

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

7000 Ferris – Bellaire – Texas – 77401

Phone: (713) 773-9605 Fax: (713) 773-9753

[www.OneGreatSchool.com](http://www.OneGreatSchool.com)



## Personnel Handbook 2011-12

*“Whatever you do, work at it with all your heart,  
as working for the Lord, not for men.”  
Col. 3:23*

## Christian Education in the Classical Tradition



Member of the Association of Classical & Christian Schools (ACCS)

# WELCOME

Welcome to Veritas Christian Academy!

You are joining a team of professional and dedicated teachers and staff who are, just like you, responding to the Lord's call to serve Him at Veritas. We appreciate you and the God-given talents that you bring to this ministry. We are committed to helping you achieve your highest level of service for the Lord in the ministry of educating children in godly principles and knowledge. A unique blessing of a Christian school is the coming together of a Christian family. It is this bond of believers that provides the foundation for a working environment that is unique in the professional world. The eternal impact of your ministry to children and their parents will outweigh anything the world has to offer!

This personnel handbook applies to all employees and is intended to provide guidelines, personnel policies, procedures, responsibilities, benefits and rules of conduct. It is important that you read, understand and become familiar with this handbook and strive to comply with the standards that have been established. We will always be available if you have any questions or need additional information.

Please understand that this handbook is not intended to imply any contract or contractual rights. We reserve the exclusive rights to modify this handbook as needed, and implement actions set forth herein.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3: 23-24

Again, welcome to the Veritas team.  
We are blessed to have you!

Lamia Raad  
Head of School

# TABLE OF CONTENT

**Section I:  
Employment Policies.....Page 4**

Equal Employment Opportunity Policy  
Chains of Command  
Pre-employment Procedures  
Work Areas  
Firearms and Explosives  
Internet and Technology  
Emergency Closing  
Conflict of Interest  
Professional Attire  
Speaking to the Media  
Church Attendance  
Before/After School Childcare

**Section II:  
Employee Conduct.....Page 8**

Employee Overall Conduct  
Handling Conflicts and Disputes  
Smoking and Drug Abuse Policy  
Personal Sexual Purity Statement  
Child Abuse Policy

**Section III:  
Salary and Wages Policy.....Page 13**

Personnel File Records  
Payday  
Death of Employee

**Section IV:  
Hours of Work.....Page 14**

General Statement  
Sick/Personal Days  
Family Medical Leave  
Summer Break and Exit Checklist

**Section V:  
Employee Benefits.....Page 15**

**Section VI:  
Teacher's Responsibilities...Page 16**

Duty Assignments  
Attendance Record and Lunch Count  
Cell Phones  
Planning Period  
Keys  
Substitute Teachers  
Cumulative Records  
Medication Policy  
Emergency Drills  
Birthday and Un-birthday Parties  
Homeroom Parent  
Field Trips  
Fund Raising  
Use of Outside Grounds  
Guest Speakers and Students' Gatherings  
PTF Volunteers  
Lesson Plans  
Homework  
Monday Folders (Grades PreK-4)  
Tests  
Assignment/Late work  
Academic & Conduct grades  
Report Cards  
Textbook distribution  
Student Withdrawal  
Communication Boxes  
Requisition Form  
Tardies  
Parent-Teacher Relationships  
Prayer Time / Bible Study  
Teacher Evaluation

Appendix A: Field Trip Plan.....Page 26,27

Appendix B: Video/Media/Internet Request.....Page 28

Appendix C: Intervention Notices.....Page 29-31

Employee Signature Form.....Page 33

# SECTION I

## EMPLOYMENT POLICIES

### **Equal Employment Opportunity Policy**

Veritas Christian Academy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age or disability. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

### **Chains of Command**

The School Board hires the Head of School. The hiring of all other employees is the sole responsibility of the Head of School. The Head of School implements the spiritual vision and direction of the school and provides spiritual leadership to the staff, faculty, students and parents. The Head of School is the Chief Executive Officer of the school and its academic leader.

The teachers are responsible to the Head of School for carrying out the program of instruction. Teachers and staff are responsible for providing safe, attractive, well-maintained environments. The physical and spiritual well-being and safety of each child should be the priority of each teacher and staff.

### **Pre-employment Procedures**

Veritas complies with the immigration laws and is committed to employing only United States citizens and those aliens who are authorized to work in the United States. All employees are subject to criminal background checks upon hire, as required by Texas law. In addition, Veritas Christian Academy reserves the right to recheck an employee's criminal record at any time during employment with Veritas.

As part of Veritas' employment procedures, an applicant may be required to undergo a pre-employment medical examination conducted by a physician approved by Veritas. Veritas also reserves the right to conduct random drug testing after employment. If an illegal substance is found with an employee, he or she will be terminated immediately. Request for drug testing is not an accusation of illegal drug abuse. Refusal to submit to drug testing may lead to immediate dismissal. As an on-going condition of employment, employees will be required to provide current and updated documentation as needed for continued employment.

### **Work Areas**

#### **Safety**

Faculty and staff should report to their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. An incident report is to be filed in the office after each situation by the adult in charge. Suggestions to supervisors concerning safety and health matters are encouraged by the Administration.

#### **Personal Property**

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work by not leaving them unattended or in plain view. Veritas does not assume responsibility for the loss or theft of personal belongings. Employees are advised not to carry large amounts of cash or other valuables with them when they come to work.

### **Money in the classroom**

No Veritas Christian Academy money is to be kept in your classroom or in your desk. Money is to be turned in to the business office as soon as possible. Lost Veritas Christian Academy money, kept irresponsibly, will be the responsibility of the employee.

### **Workplace Cleanliness**

Teachers are reminded that rooms are to be kept clean at all times. Students should be taught to keep areas about their desks clean and should not be allowed to eat in the classrooms. Great care must be taken in the use and handling of markers, paints, etc. Teachers are also responsible for the area directly outside of their classroom.

### **Firearms and explosives**

Possession, whether intentional or unintentional, of any firearms, ammunition, handguns, knives, chemical dispensing devices, clubs, any other weapons, prohibited inhalants or explosives is prohibited on any Veritas Christian Academy property or at any location where an employee is performing duties for Veritas Christian Academy. This prohibition does not apply to duly licensed peace officers or security personnel. It does however apply to all employees, students, parents, agents, independent contractors, clients, and visitors. Any violators may be subject to immediate removal from the premises by authorized security or other individuals as necessary.

The above prohibition applies equally to anyone who has a license from any state to carry any of the above-named weapons or any other dangerous weapon, regardless of whether the weapon is concealed.

### **Internet and Technology**

Veritas Christian Academy is committed to acquiring the best in rapidly changing technology and utilizing the latest techniques in equipment, in order to assure that students receive a technological advantage in their education and acquire the latest in technical skills. The goal in providing Internet access to students and teachers is to promote educational excellence in the school by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Veritas will take precautions to restrict access to controversial material through a strong fire wall and virus protection. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. Veritas does not assume responsibility for inappropriate material acquired through Internet access at the school.

### **Internet Access**

The use of a school internet account must be in support of education and research and consistent with the educational objectives of Veritas Christian Academy. Transmission or receipt of any material in violation of any U. S. or State regulation is prohibited. This includes, but is not limited to threatening, obscene or copyrighted material.

### **Privacy**

In order to ensure compliance with our internet access policy as well as smooth system operations, the school administrators have the authority to monitor all school internet accounts. All activities on Veritas computers are subject to this monitoring including, but not limited to, sending and receiving e-mail, documents opened, created, saved, or downloaded, and any web sites accessed or viewed. In the case of illegal activity, Veritas

Christian Academy reserves the right to disclose the content of user files or messages to third parties as required or permitted by law.

### **Facebook, My Space, Twitter and Other Social Networks**

Any employee who has a Facebook, My Space, Twitter or other social network should prayerfully consider images they post and words they type!! Care should be taken to always remember that employees represent Christ first and Veritas second wherever they are and especially when online on those networks. **Pictures of students should not be posted at any time without permission from the administration**, keeping in mind that some parents do not allow us to put their children's pictures on the web. Friendship with current Veritas students or parents on those networks is not encouraged. Employees are not to login on any social network during school hours whether on their computers or on their cell phones.

### **Rules for Acceptable Computer and Media Use**

Technology users are expected to abide by the following generally accepted rules for computer use. They include, but are not limited to the following:

- Be polite. Refrain from abusive messages. Use appropriate language.
- Do not attempt to login as another user, use another individual's account, access another user's folders or files, change passwords other than your own, or logon as the system administrator.
- Do not give any passwords to students or allow students to use a computer without supervision.
- Report any security problems encountered to the network administrator.
- If a student encounters inappropriate material, they are to notify their teacher immediately. Upon notification, record the problem, have the student exit the site or file and notify the Administration and the network administrator. Do not demonstrate the problem to others.
- All school-related work should be saved to the server.
- School software must not be copied, uninstalled from your computer, or used in any manner inconsistent with school licensing agreements.
- Do not download or install from the internet any software, freeware, shareware, music, etc. without permission from the network administrator. Automatic downloads of updates to software already installed on your computer are acceptable.
- Personal software may not be installed on any school computer or server without permission from the network administrator. The installation of personal software must not violate any license agreements or copyright laws.
- **All media (videos, CD's, DVD's, web sites, etc.) should be previewed by the classroom teacher before sharing with the students.** The Video/Media/Internet Request Form (see Appendix B) should be completed, submitted, and approved by the Administration BEFORE any media may be shown.
- Do not use technology for commercial activities, to conduct a personal business, to advertise products/services, or for political lobbying.
- Do not publish student work or pictures on the internet without permission from the network administrator and school administrators.
- Do not play computer games during the school day or access social networks except in the case of direct educational application.
- CHAT lines are prohibited except in the case of direct educational application.
- Become familiar with the Technology Acceptable Use Policy for students and enforce the rules for acceptable use in your classroom. The computer may be used as a reward for students in your classroom, however only educational software and web sites such as thinking games, art, Christian music, etc. may be utilized.

## School Equipment

Veritas considers the use of computers and technical equipment a privilege, not a right. Any equipment that is intentionally damaged or defaced by an employee must be replaced by the employee. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

## Emergency Closing

When weather conditions make it necessary to close the Houston Independent School District (HISD) schools, **Veritas will also close**. If we can access Parent Alert through Ren Web you will be contacted directly through e-mail, texting or voice messaging. Veritas will do its best to notify local television stations and radio stations especially KHCB 105.7 FM and KSBJ 89.3 FM.

As a convenience to all, we will follow Houston Independent School District (HISD)'s choices as a convenience to all. If school make-up days are necessary, this information will be communicated to families by the school office.

If it becomes necessary to close the school DURING THE DAY or cancel a scheduled event due to an emergency (i.e. weather, etc.), a decision will be made by the Head of School, or other designated person. Teachers and staff will be responsible for the safety of all children and **under no circumstances will any child be left unattended, no matter how bad the situation is.**

## Conflict of Interest

All full time employees must devote their full attention to Veritas Christian Academy during working hours. It is the employee's obligation to avoid activities or interests that conflict with the interest of Veritas Christian Academy and our students. Part-time jobs or side businesses should not take away from employee's performance on any level.

Veritas employees who have financial decision making authority are required to sign on a yearly basis our conflict of interest policy form.

## Professional Attire

All employees are expected to dress in a manner appropriate for the nature of work in their departments and avoid extremes in dressing. It is expected that employees will maintain a clean and neat appearance and will project a professional, Christ-like image. All final decisions on appropriate attire are at the discretion of the Administration. A professional appearance will include:

1. Clothing that is pressed.
2. Ladies may wear skirts/dresses of proper length (no shorter than 2 inches above the knee), as well as **dress** pants/capris.
3. No jeans or T-shirts (except for spirit wear or designated jeans days).
4. Warm up/wind suits are not considered professional attire and should not be worn, with the exception of PE teachers and coaches.
5. Men are required to wear slacks, a shirt with a collar, a tie and dress shoes on school days and all parents attended night events.
6. No tight or revealing clothing of any kind.
7. No thongs, plastic or rubber flip-flops.
8. All visible tattoos should be covered while on campus.
9. If men have pierced ears, they may not wear earrings on campus.
10. No tennis shoes at any time.

### **Speaking to the media**

It is our goal to give the media clear, consistent, and up-to-date information about Veritas Christian Academy. Please refrain from speaking to the media and refer all calls from reporters or the media (newspapers, magazines, radio, television, news agencies, and other news services) to the Head of School.

### **Church Attendance**

We believe the church is divinely ordained of God to fulfill His mission in the world. The church plays a crucial part in the growth of Christians. All employees are expected to faithfully attend a local Christian Church whose fundamental beliefs are in agreement with the Veritas Christian Academy Statement of Faith. This is a condition of continued employment.

### **Before/After School Childcare**

All children of employees must be under supervision at all times. This includes before and after school. All employees' children must be placed in extended care or be in their parent's rooms at all time when employees are still working on campus. This is imperative in order to keep children from disturbing other employees still at work. Unsupervised children also pose a risk to their own safety, which in turn poses a liability for the school.

## **SECTION II**

### **EMPLOYEE CONDUCT**

#### **Employee Overall Conduct**

All employees at Veritas Christian Academy share responsibility for observing certain standards of conduct. These standards emphasize personal and professional integrity in all activities. Generally, treating others with the respect and consideration with which you expect to be treated and maintaining open, ongoing communication with your supervisor and associates will create the basis for a successful work experience.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interest of Veritas Christian Academy. Such conduct includes but is not limited to:

1. Reporting to work punctually as scheduled and being at proper workstation, ready for work, at the assigned starting time.
2. Giving proper advance notice whenever unable to work or report on time.
3. Complying with all Veritas Christian Academy's safety and security regulations;
4. Maintaining work place and work area clean and orderly;
5. Treating all children, volunteers, parents and fellow employees in a courteous manner;
6. Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to Veritas Christian Academy's Christian official policies;
7. Performing assigned tasks efficiently and in accord with quality standards;
8. Keeping grade book and lesson plans up to date on Ren Web by updating them daily if needed by 4:00pm;
9. Meeting all deadlines.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

1. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of such, on Veritas Christian Academy's premises;
2. The use of profanity or abusive language;
3. The possession of firearms or other weapons on Veritas Christian Academy's premises;
4. Insubordination or the refusal by an employee to follow Administration's instructions concerning a job related matter;
5. Fighting or assault of any kind;
6. Smoking or drinking alcohol on campus;
7. Threatening or intimidating Administration, supervisors, parents, children, or fellow employees;
8. Theft, destruction, defacement, or misuse of Veritas property or of another employee's property;
9. Falsifying or altering any Veritas Christian Academy records or reports, such as, but not limited to an application for employment, a medical record, a student record, an absentee record, a time record, an expense record, or shipping and receiving records;
10. Improper disclosure of confidential information;
11. **IMPORTANT: ALL FACULTY AND STAFF ARE REQUIRED TO SIGN AND ADHERE TO THE "VERITAS LIFESTYLE STATEMENT".**

### **Handling Conflicts and Disputes**

It is the obligation and responsibility of each employee at Veritas to work on resolving problems and conflicts by focusing on solutions, keeping issues work-related (as opposed to personal), and communicating directly with the person or persons with whom you have a conflict. In most cases, discussing a situation will clear it up.

The employee agrees that all differences are to be resolved by utilizing Biblical principles always presenting a united front. Appropriate confidentiality will be observed in regard to employee, student, parent, and school matters. All employees should deal with others in a Christ-honoring way and always follow and insist that others follow the principles of reconciliation found in the Book of Matthew, Chapter 18: 15-16 that says: "If your brother sins against you, go and show him his fault, just between the two of you...if he will not listen, take one or two others along...if he refuses to listen to them, tell it to the church."

**In regards to the above bible passage, we encourage you to try and settle all conflicts directly with the parent, faculty or staff in question. Bring it to a member of the Administration, only after you do so and the matter is not resolved.**

"Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Colossians 3: 13  
Everyone should be "quick to listen, slow to speak and slow to become angry." James 1:9

Tone of voice should always be kept at a respectable level and all employees should remember that all children are a gift from God and should be spoken to as such.

### **Smoking and Drug Abuse Policy**

Veritas Christian Academy is a smoke-free alcohol-free campus. No smoking, tobacco use or alcohol consumption is allowed in the buildings or on the grounds of the school. In keeping with Veritas Christian Academy's desire for faculty and staff to be Christian role models, no employee of Veritas Christian Academy will be allowed to smoke or use

tobacco products while attending or participating in any school function either on campus or away.

Prescription drugs in their original container, prescribed by a licensed physician as medication for use by the person possessing the medication are permissible. However, the safety of our children must be a strong consideration. Keep all medication out of reach and unattainable from the children.

Reporting to work or working under the influence of alcohol or with identifiable traces of illegal drugs or controlled substances in an employee's system is prohibited. If an employee is taking a "legal" drug or medication (such as over the counter or prescription medications) which may adversely affect judgment, coordination, or the ability to perform work in a safe and productive manner, the employee must notify his/her supervisor before beginning work. After reviewing the situation, the employee's supervisor will decide whether to allow the employee to remain at work or impose work restrictions.

Any employee convicted of a controlled substance violation, including pleas of no contest, must inform Veritas Administration within three days of such conviction or plea.

### **Personal Sexual Purity Statement**

In an age where secular society is increasingly confused about sexual identity and sexual purity, Veritas Christian Academy believes it is important that it be clear with its staff, about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Care will be taken between young teachers and young students of the opposite sex. **All teachers will take great care not to put themselves in questionable situations.**

We believe that God's design for the gift of sexuality is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman.

### **Sexual harassment**

It is the policy of Veritas Christian Academy to treat all employees with respect and dignity. Submission to such policy is made either explicitly or implicitly a term or condition of an individual's employment. The school prohibits any form of sexual harassment.

1. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
2. Offensive comments or jokes, innuendoes, vulgar language, humiliating or threatening language, improper gestures, graphic sexual material and sexually oriented statements will not be tolerated.

Any employee of the school who feels he or she has been or is being subjected to or witnesses sexual harassment from anyone, including faculty, staff, students, supervisors, co-worker, parent or visitor, must immediately bring this to the attention of the school Administration.

The Head of School or whoever the Head of School assigns will thoroughly investigate and resolve the complaint immediately. All complaints will be investigated. Based on the outcome of the investigation, the appropriate disciplinary action will be taken. Violators of this policy are subject to immediate disciplinary action up to and including termination, depending on the severity of the harassment. All interviews, allegations, statements, and identities will remain confidential to the extent possible and allowed by the law. All findings will be kept in confidential files in the school office.

Veritas reserves the right to refer allegations of unlawful conduct to appropriate law enforcement agencies. The filing of a criminal complaint or conduct of a criminal investigation shall not affect the school's right to investigate allegation of sexual harassment.

*"But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking which are out of place, but rather thanksgiving."*  
*Ephesians 5: 3-4*

As a staff member of Veritas Christian Academy, you represent this school in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your growing relationship with God and your belief in the school Mission Statement and Statement of Faith.

### **Child Abuse Policy**

Veritas Christian Academy has a solemn obligation to provide the safest, most secure environment in which children can participate and in which parents feel comfortable leaving their child. As well, we have an obligation to devise procedures that maximize the protection of our ministry volunteers from accusations of abuse. In order to be in compliance with State Law and insurance requirements, the following four areas of procedure constitute our 'first defense' against abuse. A 'worker' is any employee, Board member, or volunteer of Veritas.

- 1) Worker approval and Identification:
  - All workers must sign in the school office and wear a visitor badge.
  - All visitors to the classroom (including parents and any volunteer) must sign in at the front office and wear a visitor badge.
  
- 2) Restroom Procedures:
  - Teachers may never take a young child alone in the restroom. If needed, other adult or other children must accompany them.
  - It is strongly recommended when taking young children to the restroom, that volunteers take children of their same gender.
  - Children should have as much privacy as possible. Enter a bathroom stall only when absolutely necessary to assist a child, keeping the door open.
  
- 3) Classroom Procedures:
  - Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, "high fives", brief hugs, or brief touches on the shoulders or head.
  - Workers/teachers may not have children sit on their lap while room is darkened (for videos) or when other workers are not present.
  
- 4) Approved Activities:
  - Activities or field trips outside of regularly scheduled classes or childcare must be pre-approved by the school office.
  - Workers are never to take a child into the child's home without another adult accompanying them.

### **Reporting Suspected Abuse**

Every teacher should familiarize him or herself with the definitions of abuse and the signs of sexual abuse listed below. If a teacher suspects that a child has been abused, the following steps should be taken:

- Report the suspected abuse to a member of the Administration
- Do not interview the child. If necessary, interviews will be conducted by a trained professional
- Do not discuss the suspected abuse with anyone. All information regarding the child should be kept strictly confidential with the Head of School and proper authorities.
- Do NOT directly call law enforcement agencies.

After a worker has reported the suspected child abuse case, a member of the Administration will interview the parents or may report the suspected abuse directly to proper law enforcement agencies.

### **Kinds of Abuse**

The National Committee for Prevention of Child Abuse defines:

1) *Physical abuse* as non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

2) *Neglect* as the failure to provide a child with basic needs including food, clothing, education, shelter, and medical care. Neglect also includes abandonment and inadequate supervision.

3) *Sexual abuse*, according to the National Resource Center on Child Sexual Abuse, is any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.

### **Some of the more common symptoms of molestation are as follows:**

#### *Physical Signs:*

- Lacerations and bruises
- Nightmares
- Irritation, pain, or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

#### *Behavioral Signs:*

- Anxiety when approaching the area where the abuse occurred.
- Nervous or hostile behavior towards adults.
- Sexual self-consciousness
- "Acting out" of sexual behavior
- Withdrawal from activities and friends.

#### *Verbal Signs may include the following statements:*

- I don't like (a particular person).
- (A particular person) does things to me when we're alone.
- I don't like to be alone with ...

While the thought that a child may be abused in any way or even injured is unpleasant, it is important for Veritas workers to be aware and alert to problems. Children are precious in God's sight!

## SECTION III

### SALARY AND WAGES POLICIES

#### **Personnel File Records**

Upon employment two files will be established, which shall become permanent record of the employee's association with Veritas Christian Academy. It is the responsibility of the employee to notify the Administration immediately if there is a change of name, address, phone number, etc.

One file will be in the finance office and will include but not be exclusive of:

1. Employment Application
2. W-4 and I-9
3. College Transcripts
4. Copy of Social Security Card
5. Copy of Valid Texas Drivers License
6. Handwritten testimony
7. Signed lifestyle statement
8. Signed contract
9. The last page of this handbook signed

The second file will be in the Head of School office and include but not be exclusive of:

1. Teaching Certificates: State or ACSI
2. Any other applicable professional certificates
3. Any evaluation or observations made through the employment years
4. Any copies of certificates or CEU earned while at Veritas

Additional items may be added to either file in order to provide adequate evaluation of the employee's job performance.

#### **Payday**

All employees and substitute teachers shall be paid on a bi-monthly basis. Checks will be distributed on the 15<sup>th</sup> and last working day of each month.

**Hourly Staff (20 hours or less per week)** shall be paid the hourly rate agreed upon. Paychecks for regular hourly employees will be ready for pick up from the front office on each payday unless alternate delivery method is requested by the employee.

**Full Time Salaried Employees and Part Time Faculty Members** shall be paid the salary wages agreed upon in the employee contract. All paychecks will be automatically deposited electronically into the employee's designated bank account on each payday. All hourly employees, full-time or part-time, shall maintain a written record of attendance by signing in and out every time they enter or leave the campus. These records shall be the means by which the pay of the hourly employees is determined. Records shall be approved by the Administration prior to payment.

#### **Death of Employee**

In the event of an employee's death, the employment contract will be void and Veritas Christian Academy will pay whatever amount owed for actual time worked, to the employee's spouse, children, or dependent who lived with the deceased employee, parents, or siblings, in that order.

## SECTION IV

### HOURS OF WORK

#### **General Statement**

Due to the nature of work at school, it is understood employees of the school will work a variety of schedules to accomplish the task for which they were hired. Full-time employees, on a salaried basis, are expected to work a minimum of 40 hours per week. All personnel are required to be punctual and sign in no later than 7:30 AM and leave no earlier than 4:00 PM, unless they have written permission from the Head of School.

It is important that at least one hour a week teachers be available to students for extra help. Teachers must give the office and students a copy of the day(s) and time the teacher plans to be available to assist students whether during recess or after school.

Teachers who are unable to report for duty shall notify the school at the earliest possible time in order that a suitable substitute may be secured. If you have not called the day prior to being absent, please call the school secretary by 6:00 a.m. the day you will be out. Should a prolonged illness keep you out of class, you must call the school office by 2:30 p.m. each day during your absence unless you have provided definite information as to when you will return.

#### **Sick/Personal Days**

Full time employees are allowed 10 days of sick/personal time per year. Part time salaried employees are allowed 5 days per year. Part time hourly employees do not receive any paid sick/personal days. **Each personal day must be pre-approved by the Head of School even if it falls on an in-service day.** All employees whose sick/personal days exceed the limit will be docked at their per diem rate. Faculty who take personal days must arrange their own substitute after having been approved. The school will provide a list of approved substitutes and **only those should be contacted**. At the end of the year any unused sick days will be reimbursed at the sub rate per day.

**Important:** If you need to schedule a doctor's appointment during the work day (7:30a.m – 4:00p.m.) please request a half day of personal leave and follow the policy above for sick/personal days. Do not assume that you may leave early even IF you do not have any duties at that time. Adhering to this policy is VERY important.

#### **Jury Duty**

The Jury System Act makes it unlawful for an employer to discharge, threaten to discharge, intimidate, or coerce an employee because of jury duty. Since Veritas Christian Academy has a vested interest in our community and the justice system, we encourage Christians to do their civic duty and represent the Christian community. All full time employees serving on a jury or witness duty will be paid for the time absent. **If the employee's service as a juror or witness is not required for the entire day, the employee is expected to report to work for the remainder of the day.** The employee shall give a copy of the summons to the Head of School before leaving for jury or witness duty. The summons shall be placed in the employee's personnel file.

#### **Bereavement**

In case of death in the immediate family (spouse, child, or stepchild), employees will be allowed two weeks with pay. In case of death of a father, mother, sibling, father-in-law or mother-in-law, employees will be allowed one week (5 working days) with pay. In case of

death of a grandparent, uncle, aunt, niece, nephew, first cousin, or any other member of the employee's household two days will be granted.

### **Paternity**

Veritas Christian Academy recognizes the importance of the husband/father relationship in the birth of a child. Employees will be granted 3 days of paid paternity leave during or after a pregnancy. Two extra days of sick leave will be allowed when it is medically necessary for the father to be present to provide care for his wife and/or child.

### **Family Medical Leave**

In accordance with the Family and Medical Leave Act, Veritas Christian Academy will grant to employees who have worked for the school for at least one year up to twelve (12) weeks of **unpaid** leave per year for the following reasons:

- Birth or adoption of a child
- To care for a seriously ill child
- To care for a seriously ill spouse
- To care for a seriously ill parent
- For an employee's own serious illness

Full time employees and Part time faculty are required to first use their paid sick/personal leave as part of the twelve weeks. Employees will be required to provide 30 days notice for foreseeable leave. Employees taking leave will be entitled to reinstatement to the same or equivalent position.

### **Summer Break and Exit Checklist**

All returning and non-returning employees will have an end-of-year exit checklist to complete at the end of the school year before the summer break. Paychecks will be held until checklists are completed and handed to the office before employees leave for the summer. Employees have up to a maximum of two weeks after the last day of school to complete this exit checklist.

All employees are expected to be available as needed during the summer months at mutually agreeable times.

## **SECTION V**

### **EMPLOYEE BENEFITS**

#### **Benefit**

Full time employment benefits include a medical insurance option. Part time and full time may benefit from a retirement plan option as well.

#### **Workers Compensation**

Employees are covered while on duty, under a Workers' Compensation insurance plan as governed by the laws of the State of Texas. Any employee injured on the job should immediately report the injury to the Administration. An accident report should be filed. Workers' Compensation reports and claims are filed through the school's financial office.

#### **Tuition Reduction**

All full time employees (40 hours or more per week) will receive a 50% tuition reduction benefit of their children at Veritas. All part time faculty (20 to 36 hours per week) will receive a 25% tuition reduction benefit. Any faculty employed less than 20 hours per week or part time staff will not receive any tuition benefit.

### Merit Pay Increase

All faculty and staff performance is closely observed all year long by the Administration through formal and informal observations. Salary increases will be awarded anywhere from the cost of living increase level up to a higher percentage to be determined by the Administration depending on faculty/staff performance.

## SECTION VI

### TEACHER'S RESPONSIBILITIES

#### Duty Assignments

ON DUTY means to be at all times with the students for whom you are responsible.

Furniture removed from the building to be used outside while on duty must be returned inside the same day.

Morning duty is from 7:30 – 8:00 a.m. The team on duty should have at least one teacher outside, standing up, greeting students and parents while they come in the building. Students may leave the gym only with permission from the teachers on duty.

All students participating in After School Care (ASC) must report to the designated area after car pool pick up. All other students must be out of the building by 4:00 p.m. each day. Exceptions to this rule will be for those students who have detention, appointment with a teacher, or an athletic practice session or event. Students staying after 4:00 p.m. must be under the supervision of a teacher or staff member, or in After School Care.

Teachers are to dismiss their classes promptly. This is done by walking with your class to the gym and having them sit in rows by classrooms. The children are not to play during this time. They are to sit and watch for their ride home. Middle school students may ONLY be at carpool or at after school extra-curricular activities. Students whose rides have not picked them up by 3:45 p.m. will be taken to After School Care. Any students who are found wandering with no adult supervision should be disciplined and walked to ASC, were an appropriate fee will be charged after 4 p.m.

#### Attendance Record and Lunch Count

Homeroom teachers are to take attendance every morning and update Ren Web DAILY accordingly. If students are not in the classroom/gym by 8:00 a.m. they are tardy. If they fail to report to school during homeroom, they are to be counted absent.

Lunch count should be taken first thing in the morning. Send a dependable student with the lunch count to the office. **This task needs to be completed before 8:30 a.m.**

#### Cell Phones

Cell phones need to be on silent or vibrate at ALL times. No teacher may answer a cell phone during instruction time, while students are in the classrooms and classes are in session. No teacher/staff may answer a cell phone or text while on duty. You may check your messages and return phone calls during your planning sessions and while off duty. No students may call their parents from a teacher's cell phone during school hours. They need to be sent to the office to make the call.

## Planning Periods

All teachers are assigned at least one a planning period a day. This period is provided so the teacher will have a definite time during the school day to plan work, check papers, answer phone calls, conduct parent conference, conduct teacher-pupil conferences, and perform similar duties.

## Keys

Teachers are not to give their building key to anyone for any reason. **NO DUPLICATE KEYS SHOULD BE MADE EXCEPT BY THE OFFICE.** If a key is lost, please report this loss to the office immediately.

All keys must be returned at the close of the school year unless otherwise instructed.

## Substitute Teachers

Notice of teacher absence regarding sickness or emergency must be given as early as possible. Substitute folders that should include lesson plans, seating charts, class attendance sheets, and location of materials with keys must be made available to the substitute teacher. If teacher is not feeling well prior to leaving school, please arrange for a substitute to be on call.

All teachers should prepare a **folder for substitute teachers** which includes

1. Seating charts (if any)
2. Daily schedule
3. Class rules and consequences
4. Names of one or two reliable students
5. An activity the substitute may use to supplement the lesson plans
6. Evacuation Fire Drill procedure.

When calling in sick, be prepared to give any current study activities for the substitute if there is a change from the weekly lesson plan that was previously filed.

## Cumulative Records

Each homeroom teacher is responsible for recording information concerning students in the cumulative record folders at the **end of the year**.

Cumulative record folders are kept in the office and may NOT be taken from the office. Standardized tests should be recorded according to instructions.

**Note:** Please write clearly in **black ink** since these folders may be photocopied for transcript purposes. No white correcting liquid may be used.

## Medication Policy

1. Veritas Christian Academy maintains a **zero drug tolerance policy**. This mandates that all medication taken during school hours must be under the supervision of the persons delegated by the Administration.
2. Emergency medications, such as asthma inhalers and medications for severe allergic reactions can be carried by the student with written orders from the health care provider and written permission from the parent/guardian.
3. The school and state/federal laws require proper labeling of medications.
  - a. The medication, including over-the-counter medication, must be in the original container with the original, unaltered label, subject to Board of Pharmacy regulations.
  - b. Information on the container must include the name of the drug, dosage, means of Administration and the time interval of the dose. **In addition,**

**the prescription drug must include the student's name and the name of the licensed healthcare provider.**

- c. A form is available from the front office and must be completed by the parent at the time the medication is brought to school.
4. All medications administered will be documented.
5. **Veritas Christian Academy will maintain confidentiality of all health records.**

### **Emergency Drills**

Veritas will conduct drills in preparation and training for emergencies. Drills will be conducted on a monthly basis as determined by the Administration.

#### **1. Fire Drills - monthly**

- a. Know which exit to use and an alternate if first exit is blocked.
- b. Close all doors behind you
- c. **NO TALKING** during a fire drill.
- d. Walk rapidly to the parking lot. **DO NOT RUN.**
- e. Last person from room or building should turn off the lights and close the door.
- f. Teachers are to take their class roll with them and check attendance in the parking lot.
- g. Teachers are to ensure they notify a fire drill team leader or an administrator of any absences. Fire drill team leaders are to be equipped with cell phones for communication during all fire drills throughout the year.

#### **2. Tornado/Hurricane Drills – every 3 months**

1. Find sturdy shelter away from outside walls and windows.
2. Students outside should be quickly brought into the building if time permits.
3. Go quietly to the assigned area of protection.
4. Face solid wall and kneel down with hands over your head.
5. Students should return to normal activity when “all clear” is given through the intercom.

#### **3. Emergency Crisis Drills – every 2 months**

1. When you hear “close all blinds please” quietly close all blinds **AND** lock doors. Keep doing what you are doing and do not show any anxiety to the kids. No one should leave the classroom for any reason until you hear again “you may open your blinds”
2. When you hear “red alert-red alert” Close all blinds, **TURN OFF** all lights, lock all doors, get the kids to sit on the ground away from windows and doors. No one should move or go back to what they are doing until you hear “red alert removed”

### **Birthday and Un-Birthday Parties**

On campus, students will be permitted to celebrate birthday and un-birthday parties with classmates. Refreshments are normally provided by the person celebrating the occasion. Plans and arrangements must be cleared with the homeroom teacher prior to the day of the party. No food is allowed in the classrooms. Celebrations can take place outside or in the cafeteria.

#### **Party Invitations to off campus parties**

Invitations to off-campus parties may be handed out at school during a class time provided the homeroom teacher has granted permission **and all class members are included** in the party. If parents wish to take their child out to lunch on their birthday, they may do so. However, they may NOT invite other students to accompany them on

lunch outings. Taking students out of the normal school routine can only occur **after** school.

### **Homeroom Parent**

Each teacher will be enlisted a room parent chairperson by the first week of school. It is important that all teachers work closely with the homeroom parent in planning parties, off campus field trips, and other volunteer activities. This will assure both the teacher and administration that all parties have been adequately planned.

### **Field Trips**

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on school trips. Students may be denied the privilege of attending school or class trips because of inappropriate behavior or academic deficiencies.

Teachers will keep the philosophy of the school in mind when planning a trip. Parents should be provided an advanced notice explaining the details of the trip. (Note: A Field Trip Permission Form shall be e-mailed or sent home with each student. See Appendix A. Failure of a parent to reply to the email or return this form might prevent student participation.)

Chapel dress is the standard uniform for all field trips. Deviation from this standard must have the Head of School approval.

All parent volunteers assisting on field trips through driving and/or chaperoning must sign and abide by the rules listed on the Veritas Driver/Chaperone Agreement Form. They also must provide the office with a copy of their most current car insurance card. The teacher is responsible for giving each driver the emergency form of each student for whom he is responsible on the trip. Students are to travel to and from the destination in the same vehicle unless granted permission by the faculty sponsor.

Attendance at school field trips is restricted to students currently enrolled at Veritas.

### **Field Trip Procedures**

1. Teachers will confer with the Administration concerning the details of the field trip, its purpose, cost, and its contribution to the curriculum and learning situation of the classroom. This is done prior to revealing any of these plans to students or parents.
2. All arrangements must be made with the concerned organizations, groups, businesses, etc. at least two weeks in advance when possible.
3. Budgeted field trip fees for the school year have been included in the required Activity Fee. Any additional costs requested from families may only include meals/souvenirs that the trip may necessitate.
4. The class should be prepared in advance as to the purpose and goals of the trip as they relate to what is being studied.
5. No field trip is ever planned "just to have a place to go."
6. There must be adequate adult supervision, which must be arranged well in advance.
7. No students other than those in the class may go on the field trip.
8. Students must have permission slips completed and turned in prior to leaving on the field trip.

9. Students should wear full dress uniforms on all field trips and teachers likewise should be at their best since teachers and students represent the school while off-campus.
10. All field trips that are scheduled on Wednesdays should not start until after chapel.
11. Mrs. Parkett and all specialty teachers who have your class that day, should be informed beforehand.
12. Teachers should schedule a minimum of two field trips a year and a maximum of four.
13. Have maps, directions, and driver's cell phone numbers ready and available for your drivers.

### **Fund Raising**

Fund drives and collections of any kind are NOT to be scheduled without explicit approval of the Head of School. Never schedule, announce, or plan a fund drive without first seeking approval. No money should be collected from the students for any reason even if it is on a voluntary basis and for a good cause without PRIOR acknowledgment from the administration.

### **Use of Outside Grounds**

Since Veritas is leasing space from Bellaire Central Baptist Church, it is important that students be aware that our building is shared with other groups. Therefore, non-designated play areas and flowerbeds must not be walked on or played on as these are designed to add to the beauty of the property. Please do not allow students to pick any flowers either. Students must not be permitted to climb on the building or on the roof of the buildings. Lunch boxes and clothing items should not be left behind on the ground over the weekend or especially on Wednesdays in the gym.

### **Guest Speakers & Students' Gatherings**

Please acquire prior approval from the Head of School for possible guest speakers in the classroom. The Head of School is held responsible to parents for what is presented in class. There is a special form that needs to be filled out and get approval BEFORE you schedule a time and date for the speaker. (See appendix B)

Please acquire prior approval from the Head of School for any gathering outside the regular schedule, such as prayer meetings or Bible study during lunch time or special students meetings before 8:00 a.m. or on Saturdays. Prior approval is required before inviting or gathering any group of students for any reason. This is to cover the liability that could be involved and to make sure that communication with the administration and parents are always open.

### **PTF volunteers**

Veritas has an excellent volunteer program through the Parent Teacher Fellowship. The PTF coordinator will contact all teachers to learn their needs for the year. We must take advantage of this excellent service. We have mothers and fathers who can volunteer for various activities. This includes duplicating, cutting and stapling, laying out map work and other types of work for teachers, listening to Bible memory work, listening to readers, playing the piano, driving on field trips, helping with plays and musicals, typing, etc. Let's utilize these people every way we can since they add much to the lives of our students as they interact with them on a one-to-one basis. It also re-enforce our belief that home and school should be working hand-in-hand. **However, as a policy, parents should not be asked to grade papers, enter grades or file and sort any graded papers.**

## Lesson Plans

Purpose of Lesson Plans: **Planning is an absolute must.** We must have daily, weekly and semester plans. Each of us accomplishes only what he or she plans to accomplish.

Guidelines:

- Comprehensive lesson plans will be kept by each teacher.
- Guests, field trips, videos or special experiments should all be detailed in a lesson plan and should have the Administration's approval prior to implementation. See appendix B for form to fill.
- Lesson plans and possible assigned homework should be kept current and posted weekly on **RenWeb** by 7:30 AM every Monday.
- All homework should be current and updated EVERY DAY by 4:00 pm
- All major tests and quizzes should be announced to parents on Ren Web preferably on Friday for the upcoming week. All tests should be assigned no later than 3 days before the test date.
- A maximum of 2 tests or 1 test and 2 quizzes may be assigned per day. Middle School teachers should record their tests and quizzes on the spreadsheet available for that purpose on a regular basis. It will be on a first-come first-served basis.

## Homework

What is Homework? Homework refers to assignments that achieve their purpose best when prepared during a period of supervised study in class or which require independent work in the classroom or at home.

Purpose of Homework: Homework is a learning activity which should increase in complexity with the maturity of the student. As students mature, they want to investigate things for themselves and to work independently of others. This is an indispensable experience. The purpose of homework is to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. It is not a means of punishment.

How homework assignments should be made: Assignments should always have a real meaning for the student and the purpose should always be clearly understood by both teacher and student. Assignments should be carefully planned and presented. It is essential that each student understands the assignment after you have given it.

Teachers should give clear and specific information for each assignment so that it can be accomplished without further teaching or instructions. Nothing causes as much ill feeling or frustration on the part of parents as their inability to help a student because he does not know how to do his homework.

Guidelines:

Students in grades one through three should not require more than forty minutes of **effective** study time. Students in grades four and five should not have to do more than one hour of **effective** study time. Students in grades six and up varying amounts of time could be necessary due to class and individual projects, progress, and needs. As a rule of thumb 1.5-2 hours a night is acceptable. Students taking longer than that should be a cause of concern and a conference might have to be scheduled.

**Elementary teachers should not assign homework on Wednesday nights, weekends or on school special events. Middle School teachers should not assign homework on long weekends or on special school events**

All students will be required to keep an assignment book and should not be allowed to use RenWeb as a crutch.

In the lower elementary, the homework assignments will be initialed by the teacher. Parents are asked to check their child's assignments upon completion and initial below the teacher's signature. This joint effort will reinforce the importance of homework and the importance of teachers and parents working together.

**Homework AND grades should be kept current and posted weekly on *RenWeb* by 7:30 AM every Monday, (thus making them available for viewing by the Administration, parents, and students). They should be updated accordingly every day by 4pm if update is necessary.**

#### **Monday Folders (Grades PreK-4)**

Each teacher will be required to keep all students work for one week at a time in a folder. This will be known as the **Monday Folder** because all students will take this folder home each Monday and return it on Tuesday morning. This folder will be used as follows:

1. The parents of each student may review the previous week's work.
2. Parents must sign each paper that has a grade of 75% or below.
3. Elementary teachers will file the material from this folder into a permanent file folder kept in the homeroom and this work will be retained for at least six weeks.

#### **Tests**

Tests can easily identify our limitations and weaknesses as educators. There will be times when the class as a whole fails a test. This may tell us that the test was too difficult, that perhaps it did not test what we taught, or that we failed to teach what we intended to teach. The solution would be to review, re-teach, and retest all the students.

#### **Assignments/Late Work**

The following guidelines will be followed in grade three and up for late class work, homework, term papers, and projects:

1. All assigned class work, homework, term papers and projects must be completed and turned in on time. Failure to turn work in on time will result in 10 points off the first day and a zero after that.
2. Veritas must assume that students who continue in a pattern of failing to turn in assignments either are not capable of functioning on grade level or do not have the academic goals that Veritas requires.
3. Students who are absent need to consult the Parent/Student Handbook for the guidelines on make-up work. After an absence, it is the responsibility of the student (or parent) to obtain the homework assignments from RenWeb as well as request a written list of classwork, quizzes, or tests he/she may have missed while absent. The list should additionally advise the student, of the day by which the work must be completed if they are to receive credit. All work must be made up and turned in whether credit is received or not. The list is to be sent home for the parents to review.

## Academic & Conduct Grades

### Academic Marks

100 - 92	A
91 - 83	B
82 - 76	C
75 - 70	D
Below 70	F

### Conduct Marks

E	Excellent
S	Satisfactory
N	Needs Improvement – unacceptable
U	Unsatisfactory and in danger of suspension

### Optional Comments

I	Incomplete
P	Pass
F	Fail

### Honor Rolls/ Awards

1. Headmaster's List (All A's and E's)
2. A Honor Roll (All A's, one S, and/or one B)
3. A,B Honor Roll (at least 2 A's, no C's, and no N's)
4. B Honor Roll (All B's and S's, no C's or N's)
5. "Citizenship" Award (No detentions)
6. "Perfect Attendance" Award (No absences or tardies)

**Note:** Before an F or N or U is given, teachers must ensure that there is written communication on file detailing the details of the grade. Parents have the right to be informed. **NO SURPRISES!**

## Report Cards

Report cards will be issued every nine weeks. They are to be returned by the following Monday. **No** grades will be given out verbally or in writing prior to that time. The office will notify homeroom teachers if a report card is to be held by the office for non-payment of tuition or fees, or unreturned library books. There should be a copy of each child's report card on file in the office at all times.

## Textbook Distribution

Teachers have to make sure that all hard cover textbooks are entered on Ren Web and assigned to the individual students before distributing them to the students. Extra textbooks need to be locked in a safe place. Advise students that they will have to pay for lost or damaged textbooks excluding consumable books. However, if the student must be issued a second consumable book, the student will be charged. All textbooks will be issued by the homeroom teacher for the elementary grades and by the subject teacher for the middle school grades.

## Student Withdrawal

When you have been notified that one of your homeroom students plans to withdraw from Veritas, please be sure the following procedures have been followed:

1. Check in all textbooks that are non-consumable and other school property the student may have in his/her possession.
2. Make sure locker has been emptied.
3. Make out the report card, scholarship, and attendance report effective the day he/she withdraws. In order to receive marks in his/her subject, the subject must have been enrolled and attended at least three weeks of any nine weeks grading period. The report card will be given to the school secretary who will hold it until all outstanding fees are cleared. A copy of the report card should be placed in the student's permanent file. No grades are given out to the student verbally without permission from the Head of School.
4. Try to determine the school to which the student is transferring and the reason for withdrawal. Any withdrawal during the school session must be approved by the Head of School for transfer purposes. A written request to be released from their contract might need to be sent to the School Board.

### Communication Boxes

Each member of the faculty and staff is assigned a communication/mail box. Each employee is responsible for checking his/her communication box before leaving for the day. **This box is not for storage.** Do not leave material in it for long periods of time.

### Requisition Form

If a teacher needs to order any curriculum or other textbooks during the school year, he/she need to obtain approval from the Administration.

No orders should be placed except by the School office and with the proper signatures on the Requisition Form. Failure to do so will make the teacher responsible for the payment of that order.

### Tardies

#### Tardies to school

Any student who is not in class at 8:00 a.m. is considered tardy. Students arriving late must report to the school office and get an admit pass before going to their class.

Nine or more tardies **to school** in the mornings during a 9-week grading period will result in an automatic fee of \$5 per tardy per student. Parents should be made aware that if they take their child off campus for lunch they are responsible to bring them back by the end of recess. The students who do not return at all should be given a half-day absence.

Any student who leaves the school before 1:00 pm will be counted half-a-day absent.

#### Tardies to class

The primary person responsible for handling tardies in the classroom is the teacher. **Do not be lax with tardies from your students.** Even though middle school students have a short period of time to pass from one class to another, they can be on time even if they try to go to their locker between every class. The student needs to make a plan that fits into his own schedule – not his best friend's schedule. If the teacher does not handle tardy problems firmly, other members of the faculty will be affected.

1. Students are **not** tardy when they have a pass from a teacher or staff member.
2. Students are tardy to class when they enter the classroom after the door was shut and have no written pass from another teacher or staff member.

3. Teachers are to give warnings then consequences for consistent tardiness.
4. Be careful not to detain a student in a class, making him late to his next class. If a conference is needed, set a time during lunch, his study hall, or after school.

It is important that all faculty members be consistent in the tardy procedure. (Any student receiving fifteen (15) or more absences in a school year may be placed on probationary status for promotion to the next grade level and/or required to attend summer school or have some kind of summer tutoring.)

### **Parent-Teacher Relationships**

Veritas has an open communications philosophy. Parents are welcome to visit the classroom and to maintain open lines of communication with the teachers. Parents however will be asked to take an appointment and not show up unexpectedly.

Parents must be led to understand the school chain of command. Any problems or questions must be handled according to protocol:

1. Responsible Teacher,
2. Department Heads,
3. Head of School and if the issue has still not been resolved,
4. as a last resort the School Board.

Not following this procedure can cause unnecessary confusion for all concerned.

### **Prayer Time/Bible Study**

The faculty and staff day begins at 7:25 a.m. At 7:30, any faculty/staff members who are not on duty will get ready for the day in their classrooms. One morning a week, as assigned, all faculty and staff are required to attend a weekly Bible Study led by a member of the Administration as scheduled. The weekly Bible studies if attended regularly will earn each teacher ACSI approved Bible CEU.

### **Teacher Evaluation**

The three components of teacher evaluation at Veritas are goal setting, teacher self-evaluation, and the evaluation by the Administration. Teacher evaluation is an on-going process that begins with establishing goals for the year and concludes with evaluating the teacher's professional performance.

Teachers will also be directed to complete and turn a self-evaluation form. The Administration also uses this form to evaluate the teacher's performance. The Administration will observe each teacher a few times a year, formally or informally, sometimes planned and other times unplanned

### **Intervention Notice (see Appendix C)**

In the event that a teacher's performance is unsatisfactory, in spite of guidance and intervention, the Department Head will issue INTERVENTION NOTICE I. Areas needing attention will be identified as well as measures that must be taken to improve. After a specified period of time the teacher's progress will be assessed. If performance is still unsatisfactory INTERVENTION NOTICE II will be issued with a meeting with the Head of School.

Assessment activities from this point on will no longer be used solely for the improvement of performance, but also to obtain and document information to determine continued employment. One copy of all intervention notices (see Appendix) will be given to the teacher, one copy will be kept in the teacher's personal file.

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

## FIELD TRIP PLAN

updated May 10

IMPORTANT: This form must be approved by the administration **BEFORE** notes go home.

Teacher(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Field trip to:			
Address:			
Phone:		Date:	
Departure time:		Return time:	

How do you plan to incorporate this field trip into your class work? \_\_\_\_\_

\_\_\_\_\_

Cost per student:	\$ _____	X # of students; _____	= \$ _____ *
Cost per adult:	\$ _____	X # of adults: _____	= \$ _____ *
Parking fee:	\$ _____	X # of cars: _____	= \$ _____
		Other fees:	= \$ _____ *
			<b>TOTAL:</b> = \$ _____

\*Please obtain receipt for payment from vendor.

Please indicate how payment is to be made:

- Pay vendor directly by \_\_\_\_\_ date.
- Provide check to teacher the morning of the field trip

Please initial:

- \_\_\_\_ Mrs. Parkett initial: students will not be eating lunch that day
- \_\_\_\_ Permission slips collected in the classroom and retained by teacher
- \_\_\_\_ Transportation (circle one): Bus / Individual cars / Both
- \_\_\_\_ All drivers emailed to verify: current TX insurance & driver's license on file in the school office

Plan submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Field Trip Permission Slip

Veritas Christian Academy  
Bellaire, Texas 77401

This is to certify that my daughter/son \_\_\_\_\_ has my permission to go on a field trip to \_\_\_\_\_ on \_\_\_\_\_ with his/her class. It is my understanding that this trip will be under the supervision of a faculty member of Veritas Christian Academy.

I do hereby release Veritas Christian Academy from any and all claims, liabilities of whatever nature individually and collectively, that might arise out of my daughter's/son's going on the field trip sponsored by Veritas Christian Academy.

\_\_\_\_\_  
(Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

## Video/Media/Internet/Guest Request

(Please e-mail to [admin@veritasca.org](mailto:admin@veritasca.org) or put in the Head of School box by Monday morning.  
Kindly wait for an approval before you show the video and/or BEFORE you commit with the guest)

1. Teacher's Name: \_\_\_\_\_
2. Date of request: \_\_\_\_\_
3. Date video, media, or internet is to be shown or guest is to visit (tentative): \_\_\_\_\_
4. Grade (s): \_\_\_\_\_
5. How many class periods will this take? \_\_\_\_\_
6. For what subject is this information to be used? \_\_\_\_\_
7. If video or CD, what is the rating of the video? \_\_\_\_\_
8. Title of video or guest presentation: \_\_\_\_\_
9. What are the educational objectives in this presentation?
  
10. How do you plan to assess the student's understanding of your objectives?  
(e.g. Quiz, worksheet Q&A's)
  
11. Have you previewed the video or website? Yes/No  
(If no, request will not be granted)
12. Please provide a summary of what your guest will be talking about:
  
13. Have you referenced the video or guest in your lesson plans?

---

Administration Signature of Approval  
Without which videos cannot be shown and guest may NOT be invited

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

7000 Ferris, Bellaire, Texas, 77401

## Faculty FIRST Intervention Notice PLAN FOR IMPROVEMENT

<b>Faculty Name:</b>	
<b>Administration:</b>	<b>Date:</b>

It has been determined that your performance needs special attention, improvement and assistance. The following describes these concerns and our agreement of a plan to address them.

**The PERFORMANCE AREA which needs attention at this time:**

(List applicable responsibilities and/or specific areas that are not satisfactory)

**STRATEGIES FOR IMPROVEMENT:**

(Steps teacher will take to achieve improvement)

**PLAN OF ASSISTANCE:**

(Resources and/or assistance that will be provided if any)

Date of the **next** follow-up evaluation/meeting \_\_\_\_\_

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

**Administration:** \_\_\_\_\_ **Title** \_\_\_\_\_

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

7000 Ferris, Bellaire, Texas, 77401

## Faculty FIRST Intervention Notice FOLLOW-UP

Faculty Name:	
Administration:	Date:

### Follow-up Evaluation:

Improvement **satisfactory** in the following areas:

Below is a **revised plan** for further improvement:

Improvement **NOT satisfactory** in all or most areas (Second intervention attached)

---

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Administration: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: Signatures on this form indicate that the faculty has received a copy of the form and discussed it with the Administration.

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

7000 Ferris, Bellaire, Texas, 77401  
Faculty **SECOND** Intervention Notice  
CHANGE OF ASSESSMENT STATUS

<b>Faculty Name:</b>	
<b>Administration:</b>	<b>Date:</b>

Due to the fact that your performance, as discussed on previous occasions has remained unsatisfactory, this notice is to advise you that from this date to the completion of your employment, or until another decision is reached, the faculty performance assessment will no longer be used solely for the improvement of your services to the school, but also for obtaining and recording information about your continued employment by the school.

Improvement is expected in the following areas:

---

<b>Administration Signature</b>	<b>Date</b>	<b>Title</b>
---------------------------------	-------------	--------------

To indicate that you have received the above notice and discussed it with the Administration, please sign below:

---

**Faculty Signature**

---

**Date**

The faculty should receive a copy of the notice, and another copy should be filed in the faculty's file at the school.

2011-12



## EMPLOYEE HANDBOOK

- I have read the 2011-12 Veritas Christian Academy Employee Handbook.
- I have read the 2011-12 Veritas Christian Academy Parent Student Handbook\* as well.
- I commit to cooperation and philosophical support of the mission and statement of faith of the school.
- I will adhere to the policies, standards, and guidelines as detailed in this Employee Handbook.

---

**\*IMPORTANT NOTE:** This handbook is meant to be a supplement to the Parent Student Handbook. All faculty and staff are required to read the Parent Student Handbook and especially the discipline section.

---

Employee's Name *(please print)*

---

Signature

Date

Each employee ***must*** have this signed form on file.