



Staff Handbook

2021-2022

Staff Handbook

Trinity Christian Academy

This handbook is designed to give all staff members a ready source of information about the operation and philosophy of Trinity Christian Academy. Please take the time to review the handbook, so you will know about the operation of the school.

Philosophy

Trinity Christian Academy's educational philosophy is based on three principal components:

A Biblical Foundation

The Bible – the inspired Word of God – is the foundation and guide for all knowledge, and is the basis for all elements of education. Because God created, sustains, and will complete all things through His Son Jesus Christ, the universe and all life have the purpose of glorifying Him. This purpose is fundamental to every aspect of our goals and objectives, our teaching methods, our curriculum, and our operational policies.

All representatives of Trinity Christian Academy will strive to demonstrate and teach values, character, and Christ-likeness as well as academics.

Rigorous Academic Instruction and Discipline

We expect TCA students to be prepared to pursue any chosen profession through rigorous academic instruction and discipline. We will urge and encourage a commitment to lifetime learning and service to families, churches, and communities through an intimate relationship with Jesus Christ.

The Role of Parents

Parents are commanded to rear their children for God's glory by bringing them up in the training and discipline of the Lord (Deuteronomy 6; Ephesians 6:4). The role of the parents is to oversee the student's academic progress by being fully aware of assignments and academic achievement. Parents share joint responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to success, and for encouraging students to accept increasing responsibility for the consequences of their actions.

Parents are expected to be the single most important influence in the emotional, social, and spiritual development of the child. In cooperation with the parents, we seek to inform minds and change lives of our students.

Changes in Policy

This handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this Handbook.

Trinity Christian Academy reserves the right to interpret, change, suspend, amend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. TCA will notify all employees of these changes. Changes will be effective on the dates determined by TCA, and after those dates all superseded policies will be null.

Employment Application/Employment Information

TCA relies upon the accuracy of information contained in the employment application, the employment information update, and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of the information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment. Employees are obligated to keep TCA updated on all contact and other personal information.

Employees

You entered into your employment with Trinity Christian Academy voluntarily, and you are free to resign at any time, for any reason or no reason. Similarly, Trinity Christian Academy is free to terminate its relationship with any employee at any time without reason and/or notice. Following the probationary period, employees are required to follow the Employment Termination Policy. No employee is guaranteed employment through the probationary period.

An employee of Trinity Christian Academy is a person who regularly works for wages. Employees may be regular full time, or regular part time.

Employment Policies

As a member of the staff, employees agree not to: use tobacco in any form; use illegal drugs; or illegally use controlled substances; use profanity; participate in immoral conduct; or, engage in other conduct determined to be unacceptable by TCA's administration/Board.

Either party to this agreement may terminate it for good cause. If TCA terminates the contract, it will provide a two-week notice or payment of two week's salary in lieu of notice unless the termination results from serious misconduct such as listed above.

Non-Discrimination

Trinity Christian Academy does not discriminate on the basis of race, color, ethnic origin, or disability in the hiring of certified or non-certified personnel.

Personnel Files

Personnel files are the property of Trinity Christian Academy and access to the information is restricted. Office staff of TCA who have a legitimate reason to review the file are allowed to do so.

Employees may review their own file. Copying of the file or making additions or deletions to the contents of the file is prohibited. Ex-employees are not allowed access to the files.

Personnel Data Changes

An employee's personal data should be accurate and current at all times. It is the responsibility of each employee to promptly notify the office of any changes in personal data.

Safety

Each employee is expected to exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions or activities to the office. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, including termination of employment.

Attendance/Punctuality

Trinity Christian expects that every employee will be regular and punctual in attendance. This means being at school and ready to work at the starting time each day. Absenteeism and tardiness places a burden on other employees and Trinity Christian Academy. The habitual inability to get to work on time will result in discipline up to and including termination.

If you are sick and unable to work, or if you have an immediate family member sick whom you must provide care for, or if there is an emergency, give Julie Barnett or Carey Malone a call as soon as possible. Julie Barnett can be reached at 903-905-1244, and Carey Malone can be reached at 903-517-2608.

If you know you in advance that you are going to be absent from work, give advance notice so that arrangements can be made for a replacement.

Absence without Notice

If you do not report to work, and Trinity Christian Academy does not receive proper notification of your status for two days, disciplinary action will be taken up to and including termination.

Dress Code

Trinity Christian Academy employees should be well groomed and dressed appropriately. Employees should dress modestly and set a good example for our students, our stakeholders, our community, and other staff members. Trinity Christian Academy reserves the right to send employees home to change clothing that TCA deems inappropriate.

Building Security

All employees who are issued keys to the office are responsible for their safekeeping. Employees cannot make copies of keys and/or loan or provide them to anyone else.

Teacher Evaluations

All teachers will receive a formal written evaluation each year.

Informal observations and walk-throughs may occur at any time within the school year.

A written formal evaluation may include the classroom observation, informal observations, and walk-throughs.

Growth Plan/Termination Policy

If a teacher is found deficient or in need of improvement, a growth plan will be developed for the teacher.

The teacher and administrator will have ongoing conferences throughout the school year to assure the teacher in question is addressing or attempting to address the areas for improvement.

A conference will follow at the conclusion of the following school year to determine if the areas specified for improvement have been properly addressed.

If the teacher has not properly addressed the areas targeted for improvement, termination of employment at Trinity Christian Academy will occur.

Probation Period

All first year employees serve a probationary period of one year.

Lesson Plans

Lesson plans / Newsletters are to be completed and made available for each forthcoming week. These plans must be written for each day of the week and include sufficient information so that a substitute could continue the absent teacher's work without the loss to students.

Field Trips

When planning a field trip, pick up a field trip request form in the office. This form should be filled out and submitted at least two weeks prior to the scheduled field trip. It will be granted or refused by the director in a timely manner.

Technology Lab

Prior to utilizing the Technology lab, fill out the sign-up sheet in the lab. Please schedule usage in a timely manner so that planning of lessons may be planned accordingly.

Textbooks and Videos

Textbooks and videos from A Beka will be placed in teacher classrooms prior to the beginning of school. When a new student enrolls during the semester, books will be ordered, but it may take up to two weeks for the order to be processed and shipped.

Grading System

The grading scale indicated below is to be used by all teachers with the exception of kindergarten, music, and physical education, for determining equivalent values between letter and number grades.

A = 90-100

B = 80-89

C = 70-79

F = Grades below 70

Every teacher will record a sufficient number of grades to give a true picture of each student's progress. Report cards will be mailed to each student's parents or guardian.

Scheduling Parent Conferences

TCA administration feels that parental conferences with teachers are an important part of the educational program which should take place whenever either party thinks it is necessary or desirable. These conferences could take place for academic reasons, student attendance, or behavior issues.

It is understood that if a parent specifically requests a conference, the teacher must meet with the parent. If scheduling a conference within the school day is not possible, it is hoped that the teacher or teachers involved would voluntarily agree to schedule an earlier or later conference to help the child.

Time Schedule

For TCA staff, the work day begins at 7:30 a.m. The school day concludes at 4:00, and teachers may leave as soon as all students under their supervision have left campus.

Lunch Schedule

11:30 – Kindergarten thru Second Grades

12:00 – Third thru Sixth Grades

12:30 – Seventh thru Twelfth Grades

Grades 3-6 Departmentalized with Grade level home room

K-2 Self-Contained

Emergency School Closing

If an emergency situation (such extremely poor weather conditions) necessitates a school closing, teachers and parents will be notified by One Call Now.

Also, notifications of TCA closings will be available on local radio stations.

FM 101.9

FM 107.7

FM 93.9

Housekeeping

A neat and orderly classroom helps provide a positive learning environment for students. In order to facilitate this, the following responsibilities are noted:

1. Keep liter off the floors.
2. Discourage any student mutilation of school property.
3. Keep rooms organized and neat.

If the teacher has not properly addressed the areas targeted for improvement, termination of employment at Trinity Christian will occur.

Acknowledgement of Trinity Christian Academy Employee Handbook

I acknowledge, with my signature, that I have signed a copy of the Trinity Christian Academy handbook, and I understand that it is my obligation to read the handbook and to understand what it says.

Print Name

Signature

Date: _____