board of elders.

Faculty and Personnel Evaluation Policies

Faculty and Teaching Personnel Evaluation

Bethany Christian School Teaching Personnel Evaluation

Date

Interviewer

Teacher

Grade & Time of day

1. PHILOSOPHY

1.1 The teacher shall be in agreement with the school's doctrinal statement.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

1.2 The teacher shall be sensitive to the spiritual, emotional, and academic needs of the pupil.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

1.3 The instructional staff shall deal professionally with students, parents, staff, and administration.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

2. CURRICULUM AND INSTRUCTION

2.1 The teacher shall incorporate Christian principles into each subject area where possible.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

2.2 The teacher shall provide appropriate learning experiences that address student needs as determined by a formal assessment program (grading) that includes but is not limited to standardized testing.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

2.3 The teacher shall provide appropriate materials for the class.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

2.4 The teacher shall develop and maintain a systematic process for reporting student achievement.

Commendable Met Mostly Met Not Met

Observable data:

Comments:

2.8 The teacher shall provide adequate information to students and parents about the grading and assessment policies of the school.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

2.9 The teacher shall avail himself/herself of the resources of the local community.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

2.10 The teacher shall provide for basic skills in the primary curriculum including subjects which constitute a well-balanced educational program. It shall provide learning experiences in language arts, mathematics, science, social studies, health and safety, physical education, the arts, and computer education.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

2.11 The teacher shall provide for appropriate subjects in the secondary curriculum including sequencing of courses for graduation that shall include courses in English, mathematics, science, social studies, Bible, fine arts, physical education, humanities, practical arts, languages, and computer education.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

2.14 The teacher shall teach Bible as an academic subject at every grade level with a minimum of two and 1/2 hours of instructional time per week (including chapel).

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

2.15 The teacher shall demonstrate adequate management of the students so that the learning process may be conducted without interruptions from the students.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

3. SCHOOL FACILITIES

3.1 The classroom shall be safe, clean, attractive, and meet all pertinent building, equipment, health and other legal requirements.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

3.2 The classroom shall contain adequate furniture and equipment to support the school's programs and curriculum.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

4. STUDENT RECORDS

4.1 The teacher shall keep up-to-date and verifiable academic student records on each student enrolled in his/her class.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

4.2 The teacher shall keep up-to-date and verifiable behavioral records on each student enrolled in his/her class.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

5. STUDENT ACTIVITIES

5.1 The teacher shall obtain approval for field trips from the school administration.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

5.2 Activities shall be adequate in nature and type for the size of the class's enrollment and grade level.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

6. HEALTH AND SAFETY

6.1 The classroom shall meet all applicable legal health and safety requirements.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

6.2 The classroom shall display fire and tornado procedures.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

6.4 The teacher shall provide adequate and consistent supervision of all students during all school activities.

Commendable	Met	Mostly Met	Not Met
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Observable data:

Comments:

Totals: Commendable Met Mostly Met Not Met

*I have discussed this evaluation with the interviewer and wish to add the following
Comments pertinent to the evaluator's findings:*

Interviewer's Signature & date

Teacher's Signature & date

Non-teaching Personnel Evaluation Form

Non-teaching Personnel Evaluation Form

Date _____

Name of person being evaluated _____

Job title _____

1. Employee understands and accomplishes his/her job description.	Commendable	Met	Mostly Met	Not Met
2. Employee arrives on time and works diligently throughout work period	Commendable	Met	Mostly Met	Not Met
3. Employee works well with other personnel.	Commendable	Met	Mostly Met	Not Met
4. Employee conserves the resources of the ministry.	Commendable	Met	Mostly Met	Not Met
5. Employee manages his/her workspace well.	Commendable	Met	Mostly Met	Not Met
6. Employee understands and follows policies of the corporation.	Commendable	Met	Mostly Met	Not Met
7. Employee practices professionalism in all areas with families to whom we minister.	Commendable	Met	Mostly Met	Not Met
8. Employee assures the safety of the students.	Commendable	Met	Mostly Met	Not Met
9. Employee has met the training requirements for all personnel.	Commendable	Met	Mostly Met	Not Met
10. Employee actively supports all aspects of the ministry.	Commendable	Met	Mostly Met	Not Met
Totals:	Commendable	Met	Mostly Met	Not Met

Due Process and Grievance Procedures

Contract for Teaching Personnel

**CONTRACT FOR
EMPLOYMENT AT
BETHANY BIBLE CHURCH**

This contract is for school year _____

Name:

Address:

City, State, Zip:

Level: Degree Required No Degree Required Hourly

Position:

Salary:

Signing Bonus: Personal Time Off Per Pay Period: hours.

Non-Discrimination Policy: Bethany Bible Church does not discriminate in enrolling or hiring on the basis of race, color, nationality, or ethnic group.

Position, experience, and credentials determine salaries. Pay periods are generally the sixth of the month through the twentieth of the month, and the twenty-first of the month through the fifth of the following month. The first pay period includes in-service training and ends on September 5. Your salary will be paid on or before the fifth working day following the final day of the pay period and is subject to Federal Withholding and Social Security Taxes and/or other taxes established by the Government. From time to time or on a regular basis your salary may be paid before the fifth working day following the final day of the pay period. This in no way constitutes precedent and the employee shall not come to expect early payment.

Please report for work for in-service training before the start of school. The exact date is listed on the school calendar. This contract expires upon the completion of the in-service workday following the last day of school. By accepting this appointment, said staff member specifically acknowledges that this contract is for a limited period specified herein and that all rights and privileges shall terminate upon the expiration date of this contract, unless voided earlier pursuant to the provisions of Paragraph 16 below. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts.

Non-cash Benefits for Non-ordained Employees

The following non-cash benefits are subject to the laws of the State of Texas and the Internal Revenue Code. An employee is eligible for the following benefits when he/she is employed more than 25 hours per week and is at least 18 years of age.

1. Eligible employees receive Personal Time Off to be used however the employee wishes. Personal Time Off is accrued by pay period and may be cashed in at a reduced rate only at the

last paycheck of May. Personal Time Off may not be cashed in if either party terminates the contract. The employee will be charged for Personal Time Off beyond the accrued amount.

2. The ministry matches Social Security and Medicare deductions from each staff member's paycheck.
3. Eligible employees may participate in a 403(b) Tax Sheltered Annuity. Please refer to Bethany Bible Church's Tax Sheltered Annuity Agreement form for details.
4. Bethany Bible Church shall provide all employees with Workers' Compensation.
5. Bethany Bible Church will provide eligible employees with a 50% discount on tuition, registration fees, educational fees, summer programs, before school care and after school care. Student trips, activities, meals and incidental expenses will not be discounted. Students must meet the entrance requirements of the school and are subject to the rules of the Schedule of Fees as posted in the office.
6. Bethany Bible Church shall provide educators with Educators' Legal Liability Insurance in the minimum amount of \$100,000 with a \$1,000 Retention Clause.
7. An eligible employee, employee's spouse, and/or employee's legal dependants may participate in the pretax payment of the following individual plans. The cost of the premiums will be deducted from the employee's cash compensation.
 - Individual health insurance plan.
 - Individual dental insurance plan.
 - Individual eyeglasses plan.
 - Individual life insurance plan (up to \$50,000).
 - Individual short term disability plan.
8. Reimbursement of qualified Medical expenses of up to \$500 per year for employees who participate in the pretax payment of an individual health insurance plan.
9. Bethany Bible Church will pay for eligible employees to have up to six sessions per school year with Michael Fincannon, MS, L.P.C., L.M.F.T. The principal must approve this benefit and you must provide him with the dates and times of your kept appointments. Since there can be no exchange of information between the school and/or the principal and Mr. Fincannon, you must inform the principal so that proper payment to Mr. Fincannon can be made.

Conditions of Employment

1. All staff affirm that, as part of the qualifications for this position, he/she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23).
2. All staff shall manifest by precept and example the highest Christian virtue and personal decorum.
3. All staff shall provide accurate information for a full background check to be paid by Bethany Bible Church. By request, you may receive copies of all background checks.
4. All staff shall accept without verbal or mental reservations Bethany Bible Church's Doctrinal Statement and Bethany Christian School's Educational Philosophy.
5. All staff shall join a local church whose doctrinal beliefs are in agreement with the doctrinal statement of this school. Employees must maintain an accurate, up-to-date, written portfolio of their church membership and service.
6. All staff shall have read the Faculty and Personnel Handbook and agree to cooperate in every way with the ministry authorities and adhere to policies adopted by the Board. Agreement shall be in written form by the completion of the Rules and Regulations Checklist found in the Faculty and Personnel Handbook.
7. Teaching personnel will provide the principal/assistant principal with a copy of a valid teaching certificate (if the teacher is certified) and a transcript of all college and graduate studies prior to the first day of school.

8. All staff shall comply with state and school medical requirements with proof of such filed with the office before the start of school.
9. Assignment to room, grade, subject, and duties is to be made at the discretion of the principal. Staff members agree to accept his/her proportionate amount of responsibilities not covered by job descriptions. The principal/assistant principal will seek, as far as possible, to achieve equity in all staff assignments.
10. Teaching personnel shall maintain a classroom atmosphere that is conducive to learning. This includes maintaining an appearance appropriate to the work being done.
11. Staff members agree to complete 30 hours of on-going educational and work-place sponsored programs for continued personal and professional development. These hours must be documented and turned in for your personnel file.
12. Staff members agree to remain after school and/or arrive early for such meetings and conferences as may be called by the principal/assistant principal. This includes school functions.
13. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406) 256-1583 shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses).

14. All staff members agree that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2, 1 Corinthians 6:9-20, 1 Thessalonians 4:3-8)
15. All staff shall comply with obligations under state law regarding child abuse reporting requirements.

- 16. The normal school workday is from 8:00 a.m. until 4:00 p.m. All staff members shall arrive ready to work before 8:00 a.m. and shall not leave before 4:00 p.m.
- 17. Either party with written notice that must include a minimum of 10 workdays may terminate this contract. If the employee terminates this contract without proper notification the "Signing Bonus" listed on this contract must be returned to Bethany Christian School within 3 workdays. If the contract is terminated without proper notification the employee becomes ineligible for any severance pay. If a staff member resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary that the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment. All of the employer's property in the employee's custody must be returned before he/she is entitled to final payment of any amounts due upon separation. Dismissal for cause may be immediate or with longer notice depending upon the reason for dismissal.

Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the ministry or upon the staff member, or tending to seriously impair his/her continued usefulness as a Christian role model for the students.

- 18. Bethany Christian School is a church-controlled organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), unemployment benefits are not available.
- 19. The employee is responsible to secure his/her own health, life and disability insurance.
- 20. All employees must sign the following forms: *Declaration of Ethical and Moral Integrity Form, Background Certification and Agreement Form, and the Authorization to Release Reference Information Form.*
- 21. Any previous agreements, whether written or oral, are fully merged into this agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Texas.

=====

This contract will be valid only if it is signed and returned by __/__/__.

I have read, understand, and agree with the terms and conditions of this one-year contract.

Staff Member _____

Date _____

We at Bethany Bible Church extend our warmest welcome to you.

Supervisor Date

Supervisor Date

Principal Job Description

General Description

Goal: The principal shall oversee the individuals under his span of control in such a way so as to ensure that the job descriptions for the persons under his span of control are fully understood and carried out to the fullest extent of the employees' abilities.

Overview: The principal shall be a born-again, college graduate, who feels called of God to oversee and assist in the administrative operations of the Christian school. The board of elders, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon approval by the board of elders.

Responsible to: The elders.

Supervises: assistant principal, registrar, and office manager.

Evaluation: principal's performance will be evaluated by an elder in accordance with this job description.

Required Personal Qualities

The principal shall

1. Be hired according to the Bylaws and Doctrinal Statement of Bethany Bible Church, Article VIII.

Job Description - Essential Functions

The principal shall

1. Meet weekly with the assistant principal, registrar, and office manager to provide oversight and direction for the ministry.
2. Ensure that all aspects of the ministry adhere to the policies of the board of elders.
3. Report to the governing board on a regular basis.
4. Oversee the financial affairs of the corporation to ensure that all-fiduciary trust and governmental concerns are cared for.
5. Oversee the work of the assistant principal, registrar, and ministry assistant. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
6. Oversee the records of the corporation and the personnel records so that all legal and association requirements are provided for.
7. Shall serve on the academic affairs counsel.

Assistant Principal Job Description

General Description

Goal: The administrator shall oversee the individuals under their span of control in such a way so as to ensure that the job description for the Christian teacher is fully understood by the teacher and is carried out to the fullest extent of the administrator's ability.

Overview: The administrator shall be a born-again, college graduate, certified or certifiable, who feels called of God to oversee and assist in the administrative operations of the Christian school. The principal as deemed appropriate may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: principal

Supervises: Office manager, teachers, and personnel as assigned by the principal.

Evaluation: The assistant principal will be evaluated by the principal in accordance with this job description.

Required Personal Qualities

The assistant principal shall

1. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The assistant principal shall

1. Meet weekly with the principal to inform him of the status of the ministry, being careful to inform about personnel needs, ministry needs, facility needs, children and parent needs, and any other concerns that the assistant principal will encounter.
2. Assist the principal through provision of counsel, information, advice and opinions as to the operation of the school ministry.
3. Oversee the work of the individuals within your span of control. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
4. Oversee those in the assistant principal's span of control in managing student behavioral and academic problems and the appropriate communications with the parents or guardians of the student.
5. Develop job descriptions to adequately administrate the communication lines and lines of authority among non-teaching personnel members.
6. Follow the rules and regulations section of the faculty and personnel handbook.

Registrar's Job Description

General Description

Goal: The registrar shall oversee the school's record keeping responsibilities to the end that all legal and association requirements are fully met.

Overview: The registrar shall be a born-again, college graduate, certified or certifiable, who feels called of God to secure the record-keeping requirements of the Christian school. The principal, as deemed appropriate, may add other qualifications.

Contracted by: The corporation, upon recommendation of the principal for one year.

Responsible to: principal

Supervises: The office manager, and teachers.

Evaluation: The principal in accordance with this job description will evaluate the registrar.

Required Personal Qualities

1. The registrar shall enjoy careful and meticulous attention required to provide, maintain, and secure good records.
2. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The registrar shall

1. The registrar shall serve as a member of the academic affairs counsel.
2. Attend personnel meetings and when necessary inform the principal regarding issues of concern.
3. Perform the duties of office manager in the absence of the office manager.
4. Oversee all record keeping done by the office manager to ensure accuracy.
5. Develop a checks and balances system of recordkeeping to ensure accuracy.
6. Develop and maintain good student records to the end that the school conforms to the admissions standards of our accrediting association.
7. Develop and maintain all medical student records required by the state.
8. Develop and maintain an accurate system of accounting for accounts receivables and notify the principal of outstanding accounts.
9. Oversee and ensure that documents originating in the school office are professional.
10. Ensure that all grades have the necessary curriculum.
11. Follow the rules and regulations section of the faculty and personnel handbook.

Christian Teacher Job Description

General Description

Goal: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Overview: The teacher shall be a born-again, college graduate (kindergarten is exempt from this requirement), certified or certifiable, who feels called of God to the teaching profession. The elders, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon recommendation of the Principal for one year.

Responsible to: Principal and assistant principal.

Supervises: Student teachers, aides, volunteers, and students.

Evaluation: Teacher performance will be evaluated by the principal or assistant principal in accordance with this job description through the use of the faculty and teaching personnel evaluation form.

Required Personal Qualities

The teacher shall

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
4. Be a member in good standing at a local, evangelical church that has a statement of faith in agreement with the school's statement of faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's statement of faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Additional Personal Qualities

The teacher shall

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

Job Description - Essential Functions

The teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the elders and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Only teach curriculum assigned by an administrator.
6. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
7. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book or other similar tool.
11. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
12. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
13. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child.
14. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
15. Use homework effectively for drill, review, enrichment or project work.
16. Assess the learning of students on a regular basis and provide progress reports as required.
17. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
18. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
19. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the public.
20. Develop and maintain rapport with students, parents, and personnel by treating others with friendliness, dignity, and consideration.
21. Follow the Matthew 18 principle in dealing with students, parents, personnel, and administration.
22. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
23. Attend and participate in scheduled devotional, in service, retreats, committee, and faculty.
24. Know the procedures for dealing with issues of an emergency nature.
25. Inform the administration in a timely manner that the teacher is unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
26. Follow the rules and regulations section of the faculty and personnel handbook.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site

Parking lot to building

A teacher must gather his/her children together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into a building.

Playground size and terrain

Teachers are required to take their students onto the playground and supervise them during outside recess. The playground is quite large, but is fenced. The playground is primarily pea gravel with some barriers that must be stepped over. Teachers are required be able to see and hear children on the playground. Teachers must be able to keep up with students, control them until reaching the playground, and remain with the students on the playground.

2. Building

Location of Classroom

All classrooms are located on the ground floor.

3. Classroom

Height of chalkboards and bulletin boards

Teachers must be able to write on the chalkboards and prepare bulletin boards between 3-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

Able to see and interact with students

Teachers in the school must have sufficient vision to allow for active supervision and interaction with students. Teachers must be able to be clearly understood by the students.

4. Teaching

Teachers must be able to demonstrate lesson concepts using chalkboards, media, and hands-on materials. Teachers must communicate data (attendance, student assessment, report cards, etc.) to the appropriate entities. Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.

5. Supervision

Indoor (classroom, play areas)

Teachers must be able to supervise students within the classroom or in the gymnasium area for indoor recess. On occasion, the faculty should participate with students in organized games and activities.

Outdoor (playground, sports field)

Teachers must be able to supervise students on the playground. Teachers must also supervise students at the closing of each day as students are dismissed for their rides.

6. Emergencies

Can summon help

A teacher must be able to summon help when an emergency arises either in the classroom or on the playground.

Can apply emergency first aid

Teachers are required to render minimal first aid to students who may be injured while in the classroom, or on the playground.

7. Attendance

Teachers are required to be present for personnel devotional faculty meetings and other special functions, and occasionally for meetings or other functions in the evening.

Job Description - Supplemental Functions

The teacher shall

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Room Concerns

Walls and doors

Most of the rooms have been painted with a white, washable paint. Although we want you to personalize your room we ask you to not repaint or change the basic construction without authorization from your supervisor. It is fine to pin or staple artwork to the walls. Please be careful with the woodwork. It may not recover from pins or staples. Tape and sticky substances may leave a residue.

Multiple occupants

The building is used for a variety of functions, including a school. Please bear in mind that it is impossible to protect the items in your rooms. Church groups regularly use the rooms. Flexibility and common sense are the best tools to alleviate the frustrations of multiple use rooms.

Carpets

The carpets are cleaned in July and August each year. If you have a spill of anything other than water please notify the office immediately. Do not attempt to clean up any spilled items. Do not attempt to clean up bodily fluids. Bodily fluids are considered hazardous and special procedures for cleanup and sterilization must be followed. Each staff member is responsible for vacuuming the carpet on a regular (not less than weekly) basis. If a vacuum cleaner is not functioning properly please take it to the office so that it can be repaired.

Trash removal

All small trashcans are to have liners in them. These liners can be tied at the corners and placed in the trashcans located in the foyer.

Bulletin Boards

Please be certain that all staples or pins used in and around your classroom are picked up off the carpets. The staples and pins slice the vacuum cleaner belts.

Thermostats Please cooperate with the other staff members in your wing of the building. One thermostat controls several rooms. It is necessary to be conservative with the settings. This keeps our operating expense down.

Repair forms

Repair forms are available from the office. Please fill out a form any time something is broken or damaged. If something vital to your work is broken please notify the office immediately.

Office Manager's Job Description

General Description

Goal: The office manager shall oversee the running of the ministry office in such a way that all contacts with the school are treated in a professional and courteous manner.

Overview: The office manager shall be a born-again, professionally trained individual, who feels called of God to oversee and assist day to day operations of the Christian school. The principal as deemed appropriate may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: the principal

Supervises: Other personnel as assigned by the principal.

Evaluation: The office manager will be evaluated by the principal in accordance with this job description.

Required Personal Qualities

The office manager shall

1. Be of a cheerful person who welcomes all parents, students, prospective parents, and all other individuals who need assistance from the school office.
2. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The office manager shall

1. Attend personnel meetings.
2. Have the school office open and ready to conduct business by 8:00 a.m. and continue to conduct business until 3:45. Do not leave the school campus during office hours unless the registrar can manage the office.
3. Manage the business related phone calls professionally. This may include but is not limited to phone calls for the staff, appointments, doctor's visits, student releases, etc.
4. Assist in assuring that the school conforms to the health and safety standards of our accrediting association.
5. Assist the assistant principal in all duties delegated by the assistant principal to the office manager.
6. Assist the registrar in all duties delegated by the registrar to the office manager.
7. Tend to the minor first aid issues that arise.
8. Keep the school offices neat, clean, and professional.
9. Produce professional, well-written, correctly spelled, grammatically correct documents for the school.
10. Notify principal, assistant principal, or registrar of issues with personnel, school families, or students that need the attention.
11. Refrain from doing personal work during office hours.
12. Make sure the library books are in compliance with ACTS standards.
13. Assist teachers, as time is available.
14. Follow the rules and regulations section of the faculty and personnel handbook.

Personnel Records

1. Personnel records are stored in a fireproof, locked file cabinet; the principal and the chairman of the board have the keys to the cabinet.
2. I-9 files are stored in the personnel files; the state law does not require them to be kept in a separate file.
3. Safety records as well as grievance and investigation records (should there be any) are kept in the employee's personnel file.
4. Medical information (including FMLA and workers' compensation records) is kept in a separate file that is stored in the principal's office. The Americans with Disabilities Act requires that any medical records pertaining to employees be kept in separate confidential medical files.
5. Texas law does not require an employer to allow an employee to access his or her personnel file - however, Bethany allows supervised access and copying of contents at the employee's cost.
6. Certain government agencies and individuals appointed by the elders may be granted access to personnel files.

http://www.twc.state.tx.us/news/eft/personnel_files_details.html

http://www.twc.state.tx.us/news/eft/personnel_files_general.html

Grievance Procedures for Personnel

Member notifies assistant principal to discuss complaint, put complaint in writing, and discuss possible solutions.	If dispute is not resolved, then...	assistant principal discusses matter with members and other parties and replies in writing to member's complaint within 10 working days.
Member appeals to the principal within 5 working days. principal must meet with parties within 5 working days of receiving appeal.	If dispute is not resolved, then...	principal will discuss grievance with parties, and within 5 working days, make a decision on the grievance and take any necessary action.
Member appeals decision to chairman of the board in writing describing all steps taken to resolve the matter.	If dispute is not resolved, then...	Chairman of the board will hold an informal hearing and interview parties involved, and will make final decision within 10 working days.
If decision is unfavorable to member, then member may submit to binding arbitration before an independent and qualified arbitrator.	If dispute is not resolved, then...	Arbitrator will make decision within 30 calendar days. Cost of arbitration will be divided evenly.

Progressive Discipline Program (PDP)

A. The teacher job description shall serve as the primary basis for formal evaluation. All staff will undergo evaluation in the fall while there is time for administrative coaching that can lead to teaching improvements prior to a reemployment decision.

B. While the Progressive Discipline Program will usually be used when dealing with most staff deficiencies, the principal may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure.

C. Through the assistant principal's ongoing observation and evaluation, the teacher shall be made aware of unsatisfactory performance in a timely fashion. For minor infractions or at first appearance of unsatisfactory work, the Administrator should review the situation with the teacher. No notes or formal records need to be made. Usually no more than two such meetings should occur before more formal proceedings begin as outlined below.

1. **FIRST SESSION.** The Administrator is to outline in writing the specific areas of concern. These areas are to be discussed with the teacher and an attempt made to discern the root attitudes or problems. Scriptural and practical counsel is to be given accordingly. The teacher is to be encouraged to respond from his/her perspective. The session should conclude in prayer.
 - a. Within three days, the Administrator will summarize the content of the meeting to include:
 - (1) The specific concerns that need to be corrected,
 - (2) The root or attitude problems discerned,
 - (3) The teacher's response to the conference, and
 - (4) The specific steps of action to correct each problem area with follow-up dates if deemed necessary by the Administrator.
 - b. The conference summary is to be signed and dated by the Administrator and the teacher with space provided for the teacher to write any general statements or disagreements with the summary. A copy is to be given to the teacher and the principal and the original placed in the teacher's personnel file.
2. **SECOND SESSION.** The same procedure is to be followed as with the first session with these exceptions:
 - a. The teacher and Administrator should report on the progress they each feel has been made in following the corrective action outlined in Session One.
 - b. Any new steps of action should also be documented at this time and the teacher informed that failure to implement by a certain date might cause non-renewal of contract or dismissal depending upon the severity of the problem.
 - c. Any item not mentioned in the first session will be discussed and a plan of action formulated.
 - d. The Administrator may invite the principal to be present.
3. **THIRD SESSION.** The Third Session constitutes the session whereby the teacher is informed in writing that his contract will not be renewed.
 - a. Such a decision requires prior action by the principal. A letter is to be given which:
 - (1) Details the reasons for non-renewal,
 - (2) Summarizes the contents of prior conferences, and,
 - (3) Reviews the steps of action not followed and problem areas not corrected.
 - b. The teacher will be given a copy of the letter and receive an explanation as to how it will be used in future inquiries.
 - c. This final session must include two up line supervisors.
 - d. A teacher has the option, after his/her notification of non-renewal to appeal the decision directly to the board of elders within seven business days by giving notice to the principal. The board of elders will hear the teacher's and the principal's positions and render a decision by majority vote.

The Board of Elder's decision is final. Failure to request a hearing with the board of elders within that time frame shall waive the person's right to such a hearing.

Termination and Dismissal

- A. Cause for termination and dismissal may include, but is not limited to, any one or more of the following: immorality, intemperance, abuse to a student, absent without notification and/or approval for 3 school days (abandonment of position), neglect of duty, Scriptural error, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of Bethany Christian School.
- B. It is the responsibility of the principal to decide whether the circumstances warrant the use of the Progressive Discipline Program or immediate termination and dismissal. The Progressive Discipline Program (PDP) will be used if it can serve in a redemptive function without jeopardizing the well being of the school in the eyes of its constituency. Whether the PDP is utilized or not, the "at will" nature of the employment relationship remains intact.
- C. Termination requires approval by the principal, and communicated to the employee in a personal conference with the principal and an up line supervisor or by certified mail to the last known address. The termination of duties takes effect immediately unless the board of elders rules differently due to extenuating circumstances.
- D. At the option of the school, the teacher may be provided with a written list of reasons for the dismissal. He/she has the option, after his/her dismissal to appeal the decision directly to the board of elders within seven business days by giving notice to the principal. The board of elders will hear the teacher's and principal's position and render a decision by majority vote. Failure to request a hearing with the board of elders within that allotted time shall waive that person's right to such a hearing.
- E. Both parties waive their rights to a hearing in a secular court of law. (I Cor. 6:1-8). Any unresolved dispute must be submitted to the Institute for Christian Conciliation (ICC), or a similar group, for mediation, or as a last resort, through legally binding arbitration. If arbitration is necessary, three arbitrators shall conduct it. Each party to this contract shall have the right to select one arbitrator. The two arbitrators selected shall jointly select the third arbitrator.

Separation/Evaluation Report

- A. Upon termination of employment, whether voluntarily or involuntarily, the principal or an up-line manager will complete a Separation/Evaluation Report. The principal may or may not be present. If he/she is not present, an additional member of the board of elders will be present.
- B. The departing employee will have an opportunity to add his/her comments or rebuttal to the report form prior to signing the form. Refusal to sign will be noted on the form. Employee will be provided a copy of the form and the original is to be filed in the personnel file. The employee will be told that this form may be made available to prospective future employers
- C. The departing employee must sign a release form allowing Bethany Christian School to release information regarding the employee's work at the school. Without this form Bethany Christian School will confirm employment only.
- D. The final paycheck will be released following the exit interview provided that keys, school equipment, and any other appropriate school property have been turned into the school office.

Written Employee Warning Report

Employee's Name:

Position:

Today's Date:

Time and Date of Violation:

Type of Violation

<input type="checkbox"/> Alcohol/Drug Use	<input type="checkbox"/> Safety Violation
<input type="checkbox"/> Attendance	<input type="checkbox"/> Substandard Work
<input type="checkbox"/> Carelessness	<input type="checkbox"/> Work Rule Violation
<input type="checkbox"/> Conduct	<input type="checkbox"/> Other
<input type="checkbox"/> Fighting	<input type="checkbox"/>

Supervisor's Statement

Details of Violation:

Previous Actions Taken:

Future Actions Discussed:

By:

Title:

Employee Statement

Employee Signature: _____ Date: _____

Employee Release Form for Future Job Applications
Release Form for Employees

I hereby give permission for _____ to discuss with _____
any appropriate information regarding the following subjects:

Signature of Employee

Date

Signature of Supervisor

Date

Witness

Date

Employee Separation/Evaluation Report

Employee Separation/Evaluation Report

This form may be released to future prospective employers.

Employee's Name _____ Date Employed _____ Last Day _____

Employee's Position _____ Date of Report _____

Separation Information

Resigned with Notice	_____	Retirement	_____
Resigned W/O Notice	_____	Mutual Agreement	_____
Discharged	_____	Illness	_____
Laid-off	_____	Leave of Absence	_____
Not Renewed	_____	_____	_____

Comments

Comments or Rebuttal by Employee

Evaluation Report

Rating Scale: E = Excellent; G = Good; S = Satisfactory; P = Poor

Quality of Work	_____	Judgment	_____
General Aptitude	_____	Potential Ability	_____
Attendance	_____	Personal Qualities	_____
Spiritual Growth	_____	Initiative	_____
Cooperative Attitude	_____	Punctuality	_____
Adherence to Policies/procedures	_____	Acceptance of Responsibility	_____
Personal relationships	_____		

Comments

Comments or Rebuttal by Employee

I have read and understand this separation/evaluation information. I also understand that this form may be released to future prospective employers.

Employee's Signature

Date

Interviewer's Signature Date

Additional Interviewer's Signature

Date