



FAITH FELLOWSHIP SCHOOL

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# Faculty and Staff Handbook

2019-2020

This document was created to provide all personnel with the rules, regulations, and procedures in order to maintain an appropriate working environment and to enhance a positive interpersonal relationship between employees and management where everybody is encouraged to honor God, and to give Him the glory that He deserves.

Rev. 08/05/2019



# FAITH FELLOWSHIP SCHOOL

Establishing the kingdom of God with a new generation

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## **Personnel Policies and Procedures**

**Policies set forth in this employee handbook are not intended to create an employment contract or any other type of contract, nor are they to be construed to constitute contractual obligations of any kind, expressed or implied. This handbook does not guarantee employment for any definite period of time. The provisions of the handbook may be amended or cancelled at any time, at the school board's sole discretion, with or without notice. These provisions supersede all existing policies and practices and may not be amended or added to without the expressed written approval of the school board.**

### **FFS Vision**

Our goal is to train our students with Bible based teachings to serve others and show leadership, reaching out to this world and its needs, and to help the students reach their spiritual, intellectual, physical and social potential.

### **FFS Mission Statement**

Faith Fellowship School (FFS) is a ministry of Faith Church of the Redlands (FCR), called by God to serve our community. We train the students in the way they should go by teaching them God's commandments diligently through every opportunity we have in our educational and therapeutic environment. The teachers and staff teach the students in the knowledge of God, investing and sharing their gifts, talents, education, and resources with the families of our school in a safe Christian environment.

***The Bible is the foundation of our ministry and we believe that God called us to be his tools to partnership with the parents.***

### **Our Statement of Faith**

Faith Fellowship School is a ministry of Faith Church of the Redlands; we formulate the following declaration (Luke 1:1). We pray that there be no harmful or divisive differences of the belief which may injured any person or create a disturbance of peace and harmony of the church

or any of its ministries, and that we all may be of the same mind and the same judgment, speaking the same things in love, with one voice glorifying God, edifying His people and giving Christian witness to the world. (1 Corinthians 1:10; Acts 2:42).

- Inspirations Of The Scriptures

We believe the Bible is the inspired, infallible Word of God, and as such, is our final authority in all matters of faith and doctrine (2 Timothy. 3:16; Hebrews 4:12; 1Peter 1:23-25; 2Peter 1:19-21).

- God

We believe in one God manifest in Three Persons; Father, Son and Holy Spirit (Matt. 3:16; 28:19).

- Man

We believe that man, in his natural state, is a sinner, lost, undone, without hope, and without God (Rom. 3:23; Ephesians 2:1-2, 12).

- Holy Spirit

We acknowledge the Holy Spirit to be an equal Person of the Godhead, whose work is to convict of sin, constrain to Christ, confirm in righteousness, and continually indwell the believer. (John 16:8-11; Romans 8:9; 1Corinthians 12-12-14; 2Corinthians 3:6; Ephesians 1:13-14).

- Salvation

We believe that salvation of God is received only by undeserved favor (from God) through faith in the finished work of the Lord Jesus Christ and is NOT of man's works or efforts. Works are excluded except as fruit of salvation. (Romans 5:1; Ephesians 2:8-10).

- Ordinances

We believe in the two ordinances of the Church:

1. Baptism by immersion, as a testimony of the believer's obedience to Christ, but NOT as a pre-requisite or requirement for salvation (Acts 8:36-39)
2. THE LORD'S SUPPER (Breaking of bread and communion) to be observed as a memorial of our Lord's death, burial, and resurrection (Luke 22:14-20).

- Local Church

We believe in an organization known as the Church, which constitutes all true Believers in Christ: In the priesthood of all Believers; In the gifts of the Holy Spirit to the church; in the fact that Christ ALONE is the Head Of The Church and is to be given pre-eminence. (Ephesians 5:22-32; 1Timothy 3:15; 1Peter 2:9-10; Romans 12:6; Colossians 1:18).

- Second Coming

We believe in the imminent return of the Lord Jesus Christ to receive His own people to the eternal joys of Heaven; and in the ultimate eternal damnation of the souls of all Christ-rejecters to a lost eternity in Hell (Acts 1:10-11; 1Thesalonians 4:13-18; 2Thesalonians 1:7-10; Revelation 1:7).

- Fellowship Of Believers

We believe that it is God's will that we have fellowship with all other Christians of like faith wherever they may be found, and to receive such into our fellowship, providing there is no known sin or heresy which would bring the Gospel of Christ into disrepute. Our reception of such is to be without regard for race, color, nationality, or social position (Act 2:42-47).

- The Great Commission

We believe in obeying the Great Commission. Therefore, we will work for evangelism and the growth of churches at home and abroad (Matt 28:18-20).

### **Our Lifestyle Statement**

Faith Fellowship School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Faith Fellowship School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Faith Fellowship School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Faith Fellowship School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Faith Fellowship School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Faith Fellowship School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

### **Code of Ethics Statement**

*(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)*

- Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

## **Spirituality**

Our goal is to train our students with Bible based teachings to serve others and show leadership reaching out to this world and its needs, and to help the students reach their spiritual, intellectual, physical and social potential.

The Bible is the foundation of our ministry and we believe that God called us to be his tools to partnership with the parents.

As a staff member of FFS, you are now in a Christian ministry. The most basic expectations of Christian ministry workers are personal prayer (I Thessalonians 5:17). Worship (John 4:24) and Bible study (John 17:17) on a daily basis. Additionally, in order to effectively minister to others, Christian ministry workers must be active members of a local, Bible believing church for the purposes of corporate prayer, worship, Bible study, and fellowship (Hebrews 10:25). We must be models of Christian love, joy, peace, long-suffering, gentleness, goodness, faith, meekness, and temperance (Galatians 5:22-23).

We work for and serve our Lord, and as such we are disciples, not just employees. We minister to children through the educational process and have been appointed as partners by the parents who have chosen to allow us to teach their children. Our high calling (Philippians 3:14) comes with great responsibility. We must demonstrate Christ-likeness; integrity, perseverance, discernment, and love in all of our interactions with parents, students and colleagues each and every day.

Every staff member must be connected to the principles of kingdom education so they can present, promote, practice, and preserve a kingdom focused culture. The education of children and youth must be based on God's Word as absolute truth, and must hold Christ preeminent in all of life.

## **Documentation**

FFS staff members must fill out an employment application and provide any additional documentation required for the specific position. Copies of all documents must be maintained and updated in the company files.

- Employment Application and/or Resume
- Handbook Acknowledgement of Responsibility Form (Attached to Faculty Handbook)
- Declaration of Moral Integrity (Attached to the Instructional Staff Application)
- Pastoral Recommendation
- Monthly Christian Service Report
- Technology Agreement
- Authorization to Release Reference Information
- Teacher's Covenant
- Employee Information Form
- W-4 Form
- I-9 Form
- Copy of the Social Security
- Copy of the Drivers License

- Direct deposit Form
- Finger Print Report/Background Screening Report
- High School Diploma
- CDA Certificate
- Transcripts

### **Benefits**

Each employee has a total of six days, equal to 48 hours, of non-penalized absences to be used for one or a combination of the following: sick leave, vacation, or personal business. After the six (6) days and or 48 hours of absence, the employee may be docked \$80.00 from attendance bonus per each additional absence.

### **Licensing and requirements**

All personnel must be fingerprinted as required by the Florida Department of Education. It is the applicant's responsibility to get fingerprinted. Any employee who does not get fingerprinted may be terminated. Faith Fellowship School must disqualify from employment any instructional personnel or school administrator who is convicted of an act listed under Section 1012.315, Florida Statutes. Please note F.F.S. will also continue to screen employees for the offenses listed in Section 435.04, Florida Statutes as required by law.

All teachers, teacher aides, and paraprofessionals must bring proof of their high school diploma, CDA certificate, and transcripts if applicable.

### **Professionalism**

As a Christian school, we seek to honor God with all of our actions towards, and communications with, others. It is important to maintain a purposeful stance towards others in which we attempt to accomplish the goal of solving the issue or improving the situation at hand, or simply edify the person with whom we are speaking. If there is any conflict with parents, students, other teachers or FCR/FFS staff, it has to be approach in a Biblical way (Matthew 18:15-19).

The opinions and attitudes that students and parents have toward FFS may be determined for a long period of time by the actions of one employee. Our success depends on treating our population with dignity and respect.

Awareness of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

*(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)*

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a colleague.

### **Teacher to Teacher**

Faculty and staff members should at all times exhibit the highest degree of personal and professional respect and courtesy toward their fellow workers.

### **Teacher to Parent**

Teachers should always manifest a Christ-like attitude when talking with parents. When a scheduled or unscheduled meeting occurs, always be courteous and professional. Teachers are expected to be cooperative with parents and must attend to parents' questions; return any phone or written messages promptly and professionally. All issues must be fully addressed between the parent and the teacher before administrative involvement occurs. If you need assistance, please contact the vice-principal who will be able to assist you and/or the parent.

### **Teacher to Student**

All faculty and staff are to keep a professional distance between themselves and the students. Teachers are to use discretion and wisdom to guide their interactions with their students.

Concern for the student requires that our instructional personnel:

*(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida).*

- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

### **Confidentiality**

Due to the sensitive nature of information that you will know as a teacher of children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a “need to know” basis only. Thus, be very sensitive about discussing children’s developmental needs and family information in public places such as hallway. Others that do not have a need to know could hear such information. Protect the interests of each child and family by keeping confidentiality. Also strive to be supportive of Faith Fellowship School efforts by avoiding negative or malicious discussions about school issues. Together we can achieve great education. Stay positive and focus on the needs of the students in your care.

### **Suggestions and Ideas**

We are always interested in your constructive ideas and suggestions for improving our school. Your suggestions should be submitted in writing to the Administration (principal/vice-principal). After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

### **Dress Code**

We believe that “God is not a God of disorder but of peace” (1 Corinthians 14:33), and we need to keep a Christian testimony in our appearance, attitudes, speech and behaviors. The Bible tells us that: "Everything is permissible—but not everything is beneficial. Everything is permissible—but not everything is constructive. Nobody should seek his own good, but the good of others” (1 Corinthians 10: 23-24), for this reason volunteers and FFS/FCR staff are expected to demonstrate neatness, cleanliness and modesty at all times.

All personnel must wear appropriate work clothing or the school polo. **Professional attire is strongly recommended.** Determinations shall be at the subjective judgment of the employee’s supervisor. Personnel may be sent home without pay, or be asked to go home, change clothes and return to work. Time spent for this purpose may be automatically deducted from attendance bonus.

“But encourage one another daily, as long as it is called today, so that none of you may be hardened by sin’s deceitfulness”. (Hebrews 3:13)

- Clothing should cover the body and fit in such a manner as to promote the modesty of the individual. All clothing pieces must have a proper fit to the body size, and shall not be oversized or undersized. Sweat pants, leggings or miniskirts are not permitted while in school premises.
- Clothing with holes, tears or displaying inappropriate messages (violent, satanic, obscene, vulgar, suggestive or racist pictures or slogans) are not permitted while in school premises.
- Clothing, which exposes the mid-section of the body while sitting, standing or when arms are raised above the head is not allowed. Dresses, shirts and blouses shall not be extremely low cut in the front, back or sides. Old t-shirts, shorts, short skirts, spaghetti straps, backless, see-through, strapless, revealing cleavage or tank-tops are not permitted while in school premises.

- No excessive jewelry or any jewelry associated with rock music, the drug culture or playboy culture.
- Hair style and hair color should not be in extreme fashion, unusual and distracting styles.
- Shoes are to be worn at all times. All shoes must have a strap on the back. Flip-flops or slippers are not permitted while in school premises.

### **Stewardship of Campus**

FFS is privileged to have the use of the facilities God has given Faith Church of the Redlands. As such, all staff members must be vigilant in keeping the buildings, equipment, and grounds free from unnecessary damage. Stewardship is extended to the defacing of different churches' property and you should take immediate appropriate disciplinary action. Please be patient and understanding in regards to the fact that we share these resources with the varied ministries. If there are any specific problems, please bring them to the attention of the administration in writing, via email.

You are expected to demonstrate proper care when using the school's and churches' property and equipment. **No property may be removed from the premises without the proper authorization of the administration.** If you lose, break or damage any property, report it to the administration at once.

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized, clean and clear of clutter, and materials in good order at all times. Report anything that needs repair or replacement to administration. We encourage teachers to help students participate in maintaining a clean classroom.

### **Work Place Cleanliness and Organization**

FFS staff members are expected to keep the buildings, equipment and grounds of the school cleaned and organized with the purpose of the maintenance of good health and to avoid offensiveness to others. FFS staff members must be vigilant in locking the doors, turning off the lights, fans and air conditioner of the buildings at the end of the school day.

#### Classrooms and materials

- FFS staff members need to keep their classroom and work place clean and organized. (Including dusting, sweeping, mopping and/or vacuuming at least once a week)
- Lesson plans must be done two (2) weeks in advance and electronically submitted to the administration.
- Attendance needs to be taken daily.
- Daily and/or weekly detailed notes need to be done and send home.
- Teachers need to have their materials ready the day before. (Calendars, schedules, baskets, photocopies, etc.)
- Grade books need to remain updated in school at all times.
- The boards have to be cleaned daily.
- Trash needs to be taken out daily.
- All the materials used from the teacher's storage room needs to be put back in the storage room the same day it is used.

### Bathrooms

FFS staff members need to help maintain clean bathrooms. (This means the paper on the floor should be picked up and the counters kept clean)

All the teachers should work with students, to teach them proper bathroom procedures. (Flushing toilets, washing hands, drying hands and throwing paper towels in trash).

### Foyer

FFS staff members need to help keep the foyer cleaned and organized during school days.

### Dining Area

FFS staff members need to keep the dining area clean. The rug needs to be vacuumed, the tables well cleaned and the chairs organized on daily basis. All teachers should make sure that the students pick up lunch boxes and trash around their area after snack and lunch.

### Teachers' Lounge

FFS staff members need to keep the teachers' lounge clean and organized. The teachers' lounge is a **NO students zone. Students are not permitted in the teachers' lounge before, during, or after school.** The vice-principal will coordinate, manage, and supervise the cleaning and organization dynamic.

### Kitchen

FFS staff members need to keep the kitchen clean and organized, after using it for school activities.

### Storage Room

- FFS staff members need to keep the teachers' storage room organized and clean, in cooperation with the administration.
- Be aware of and follow all supply room checkout procedures and guidelines.
- All resources must be checked out, and supplies that are getting low reported.
- FFS staff members need to put everything they use from the storage room back in the right place, being sure to sign in the item.
- The storage room and its contents are not public property; it is under the supervision of the school administration.
- School property should not leave the building without permission of the administration. (Teacher's keys, student books, tests, art supplies, laptops, etc.)

### Bulletin Board

The administration is responsible to manage and supervise the bulletin boards, to keep them updated.

### Stewardship of Time

Being a good steward of your time and the time of others is also an important ministry consideration and a very important factor for your success within FFS. The scripture tells us to "redeem the time" in Ephesians 5:16 and Colossians 4:5. **It is important to be prompt in all of your obligations. It is also important to meet all deadlines.** When you do not meet your obligations, you often cause others to struggle to meet their obligations. Your Christian

education ministry requires that you have a plan for meeting your obligations and pursue your plan with due diligence.

### **Punctuality**

Punctuality is essential to the success of any organization. Therefore a high priority needs to be placed by the employee to fulfill this aspect of their job requirements and duty. FFS administration acknowledges that extraneous circumstances can occur, even with the greatest intentions. Therefore, if there is a need to be late due to emergency, unforeseen circumstance, or dilemma, arrangements for an “excused tardy” may be made with the administration or designated representative. These arrangements **MUST** be made no later than the evening prior to the intended day that reporting late is required. Note: teacher may be granted up to two excused tardies prior to Christmas break and two after.

An “unexcused tardy” is an occurrence in which no previous arrangements were made the day prior. First unexcused tardy may result in a verbal warning. The second unexcused tardy may result in a written warning and a copy placed in the employee file. **The third unexcused tardy may result in an \$80.00 deduction from the attendance bonus**, (Thus, wages may be docked every third consecutive tardy. A courtesy call will be expected when it is apparent arriving late is unavoidable).

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours if possible, but if you are requiring time away during working hours, you must request it at least five (5) business days in advance and in writing for the administration's prior approval. The absence may result in an \$80.00 deduction from the attendance bonus. If you are absent for three days without notifying the administration, it is assumed that you have voluntarily abandoned your position with the school, and you may be removed from the payroll.

If an employee needs to leave the school or needs to be absent at any given time, due to an unexpected situation, employee must first notify the administration prior to the event and after the emergency the **employee must provide documentation of the emergency** and submit the emergency absent form. **The absent time may result in an \$10.00 per hour deduction from the attendance bonus**. Employees full or part time, who do not notify employer of their absence on a specific day, or walk out of the school, without supervisor or assigned person approval, may result in disciplinary action, up to and including dismissal from service.

Excessive numbers of absences, late arrivals and, early departure may result in immediate wage reduction, and it can cause dismissal from the job without any notification.

### **Working Hours**

Working hours are from 7:50 am to 3:50 pm Monday through Friday. Working hours may vary according to position. Employee hours and duties will be specified upon hiring. Any variations in work schedules must be discussed and approved by the administration.

- All FFS staff members must be ready for **devotional at 7:50** am sharp.

- All teachers need to be in their classroom at 8:15 am and have their students ready for morning pledge and prayer at 8:30 am. Sharp.
- Pledge and prayer is to start promptly at 8:30.
- Students arrival is from 8:15 to 8:30 am. Teachers must to be in the classrooms for arrival time.
- Student's dismissal is from 3:00 to 3:15 pm. Teachers need to be with their students during dismissal.

### **Workplace Rules**

Staff members are expected to uphold the doctrines and standards of FFS as articulated in the Bible and FFS Statement of Faith and Faculty manual in all aspects of their lives, **both at and away from FFS employment and functions**. Staff members must uphold, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from FFS. Staff members must be loyal to the ministry leadership of FFS in word and in deed. To ensure orderly operations and provide the best possible work environment, FFS expects staff members to follow rules of conduct that will protect the interests and safety of all staff members and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited of FFS staff members, the following lists provide examples of expected and prohibited behaviors. **Staff members are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony.** Expected staff member conduct includes, but is not limited to:

- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to FFS's best interests.
- Refraining from the use of euphemisms like WTF, WTH, Fugly, Mofo, Freaking, biotch, damn, crap or any other word that implies inappropriate language or curse words.
- Reporting to the administration suspicious, unethical, or illegal conduct by coworkers, members, or suppliers.
- Reporting to the administration suspected or actual violation of FFS policies.
- Reporting to the administration any threatening or potentially violent behavior by coworkers, members, or visitors.
- Cooperating with all FFS investigations.

Staff members who deviate from these and other similar forms of expected behaviors are subject to discipline up to and including termination.

The following are examples of conduct that is prohibited. Staff members engaging in such conduct or similar conduct as determined by the ministry leadership, may be subject to discipline, up to and including termination or services.

- Stealing, destroying, defacing, or misusing FFS property
- Falsifying or altering any FFS record or report such as, but not limited to, an employment application, medical report, timekeeping record, financial report, travel reimbursement

voucher, personnel record, Christian Service Report, parent teacher conference record, or invoice.

- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior as determined by the administration.
  - Possessing, distributing, selling, transferring, or using tobacco, or illegal drugs.
  - Using profanity, vulgarity, or abusive language.
  - Engaging in or threatening acts of workplace violence, including but not limited to:
  - Possessing firearms, other weapons, explosives or other dangerous materials on FFS Property.
  - Fighting or assaulting a coworker or any other person, or threatening or intimidating a coworker or any other person.
  - Disclosing any confidential information of FFS such as, but not limited to, information concerning students, staff, parents, or ministry members.
  - Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful.
  - Failing to follow safety or health rules.
  - Engaging in gambling.
  - Playing pranks or engaging in horseplay.
  - Engaging in boisterous or disruptive activity in the workplace.
  - Violating employment policies; or unsatisfactorily performing job responsibilities.
- Using cell phones and computers for personal use during work hours unless employee is on a break** (This does not include the administration team, because of the nature of their job may need to use cell phones)
- Disregarding the dress code.

These are examples of prohibited behaviors are not intended to be an all-inclusive list. At FFS discretion, any violation of FFS policies or any conduct considered inappropriate or unsatisfactory may subject the staff member to disciplinary action.

Service with FFS is at the mutual consent of FFS and the staff member, and either party may terminate that relationship at any time with or without cause, and with or without advance notice.

### **Emergency Procedures**

Safety can only be achieved through teamwork of the FFS staff members. Each employee, supervisor and administrator must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. All injuries and accidents that occur during work hours are to be reported immediately to the administration. Proper paper work will then be initiated to record injury/accident and to insure proper medical attention, if needed.

The administration should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, threats of violence, and the smell of smoke. If the administration is unavailable, contact the nearest school employee. Should an emergency result in the need to communicate information to employees outside of business hours; the administration will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the administration when this information

changes. When events warrant an evacuation of the building, you should follow the instructions of the administration. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the administration to await further instructions or information. Please direct any questions you may have about the school's emergency procedures to the administration.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation.
2. If you are injured or become sick at work, no matter how slightly, you must inform the administration immediately.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified (Computer, copier, fax, printer).
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask.
6. Know the locations, contents and use of first aid and fire-fighting equipment.

### **Child Abuse, Abandonment or Neglect**

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect.

- Call 1-800-96-ABUSE or
- Report online at: <http://www.dcf.state.fl.us/abuse/report/>.

### **Signs of Physical Abuse:**

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns.

A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

### **Signs of Sexual Abuse:**

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease.

A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

### **Signs of Neglect:**

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight.

A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

### **Patterns of Serious Abuse:**

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

### Liability Protections:

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203) An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095) 42

### Counseling

The task of counseling should only be entered into by someone who is trained to do so, as our school counselor. However, as role models to both students and parents, teachers often find themselves in a position to minister to a person in need. The distinction between this type of time spent with someone and true counseling must be maintained. If someone asks you if they can share some type of burden with you, you must adhere to the following:

- Make sure you are in a setting where you are in the line of site of another adult. Open in prayer.
- Keep your Bible open and in view during the entire time period and utilize Scripture (at least once).
- If the matter is clearly spiritual, refer them to the vice-principal, the principal or the pastor. You may offer to go with them as a support.  
**Do not give any advice that falls under any of these categories: medical, mental health, family therapy, monetary, or legal.**
- Ask them to study a specific Scripture on their own which relates to their issues. End in prayer.

We recognize that the distinction may be hard to make at the onset of the conversation. It is important to ask someone who requires speaking with you, what the conversation is in reference to and to explain that you must verify if you are the correct person to support them with their issue. If you have any doubt whether the issue is one that you should discuss, refer them to the assistant principal, the principal or the pastor. This may allow him/her to forge a relationship with that person that moves them to accept Christ as their Savior, or grow closer to Christ. This is the very reason that the school exists as a ministry of FCR.

### Conflicts of Interests

FFS expects that each staff member will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of FFS. Staff members have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

One challenge in this area is for staff members who are members of a different Bible-believing church. It is natural to be excited about the events and programs at your home ministry. While our employment policies do not require membership at FCR, there is an expectation that all employees of this ministry will seek to build this ministry. Our desire is to have opportunities to minister to the families that the Lord brings to FFS through multiple opportunities to know the Lord better.

### **Sexual and Other Forms of Harassment**

FFS seeks to promote a productive work environment in which all staff members reach their full spiritual and professional potential in ministry service. FFS will not tolerate verbal or physical conduct by any staff member or other person that harasses, disrupts, or interferes with another's work performance or that creates and intimidating, offensive, or hostile work environment. No form of harassment will be tolerated, including harassment because of a staff member's race, national origin, disability, pregnancy, age, or gender. Special attention should be paid to sexual harassment. No staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct. Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service.

Staff members are prohibited from threatening or insinuating, either explicitly or implicitly, that a staff member's willingness or refusal to submit to sexual advances will affect the staff member's terms or conditions of service. Staff members are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, gestures or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, words, sexual jokes, or references and offensive personal references.
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual.
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, writings or photographs.
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, use or history and text messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser. Any staff member who experiences, or witness harassment of any form in the workplace, must report it immediately to the administration. If any of the members of the administration is the alleged harassing party, a staff member may report the harassment to the president of the FCR board. Any supervisor or ministry leadership level staff member who witnesses sexual harassment or learns of an

allegation of sexual harassment and does not report it to the administration (or If any of the members of the administration is the alleged harasser, to the president of the FCR board) is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in an impartial and confidential manner. A timely resolution of each complaint will be communicated to the parties involved.

FFS will not permit employment-based retaliation against anyone who brings a bonafide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigation will be subject to disciplinary action, up to and including termination of service.

Any staff member found to have violated this policy is subject to disciplinary action, up to and including termination.

### **Christian Service Reports**

The Christian Service Report is completed by staff members in order to document their monthly level of commitment to their local church. The administration can better support the spiritual growth of each staff member as they are aware of your home church activities. This form should be submitted to the president of the FCR board on the first five (5) days of every month.

### **End of Week Procedures**

A completed Friday checklist will be required every last day of the week (Friday). It contains the required tasks to sign out for the correspondent week. It will be supervised and signed by the administration.

- Student Work and Assessments: graded
- Grades: recorded on the school system
- Attendance: recorded on the school system
- Classrooms: organized and cleaned
- Written Absence Excuses: turned in to the office
- Jean Money: turned in to the office
- Plans: two weeks in advance

### **End of Year Procedures**

An End of Year Checklist: It will be distributed during the April faculty meeting. It contains a schedule of deadlines that are spaced out over the last few weeks of school. The tasks and due documents will be managed and supervised by the administration. The following FFS Forms are due during that time period:

- Suggested purchase items (order of priority)
- Suggested curriculum
- Students at risk of failing
- Quarter awards

- End of year awards
- Headmaster checklist

The following lists should be made on the computer by the teacher in order to communicate to the parents of the students who will be in your class next year, some ideas for summer reading, and your basic classroom supplies for next year:

- Proposed summer reading list
- Classroom supply list

Every classroom will be inspected to insure that the room is clean, that all materials are properly stored away, and that all the classroom walls and doors have been cleared of material(s). Teachers must also turn in grade and attendance books, Ipads, lap tops, as well as their keys. Upon completion of all the above, the principal will sign your end of year checklist, which will release your final paycheck.

### **Annual Evaluation**

Annual evaluation will generally be held at the chosen time, but they may be conducted more frequently or less frequently, depending on the needs of the employer. This annual evaluation shall be measured on performance and professional responsibilities throughout the school year. The professional, educational and the spiritual evaluation will be performed by the administration, in verbal or written form, and it will be documented and kept in the employee's file.

### **Contract Process**

Each year in the early spring, a Letter of Intent will be distributed to the staff to determine which staff members feel called to return to FFS for the following school year. It is critical that staff members complete this form with great earnestness and after significant prayer. The school administration bases its recruiting emphasis and payroll considerations for the following year on this information prior to contracts being offered.

The letter of Intent must be returned with a Pastoral Recommendation form, and the Declaration of Moral Integrity form in order for a staff member to be considered for a contract for the following school year.

Once the contract process begins, it takes several weeks to complete. An Interview will be conducted with administration as part of the contract process. All contract information should be kept private.

### **Resignation**

If a staff member resigns during the school year, a standard two-week notice should be given. The teacher's classroom will be inspected to insure that the room is clean and that all of the materials are in good order. Teachers must also turn in grade and attendance books, Ipads, lap tops, as well as their keys. An Exit Interview may be conducted with all staff members prior to their receiving their final paychecks. The staff member will not receive any bonuses, due to early termination of the contract/resignation.

Faith Fellowship School has established as a not for profit organization and as such has chosen not to participate in the Federal Unemployment Tax Act.

If you have questions regarding the content or interpretation of this Employee Handbook; you should ask the administration if you have any questions regarding these or any other policies.

### **Violations of FFS Policies**

A violation of any policies herein set forth may result in a **verbal warning**. A second violation may result in a **written warning**, and a third violation of any Policy may result in **dismissal** from employment.

An employee has the option, after receiving notification of nonrenewal or notification of dismissal, to appeal the decision directly to the administration within seven (7) business days, by giving previous notice to the administration. The administration will hear the employee's and administrator's positions and render a decision. The administration decision is final. Failure to the request a meeting with the school administration within that time frame shall waive the person's right of appeal.

Faith Fellowship School uses progressive discipline principles when dealing with a personnel problem if the administration, in its sole discretion, believes its use is warranted. There are some circumstances when immediate suspension or termination may be appropriate without the use of such a graduated procedure. If progressive discipline is used, the administration reserves the right to terminate the procedure at any time before all progressive discipline steps have been completed. An employee under progressive discipline should not expect that any steps not completed before the end of the school year will be carried over to a new school year.

### **Training Requirement**

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

### **Reporting Misconduct by Instructional Personnel and Administrators**

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the school administration. Reports of misconduct committed by administrators should be made to president of the board of Faith Church of the Redlands, home of FFS.

Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the teachers' lounge, and on our website at [www.faithfellowshipschool.org](http://www.faithfellowshipschool.org)



# FAITH FELLOWSHIP SCHOOL

Establishing the kingdom of God with a new generation

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## Acknowledgement of Responsibility

This handbook is not a contract, but it is intended to clarify the current policies that guide our work and ministry together. To the fullest extent possible, this Christian school desires to maintain an open door to any concerns, questions, or suggestions and to promptly implement appropriate changes. Therefore, the policies are not contractual in nature, and they may be changed from time to time without notice as management determines what will most effectively accomplish the school’s objectives. I understand that I must support all the policies of Faith Fellowship School through my actions and words.

Unless you have a written employment contract, such as for an administrator or a teacher, your employment is “at will” and has no specified term. That means that just as you are free to end your employment relationship with the school at any time and for any or no reason, the school may do likewise.

(New employees) I received a copy of Faith Fellowship School’s employee handbook on \_\_\_\_\_ (date). I understand and agree that its provisions do not create an employment contract, express or implied. I also understand that if I do not have a written employment contract, I am an at-will employee (typically members of the support staff).

Employee signature

\_\_\_\_\_

(New employees to sign this paragraph at a later date) I have had the opportunity to carefully read the employee handbook and have been given an opportunity by the school administrator to discuss its contents and ask any questions about it that I may have. This meeting took place on \_\_\_\_\_ (date) at the school office. I am prepared to follow the instructions of the handbook.

Employee signature

\_\_\_\_\_

Principal signature

\_\_\_\_\_

(Returning employees) I received a copy of Faith Fellowship School’s employee handbook on \_\_\_\_\_ (date). I understand and am prepared to follow its instructions. I reaffirm that its provisions do not create an employment contract, express or implied. I also understand that if I do not have a written employment contract, I am an “at will” employee (typically members of the support staff).

Employee signature

\_\_\_\_\_