

FAITH ACADEMY – MINDANAO CAMPUS

FACULTY HANDBOOK

2009-2010

Table of Contents

Personnel Section _____	2	Cell Phones _____	7
Philosophy of Personnel _____	2	Intercom Use _____	7
Qualifications of Personnel _____	2	School Equipment _____	7
Role of the Principal _____	2	Photocopier Use _____	7
Organizational Requirements _____	2	Keys _____	7
Academic qualifications _____	2	Library _____	7
Work experience qualifications _____	2	Year End Procedures _____	8
Areas of Accountability _____	2	School and Home Communication _____	8
Role of the Instructional Staff _____	3	Classroom Visitors _____	8
Organizational Requirements _____	3	Progress Reports _____	8
Academic qualifications _____	3	Report Cards _____	8
Work experience qualifications _____	3	Cumulative Records _____	8
Duties and Responsibilities _____	3	Classroom and Schoolwide Discipline	
Role of Employees _____	Error! Bookmark not defined.	Management _____	8
Organizational Requirements	Error! Bookmark not defined.	Team Effort _____	8
Duties and Responsibilities	Error! Bookmark not defined.	Reporting Disciplinary Actions _____	9
Philosophy of Curriculum _____	4	Supervision Duties _____	9
Curriculum Guides _____	4	Child Protection Policy _____	9
Textbooks _____	4	Prevention Procedures _____	9
Lesson Plans _____	4	Reporting Procedures _____	9
Field Trip Procedures _____	5	Professional Development _____	10
Homework _____	5	Evaluation _____	10
Assessments _____	5	Responsibilities of the Principal in Evaluation	
Tests _____	5	_____	10
Semester Exams _____	5	Methods of Evaluation _____	10
Coeducational and Extra Curricular Programs		Personnel Records _____	11
and Activities _____	5	Professional Standard _____	11
Mentoring _____	5	Dress Code _____	11
Assignments may include: _____	5	Christian Behavior and Professional Ethics _____	11
Partnering with Faith Academy _____	Error! Bookmark not defined.	Sexual Behavior Standards _____	11
Bookmark not defined.		Standards Violation _____	11
Staff Procedures _____	6	Termination of Expatriate Staff Members _____	11
Diversity and Unity _____	6	Partnering with Sending Organizations _____	12
New Staff Procedures _____	6	Outside Responsibilities _____	12
Instructional Staff Meetings _____	6	Personal Leave, Vacation, Furlough _____	12
Staff Prayer Time _____	6		
Classroom Appearance _____	6		
Classroom Maintenance _____	7		
Classroom Supplies _____	7		
Staff Absences _____	7		
Telephone Use _____	7		

Personnel Section

Philosophy of Personnel

All expatriate staff members are members of a sponsoring Christian sending organization. Faith Academy pays no salaries to expatriate teachers; they receive financial and other support in accordance with financial and other policies of their organization.

Teachers will be expected to:

- actively support school policies before students, staff, and community.
- be informed, enthusiastic, cooperative, and positive team members
- have concern for the spiritual and academic well-being of each student.
- promote respect and appreciation for all staff and their cultures.

Qualifications of Personnel

The following personal qualities are desirable in all our staff:

- a sincere love and understanding of students
- acceptance of students from a variety of nationalities
- commitment to the Lord and to His work
- flexibility
- an ability to work well with people

Role of the Faith Academy Mindanao Principal

Organizational Requirements

- signed statement of agreement with the statement of faith.
- member of a Faith Academy - Mindanao Campus sponsoring organization.

Academic qualifications

1. graduate degree, verified by transcript.
2. current administrative and/or teaching certification.
3. formal training and experience in educational administration.

Work experience qualifications

minimum of two years administrative experience and one year of overseas experience
at least four years of successful teaching experience

Areas of Accountability

The principal is accountable to the Superintendent for the overall operation of the school, specifically including the following areas:

- Implementing the administrative goals and direction as established by the Superintendent
- The content of the instructional program (academic and extra-curricular)
- Assignment, supervision and professional development of all staff members
- Preparing and publishing student/parent and staff handbooks
- Sound financial policies, practices, and record keeping
- Academic record keeping and regular reporting of student progress
- Maintaining appropriate accreditation for the school
- Maintaining good relations (e.g. communication) with expatriate and local communities
- Contributing to the recruitment process of staff
- Provide information and communication to potential students

- Hiring and supervising employees
- Overseeing the management of the Boarding Home, if the need arises
- Provide for supervision of students during school activities
- Work well with and maintain good communication with student leaders

The principal shall serve a two-year term, with a view to long-term service.

Role of the Instructional Staff

Organizational Requirements

- signed contract
- member of a sponsoring organization.

Academic qualifications

- four year undergraduate degree, verified by transcript.
- current teaching certification appropriate for assignment.
- additional academic training is highly desirable.
- preferably possess transcripts supporting formal training in Bible and/or theology.

Work experience preference

- at least two years of successful teaching experience

Duties and Responsibilities

The instructional staff members are accountable to the principal in the following areas

- They have the responsibility to establish a God-honoring atmosphere, and to maintain the standards established by the Superintendent and the administration.
- They must have a proper perspective of God's grace in salvation which leads to a spirit of humility and a willingness to allow the Lord to deal with others as He wills.
- They are a part of the chain of command structure. Each should know to which administrator he is responsible, and support that administrator's decisions. Any questioning of decision should follow authorized channels.
- Each member must uphold other members of the faculty, staff and administration before the students. Difference should never be shared with the students. Differences of opinion should be handled first on a person-to-person basis, and if not then resolved, they should be referred to the principal.
- It may be necessary for the principal to reprimand faculty or staff members, and they must be willing to submit to this authority. They have the right to expect such reprimands to be made in love, and to follow a fair pattern, such as: first, instruction; second, warning; third, disciplinary action.
- Faculty and staff members should seek open and honest communication with the administration.
- Each faculty and staff member has the responsibility to maintain a spirit of cooperation and willingness to share the work load.

- instructional competence.
- professional development.
- development of effective student rapport and supervision.

The instructional staff's professional obligations include the following:

- to conduct classes as assigned in accordance with approved curriculum.
- to evaluate students and issue grades in accordance with academic policy.
- to be involved in the co-curricular programs of the school.
- to share the responsibility of supervision until 4:00 pm with the rest of the staff.
- to prepare international students for educational systems and life in their home countries
- to support and expedite the decisions of the Superintendent and administration.
- to foster a positive team spirit and flexibility in interpersonal relationships.
- to arrive at least one week before first semester and two days before second semester starts and to stay one and one half working days after the end of the semester.
- to arrive at school before 7:00 am and remain at school until 4:00 pm
- to attend all regularly scheduled staff meetings unless excused by the administration.
- to attend chapel and spiritual emphasis times
- to see their primary responsibility is to the school
- to attend devotions (highly recommended, not mandatory)

Joint agreement between school administration and mission leadership must be given prior to any personnel's acceptance of additional positions and/or assignments.

Faith Academy encourages staff to maintain their mission ties. Attendance at mission conferences held during school time will be the decision of the school administration in consultation with mission leadership.

Philosophy of Curriculum

Faith Academy - Mindanao Campus Curriculum is continually developed and under regular review of the Curriculum committee and the Instructional Staff. Christ-centeredness and Biblical integration, as well as academic excellence should be evident characteristics of Faith Academy - Mindanao Campus curriculum.

Curriculum Guides

Curriculum guides for course offerings are under continuous preparation. Teachers should have a copy of curriculum guides for their class. Revisions should be cleared with the principal. Teachers are encouraged to add and revise strategies and resources as curricula are used throughout the year.

Textbooks

Teachers will be given textbook checkout forms at the beginning of the school year to record the number and condition of textbooks assigned to students. Please fill these out and return them by the end of the first week of school.

Lesson Plans

Lesson plans should be outlined and saved to the appropriate folder on the Faith Academy - Mindanao Campus server. These plans provide an outline at a glance of the week's work and

should include the time the subject is taught, lesson objectives, page numbers, resource materials, and assignments. The lesson plans should be readily available for others' use as necessary.

Field Trip Procedures

Teachers are encouraged to tap the rich resources of cultural learning which are available locally. Be sure to coordinate all trips with the rest of the teaching staff and administration. Students must return a signed field trip permission form before going on the trip. All school safety regulations must be followed.

Homework

A reasonable amount of disciplined academic work outside the classroom should be expected. The amount will vary according to the subject and the needs of the student. A good rule-of-thumb for length of time is twenty to thirty minutes per class per day. Some students may need extra time for extended research projects or for more academic and AP classes. Teachers should rarely give daily homework on weekends so weekends are available for long-term projects.

Assessments

Teachers are encouraged to use a variety of authentic assessments. These should include projects (group and individual) and writing.

Tests

Students should not have more than three tests in a day. Teachers are encouraged be sensitive to other school activities when planning tests.

Semester Exams

Exams that assess learning over the entire semester are planned at the end of each semester. All courses should plan on giving a semester exam to help prepare Faith Academy - Mindanao Campus students for higher education. The exam should use the entire allotted time to complete.

Coeducational and Extra Curricular Programs and Activities

All staff members will be expected to share in the responsibilities of sponsoring and advising programs and activities outside of their teaching assignments. This is a task that will help our students grow in maturity.

Mentoring

Anytime a staff member is supervising or sponsoring a program, organization, or activity it is an opportunity to mentor. Teachers should guide students and take a proactive role in helping them to learn responsibility. It is the responsibility of the staff member to know the procedures and expectations of the program, organization, or activity they are sponsoring. In addition, students need to be supervised at all times.

Assignments may include:

- Activities Director
- Class Sponsor
- Guidance Counselor
- Webmaster
- Student Council Advisor
- Coaching
- Outreach
- Drama
- Chapel Advisor
- Publications
- Test Coordinator
- Outdoor Education
- Computer Maintenance
- Growth Groups
- Musicals
- Science Fair

Staff Procedures

Diversity and Unity

As a staff we come from diverse perspectives. We need to honor and respect those differences and try to communicate clearly so that we can serve together to meet the needs of our students. All members of the staff are valuable and necessary.

New Staff Procedures

When new staff members arrive, the principal will typically meet them at the airport. Normally, the sending mission will have arranged accommodation, a mentor to show the new staff member around, and a meal schedule, so the school's primary responsibility will be orientation to the school. In the orientation interview, the principal will:

- Give keys.
- Outline relevant school procedures and expectations, including lesson plans, year-at-a-glance, professional development requirements.
- Show the staff member around the school, with emphasis on his or her classrooms, books, and curriculum guides.
- Give a copy of the schedule and a class list.
- Discuss special needs in the teacher's upcoming course(s).
- Mention the availability for Cebuano or Tagalog language study and the desirability of such.
- Find out if the new teacher has any particular health or living needs not being handled by his or her mission.

Instructional Staff Meetings

Weekly staff meetings are held between staff and principal. These are opportunities to discuss more thoroughly the school program and upcoming events, and to pray for each other's needs.

Staff Devotional Time

Each school day morning from 7:00-7:15 time is set aside for staff to start the day by praying for the students and teachers. All teachers are encouraged to attend.

- Mondays All Staff Singing Worship in room 301
- Tuesdays Division Devotions
- Wednesdays All Staff Devotions in the E/MS Library
- Thursday Division Prayers
- Friodays Interdivision sSmall Group Prayers

Classroom Appearance

Rooms should be neat and attractive. Lights and air conditioners in regular classrooms should be turned off when the room is not in use. If the electricity goes off, teachers should turn off all air conditioners to prevent an excessive drain as all try to restart at once.

Tape or stickers should not be put on the Superintendents. Superintendents can have areas where teachers use permanent markers, as they can be cleaned later. Bulletin Superintendents should be neat, attractive and beneficial as teaching aids. A suggested list of ideas for bulletin Superintendents: seasonal-calendar, Bible theme, subject theme, manners, study habits, good work, etc.

Please report in writing any damage to the room, equipment, and/or building. Students will be held responsible for damage. Please check desks frequently for damage. The custodian will sweep floors and do general dusting.

Classroom Maintenance

Thorough cleaning of the classrooms is always part of the semester break activities. Classrooms will be swept and dusted daily after school. Requests for out-of-the-ordinary cleaning jobs or maintenance and repair should be filled out on the maintenance request form in the office and given to the principal. Suggestions about the custodial care of the teachers' room should be done via the principal.

Classroom Supplies

Most classroom supplies are available in the desks, shelves or cabinets. If teachers see shortages, they should inform the secretary.

Staff Absences

If staff are ill or unable to come to school, they should notify the principal as soon as possible, no later than 6:30 a.m. on the day they will be absent. Finding a substitute for unplanned absences is the principal's responsibility. Finding a principal-approved substitute for planned teacher absences is the teacher's responsibility. The principal should give approval both for the absence and the arrangements for the substitute. Teachers' lesson plans should contain enough detail to be implemented by a substitute teacher. Some teachers prefer to have a Substitute Folder in addition to their regular lesson plans. Teachers should inform the principal of the location of the Substitute Folder and other important documents to assist in running the class.

Telephone Use

The telephone is available for personal use with priority to school use. There is a charge for calls to cell phone and long-distance calls. Such calls should be logged and will be billed monthly. If teachers need to make school-related, cell phone or long-distance business calls, please obtain approval from the principal first.

Cell Phones

Teachers should follow the same guidelines as the students with the exception of being able to use them during preparation periods. It is a good courtesy to turn the phones on silent mode.

Intercom Use

Intercoms are for staff use. Students are not to use them unless directed by a teacher.

School Equipment

School equipment must not be removed from the school without the principal's approval.

Photocopier Use

Teachers may use the photocopier personally or ask the administration to assist. Students should not operate the photocopier. If they request teachers to make personal copies, please make sure they pay for them to you or the office.

Keys

Teachers will be given an appropriate set of keys at the outset of the school year. Other keys are available in the school office by asking the principal. Please do not loan your keys out, go with the student or parent if something is needed from the building.

Library

As the Faith Academy - Mindanao Campus libraries grow we want to be good stewards. Consult and follow the library guidelines. Teachers are encouraged to recommend or request books to be added to the library.

Teachers should make arrangements with the librarian if they need to send students to the library or bring an entire class for research or other activities. The library is also used as a study-hall area, so please be aware that there may be hours of the day that it is not possible to bring a class in.

Year End Procedures

At the end of the year, teachers will be given a checklist of items that need to be taken care of before leaving.

Please have them initialed by the appropriate person and returned to the office before your final interview with the principal. Please make sure you leave a summer address and/or phone number so the school is able to contact you if necessary.

One critical item needed before teachers leave for vacation is your grades from all classes. It is very important to include a thorough explanation of your grading procedures. In addition, please explain any Incomplete (I) grades, give deadlines for make up, and give the office any exams, exams keys, etc., needed for the make up work.

School and Home Communication

Classroom Visitors

Students not currently enrolled in Faith Academy - Mindanao Campus, such as those being home schooled, may visit and participate in the school program by special arrangement. One-week advance notice and the agreement of the classroom teacher(s) is required.

Progress Reports

To facilitate communication with parents, teachers are expected to prepare a progress report for each student in the middle of the first and third quarters. This is a good opportunity to affirm students' for their accomplishments and to alert parents to possible problem areas. *Be sure to notify parents if a student is in danger of failing or retention.*

Report Cards

Teachers are to turn in their grades in the office each quarter. Report card forms are not to leave the building.

Semester grades are given based on the two quarter grades and the semester exam. The semester exam cannot count more than 20% of the semester grade.

Cumulative Records

Cumulative files are kept in the office and are not to be removed. Office personnel will get them for teachers and return them to the proper drawer. Under no circumstances are students, including Teacher Assistants, to have access to transcripts or files.

Records are ongoing files of the student's academic history. Teachers should familiarize themselves with contents of the files at the outset of the school year and keep them current.

Classroom and Schoolwide Discipline Management

Team Effort

Supervising students is a shared responsibility of all staff members. We need to coordinate, do justly and love mercy together. This is not the job of a few "tough teachers." Your classroom is

your domain. You should use appropriate classroom management skills. If you need assistance or clarification, please contact the principal.

Reporting Disciplinary Actions

Staff members should communicate any violation that warrants disciplinary action. Please fill out a yellow slip form, giving a section to the student and a section to the office.

The office will then include the student on the detention list if appropriate or take whatever action is needed.

Keeping the administration aware of any incidents helps and protects all teachers.

Supervision Duties

Duties for supervising detention or in school suspension students will be a shared responsibility of all instructional staff members. The principal will create a schedule.

Child Protection Policy

Faith Academy - Mindanao Campus believes that children have the right to protection from harm and abuse within the limits of the school's jurisdiction.

Physical Abuse: The inflicting of physical trauma either by direct contact or indirect contact, such as through the use of an instrument, with the conscious or subconscious intention of hurting, controlling, or subduing a person(s) for purposes other than prescribed medical needs or commonly accepted social discipline. No corporal discipline is allowed at Faith Academy - Mindanao Campus.

Emotional Abuse: The use of violent threats and pejorative and intimidating speech, aimed at manipulating conduct by other than rational means.

Sexual Abuse: The employment of physical and/or emotional sexual stimuli or acts in the presence (visual, auditory, or physical) of an individual or upon an individual, with or without consent, when that person is considered to be outside the limits of normal sexual rapport.

Neglect: The failure of a parent or guardian to provide adequate care and supervision, resulting in danger to the well being of the child involved.

Prevention Procedures

Sponsoring missions are to check prospective staff references to assure there is no abuse history. Teachers are to be aware of and report potential situations.

Reporting Procedures

Any teacher witnessing an incident, or receiving a report of suspected child abuse, must report it to the principal without delay. If the principal is implicated, the report should go to the Superintendent.

Even if the principal feels there is reason to doubt the report given, he or she should ascertain all facts (see #3 below) and communicate in writing, accurately and completely, to the superintendent within 24 hours.

If there is any reason whatever to believe that all or part of the allegations may be accurate, the mission leaders should be advised and a full investigation begun.

Reports should include the following information:

- Name of person reporting
- Alleged victim's name and parent's name(s)

- Alleged perpetrator's name
- Date and how the information was obtained
- Details of what was reported or suspected (dates, times, places, specifics of events). Quote exactly spoken words as much as possible.
- Who has been contacted and when

During this reporting process care must be exercised to protect both the victim and the alleged perpetrator by restricting information access to those who need and have the authority to know.

Professional Development

Faith Academy - Mindanao Campus does professional development through a variety of ways. We have inservice times most Tuesdays 3:00 to 4:30. Observations and evaluations are done and we can utilize a portfolio for professional development and evaluation.

Teachers are encouraged to formulate professional growth goals and choose activities to meet these goals. This plan allows for foundation and elective exhibits in four domains delineated in the portfolio: Self-Assessment, Continuing Education, Curriculum Design, and Instructional Technique.

Professional growth conferences including the teacher and supervisor will be scheduled following teacher writing of goals, for a semester review of goals, and for an annual review of portfolio contents. Portfolio contents will be taken into consideration in teacher evaluation.

Professional growth in-services will be included in the Staff Orientation at the beginning of each semester.

Faith Academy - Mindanao Campus teachers will be asked to develop and grow in the essential areas of Christian philosophy of education and technology.

Professional Development seminars will also be scheduled though the course of the school year. They will be dedicated to in-services of general interest and will also provide opportunity for pursuit of individual professional growth goals.

Evaluation

Responsibilities of the Principal in Evaluation

The principal is responsible for the supervision and evaluation of personnel under his/her authority. On occasion, other teachers may be asked to provide peer evaluations. The principal is responsible for presenting an annual evaluation of each teacher to the Superintendent at the last Superintendent meeting of the school year.

Methods of Evaluation

The principal will observe full-time teachers in their classrooms at least once each year and once each semester if the teacher is new or has indicated a need for closer monitoring in the classroom.

The school's professional development criteria can also include the following:

- Teacher self-evaluations – Teachers should conduct annual self-appraisals and set goals. This is followed by a conference with the principal to discuss results and establish direction for growth.
- Portfolio development – Staff members create a portfolio based on any or all of the above assessment techniques. The portfolio should be reflective of the staff member's personal needs but should include, at the very least, the personal and spiritual, self-assessment, continuing education, curriculum design, and instructional techniques domains.

Other types of evaluations, which may be used at the discretion of the principal, include:

- Videotaping – The teacher may videotape an instructional segment of class time and then review it with the principal. (The tape remains the property of the teacher.)
- Peer coaching/ peer evaluation – Teachers may be observed and evaluated by peers and the results shared with the principal in confidence.

Personnel Records

Personnel records are confidential, available only to staff member or principal.

Professional Standard

Dress Code

All staff should follow the same principles for dress that are outlined in the Student & Parent Handbook. Professional dress is expected.

Christian Behavior and Professional Ethics

All staff, expatriate or national, will be expected to be above reproach. Standards include integrity, honesty, fairness, confidentiality, abstinence from abusive behavior, abstinence from substance abuse, respect for individuals, and respect for racial and religious diversity.

Sexual Behavior Standards

Personnel are expected to abstain from premarital, extra-marital, and homosexual forms of sexual conduct. Personnel are also expected to abstain from any form of sexual harassment of students, colleagues, or others. Also, staff may not date or have any type of romantic relationship with a Faith Academy - Mindanao Campus student, unwelcome or otherwise, while that student still attends the school.

Standards Violation

If a violation of standards is confirmed, the principal may, at his discretion, place the staff member on leave of absence. The matter will be reported to the Superintendent and the staff member's sponsoring mission. The Superintendent, in consultation with the principal and mission, may require counseling, probation, or termination of service. An incident report will be placed in the staff member's file.

Termination of Expatriate Staff Members

An expatriate staff member may, with sufficient cause, be dismissed immediately or have his relationship with the school terminated at the conclusion of the period of service originally negotiated with that staff member's sponsoring organization. The principal may recommend either of these actions to the Superintendent for the following reasons:

- Failure to adequately carry out professional duties, as evidenced by evaluations performed by the principal.
- Immoral or unethical behavior when supported by convincing evidence. Immoral behavior will be defined as behavior that contravenes the moral standards set by the school's sponsoring organizations.
- Evidence of prolonged unwillingness to follow Faith Academy - Mindanao Campus policies or cooperate with the school program.

If possible, a plan for remediation will be put in place before dismissal is considered.

A decision by the Superintendent to dismiss or terminate any faculty member shall be preceded by a conference between the principal and the individual concerned, and between those parties and the Field Leader or other appropriate representative of the sponsoring mission.

A record of the dismissal or termination and the supporting reasons shall be kept in the confidential personnel file. Dismissal may take effect immediately during the contract period.

Partnering with Sending Organizations

Faith Academy - Mindanao Campus has a commitment to work together with each sponsoring Christian organization to meet the needs of each staff member, as well as the needs of the mission and Faith Academy - Mindanao Campus. Responsibilities of the sponsoring organization and Faith Academy - Mindanao Campus are as follows.

Sponsoring Organization Responsibilities

- Pre-field Orientation
- Cross-cultural training
- Orientation to sponsoring organization
- Community Resources – locations, leaders, recreation, special needs
- Filipino (Davao) Resources - shopping, recreation, public services
- Financial Support and Care including both Ministry and Personal Funds
- Field Orientation
- Language Study
- Pastoral Care
- Local Culture
- Retirement
- Housing
- Medical Insurance
- Furlough

Faith Academy - Mindanao Campus Responsibilities

- Orientation to FAITH ACADEMY - MINDANAO CAMPUS
- History
- Policies and Procedures
- Staff and student handbooks
- Physical Plant
- Staff
- Continuing Oversight
- Job Responsibilities
- Teaching assignments
- Administrative and other school responsibilities
- Professional Development

Outside Responsibilities

Expatriate staff members are allowed to take on outside responsibilities to the extent that such activities do not constitute a distraction or impediment to their responsibilities at the school.

Personal Leave, Vacation, Furlough

One personal day per semester is available to teachers to spend time alone with the Lord, in meditation and prayer.

Faith Academy - Mindanao Campus staff members are allowed the number of weeks of vacation specified by their sponsoring organization, not to exceed six weeks and not less than two weeks.

During school vacation time, other than national holidays or personal vacation time, teachers are to be involved in approved activities. These include school projects such as curriculum

development or inventory, professional development such as continuing education or language learning, and projects designated by teachers' sponsoring organization such as village visits, etc. All such activities are to be approved by the principal.

NOTES