

Good News Christian Academy



2014 - 2015

Faculty & Staff Handbook

Administrator: Dan Spencer

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Good News Christian Academy



A ministry of Good News Baptist Church



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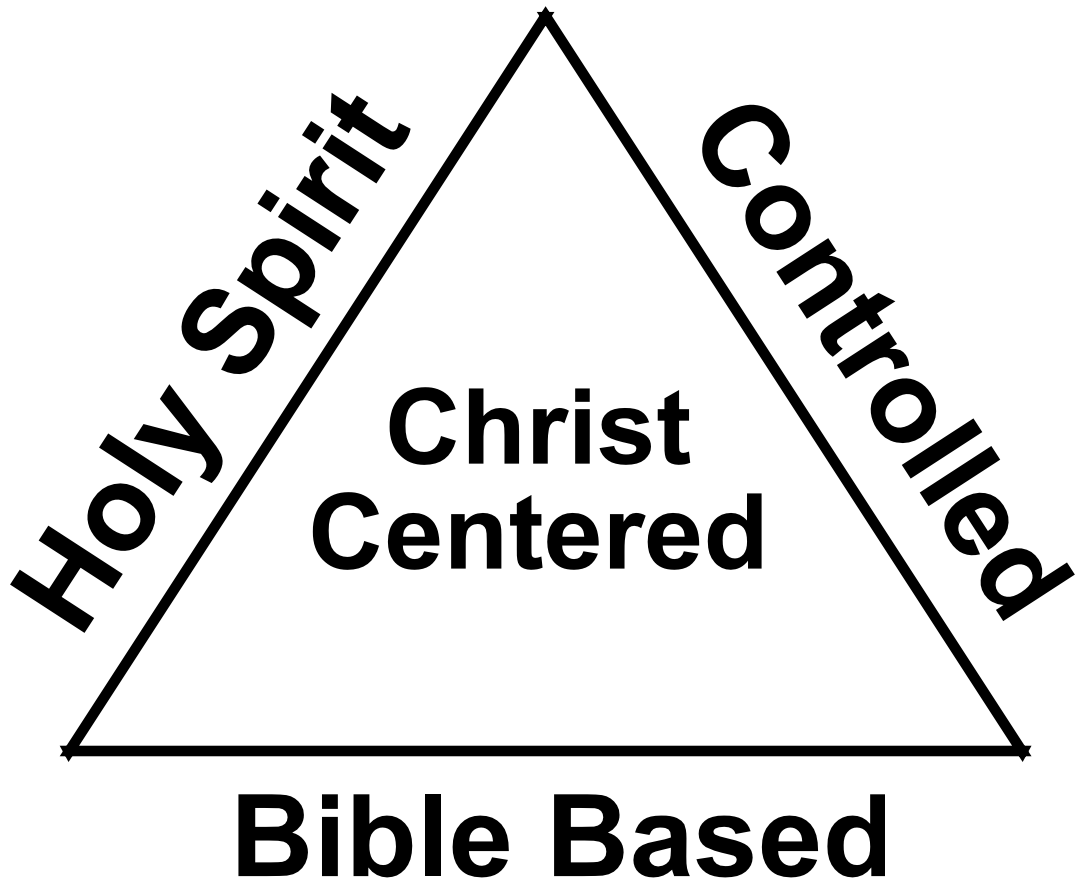


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Christian Philosophy

Deuteronomy 6:4-9



God's Point of View

Good News Christian Academy Mission and Purpose Statement

Good News Christian Academy exists for the purpose of complementing the teaching of the home and church in training young people to be able to reason from Biblical principles and relate Biblical truth to the physical, spiritual, social, and academic areas of the students' lives so they can be true servants of our Lord Jesus Christ.

“And Jesus increased in wisdom and stature, and in favour with God and man.”

Luke 2:52

Good News Christian Academy Confession of Faith

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity, virgin birth and bodily resurrection of Jesus Christ.
4. We believe that salvation is “by grace” plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
6. We believe in the visible, personal, and premillennial return of Jesus Christ.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

A BRIEF HISTORY

Good News Christian Academy was founded in 1983 by Dr. Richard Morgan, Sr. and Jim Ivy for the members of Good News Baptist Church. The school began in a trailer house and eventually moved to the building the school resides in to this present day. The school accepts enrollment of students in grades K-5 through twelve.

STATEMENT OF FAITH

The following is a list of doctrines and beliefs held by and taught at Good News Christian Academy:

- A. The Bible is the only infallible, authoritative Word of God, and contains all that is necessary for our salvation (II Tim. 3:15; II Peter 1:21).
- B. There is one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit (Gen. 1:1; Matthew 28:19; John 10:30).
Jesus Christ is the only begotten Son of God. He was conceived of the Holy Spirit and born of the Virgin Mary (Isaiah 7:14; Matthew 1:23; Luke 1:35). He was truly human, but without sin, and truly God (Hebrews 4:15 - 7:26). He performed miracles (John 2:11), and made atonement for our sins through His substitutionary death on the cross (I Corinthians 15:3; Ephesians 2:8-10; Titus 3:5). He rose from the dead (John 11:25; I Corinthians 15:4), ascended to the Father (Mark 16:19), and He will return in power and glory to judge the living and the dead (Acts. 1:11; Revelation 19:11).
- C. B. Salvation is by grace alone through faith in Jesus Christ (John 5:24; Titus 3:5; Ephesians 2:8-10).
- D. Faith without works is dead (James 2:17).
- E. All human beings are sinners and must be born again through the grace of Jesus Christ and the power of the Holy Spirit (John 3:5-7).
- F. The Holy spirit indwells Christians to equip them to live a godly life and build up the body of Christ. All believers are spiritually one in Christ (Romans 8:9; I Corinthians 12:13; Galatians 3:26-28).
- G. The redeemed of the Lord will experience a bodily resurrection and eternal life through Jesus Christ (John 5:29).

VISION STATEMENT

It is the vision of Good News Christian Academy to help young people grow in their faith and equip them for ministry by providing them with a Bible based, Christ centered, Holy Spirit controlled education and philosophy of life (Deuteronomy 6:4-9).

AT-WILL STATEMENT

The following policies and procedures cover a broad range of topics. They are not intended to create a contract, nor are they to be construed to constitute a contract, expressed or implied, between Good News Christian Academy and any of its employees. It is to be clearly understood that Good News Christian Academy is an “at-will” employer and any employees may be terminated at any time, with or without cause.

EMPLOYMENT POLICIES

The Good News Christian Academy maintains a policy of non-discrimination with all employees and applicants for employment, except in regards to one. All aspects of employment with us are governed on the basis of merit, competence, experience, and qualifications and will not be influenced in any manner by race, color, national origin, handicap, or veteran status. Good News Christian Academy does, however, retain the right of refusal to any employee, or applicant of employment, that practices or advocates any homosexual or transgender tendencies or lifestyles.

All decisions with respect to recruiting, hiring, and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position and the employment agreement as signed by the employee. Likewise, the administration of all other personal matters, such as compensation and/or benefits will be free from any illegal discriminatory practices. Good News, as a religious organization, requires that employees have a personal salvation testimony and agree to abide by the Constitution of Good News Baptist Church.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, GNCA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

DEFINITIONS

The terms for employee TYPE shall be interpreted as follows:

Administrator Job Description

The overall responsibility of the school administrator is to provide leadership for Good News Christian Academy in accordance with the mission, philosophy, policies, and procedures adopted by the school. Although it is difficult to create a comprehensive list of the administrator's activities, some specific responsibilities of the administrator are listed below. They reflect the fact that the administrator oversees all the personnel, students, academic, and financial affairs of the school, preschool, and latchkey programs, as well as provide vision, guidance, and public relations for Good News Christian Academy.

Activities relating to personnel include:

1. Supervise all staff, enforcing guidelines in the employee handbook, contracts, and job descriptions.
2. Manage personnel affairs including securing staff, developing contracts and job descriptions as needed, evaluating performance, and recommending continuance, dismissal, or discipline of staff.
3. Meet regularly with staff to ensure coordination of programs and quick problem resolution. Plan and lead staff meetings as needed. Plan and lead pre- and post-school year orientation and debriefing sessions.
4. Oversee the carrying out of the assigned curriculum at each grade level and provide for the review of curriculums each year or more frequently as needed.
5. Provide for staff development through NMACS Teacher's Conventions, teacher in-services, and other opportunities as deemed necessary or appropriate.

Responsibilities relating to students and GNCA families include:

1. Assist in establishing and implementing procedures for the admission of students, including interviewing parents, arranging student placement exams, consulting with teachers as to appropriate grade placement, providing school tours, and making the final decision on admission or non-admission of students.
2. Supervise all students in academic and disciplinary areas. Enforce all guidelines and policies.
3. Conduct exit interviews whenever a student is withdrawn from GNCA and record reason for withdrawal in the student's file.

Responsibilities relating to financial affairs include:

1. Maintain an awareness of the school's financial condition, and be a good steward of the school's finances.

2. Enforce financial policies, especially regarding delinquent tuition.
3. Authorize all purchase orders.
4. Coordinate and oversee use of auxiliary funds.
5. Purchase all curriculum needed by teachers, based on their inventory and requests.
6. Purchase all other school supplies and equipment, with the exception of cleaning, maintenance, and office supplies.

Other responsibilities of the administrator:

1. Develop and maintain an effective student recruitment program.
2. Provide long range planning. Develop yearly calendars and maintain schedule of all school events.
3. Prepare schedules for all teachers with their duties (i.e. recess, lunch, etc.)
4. Coordinate special events and oversee fundraising activities.
5. Coordinate activities of Parent-Teacher Fellowship.
6. Encourage parent volunteer programs
7. Authorize contracts to agencies or persons outside the school.
8. Oversee the development and updating of school policy manuals for employees, parents, and students.
9. Coordinate the public relations programs of the school including development of brochures, contacts with media, parades, etc.
10. Coordinate the special education services of GNCA.
11. Plan Closing Ceremonies, providing for the appropriate recognition of students, staff, and volunteers.
12. Establish communication methods necessary to keep faculty, staff, and parents informed of the school's activities.
13. Keep records of attendance of staff and student.
14. Keep records of staff or student injuries.
15. Be sure all conditions are met to maintain necessary licenses—preschool, school chartering, and food services.
16. Take care of, or make arrangements for the care of, maintenance, repairs and security needs.
17. Maintain professional relationships with and among faculty, staff, parents, students, and the community.
18. Develop and coordinate all athletic and other extracurricular programs of GNCA.
19. Oversee administration of annual standardizing testing.
20. Oversee the compilation of honor roll lists and forward to the local newspaper.
21. Other duties as assigned by GNCA.

*The Administrative Assistant works for the Administrator. The Administrator may delegate any activities or responsibilities to the Administrative Assistant, as he sees fit.

Teacher Job Description

1. Teach subjects as assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance the lessons, while integrating Biblical principles.
2. Attend and participate in the following:
 - a. Morning devotions
 - b. Teacher's meetings
 - c. Evening programs if involving his or her students
 - d. NMACS Conventions
 - e. Other events as assigned
3. Do recess, lunch, and other supervisory duties as scheduled.
4. Complete paperwork including the following:
 - a. Report cards (four times per year)
 - b. Interim reports, by the request of the parents
 - c. Grade records for permanent files
 - d. Inventories of classroom equipment, supplies, and books
 - e. Records of attendance
 - f. Administration and scoring of achievement (or Proficiency) tests
 - g. Honor roll lists
 - h. Purchase orders for auxiliary funds requests, curriculum needs, and classroom supplies.
 - i. Other paperwork as assigned or requested.
5. Buildings or classroom cleaning and repair
 - a. Be responsible for daily tidying of classroom area.
 - b. End of year cleaning of classroom area
 - c. Assist in overall cleanliness of facilities.
 - d. Promptly report repair needs to the administration.
6. Plan parties at designated holidays.
7. Maintain proper classroom discipline according to established policies and refer students to the administrator for additional discipline as indicated in discipline policy.
8. Be available to any parents or students who wish to have a prearranged conference before or after school.
9. Hold conferences with parents of each student twice yearly.
10. Participate in weekly chapel (including conducting chapels as assigned).
11. Maintain a close personal walk with the Lord.

12. Observe the Matthew 18: 15-17 principle in conflict resolution, avoiding a negative and critical spirit.
13. Carry out any other specific duties as assigned.
14. Serve the Lord with gladness, doing your work heartily as unto the Lord, rather than serving men (Psalm 100:2; Colossians 3:23).

STANDARD OF CONDUCT

All employees are to be Godly examples to the students both in and out of school. The following are examples of violations. This list is not all-inclusive, but given to serve as examples only, of what would be considered grounds for disciplinary measures up to and including dismissal:

1. Drunkenness
2. Pre-marital or extra-marital affairs
3. Illegal drug use or trafficking of drugs
4. Participation in immoral acts, such as, but not limited to, homosexuality, gambling, illegal operations
5. Practice of witchcraft, new age ideology, or the occult
6. Use of inappropriate language
7. Falsifying school records
8. Unauthorized use or removal of school property
9. Originating false statements or reports concerning the school or its associates
10. Physically or verbally abusing a student
11. Refusal to perform a job assignment that is not illegal, immoral, unethical, or hazardous
12. Breach of confidentiality
13. Improper use of the Internet
14. Carrying any weapon
15. Physically fighting

CONFIDENTIALITY

All employees will be exposed to circumstances that may require discussion of sensitive information. Therefore, each employee is to refrain from discussing school matters or student situations with others outside of the family involved and/or school personnel involved. Furthermore, at no time shall students of GNCA be exposed to conversation or grades regarding another student, teacher, or family.

PERSONAL APPEARANCE

All GNCA employees are expected to have good personal hygiene habits and be well groomed. As Christian role models, our outer appearance should reflect a Christ-like lifestyle.

Faculty and Staff Dress Code

Women Faculty and Staff

1. Skirts or dresses are to be pressed and no shorter than the knee in length when sitting. Slits in dresses or skirts should not come above the knee.
2. Dresses, skirts, or any top are to be loose or fitted—no clingy, curve-hugging material. No see-through material as well.
3. The neckline of any top is to be no lower than three fingers width from the collar bone.
4. Nylons or socks are to be worn at all times.
5. Shoes are to be closed toed with backs.
6. Hair is to be modestly and femininely styled. “Butch” cuts will not be accepted. Bangs should not hang in the eyes.
7. Nails are to be kept clean and neat. Polishes should be feminine or natural in color (i.e. no blues, purples, black, or greens).
8. Jewelry should be worn in moderation. No “goth” or “emo” jewelry.
9. The overall appearance of a female faculty or staff member should be neat, clean, and feminine.

Men Faculty and Staff

1. Dress pants are to be pressed and worn with a belt on all school days.
2. Shirts are to be button down with collars.
3. Pullover sweaters or vests are acceptable.
4. Dress shoes or boots are to be worn with socks.
1. Ties are to be worn on chapel days and to special academic events.
2. Hair is to be kept trimmed above the ears on the sides and above the collar on the back.
3. Beards are acceptable as long as they are kept trimmed and neat.
4. No jewelry is to be worn with the exception of a wedding ring, watch, tie pin, cufflinks, or medical bracelets. Medical medallions may be worn around the neck under the shirt.
5. Suit coats are optional.
6. The overall appearance of a male faculty or staff member should be neat, clean, and masculine.

*Attire for extracurricular activities or school recreational activities will be pre-determined by the administrator and principal on an event basis.

PUBLIC RELATIONS

Your attitude toward parents will often influence what they think about GNCA. Therefore, it is imperative that you always present a positive, caring, and professional Christian image. Please guard yourself against having conversations anywhere that might be overheard by others and give a negative impression of our school, staff, or students.

EMPLOYEE HARASSMENT POLICY

This school is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, and is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to disciplinary action, up to, and including termination, regardless of any preexisting contract.

A. Definition of Harassment:

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability, or age, made by someone from or in the work setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment.
2. Submission to, or reflection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work performance, or of creating an intimidating, hostile, or offensive work environment.
4. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or otherwise adversely affects an individual’s employment opportunities.
5. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and

service, honors, programs, or activities available at or through this school.

B. Confidentiality:

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

C. Protection against Retaliation:

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning harassment.

D. Procedure for Investigation of the Complaint and for Taking Corrective Action:

When the administrator receives a complaint, he or she will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment in violation of this policy would be subject to appropriate disciplinary action, up to, and including, termination/expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

CORRECTIVE/TERMINATION PROCEDURES

If an employee is not performing the given objectives of his/her position satisfactorily, the administration will adhere to the following procedure:

A. First Session:

The Administrator is to outline in writing the specific areas of concern. These areas of concern will be discussed with the employee and an attempt will be made to discern the root attitudes or problems. The Administrator will seek to scripturally counsel the employee accordingly. The employee should be encouraged to respond from his perspective. The employee and the Administrator will have a time of prayer together at the beginning and the end of the conference. The employee has the right to request a third party, mutually agreed upon, to be present during the meeting.

Within three working days, the Administrator will summarize the content of the meeting to include:

1. The specific concerns that need to be corrected
2. The root attitudes or problems discerned
3. The employee's response to the conference
4. The specific steps of action to correct each problem area (with follow-up dates if deemed necessary by the Administrator)

The conference summary is to be signed and dated by the Administrator and the employee. A copy is to be given to the employee and a copy placed in the employee's file. An explanation of the purpose of the file is to be communicated to the employee.

B. Second Session:

The same procedure is to be followed as with the first session with four exceptions:

1. The Administrator should preferably have another staff member attend the second conference.
2. The employee and the Administrator should report on the progress they each feel has been made in following the steps of corrective actions outlined in Session One.
3. Any new steps of action should also be documented at this time and the employee informed that failure to implement by (date) is cause for dismissal.
4. Any item not mentioned in the first session will be discussed and a plan of action formulated.

C. Third Session:

This is the termination session, whereby the employee is informed in writing that either his/her contract will not be renewed or that he/she will be dismissed immediately. The employee would also be given a letter to:

1. Detail the reasons for the dismissal
2. Summarize the content of prior conferences
3. Review the steps of action not followed and problem areas not corrected;
and
4. State the school's position relative to unemployment compensation

The employee will be given a copy of the letter and receive an explanation as to how it will be used in future inquires.

This final session must include the Administrator and Pastor, if he is not the Administrator of the school. If this policy is being applied to correct or terminate the Administrator, the same procedures will be applied, only the Pastor will conduct the conference.

CLASSROOM POLICIES

Discipline Policy

It is our desire to teach children to take responsibility for their own actions and to understand that there are consequences to every action, whether good or bad, and it is important to make good choices in life. **Most discipline is handled at the classroom level by the teacher. The kind and amount of discipline will be determined by the teachers and if necessary, the administrator.** The discipline will be administered in light of the student's behavior and attitude. All discipline will be based on Biblical principles (i.e. restitution, apologies, swift punishment, restoration of fellowship, no lingering attitudes, etc.) In order to maintain consistency, teachers will regularly meet together to discuss Biblical standards and school policy concerning discipline. Love, forgiveness, and prayer will be an integral part of the discipline of a student.

1. Office visits:

There are five basic behaviors that will automatically result in discipline from the Administrator, instead of the teacher. Those behaviors are as follows:

- A. Disrespect shown to any staff member or volunteer. The staff member will be the judge as to whether disrespect has been shown.
- B. Dishonesty in any situation while at school, including lying, stealing, and cheating.
- C. Rebellion (i.e. outright disobedience in response to instruction.)
- D. Fighting (i.e. striking in anger with the intent to harm the other student(s) or striking a teacher or staff member.)
- E. Obscene, vulgar, or profane language, as well as taking the Lord's name in vain.

During the first or second visit with the administrator, the administrator will determine the nature of the discipline. The administrator may require restitution, janitorial work, and parental attendance during the school day with the student, writing assignments, or other measures consistent with appropriate Biblical guideline. If parents disagree with any of the above mentioned disciplines for their child, they must specify the objection to the administrator during the application process.

If for any reason a student receives an official visit (determined by the administrator) the following accounting will be observed:

1. The first time in any given school year a student is sent to the administrator for discipline, the student's parents will be contacted and given the details of the visit. The parent's assistance and support in averting further problems will be sought.

2. The second official visit in a given school year will be followed by a meeting with the student's parents and the administrator, in addition to the discipline administered by the administrator. It will also result in the loss of extra-curricular activities for the remainder of the grading period or event.
3. In the event that a student is not responding to repeated disciplinary action, the situation will be brought to the attention of the Pastor to examine the possibility of expulsion or behavioral withdrawal from GNCA.

2. Expulsion/Behavioral Withdrawal

The GNCA Administration realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case by case basis. Forgiveness and restoration are fundamental to our total discipline policy. However, should a student and his/her parents be unable to eliminate behavioral problems after repeated administrative intervention, expulsion or behavioral withdrawal may be necessary.

3. Serious Misconduct

Should a student commit an act with such serious consequences that the administrator deems it necessary, the office visit process may be by-passed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of Scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

4. Re-admittance

Should a student desire to be re-admitted to GNCA at a later date, the Administration and Pastor, or its delegated committee will make a decision based on the student's attitude and the circumstances at the time of the reapplication.

5. Probation/Withdrawal

There are two categories under which a student would be placed on probation and consequently withdrawn from Good News Christian Academy: academic and behavioral.

A. Academic:

If a student's performance is consistently below what can reasonably be expected of him/her, he/she may be placed on academic probation. This decision is made by the administrator and the teachers. Interventions that have been tried, the student's abilities, performance, and effort are all taken

into consideration when making this decision. When a student is put on academic probation, he/she will be given a specific period of time in which to show improvement in the trouble areas. If adequate improvement is not made, the student shall be dismissed or forced to withdrawal.

B. Behavioral:

If a student shows consistent unwillingness to follow school and classroom rules and is unresponsive to discipline for such infractions, he/she will be placed on behavioral probation. The student will be given a specified period of time in which to correct behavior and show improvement. If adequate improvement is not made, the student will be made to withdrawal.

Misbehavior not only affects the student who is misbehaving, but the other students in the class due to the time the teacher must take away from instruction for discipline. It is unfair to the other students to allow one student to disrupt their class time on a consistent basis.

Homework

Students can expect homework almost every night. The amount of time required to complete homework assignments increases slightly with each academic year.

Teachers should strive to assign no more than one hour's worth of homework.

Generally, the assignments will be less or none at all for students attending Wednesday night church services. Homework assignment slips are required to be signed by the parents and returned the following school day. Disregard for this policy may result in disciplinary action. A meeting with the parents and Administrator may result if further action is needed.

Policy Regarding Grade Skipping

Students in grades first thru eighth only may be considered for grade skipping. If a student shows signs of finishing PACEs ahead of schedule and is receiving 95% or better in all his PACE subjects and seems advanced for the level at which he is working, the student will be considered by the administration, with parent's approval, to skip to the next grade level. A student will not be advanced without parental consent.

SCHOOL POLICIES

The following should be known and enforced by all employees:

Fire, Tornado, and Safety Drills

The first fire and tornado drills each year will be announced in advance to teachers and students. Subsequent drills will not be announced. Procedures will be

practiced. Written procedures and evacuation routes will be posted at all times. Students are expected to follow the instructions of their teachers quickly and quietly with no talking during the drill. The school is also required to perform one safety drill each year. Students will be instructed on procedures to follow for these drills in advance. A record will be kept of all drills including date, time, speed of evacuation, and length of drill time.

Child Abuse and Neglect

The New Mexico Abused and Neglected Child Reporting Law mandates that certain professionals, including teachers, make reports of any suspected incidents of child abuse or neglect. Professionals making a report of child abuse or neglect are immune from civil or criminal liability. Our policy is that the teacher notify the administrator immediately, who will then refer the situation to proper authorities. By statute, all staff members must report to Children Service.

Field Trip Policy

All field trips must be approved by the administrator. A field trip is a one-day outing at the student's expense for one class or similar age group to be determined by the teacher and the administrator. Parents will be notified and asked to sign a written permission slip which must be returned to the school office before the child is permitted to go on that field trip. If a parent chooses to not grant permission for his/her child(ren) to participate in the scheduled field trip, the parent must make other arrangements for the child's care for that day. If a student does not accompany the class on the field trip, the student will be considered absent for that day, unless the parent has contacted the school in advance to explain a personal conviction that would be violated by the student's participation in the field trip.

Volunteer drivers are frequently needed for field trips. Before being permitted to drive any students for a school function, each volunteer must provide a copy of his/her valid driver's license and proof of insurance.

Holiday Policy

Since Good News Christian Academy is a Christian school, we focus on the Christian reasons and meaning for the holidays we observe at school. This policy is not to pass judgment on others' choices for celebrating holidays at home; this is simply the standard we will uphold at GNCA. Our Christmas celebrations focus on the birth of Jesus. Our Easter celebrations focus on His resurrection. We do not observe Halloween, although some teachers may elect to hold a Harvest party in the fall.

Policy for Complaint Resolution

The steps for handling a parent complaint about a teacher or vice versa follow the Biblical principles found in Matthew 18:15-17. Settle each complaint with the persons directly involved at the lowest level possible. Our goal is to handle each complaint courteously, politely, and promptly.

1. The parent/guardian meets privately, at a scheduled time, with the teacher to seek a resolution in a spirit of reconciliation.
2. If the matter remains unsettled, the parent meets with the teacher and the principal, with a written complaint, to seek a resolution in a spirit of reconciliation. If at this point any of the parties involved feel the matter has still not been resolved, they should request that the principal present the claim to the Administrator.
3. The final resolution is for the principal to present the written complaint to the Administrator, which then calls upon the parties involved as seems warranted, all in a spirit of reconciliation.

Any person having a concern, request, suggestion, or grievance of another matter is advised to follow the recommended procedure:

1. Persons with complaints or concerns are strongly encouraged to discuss and resolve the situation with the school administrator after submitting a written complaint and scheduling an appointment.
2. Persons with complaints or concerns about the school administrator are encouraged to attempted to resolve the situation directly with the Administrator.
3. Unsettled matters can then be directed to the Pastor.

Acceptance of Handbook

I have received and read my copy of The Good News Christian Academy Staff and Faculty Handbook and agree to abide by its contents.

Signature _____

Date _____