

**Living Word Christian School**

# **Employee Handbook**



**2011/2012**

# Living Word Christian School

2900 North Tamiami Trail  
North Fort Myers, FL 33903

*PROMOTING GODLY KNOWLEDGE, WISDOM, AND INTEGRITY*

*SERVING GRADES 1 - 12 SINCE 1995*

*SCHOOL COLORS - NAVY AND BURGUNDY SCHOOL MASCOT - TIGER*

*School:* (239)997-7702

*Fax:* (239)997-7719

*Website:* [www.livingwordministriesnfm.org](http://www.livingwordministriesnfm.org)

*Online Documents:* Parent Handbook  
Student Enrollment or Re-enrollment Form  
Parent Permission Form  
Medication Permission Form  
Sunshine School Uniforms and Price List  
Lunch Order Forms  
L.W.C.S. Ethics in Education Statement

*School Board of Directors:* Rev. John L. Allison, Senior Pastor  
Rev. Paul Viens, Associate Pastor  
Rev. John Denkhaus, Associate Pastor  
Mr. Sean Leverone, Trustee

*Principal:* Mrs. Phyllis Allison

Emergency contacts:  
Pastor John Allison Cell 239-910-3367  
Mrs. Phyllis Allison Cell 239-910-3384  
Rev. Mark Gibson Cell 910-2299

School Door Keyless Entry: \_\_\_\_\_

Burglar Alarm Code: \_\_\_\_\_

These codes are not to be shared under any circumstances.

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## INTRODUCTORY SUMMARY

### GENERAL DESCRIPTION

#### Goal:

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

#### Overview:

The teacher shall be born again, who feels called of God to the teaching profession.

Responsible to: The senior Pastor, Board of Directors and Principal.

Evaluation: Teacher performance will be evaluated in accordance with provisions of the Board's Policy on evaluation of professional personnel and this job description detailed in this handbook.

### REQUIRED PERSONAL QUALITIES

#### The Teacher Shall:

- ✦ Have received Jesus Christ as His or Her personal savior.
- ✦ Believe that the Bible is God's Word and standard for faith and daily living.
- ✦ Be in wholehearted agreement with the school's Statement of Faith and Christian Philosophy of education.
- ✦ Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical Standards for sexual conduct.
- ✦ Attend at least 1 church service per week and believe the work of the cross plus nothing is the way of salvation.
- ✦ Show by example the importance of Scripture study, memorization, prayer, witnessing and Unity in the Body of Christ.
- ✦ Possess the spiritual maturity, academic ability and personal leadership qualities to "Mold a Child to the path he must follow".
- ✦ Recognize the role of parents as primarily responsible before GOD for their children's education and be prepared to assist them in such task.

- ✦ Demonstrate character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self control, perseverance and punctuality.
- ✦ Meet daily stressors with emotional stability, objectivity, and extreme optimism.
- ✦ Maintain a personal appearance that is a Christian role model of cleanliness, modesty and good taste in agreement with school policy.
- ✦ Use standard English in all written and oral communication
- ✦ Respectfully submit and be loyal to constituted authority.
- ✦ Will promptly notify administration of any policy he or she is unable to support.
- ✦ Refuse to utilize or circulate confidential information inappropriately or negatively.

## **JOB DESCRIPTION**

### **ESSENTIAL FUNCTIONS**

The teacher shall;

- ✦ Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- ✦ Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and your Christian example.
- ✦ Lead students to a realization of their self-worth in Christ
- ✦ Cooperate with the board and administration in implementing all policies, procedures and directives governing the operation of the school.
- ✦ Administer classes as assigned, following prescribed scope and sequences scheduled by the Procedure Manual.
- ✦ Integrate Biblical principles and the Christian Philosophy of education throughout curriculum and activities.
- ✦ Maintain proper discipline in the classroom and on the school premises conducive to a positive learning environment.

- ✦ Maintain a clean, attractive and well ordered classroom.
- ✦ Plan student academic needs according to the Procedure Manual.
- ✦ Plan a program of study that meets the individual student's needs, interests and his or her abilities, challenging each student to do their best.
- ✦ Utilize valid teaching techniques to achieve curriculum goals within the framework of the Procedure Manual and the schools philosophy.
- ✦ Employ a variety of instructional aides, methods and materials that will provide for creative teaching in order to reach the whole child; meeting their spiritual, mental, physical, social, and emotional needs.
- ✦ Plan through approved channels the balanced classroom use of field trips, guest speakers and other media.
- ✦ Assess students' academic progress on a regular basis providing progress reports as required.
- ✦ Maintain regular accurate attendance and grade records.
- ✦ Inform administration, parents and student adequately of progress or challenges they may be facing.
- ✦ Recognize the need for good public relations by representing the school in a favorable and professional manner to the schools constituency and public.
- ✦ Develop and maintain rapport with students, parents and staff by demonstrating friendliness, respect, dignity and consideration.
- ✦ Follow the Principles of Matthew 18:16-20 in regard to conflict with students, parents, staff and administration.
- ✦ Maintain a teachable attitude in every area of ministry.
- ✦ Attend and participate in scheduled devotional, in-service days, staff and other required meeting or functions.
- ✦ Become familiar with all emergency procedures.

## JOB DESCRIPTION

### Supplemental Functions

The Teacher shall

- ✚ Supervise extracurricular activities, organizations and outings as assigned.
- ✚ Utilize evaluation processes for professional growth.
- ✚ Provide input and constructive recommendations for school improvement.
- ✚ Support the broader program of the school by participating in extracurricular activities.
- ✚ Perform any other duties that may be assigned by the administration.

If you agree with this job description

If you believe that each and every school day is a divine appointment with your students

If you are enthusiastic

If you love kids of all kinds

If you believe you have a holy calling and are looking for a ministry and not a job

Then please continue reading the LWCS Employee Handbook. If, after reading, you are still in agreement, complete and sign the following forms included in the employment packet.

- A) Complete the LWCS Employment Application
- B) Arrange with administration for submission of electronic fingerprints
- C) Complete the Affidavit of Good Moral Character and have it notarized
- D) Complete W-4

Return the forms to the school before your first day of employment.

*The following are the Florida statutes provided by the Department of Education which will cause an individual to become ineligible for employment with children. This is a sample of the affidavit required by LWCS for you to sign and return notarized. All pages of this document must be returned to school prior to employment.*

## AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida  
Lee County

Before me this day personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says;

I am an applicant for employment or am currently employed (requiring level 2 screening under chapter 435, Florida statutes) at Living Word Christian School located at 2900 North Tamiami Trail, North Fort Myers, Florida 33903.

By signing this form, I am affirming that I have not been found guilty or entered a plea of guilty or *nolo contendere*, (no contest), regardless of the adjudication, to any of the following charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also attest that I do not have a delinquency record that is similar to any of these offenses.

I understand I must acknowledge the existence of any criminal records relating to the following list regardless of whether or not those records have been sealed or expunged I understand that I am also obligated to notify my employer of any possible disqualifying offenses that may occur while employed in a position subject to background screening under Chapter 435, Florida Statutes.

**1012.315 Disqualification from employment** - A person is ineligible for educator certification, instructional personnel and school administrators as defined in **s. 1012.01**, are ineligible for employment in any position that requires direct contact with students in a district school system, charter school or private school that accepts scholarship students under **s.220.187** or **s.1002.39**, if the person, instructional personnel or school administrator has been convicted of;

- (1) Any felony offense prohibited under any of the following statutes:  
(a) Section **393.135**, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.

- (b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- (c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- (d) Section 782.04, relating to murder.
- (e) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
- (f) Section 784.021, relating to aggravated assault.
- (g) Section 784.045, relating to aggravated battery.
- (h) Section 784.075, relating to battery on a detention or commitment facility staff member or a juvenile probation officer.
- (i) Section 787.01, relating to kidnapping.
- (j) Section 787.02, relating to false imprisonment.
- (k) Section 787.025, relating to luring or enticing a child.
- (l) Section 787.04(2), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
- (m) Section 787.04(3), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
- (n) Section 790.115(1), relating to exhibiting firearms or weapons at a school-sponsored event, on school property, or within 1,000 feet of a school.
- (o) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property.
- (p) Section 794.011, relating to sexual battery.
- (q) Former s. 794.041, relating to sexual activity with or solicitation of a child by a person in familial or custodial authority.
- (r) Section 794.05, relating to unlawful sexual activity with certain minors.
- (s) Section 794.08, relating to female genital mutilation.
- (t) Chapter 796, relating to prostitution.
- (u) Chapter 800, relating to lewdness and indecent exposure.
- (v) Section 806.01, relating to arson.
- (w) Section 810.14, relating to voyeurism.
- (x) Section 810.145, relating to video voyeurism.
- (y) Section 812.014(6), relating to coordinating the commission of theft in excess of \$3,000.
- (z) Section 812.0145, relating to theft from persons 65 years of age or older.
- (aa) Section 812.019, relating to dealing in stolen property.
- (bb) Section 812.13, relating to robbery.
- (cc) Section 812.131, relating to robbery by sudden snatching.
- (dd) Section 812.133, relating to carjacking.
- (ee) Section 812.135, relating to home-invasion robbery.
- (ff) Section 817.563, relating to fraudulent sale of controlled substances.
- (gg) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- (hh) Section 825.103, relating to exploitation of an elderly person or disabled adult.
- (ii) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
- (jj) Section 826.04, relating to incest.
- (kk) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

- (ll) Section 827.04, relating to contributing to the delinquency or dependency of a child.
  - (mm) Section 827.071, relating to sexual performance by a child.
  - (nn) Section 843.01, relating to resisting arrest with violence.
  - (oo) Chapter 847, relating to obscenity.
  - (pp) Section 874.05, relating to causing, encouraging, soliciting, or recruiting another to join a criminal street gang.
  - (qq) Chapter 893, relating to drug abuse prevention and control, if the offense was a felony of the second degree or greater severity.
  - (rr) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
  - (ss) Section 944.47, relating to introduction, removal, or possession of contraband at a correctional facility.
  - (tt) Section 985.701, relating to sexual misconduct in juvenile justice programs.
  - (uu) Section 985.711, relating to introduction, removal, or possession of contraband at a juvenile detention facility or commitment program.
  - (2) Any misdemeanor offense prohibited under any of the following statutes:
    - (a) Section 784.03, relating to battery, if the victim of the offense was a minor.
    - (b) Section 787.025, relating to luring or enticing a child.
  - (3) Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed in subsection (1) or subsection (2).
  - (4) Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under s. 943.0435(1)(a)1.d.
- 435.04 Level 2 screening standards.**— (1) All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of this subsection, security background investigations shall include, but not be limited to, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.
- (2) The security background investigations under this section must ensure that no persons subject to the provisions of this section have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction:
    - (a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
    - (b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
    - (c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
    - (d) Section 782.04, relating to murder.
    - (e) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
    - (f) Section 782.071, relating to vehicular homicide.
    - (g) Section 782.09, relating to killing of an unborn quick child by injury to the mother.
    - (h) Section 784.011, relating to assault, if the victim of the offense was a minor.
    - (i) Section 784.021, relating to aggravated assault.

- (j) Section 784.03, relating to battery, if the victim of the offense was a minor.
- (k) Section 784.045, relating to aggravated battery.
- (l) Section 784.075, relating to battery on a detention or commitment facility staff.
- (m) Section 787.01, relating to kidnapping.
- (n) Section 787.02, relating to false imprisonment.
- (o) Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings.
- (p) Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering a child to the designated person.
- (q) Section 790.115(1), relating to exhibiting firearms or weapons within 1,000 feet of a school.
- (r) Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon on school property.
- (s) Section 794.011, relating to sexual battery.
- (t) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.
- (u) Chapter 796, relating to prostitution.
- (v) Section 798.02, relating to lewd and lascivious behavior.
- (w) Chapter 800, relating to lewdness and indecent exposure.
- (x) Section 806.01, relating to arson.
- (y) Chapter 812, relating to theft, robbery, and related crimes, if the offense is a felony.
- (z) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (aa) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- (bb) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- (cc) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- (dd) Section 826.04, relating to incest.
- (ee) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- (ff) Section 827.04, relating to contributing to the delinquency or dependency of a child.
- (gg) Former s. 827.05, relating to negligent treatment of children.
- (hh) Section 827.071, relating to sexual performance by a child.
- (ii) Section 843.01, relating to resisting arrest with violence.
- (jj) Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.
- (kk) Section 843.12, relating to aiding in an escape.
- (ll) Section 843.13, relating to aiding in the escape of juvenile inmates in correctional institutions.
- (mm) Chapter 847, relating to obscene literature.
- (nn) Section 874.05(1), relating to encouraging or recruiting another to join a criminal gang.
- (oo) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor. (pp) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- (qq) Section 944.35(3), relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.
- (rr) Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.

# EXAMPLE

- (ss) Section 944.47, relating to introduction of contraband into a correctional facility.
- (tt) Section 985.701, relating to sexual misconduct in juvenile justice programs.
- (uu) Section 985.711, relating to contraband introduced into detention facilities.

Under the penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss.837.012, or 775.082, or 775.083, Florida Statutes, I attest that I have read the foregoing, and I am eligible to meet the standards of good character for this caretaker position.

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

OR

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or offenses.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

This person is personally known to me or produced the following identification

\_\_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public, State of Florida

My signature, as a Notary Public, verifies the affiant's identification has been validated by

Notary State Seal:

# EXAMPLE

# *Living Word Christian School*

## **Mission Statement**

Committed to Christ, Living Word Christian School provides a biblically based, academically excellent education in a nurturing environment developing each student's full potential to impact their world for Christ.

### **FOUNDING PHILOSOPHY**

Since 1995 Living Word Christian School has desired to reach out to our community in the name of our Lord. LWCS acknowledges the trust placed in us by our parents and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Living Word Christian School does not assume such authority in the school setting and teaches only those fundamentals of the Christian faith, which are held common to all in Christ's church.

### **PHILOSOPHY OF CHRISTIAN EDUCATION**

We believe that the very essence of a student's Christian education is not just academic but must include the integration of Scripture and the application of biblical truth in every aspect of life. Fostering the development of faith in our students by stimulating moral and ethical thinking, modeling grace-filled relationships and providing experiences that allow students to put their faith into action in every dimension of their life - all are part of the Christian education process. The vision that we share with our students and the attitudes with which we equip them will enable them to become principled adults whose lives are lived in relationship with God. We believe that Christian education is for Christian life. It is a holy calling for our teachers to lead our students to be conformed to the model of Christ in the whole of their existence, in the whole framework of their beliefs, in the whole complex of their feelings and attitudes, and in every spectrum of their actions.

### **PURPOSE STATEMENT**

Living Word Christian School exists as a co-educational evangelistic school that encompasses first through twelfth grade. We are a partnership of home and school, working together for the purpose of preparing students spiritually, academically, physically and emotionally for the challenge of life. We "disciple" students in their relationship with their Lord and Savior Jesus Christ, and bring honor and glory to Christ through our educational ministry.

## STATEMENT OF FAITH

We believe...

The Bible to be the inspired and the only infallible and authoritative Word of God.

We believe...

There is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe...

In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe...

That salvation can be neither deserved nor earned, but that it is a gift of God, bestowed in mercy upon those who accept it by faith.

We believe...

In the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

We believe...

In the spiritual unity of believers in our Lord Jesus Christ.

We believe...

In the present ministry of the Holy Spirit by indwelling the Christian, enabling him to live a Godly life.

## GOALS

The staff of Living Word Christian School must be committed to partnering with each family:

- ✚ To provide an education that is scholastically excellent and Christ-centered, in an environment that is emotionally supportive and caring.
- ✚ To develop each student's God-given spiritual, physical, mental, social and artistic gifts to their fullest potential

- ✦ To develop in each student an understanding of the Lordship of Christ, to encourage a personal relationship with Christ with the help of the family and church.
- ✦ To help students to develop a biblical worldview, thus enabling them to serve God in spirit, mind and body. To actively participate in the expansion of Christ's kingdom, to exercise Godly stewardship of the creation and to glorify God in every aspect of life.
- ✦ To continually review and improve our procedures and programs through evaluation, parent input, teacher/staff training and staff evaluation. To provide extra-curricular activities as our resources allow.
- ✦ To prepare students for success in college both in biblical and secular knowledge.
- ✦ To ensure that the staff will support the LWCS Statement of Faith, mission, purpose and philosophy.
- ✦ To regularly provide communication regarding each student's progress.
- ✦ To ensure that all board members and employees exemplify Christ in their personal lives.
- ✦ To follow the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.
- ✦ To pray for students, their families and LWCS.

## **PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT**

Living Word Christian School is an equal opportunity employer. It does not discriminate in hiring or promotion on the basis of age, race, sex, color, creed, national origin, handicap or disability. It also does not tolerate remarks or statements that indicate discrimination on any of those bases.

Harassment or discrimination in violation of federal law in any form, either by conduct or statement, is improper or will not be tolerated. Any such improper conduct or statement undermines the integrity of the workplace. No employee - either male or female - is to be subjected to any type of harassment or discrimination in violation of federal law.

Sexual harassment is behavior or comments that are not welcomed by an employee, is personally offensive to an employee, that destroys morale and that by its nature

interferes with a safe and harmonious workplace. Improper conduct or comments of this nature may result in termination of the employee engaging in the conduct or making the statements. Unwelcome comments or physical advances, requests for favors of a sexual nature and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term of employment or
2. Submission to or rejection of the conduct is used as a basis of making employment decisions; or
3. The comments or conduct has the purpose or effect of substantially interfering with an individual's work performance; or
4. The comments or conduct creates an intimidating, hostile or offensive work environment.

Living Word Christian School will not tolerate sexual harassment of any kind. LWCS however cannot remedy the situation or discipline an employee who is engaging in conduct or making statements that amount to sexual harassment if it is not reported. You are encouraged to report any incidents of sexual harassment to which you are subjected or which you witness.

If you believe that you have been subjected to harassment or discrimination in violation of federal law or have witnessed such harassment or discrimination, you should immediately:

- ✚ Report the comments or conduct to a member of the administration.
- ✚ Immediately contact the senior pastor if you are uncomfortable or unwilling to discuss the problem with a member of the administration.

*Inspired by the song lyrics "I did it my way" many of us have found that real life calls for a different set of answers. In truth, none of us can "make it" without God's help. Try these lyrics instead, and remember God's way is the high way!*

*"I love you, O Lord, my strength.  
The Lord is my rock, my fortress and my deliverer;  
My God is my rock, in whom I take refuge.*

## **POLICIES AND PROCEDURES**

Organizations that become successful are constantly studying “Standard Operating Procedures.” It is important for an organization to establish efficient systems and clear rules that help everyone in daily operations. In the case of LWCS the staff is to follow the Procedures Manual. One of the goals at LWCS is to be sure that our rules and procedures be uppermost in our mind with one purpose and one purpose only - “The improvement of instruction to the glory of God.” Remember, success is in the system. Work the system and the system will work. It takes all of us working together with consistency to have this success.

*Make the tree good, and his fruit good; or else make the tree corrupt, and his fruit corrupt: for the tree is known by his fruit. Matthew 12:33*

### **CONDUCT**

As an employee, you are expected to observe basic rules for good conduct. Most of these are common sense rules of fair play. As a member of the school team, it is important that you understand these rules and the penalties for breaking them. Ignorance of these rules and school policy is no excuse. If conduct warrants action a reprimand may ensue. The reprimand may include:

- *Verbal Reprimand* - Used to make you aware of rule infractions and to counsel you on the improvement needed to meet job requirements.
- *Second Verbal Reprimand* - Serves to notify you of policy or procedure violations.
- *Final Verbal Reprimand* - Serves to notify you of additional or continued violations.
- *Termination*

The following list of unacceptable actions is not all-inclusive; there may be other circumstances for which an employee may be disciplined, up to and including immediate termination. Some reasons for disciplinary action include, but are not limited to:

1. Failure to comply with LWCS policies.
2. Excessive absences or tardiness.
3. Poor job performance.

4. Violation of a child's safety.
5. Wasting time or leaving your work area without permission for non-job related reasons.
6. Use of abusive or profane language.
7. Sleeping or inattention while on duty.
8. Consistent failure to follow instructions.
9. Divulging confidential information.
10. Conduct not in conformance with biblical principles.
11. Convicted of criminal charges.
12. Exhibit behaviors inappropriate as models and examples for the students enrolled at LWCS.

### **CONFIDENTIALITY OR PROPRIETARY INFORMATION**

All employees share responsibility regarding the use and protection of proprietary information. Proprietary information is any data or information that is verbal, written or electronic which is considered confidential, important or sensitive, including, but not limited to, student information, financial information and agreements with students or their families. In consideration of your continued employment, you must keep proprietary information secret and confidential during your tenure with LWCS and for two years after your employment ends, whether it ends voluntarily or involuntarily.

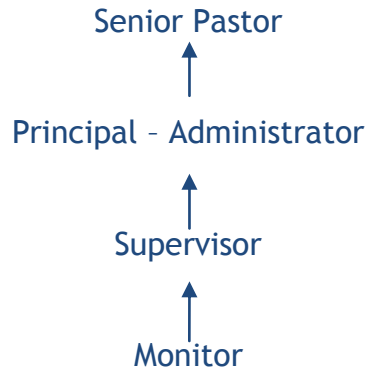
### **DRUG FREE STATEMENT**

To maintain the highest quality work force and to fulfill our responsibility as a Christian school, LWCS supports a drug and alcohol free work environment. LWCS reserves the right to test any employee randomly for the presence of illegal drugs, controlled substances or alcohol.

## **CHAIN OF COMMAND**

By following the chain of command school day monkeys do not become Gorillas!

### School Day Chain of Command



## **ELECTRICAL APPLIANCES**

No electrical appliances such as refrigerators, microwaves or coffee makers are allowed in classrooms due to fire-code. All of these items are available and provided in designated areas.

Microwaves and refrigerators are not for student use.

## **EMPLOYEE EXPECTATIONS**

L.W.C.S. Staff is required to be diligent in the supervision of students and enforcement of student rules and regulations as outlined in the Student Handbook as established by the Procedures Manual. Failure to do so will be considered an infraction of employee expectations and may result in disciplinary action. Staff members should never criticize one student to another or another teacher to either students, parents or other teachers. Gossip and backbiting are always harmful, particularly in a close community such as ours. Everyone should be treated courteously, regardless of the situation. Employees are expected to follow the Matthew 18 principle and to treat each other with a mutual respect from the example of Christ.

## **INCLEMENT WEATHER**

LWCS will follow the decision of the Lee County School Board regarding weather emergencies. If public school is not in session, we will be closed as well.

## **LEAVE OF ABSENCE (LOA)**

### **DISCRETIONARY LEAVES OF ABSENCE**

A leave of absence for educational, family and medical reasons or personal reasons

may be granted to any eligible employee. You must present a Leave of Absence Request in writing to LWCS 30 days in advance when the need for a leave of absence is foreseeable. Each case, other than those covered by the Family and Medical Leave Act, will be determined on its own merits. Military leave will be granted in accordance with applicable State and Federal Law.

## **MAINTENANCE OF WORK AREA**

A neat, clean and orderly environment is the supervisor's responsibility. Students should be held accountable by their supervisor for keeping their classroom(s) neat and orderly. Before being dismissed on breaks desks should be neat and the classroom clean. This includes picking up all debris left on the classroom floor (i.e., pens, pencils, paper wads, etc.) before he/she departs the classroom. At the end of the day, classroom chairs are to be pushed in. Should repairs be needed, administration should be notified immediately.

## **RESOLVING MISUNDERSTANDINGS BY THE PRINCIPLE OF MATTHEW 18**

*Matthew 18 Principle of Love, Correction and Good Communication:*

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that *‘by the mouth of two or three witnesses every word may be established.’*<sup>[b]</sup> If he refuses to hear them, tell *it* to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and teacher, or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature and glorifying to God. This is the Matthew 18 Principle. It is the desire of Living Word Christian School to maintain a good relationship with employees through fair and considerate dealings.

Certain lines of authority are then set down:

- Classroom problems should be handled primarily between parent and teacher in a prayerful and discreet manner. If either party does not receive satisfaction, the next step should involve both parties and the principal. In the event this step is unsuccessful, contact with the senior pastor is acceptable and fair.
- Problems with school policy or procedure should be taken up with the principal. If no solution is found, then all parties should bring the matter to the senior pastor for consideration.
- Parent to parent problems should be solved between the persons involved, without the involvement of teachers, administration or other parents.

- If, as a parent, you find fault with a teacher, administrator, board member or another parent, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to temptation and begin “gossip sessions” with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving the problem, compounds it.

## **SECURITY**

In order that disruption of the educational process is kept to a minimum, Living Word Christian School operates a closed campus. Students receiving visitors, other than parents, must receive permission from the school principal in advance of the visit. Entry and alarm codes for the building and school office keys will be issued at the beginning of the school year. Codes are not to be given to **any other person**. Keys are not to be loaned or duplicated. Teachers need to lock doors and set the alarm if they are the last one out. Lost keys should be reported as soon as possible. When teachers use the facility during non-school hours, doors must be double checked for closure/locking when coming or going. If the security alarm is inadvertently activated enter the code again and press stay. Call the alarm company phone number by key pad immediately and cancel police response. This will prevent a false alarm fee. If the police do show up senior staff must be informed immediately.

## **SOLICITATIONS**

No solicitations of any kind may be made on LWCS premises or on school time. Parents are not to be solicited for any reason to sell products of any kind. Business affairs, other than school business, should not be conducted during school time. It is the policy of Living Word Christian School that the school shall not participate in business programs, either directly or indirectly, other than its primary business of education. LWCS is a nonprofit, tax-exempt corporation, and this policy is intended to avoid situations that might adversely affect this status. Furthermore, LWCS is a ministry of Jesus Christ, and this policy is intended to preclude the possibility of entering into any business proposition that could negatively affect its outreach and witness for Him. This policy does not prevent individual members of LWCS or its Board of Directors from participating in any business of their choice, but it does prohibit them from representing LWCS in any business venture they choose to pursue.

## **TELEPHONES**

No long distance calls should be made from school unless they pertain to a field trip, school activity, or a serious family issue. There is a charge for all information calls (411). Please do not use this service from a phone in the school. Cell phone usage by employees should be limited to before/after school hours or designated breaks. All cell phones must be turned off during classroom instruction and during supervision inside and out.

# EMPLOYEE BENEFITS

*And as ye would that men should do to you, do ye also to them likewise.  
Luke 6:31*

## **ABSENCES**

Faculty members must be in their assigned areas with their students at 8:00 a.m. Tardiness is a poor model to set for students. If a teacher is unable to be present for school, or will be tardy to class, the principal must be notified as soon as possible. The following regulations apply concerning faculty absences from official duties:

## **PERSONAL LEAVE**

Personal Leave is granted to employees for the purpose of transacting personal business, household or family matters that require absence from work during an employee's normal workday. No more than 1 Personal Leave day can be used in a semester. These days are not paid. Star Friday may be taken off by the teacher if all of their students are off that day and all responsibilities have been fulfilled. Please remember, it may be necessary for a student who is finished for the star period to be at school. It is a regular school day.

## **SICK LEAVE**

Sick Leave is granted to employees to protect them from endangering their health and that of their co-workers and students. Sick Leave is only to be used if needed, and is a benefit that is not to be abused. Sick Leave may be used for personal illness or to care for an ill immediate family member (spouse, children, parents or in-laws). Employees must make every effort to schedule non emergency appointments with physicians after school hours. Sick Leave can also be used if necessary to be away from school for bereavement for an immediate family member (spouse, children, siblings, siblings' spouses, parents or parents-in-law, grandparents, spouse's grandparents). Teachers who must be out sick need to call the principal between the hours of 6:00 a.m. and 7:00a.m the day they will be absent or the evening before. Full-Time teachers are granted 3 days of sick leave per school year. Sick days will not be paid if not used by the end of the school year.

## **HOLIDAYS**

Holidays are observed as per the LWCS school calendar.

# EMPLOYEE OBLIGATIONS

Employees are obligated to abide by the agreement made between LWCS and the employee. Discrepancy or misunderstanding about job issues should be discussed and resolved at the earliest possible time.

## STAFF HOURS:

Regular hours are 8:00a.m. - 4:00 p.m. Monday - Friday

## MANDATORY STAFF ATTENDANCE

Opening Exercises

Special meetings as needed

The Big Event

Designated school events

Fall Educators Convention

In-service/staff development meetings

Parent/Teacher Conference Days

Teachers should make it a priority to attend events. This is extremely valuable in developing the appropriate and professional rapport with students.

## Evaluations

Employee evaluation and assessment are conducted systematically throughout the year. In addition to a six and nine week observation period for new employees, an annual formal personnel evaluation will be made of all employees. Pay adjustments if any, will be reflected in the next year's salary and are based on a combination of base percentages and your evaluation.

## Evaluating factors for staff include:

- Performance of assigned duties with and without supervision
- Adaptability to new assignments
- Completion of assignments with accuracy and punctuality
- Personal appearance
- Punctuality
- Attendance
- Personal integrity and confidentiality
- Public relations
- Positive attitude toward the ministry of LWCS, its administration, parents, students and employees
- Positive Christian witness
- Appropriate regard for and stewardship of the school facility and resources
- Clear and consistent understanding of the principles of Christian education
- Competence in assigned teaching areas

- Effective classroom control in compliance with school policies and procedures
- Implementation of improvements suggested by administration
- Effective and appropriate communication with parents, students, colleagues and administration

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

In compliance with the Family and Medical Leave Act (FMLA), LWCS permits eligible employees to take leave without pay for a period of up to 12 weeks in any 12-month period for any one of the following reasons:

- For the birth or care of your son or daughter;
- For the placement with you of a son or daughter for adoption or foster care;
- For the care of a spouse, parent or individual who stands or stood in *loco parentis* with a serious health condition;
- For the care of a son or daughter (including stepchild, foster child or child for which you are standing in *loco parentis*) under the age of 18 with a serious health condition;
- To care for a son or daughter (including stepchild, foster child or child for which you are standing in *loco parentis*) over the age of 18 with a serious health condition and is unable to care for him or herself due to a mental or physical condition; or,
- For any serious health condition (including illness or injury) that renders you unable to perform the essential functions of your job.

## **UNEMPLOYMENT COMPENSATION**

Living Word Christian School employees are ineligible for unemployment compensation due to the 501(c)(3) status of Living Word Ministries Inc., L.W.C.S. is operated, supervised and controlled by the ministry. This means employees will be unable to collect unemployment in the event of a layoff or dismissal. Please refer to the following statute:

Florida Department of Revenue <http://dor.myflorida.com/dor/uc/GT-800058>

## **WORKERS COMPENSATION**

Florida Law requires that if you are hurt while performing assigned job activities, and your injury requires treatment by a physician, you must file a Workers Compensation claim. Administration should be informed immediately of any injuries.

# GENERAL EMPLOYEE INFORMATION

*" All children are gifted. Each individual child is a treasure chest, full of potential. The right teacher is needed to unlock them." Author Unknown*

## ATTENDANCE

Your regular attendance is very important. If for any reason you are unable to report to work or are going to be late for duty, it is your responsibility to notify your principal. If you are absent for three consecutive days with no notification, LWCS will assume you have voluntarily resigned your job and you will be dropped from the payroll. Repeated tardiness or absence jeopardizes your work record and job.

A good attendance record is an indication of your interest in work and affects the record favorably when promotion and salary increases are considered. Attendance irregularities will not be tolerated and may result in counseling and, if not corrected, discharge. Failure to properly report an absence prior to the start of the school day may be grounds for disciplinary action.

## COMMUNICATION

Good communication is vital for efficient and effective relations. You are expected to accept the responsibility for knowing all information relating to your work, for all matters discussed in staff meetings, and for all other communications affecting your relationship with LWCS. If you have a restriction on your ability to perform your assigned job duties, you must inform LWCS immediately. If the inability is caused by a "disability" covered by the Americans with Disabilities Act and you are able to do the essential functions of your job with a reasonable accommodation, LWCS will provide you with that reasonable accommodation.

## EMPLOYEE DESIGNATED PARKING

All employees must park in the front parking lot in the most northern spaces facing Business 41.

## ETHICS

All employees share to some degree in the responsibility for observing biblical principles in their conduct. In general, the following applies to all employees:

- You must hold in strict confidence all information concerning students or school business and must not discuss it with persons not concerned with such information and certainly never with people outside the school who do not need the information.
- Your professional life is expected to be conducted to the highest biblical standards.

## **FINANCIAL RESPONSIBILITY**

Your financial affairs are your personal business. However, when financial obligations are not fulfilled, creditors will submit collection letters and/or attachments to LWCS for action. If the attachments have been processed through the appropriate legal channels, by law LWCS must accept and act on them. When LWCS receives such letters/attachments, an effort will be made to persuade the employee to settle the account.

## **LOST OR STOLEN VALUABLES**

Living Word Christian School cannot be held responsible if an employee's purse, briefcase or other property is stolen. Employees should not bring valuables to work and are asked to exercise care in securing belongings.

## **PERSONAL APPEARANCE**

At Living Word Christian School a high degree of self-respect, modesty and professionalism is expected in dress. Neatness, cleanliness, modesty and a demonstration of self-respect should be the guidelines. Middle and high school classroom male teachers are expected to wear a shirt and tie and docker style pants. Middle and high school classroom female teachers may wear loose fitting pants, knee length (when seated) skirts, and shirts with sleeves and that cover the chest up to the clavical. Professional footwear is required. Close toed shoes only. Staff attire should always meet the standards of the student dress code.

## **PERSONAL COMMUNICATION**

Please direct all personal mail, phone calls and visiting to your residence.

## **PERSONAL PROPERTY**

You are encouraged to keep the amount of personal property (money, jewelry, etc.) that you bring to work with you to a minimum. LWCS will not be responsible for the loss or destruction of personal property kept by you at work. LWCS asks that teachers refrain from placing personal articles (vases, pictures, etc.) in the learning centers.

## **TEAMWORK**

Employees of LWCS are team members dedicated to all aspects of the goals, expectations, mission, philosophy and purpose of the school. Our major focus is the education of young people's minds in a godly manner. In order to maintain this focus, a true team spirit must prevail between Administration and Staff. For a team to work effectively, each member must lend support and encouragement to the other members. Conflicts should be handled according to the Matthew 18 Principle. All employees are encouraged to maintain an awareness of the ministerial aspect of LWCS and to conduct themselves accordingly.

*"R + R - R = R + R"*

*Rules and Regulations minus Relationships equals Resentment and Rebellion*

## **LWCS STUDENT AND STAFF ACCIDENT / INCIDENT REPORT**

Using good judgment can prevent most accidents. If you have an accident while working, no matter how small, you must immediately report it to administration. An employee accident report will be filled out. If emergency care is required it will be arranged for you to go to the emergency room for medical examination and necessary treatment. There are specific providers mandated by Workers Compensation insurance you must see unless it is a serious emergency. LWCS carries Workers' Compensation Insurance which covers employees for accidents occurring while at work. If you fail to follow the proper reporting procedure, you may jeopardize your Workers' Compensation benefits.

Please report all incidents or occurrences that interrupt normal procedure or precipitate a serious situation, including vandalism, trespassing, a serious confrontation with a parent or student, responding to an alarm, injury and other such incidents, by using the LWCS Student and Staff Accident/Incident Report. This report must be turned into administration the day of the incident/accident.

### **STUDENT INJURY**

Basic Procedures for Teacher Assessment of Student Injury

1. The teacher will make an initial assessment of the child.
2. The teacher will summon assistance needed.
3. Procedure for Clean-up of Blood and Body Fluids:  
Spills of blood and body fluids should be cleaned up immediately. Blood should be covered with paper towels until disinfecting can be done.

Remember:

- a. Wear gloves.
- b. Contact Principal
- c. Throw all that you can in the toilet. Dispose of gloves, soiled towels and other non-flushable waste in a regular trash bag. Double bagging is advised. The bag must be sealed securely.
4. Accident/Injury report will need to be completed

### **SUPERVISION OF STUDENTS/ COMPUTER USE/ CLASSROOM DEMEANOR**

There always exists a temptation to conduct the class in an informal fashion. This is contrary to the school's philosophy. Relationships between teachers and students of LWCS should be maintained at a professional teacher/student level at all times. No student should be left in a classroom, play area or anywhere on LWCS property unsupervised. If you must leave your assigned area of supervision, you must have some other adult to replace you prior to leaving in order to avoid an unsupervised situation that could result in a problem arising. Students must be supervised at all times. Students should also be supervised at all times while using the school's computers. It is a teacher's responsibility to be sure that students are using school computers for only school related research or projects, never as a "filler" or to

*“surf the net”*. Instructional time is to be protected. It is also the responsibility of the teacher to provide the supervision necessary to assure security for both the student and the school’s computer systems.

## **EXTRA-CURRICULAR ACTIVITY ELIGIBILITY POLICY**

The academic ineligibility of a student for extra-curricular activities is based on accomplishment of daily goals. A student that has fallen behind in daily goals may not participate in extra-curricular activities. Students should be encouraged to work ahead to be sure to be eligible for all field trips, fun days, etc.

## **TEACHER ACADEMIC REPORTS**

Each teacher will keep a record of grades sufficient to accurately assess and to reflect a student’s academic performance. Grades should be added regularly to STMS, and at the end of each nine-week period a comprehensive report is prepared for every student based on tests, projects, participation and other assignments given during that period. Reports must be mailed or handed out to parents by the Tuesday following the end of the quarter. A copy must be placed in the student’s cumulative file. Report cards should reflect all quarters completed.

## **DAILY RESPONSIBILITIES**

All tests have been graded, Congratulations! slips printed, and next day’s tests have been pulled

Floors are free of debris that can be picked up by hand

Desks are emptied of trash

Items such as computers, televisions, CD players, etc., are turned off

Vacuum floors, wipe off desks, clean glass doors

A/C is turned off

Teacher professionalism demands adequate before-class preparation. Daily maintenance of PACE curriculum must be according to Procedure Manual. All Procedure Manual requirements for daily goals, self tests, tests, record keeping, etc. must be followed. Records should be maintained in such a manner that a substitute teacher familiar with the PACE system can run the classroom without problem simply because everything is done in order.

## **RECORD KEEPING**

Record keeping is an important legal aspect of a teacher’s job. Teachers are expected to keep accurate records of student attendance, tardiness, conduct, academic grades and communications with students and/or parents. Goal check reports which include attendance records, behavior, etc., may be subpoenaed by

the court system in cases of legal question. They would serve as legal documents in such cases. Therefore, it is imperative that accurate records are kept. These documents will be reviewed on a periodic basis by the Principal. At the end of a quarter Goal Check Reports must be filed in the student's cumulative record along with the report card.

## **PARENT COMMUNICATIONS**

L.W.C.S. expects the staff to present a professional and confident demeanor at all times. Your work as a teacher will be greatly enhanced through the active involvement of parents. Strive to keep them informed in a timely manner on the progress or potential problem areas involving PACE work, behavior or response to personal circumstances through verbal, written or email communications. Bulk email to parents is an effective method of communication to the home.

“*Catch*” your students doing well and make it your goal to send a good report on each student to the parents, in writing, at least once each semester. A brief word at dismissal time to note progress is also appropriate and encourages both students and parents.

Conference opportunities will be made available for all families at designated times during the school year. Other conferences should be scheduled whenever they are needed or requested by parents.

Do not delay in contacting parents, as many difficulties can be averted through early cooperation between home and school.

Parents want to hear from you often. Be encouraged to develop a system. ALWAYS use the sandwich effect in dealing with parents (+++). New student parents should receive a positive telephone call from the teacher within the first quarter of school.

## **Parent Conferences**

In order for parent-teacher conferences to be effective, the following guidelines may be helpful:

- Prepare for the conference by reviewing a student's history and work patterns.
- Establish rapport.
- Plan and outline your conference objectives.
- Ask parents about his/her objectives.
- Be specific and factual: have samples of student work when appropriate.
- Avoid educational jargon.
- Avoid labeling.

- Communicate as positively as possible; parents need to know that you know and value his/her son or daughter.
- Listen.
- Guard against responding in a defensive manner as that always reflects poorly on you.
- Set clear goals.
- Follow up within a reasonable time.

*ADD*  
*Attention Deficit ~~Disorder~~ Design*  
*Psalm 139 You are fearfully and wonderfully made!*

## **TIPS FOR SUCCESSFUL CLASSROOM MANAGEMENT**

*It is no secret: A Super Successful Teacher is also a good classroom manager.*

According to the Research and Development Center for Teacher Education at the University of Texas, there are four ways to manage an effective classroom.

### **1. Clearly Define Classroom Procedures and Routines**

Super Successful Teachers develop specific rules and procedures before the school year begins. Well-established procedures help eliminate wasted time. Learning Center routine is clear cut, and should be followed. NEVER yell at a child. NEVER take a hold of a child. These actions may be grounds for disciplinary steps. If you are having a bad day, leave it outside your classroom. Develop a technique to minister academically. Drill classroom routines into the class from the very first moment. Remember you are a shepherd and a shepherd leads.

### **2. Teach Student Classroom Procedures and Routines**

Effective teachers spend a good deal of time the first weeks of the school year introducing and teaching students rules and procedures. Each day (yes-each day) review schedules, lunch, forming lines, when to sharpen pencils and when to use the flags. Do not expect students to learn all the rules and procedures in one day, especially elementary students. Just as every lesson is taught and re-taught, behavior must be taught, modeled, monitored and re-taught. Drill routines every day.

### **3. Monitor Student Behavior**

Be aware of who is listening, understanding, participating or misbehaving. Station yourself where you can see all of the students all of the time. Scan the classroom

regularly. Let the students know that you are aware of what is going on at all times.

#### **4. Handle Inappropriate Behavior Promptly and Consistently**

Monitor consistently to detect inappropriate behavior when it first occurs, when it is easiest to correct. Then deal with the misbehavior calmly, quickly and without disrupting the flow of the classroom.

### **PAYROLL**

Pay periods end every other Friday. Paychecks are handed out the following Wednesday.

New employees will not receive pay for days other than legal holidays for the first school year of employment. Pay is continuous throughout the school year for second year employees. This covers all holiday, Christmas and Easter vacation.

Continued employment and payroll depends upon student enrollment. Based upon student enrollment and withdrawal layoffs may be necessary. Please remember, as a 501 (c)(3) corporation unemployment compensation will not be available.

As a participating private school in the McKay Scholarship and CTC Scholarship Program, the State of Florida and the Department of Education requires the policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student be listed in this handbook. L.W.C.S. is in complete agreement with any directive that will help protect our children. As an employee, and more importantly as a Christian your first and foremost concern must be for the welfare of our children. If you have any concerns that a child is being abused, or that there is educator misconduct in this workplace, please take these concerns immediately to administration, the senior pastor, or a board member listed at the front of this handbook. You may also call the hotlines listed in the following guidelines. Please read the following mandates carefully.

## **DOE Office of Professional Practices Child Abuse Guidelines and Educator Misconduct**

### *Child Abuse*

Signs to look for;                      Dial **1-800-96-ABUSE**

#### Signs of Physical Abuse

The child may have unexplained:

Bruises, welts, cuts, or other injuries, broken bones, 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

become aggressive, wear inappropriate or unusual clothing to hide injuries

## Signs of Sexual Abuse

The child may have:

torn, stained or bloody clothing, trouble walking or sitting, pain or itching in genital area

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, run away from home

## Signs of Neglect

The child may have:

unattended medical needs, little or no supervision at home, poor hygiene, appear underweight

A child experiencing neglect may:

be frequently tired or hungry, steal food, appear overly needy for adult attention

## Look for the Patterns

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.

If a child tells YOU about abuse:

Be a good listener. Show that you understand and believe what the child tells you.

Encourage, but don't pressure him/her to talk. Ask open ended questions.

Be supportive. Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.

Don't overreact. This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.

Document and report it. Document your conversation as soon as you can. If possible, write down the child's exact words.

Don't delay. Never assume someone else will report the abuse. The sooner it's reported, the sooner the child and their family can be helped.

## WHO MUST REPORT ABUSE?

Doctors Nurses

Social Workers Police Officers Child Care Workers Any Witnesses Any/All School Personnel

Call or Report it online at: <http://www.dcf.state.fl.us/abuse/report/>

# FLORIDA STATUTES AND RULES REGARDING EDUCATOR MISCONDUCT

**Florida Statutes s. 1006.061** states all employees and agents of the district school board, charter schools and private schools that accept scholarship students, have an obligation to report misconduct by an instructional personnel member or school administrator

**Florida Statutes s. 1012.33** outlines disciplinary procedures regarding district employment contracts with instructional personnel staff, supervisors and school principals

**Florida Statutes s. 1012.795** provides the Education Practices Commission the authority to issue disciplinary action against an individual's Florida Educator certificate

**Florida Statutes s. 1012.796** provides authority for the Department of Education to investigate and prosecute allegations of educator misconduct

**Florida Statute s. 1012.01** defines public school instructional personnel, administrative personnel, school volunteers, education support employees and managers

**State Board of Education Rule 6B-1.001** defines the Code of Ethics of the Education Profession in Florida

**State Board of Education Rule 6B-1.006** defines the Principals of Professional Conduct of the Education Profession in Florida

## *HOW TO REPORT MISCONDUCT*

Report allegations or suspicion of misconduct by an instructional personnel member to your school administrator or district contact

Report allegations or suspicion of misconduct by your school administrator to your district contact

Document the activities or details of the event.

Secure evidence (if applicable)

Contact: Senior Pastor      John Allison

School Principal      Phyllis Allison

School Board Member      Sean Leverone

## *IF SOMEONE TELLS YOU ABOUT MISCONDUCT, BE A LEADER*

Listen

Evaluate

Act immediately

Document

Encourage

Report

### *WHO SHOULD REPORT MISCONDUCT?*

All employees and agents of a district school board, charter school or private school have a duty to report misconduct.

If you are aware of or observe misconduct -- REPORT IT IMMEDIATELY!

### *WHO SHOULD YOU REPORT?*

- Classroom teachers
- Paraprofessionals
- Substitute teachers
- Librarians, guidance counselors and social workers
- Career specialists and school psychologists
- Principals, Assistant Principals and Deans

### *Failure to Report Misconduct*

- Written Reprimand
- Suspension with or without pay
- Termination of employment
- Discipline/Sanctions on an educator's certificate

### *Identifying and Reporting Professional Misconduct*

The following behavior may be an indication of misconduct that should be reported:

- being alone with a student in dark, closed room or secluded area
- acting in an excessively friendly or familiar way
- not maintaining an appropriate professional boundary with a student
- using forceful or needless physical contact with a student
- administering discipline not compliant with school policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or consistently teasing a student
- belittling a student
- constantly embarrassing a student
- displaying prejudice against a student
- being under the influence of drugs or alcohol
- failing to properly supervise students or to ensure student safety
- cheating, falsifying information or testing violations
- retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial communications with a student
- directing or using profane or offensive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

### *Apply the litmus test*

If you feel uncomfortable

If you question the person's motives or actions

If you are unsure

*Protect the students*

*Protect yourself*

*Report*

**Have a blessed year!**  
**Have fun!**  
**Love Jesus and love the kids!**

*Teacher's Twenty-Third Psalm*

*The Lord is my teacher, I shall lack nothing.  
He makes me lie down in fields of knowledge.  
He leads me beside quiet streams of Children's learning and laughter.  
He restores my tattered soul after a seemingly endless day.  
He guides me in paths of positive reinforcement,  
Encouragement and efficiency for His name's sake.  
Even though I walk through the valley of ungraded papers,  
Parents to phone and bulletin boards to make,  
I will fear no discouragement or burn-out, for YOU ARE WITH ME.  
Your rod and your staff give me courage and comfort  
During everything I will handle that day.  
You prepare a table before me in the presence of my students.  
You load it with lots of faith, hope, love, patience, kindness and discernment.  
You anoint my head with your precious, unfailing love.  
My cup overflows to each student you've entrusted to me.  
Surely goodness and love will follow me in the classroom  
Of this earth as I strive to do your will  
and I will dwell In the school of my Lord forever.*

# 101 Ways to Praise a Child

\* Wow \* Way To Go \* Super \* You're Special \* Outstanding \* Excellent \* Great \* Good \* Neat \* Well Done \* Remarkable \* I Knew You Could Do It \* I'm Proud Of You \* Fantastic \* Super Star \* Nice Work \* Looking Good \* You're On Top Of It \* Beautiful \* Now You're Flying \* You're Catching On \* Now You've Got It \* You're Incredible \* Bravo \* You're Fantastic \* Hurray For You \* You're On Target \* You're On Your Way \* How Nice \* How Smart \* Good Job \* That's Incredible \* Hot Dog \* Dynamic \* You're Beautiful \* You're Unique \* Nothing Can Stop You Now \* Good For You \* I Like You \* You're A Winner \* Remarkable Job \* Beautiful Work \* Spectacular \* You're Spectacular \* You're A Darling \* You're Precious \* Great Discovery \* You've Discovered The Secret \* You Figured It Out \* Fantastic Job \* Hooray \* Bingo \* Magnificent \* Marvelous \* Terrific \* You're Important \* Phenomenal \* You're Sensational \* Super Work \* Creative Job \* Super Job \* Fantastic Job \* Exceptional Performance \* You're A Real Trooper \* You Are Responsible \* You Are Exciting \* You Learned It Right \* What An Imagination \* What A Good Listener \* You Are Fun \* You're Growing Up \* You Tried Hard \* You Care \* Beautiful Sharing \* Outstanding Performance \* You're A Good Friend \* I Trust You \* You're Important \* You Mean A Lot To Me \* You Make Me Happy \* You Belong \* You've Got A Friend \* You Make Me Laugh \* You Brighten My Day \* I Respect You \* You Mean The World To Me \* That's Correct \* You're A Joy \* You're A Treasure \* You're Wonderful \* You're Perfect \* Awesome \* A Plus Job \* You're The Best \* A Big Hug \* A Big High Five \* I Love You!