



BOARD BYLAWS AND POLICY MANUAL
2024-2025

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SECTION I

INTRODUCTION

The purpose of this manual is to serve as documentation of policies that shall guide all functions of Augusta Christian Academy (ACA). The written policies are designed to provide consistency and stability to important aspects of the school's organization and operational systems so that decisions may be made and practices implemented in a timely manner.

This manual should serve the following purposes:

- to encourage continuity and consistency of Board action.
- to foster stability in the management and administration of the school.
- to clarify the assignment of responsibilities to members of the administrative, instructional and support staff.
- to clarify the responsibilities and duties of Board members.
- to provide guidance for circumstances and situations in advance of their happening.
- to save valuable Board and administrative time by eliminating the necessity of making a decision each time a recurring situation presents itself.
- to facilitate the orderly review of Board policies.
- to help in the orientation of new Board members and administrators.
- to facilitate the maintenance of a high staff morale by promoting a common understanding of Board and administrative actions and by ensuring uniform and fair treatment of all in a variety of circumstances.

The goal of this manual is to promote the success of Augusta Christian Academy by inspiring Board members, administrators, teachers, and support staff to act in accordance with the importance of their functions and their position to promote achievement, establish a community of trust and assist in meeting yearly school goals.

SECTION II

GOVERNANCE POLICIES

Board Membership and Qualifications

The Board shall consist of a minimum of 5 members not to include the Executive Director or the Pastor of Crossroads Baptist Church. There shall be at least one Deacon of Crossroads Baptist Church as a member of the Board.

Requirements to qualify as a Board Member of Augusta Christian Academy are as follows.

The Board Member:

- Is personally committed to Jesus Christ as Savior and Lord and is actively involved in and regularly attends church. The Board Member does not have to attend Crossroads Baptist.
- Promotes the mission, purpose, and programs.
- Is not an employee of Augusta Christian Academy or Crossroads Baptist Church (except in a supplemental role).
- Is not a near relative of a Board member, school staff member with whom there would be overlapping terms of service or an employee. A near relative is defined as a spouse, parent, sibling, or child. Except in a part-time supplemental role such as a substitute or coach. Should a Board member desire employment (excluding a supplemental role such as a substitute or coach), he or she must resign before applying.
- Offers work or life experiences that relate to topics of decision making assigned to the Board.

The Board commits itself and its members to Biblical, ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly:

- Members must represent loyalty without conflict to the interests of ACA. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the organization's services.
- Members must avoid conflict of interest with respect to their fiduciary responsibility.
- There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.

The individual Board member has no authority except as explicitly set forth in Board policies.

- Board members' interaction with the Executive Director, staff or constituency must recognize the lack of authority vested in individuals except when explicitly Board authorized.
- Board members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
- Board members will give no voice to individual judgments of the Executive Director or staff performance.

- Board members will respect the confidentiality appropriate to issues of a sensitive nature.

The Board commits itself to the individual and collective participation of its members to ensure leadership success. Therefore, each Board member is expected to participate in the following ways:

- Attendance: As Board contemplation, deliberation and decision-making are processes which require wholeness, collaboration and participation, attendance at Board meetings is required of Board members; this may include virtual participation. Members may not be absent from more than 3 (three) of the Board's regularly scheduled meetings in any fiscal year. Members may not miss 2 (two) consecutive regularly scheduled meetings. Any absence that exceeds this allotment will be interpreted as that member's resignation from the Board.
- Preparation and Participation: Board members will prepare for Board and committee meetings and will participate productively in discussion, always within the boundaries of discipline established by the Board. Each member will contribute his or her own knowledge, skills and expertise to the Board's efforts to fulfill its responsibilities.
- Members as Individuals: The Executive Director is accountable only to the Board as an organization, and not to individual Board members. Accordingly, the relationship between the Executive Director and individual members of the Board, including the Board chair, is collegial, not hierarchical.
- Volunteerism: As the functioning and success of the organization depend largely on the involvement and dedication of volunteers, all Board members are expected to contribute a minimum of twenty (20) hours (inclusive of Board meeting time) annually to the school. In view of the Executive Director's responsibility for operational activities and results, members of the Board acting as operational volunteers are subject to the direct supervision of the Executive Director or responsible staff person.
- The Board will support raising funds as it may from time to time deem necessary.
- Members will commit to regularly pray for the school.

At the beginning of each school year, each Board member will read, sign, and give unconditional acceptance to the Code of Ethics and Commitment before being given the authority and privileges of Board membership.

As a member of the Board of Augusta Christian Academy, I will:

- 1) Practice an ongoing personal commitment to Christ that will be easily observed through regular church attendance and involvement, and a lifestyle that is consistent with the highest standards of Christian morality.
- 2) Pray regularly for the school, leadership, faculty, students, Board members, and others associated with the school family.
- 3) Subscribe and promote the mission, purposes, and instructional programs of Augusta Christian Academy to pursue a Biblical worldview
- 4) Support Augusta Christian Academy as an independent organization serving as a subsidiary of Crossroads Baptist Church.
- 5) Recognize that all authority is vested in the full Board only when it meets in legal session.

- 6) Consider myself a “trustee” of the whole organization and I will do my best to ensure that it is well managed, financially secure, and always operating in the best interests of the people it serves, now and in the future.
- 7) Regularly attend Board meetings and support events within Augusta Christian Academy.
- 8) Participate in Board assignments such as serving as a Board officer, serving on committees, attending special meetings, and interviewing prospective applicants of Board, or administrators when needed or deemed appropriate.
- 9) Respect the roles and limits of the Board and administration recognizing that the Board’s job is to ensure that the organization is well managed.
- 10) Support the organization internally, externally, with time, expertise, and finances as able, defending its staff and mission as appropriate, serving as a goodwill ambassador.
- 11) Keep well informed of developments relevant to issues that may come before the Board and come prepared for meetings having read the reports and completed any assignments that may be required.
- 12) Support all Board-approved policies and programs even if against them in discussion. I will maintain confidentiality of discussion and individual expressions of those attending Board and committee meetings.
- 13) Follow Board policies and procedures and refer complaints to the proper level on the chain of command.
- 14) Declare conflicts of interest between my personal and professional life and my position on the Board and abstain from voting or resign when appropriate. When the Board is to decide upon an issue in which a member has an unavoidable conflict of interest, that member shall absent him or herself without comment from not only the vote but also from the deliberation.
- 15) Respect the opinion of my fellow Board members and treat each member with respect and dignity.
- 16) Participate in all Board orientation and training sessions and work to learn how to best serve on the ACA Board.
- 17) Abide by the rules of honesty and fair play in all matters related to my position as a Board member. As a Board member of Augusta Christian Academy, I will not:
 - a. Use my position for my personal advantage or that of my friends or relatives.
 - b. Discuss the confidential proceedings of the Board outside the Boardroom.
 - c. Promise how I will vote on any issue before a meeting.
 - d. Interfere with the duties of the administrator or undermine his or her authority with staff members, Board members, or others.
 - e. Make any judgment of the performance of the administrator, teacher, or school employee except as allowed with explicit Board policies.
 - f. Represent the cause of any group with special interests.
- 18) I will resign if unable or unwilling to maintain the spirit or letter of this Code of Commitment and Ethics.

DUTIES AND RESPONSIBILITIES OF THE BOARD

The Board serves as representation of Augusta Christian Academy in determining and demanding appropriate organizational performance.

The Board shall govern with an emphasis on:

- Biblically based integrity and truthfulness in all methods and practices
- outward vision rather than an internal preoccupation
- strategic leadership more than administrative detail
- clear distinction of Board and Executive Director roles
- collective rather than individual
- future rather than past or present
- pro-activity rather than reactivity.

The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of policy, not merely a reactor to staff initiatives. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute the individual judgments for the Board's values. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.

The Board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus will be on the intended long-term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.

The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline of Board members will apply to matters such as attendance, preparation of meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement. Each member of the Board will support the final determination of the Board concerning any matter, irrespective of the member's personal position concerning such matter.

All Board action requires approval by a simple majority of voting members unless otherwise noted. A majority of the Board members constitutes a quorum (5 members). The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision:

- Augusta Christian Academy policies that define the philosophy, goals and desired effects.
- Governance policies that specify how the Board conceives, carries out, and monitors its own task.
- Board/Staff Relationship policies that indicate how power is delegated and its proper use monitored; including, but not limited to, the Executive Director role, authority, and accountability.
- Executive limitation policies that indicate constraints on executive authority which establish the prudence and ethical boundaries within which all executive activity and decisions must take place.

MEETING SCHEDULE AND AGENDA FORMAT

To accomplish its purpose and responsibilities with a governance style consistent with Board policies, the Board will follow an annual agenda.

- a. The annual agenda will conclude each year at the end of June so that administrative planning and budgeting can be based on a segment of time no less than one year long.
- b. The annual agenda will start with the Board's development of its agenda for the next year in July.
- c. The annual agenda will ensure the Board completes a re-exploration of Augusta Christian Academy policies.
- d. The annual agenda will ensure the Board works to continually enrich Board discussion and deliberation as well as improve its performance through Board education of governance and dedication related to achieving the ideals of Augusta Christian Academy.
- e. The annual agenda will ensure the Board will monitor and discuss the Board's process and performance at least once per year. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance process and Board/staff relationship categories.
- f. The annual agenda will ensure the Board will produce assurance of the Executive Director's performance.
- g. The annual agenda will include opportunities for Board members, Staff Members, and Parent Advisory Members to submit suggestions for items to be included on the annual Board agenda.
 - 1) The Board is to consider all suggestions for the Board agenda and to prepare a tentative agenda for the following year's meetings.
 - 2) The chair will determine the agenda for any meeting, including emergency issues.
 - 3) Any Board member desiring to recommend any additional matter for Board discussion will advise the chair of such matter at least ten (10) days prior to the scheduled Board meeting.
- h. The annual agenda will include an update to the strategic plan every three (3) years. The annual agenda will include a review of progress against the strategic plan.

The Board will regularly meet each quarter at a day and time to be determined by all members. Quarterly meetings will be held as follows:

- Quarter I Meeting: August
- Quarter II Meeting: November
- Quarter III Meeting: February
- Quarter IV Meeting: May

During the Quarter IV meeting, a review of the year will be conducted as well as approval for any policy changes. A July meeting will be held to review the opening plans and staffing for the upcoming school year. Additional meetings may be scheduled as necessary.

REMOVAL OF BOARD MEMBER

The Board may remove a present or newly elected Board member for the following conditions:

- 1) Should the Board member not meet minimum qualifications listed in *Board Member Requirements*.
- 2) Should the Board member, in the opinion of the Board, no longer meet minimum standards of Board policies listed in *Board Member Requirements*.
- 3) Should the Board member no longer maintain outstanding personal and professional qualities.

The Board member must exhibit a firm commitment to Christian morals and principles, a dedication to Christian education, a love and interest toward children, youth, and be willing to put forth every effort to maintain the school's highest educational and moral standards. Therefore, the Board reserves its right to remove a present or newly elected Board member for good cause.

Good cause as determined by the Board will include any illegal conduct, any serious violations of the "good conduct" standards as stated in this document, any immoral act which is inconsistent with the Board member's position as an Augusta Christian Academy leader and inconsistent with the Augusta Christian Academy commitment to Christian morals and principles.

Process to remove a present or newly elected Board member as follows:

- 1) The Board is authorized to investigate the evidence for the accusation. The Board may meet with the accuser and/or the accused to gather information. If in the opinion of the Board there appears to be enough evidence to consider removing the member from office, the Board will recommend that a vote take place.
- 2) The accused Board member should be informed in writing of the cause(s) for consideration for removal.
- 3) The accused Board member will be invited to give written or oral explanation or defense to the Board at the meeting considering removal. The accused Board member may not be present during the deliberation or vote on this issue.
- 4) Board must vote by ballot.
- 5) To remove the Board member, a minimum of 80% of the Board present at the meeting must vote in favor of removing the Board member. A quorum of the Board must be present with at least five total members affirming the motion.
- 6) The result of the Board decision will take place immediately, either removing or reinstating the Board member.
- 7) The Board member will be informed in writing within three working days as to the Board's conclusion.

SECTION III

SCHOOL PURPOSE AND OBJECTIVES

MISSION

Our mission at ACA is for our teachers, staff, and students to cultivate a love for Jesus Christ and a love for others. Our greatest commandment is to love Jesus as he said in Matthew 22: 36-40. We will encourage students to have a personal and spiritually minded relationship with Jesus Christ reflecting His love to the world. We will accomplish this by training them in the ways of the Lord, through *worship, academics, and building a Biblical worldview* in all areas of their lives. The next greatest commandment is to love our neighbors. By building a relationship based on Christ's love, this will be our guide and the motivating factor for all service and interactions with others.

Love Jesus:

- Accept Jesus's love for us.
- Know that the Holy Bible is true.
- Pray without ceasing.
- Commit one's work unto the Lord.
- View the world through a Biblical lens.

Students are trained to view the world through a Biblical lens. This means that all academic subjects, classroom relationships, playground manners, discipline, and at-home behaviors are brought back to God's Word.

Love Others:

- One's love for their neighbors and others.
- Mission work.
- Community service.
- Church and school involvement.

There will be opportunities for evangelism in the class, in the school, and in our community. The Gospel will be presented at school functions, chapels, classrooms, outreach events, and prayer meetings. The sharing of the Good News of the Gospel will be led not only by teachers, but also by students, parents, staff, etc. For this reason, we encourage students to invite others to school functions and to church to hear the Gospel of Jesus Christ.

PHILOSOPHY

Augusta Christian Academy will strive to provide a solid Biblical foundation for our students while creating a learning environment that supports not only the academic needs of students but also creates a supportive nurturing environment to meet their social and emotional needs. Augusta Christian Academy is an inclusive community school that does not require a membership in a church; however, we do require a recognition and acknowledgement of our Statement of Faith.

We believe in creating an engaging environment where students will feel:

- challenged
- successful
- held to high expectations.
- supported to reach their maximum potential.

As a school, we will:

- Strive to honor God in all we say and do.
- Teach and model a Biblical World View.
- Strive for educational excellence.
- Commit to providing educational programs that create a learning atmosphere that develops a desire for high achievement and encourages student participation, critical thinking, and problem-solving.
- Acknowledge that parents have the primary responsibility for educating their children and will encourage parent involvement in school programs and activities. We believe that the benefits of Christian education are enhanced when the entire family is committed and involved.
- Value each child as a unique creation of God.
- Provide educational opportunities for diverse learners and strive to meet the individual educational and special needs of each child.
- Focus on encouraging each student in his/her relationship with Jesus Christ.
- Practice justice, mercy, and peacemaking, resolving conflict in a positive manner using Biblical principles.
- Be committed to hiring exceptional employees who love and honor God, love children, and are consistent godly role models. Teachers should be called by God to the teaching profession, demonstrate expertise in their academic areas, and have an unselfish spirit of dedication.
- Seek to honor God in all our financial decisions by being faithful stewards of His resources.

SCHOOL CULTURE

We trust in the Biblical God and students are encouraged to view the world through a Biblical lens. This means that all academic subjects, classroom relationships, playground manners, discipline, and at-home behaviors are brought back to God's Word.

Our greatest commandment is to love. (Matthew 22:37-38 *Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. And the second is like unto it, Thou shalt love thy neighbor as thyself*) We encourage students to have a personal, unveiled, transformed, and spiritually minded relationship with Jesus Christ reflecting His love to the world. We will accomplish this by training them in the ways of the Lord, honoring Him through worship and academics, and building a Biblical worldview in all areas of their lives.

We are empowered by and dependent on the Holy Spirit. We set aside time each day for students to read, learn, meditate on, and grow to love God's Word, incorporating it into their daily lives. In addition, we regularly introduce specific scripture verses to illustrate God's

love for the students and to train them in the truth. Prayer is an essential part of worship, so students are given opportunities to pray, share prayer requests, and offer praise reports. They are trained and encouraged to pray in private and in public.

We have a vision to support parents who desire a Biblically based education for their child. We encourage families to be involved in supporting their child in not only the academic teaching but also the Biblical teaching and spiritual training by practicing Bible verses, daily devotions, and prayer.

Teachers are encouraged to connect with parents regularly via email, phone, and face-to-face meetings to discuss the spiritual and academic strengths of their students and partner with parents to address any difficulties the student may be facing.

Our faculty and staff are dedicated to serving Christ and each other. Each of them has a personal relationship with Jesus Christ and a calling to minister to the needs of students. Our teachers have a heart to encourage each other in the shared desire that God's perfect plan be established in each of our students' developing lives. As the faculty and staff of Augusta Christian Academy, they understand their role is to fulfill the call of sharing the love of Jesus with our students and their families and to share the Gospel.

Our goal is to have a school environment that emphasizes Christ-like principles, morals, and values. We will strive to ensure that each student is afforded optimal daily opportunities to develop strong intellectual and moral character; and develop a Biblical worldview. This process is accomplished by providing an academic environment that endeavors to try and foster the fullest potential of each student. Our ultimate purpose is to train the whole student so that they will develop according to the prime example of our Lord Jesus Christ – a godly influence in the world.

SCHOOL GOALS

School goals shall be developed by school staff and submitted to the Board during the fall quarterly meeting to be held in August. The Board shall approve or request revision at that time. Should a revision be needed, the school should resubmit revised goals within 30 days. At the completion of Board Approval, goals will be communicated with the families of ACA and our community.

SCHOOL VALUES

At Augusta Christian Academy, we value a relationship with Jesus built upon a foundation of prayer and The Word, evidenced in part by our relationships with one another, and striving together to fulfill His command to share the Gospel with others.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, and authoritative Word of God. (*"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness."* – 2 Timothy 3:16)

We believe there is one God (Isaiah 45:5; Exodus 20:1-5), eternally existent in three persons (1 John 5:7): Father, Son, and Holy Spirit. (*“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.”* – Matthew 28:19)

We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*“Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven.”* Acts 1:11; also see John 10:33, Matthew 1:23, Hebrews 4:15, John 2:11, 1 Corinthians 15:3, John 11:25, and Mark 16:19)

We believe that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. (*“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”* – Ephesians 2:8-10; also see John 3:16, John 5:24, Romans 5:8-9, and Titus 3:5).

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. (*“Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation.”* – John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (*“There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all.”* – Ephesians 4:4-6)

We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling him/her to live a godly life. (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.”* – Romans 8:29)

We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic evolution as unscriptural theories of origin. (Genesis 1-2; Exodus 20:11)

We believe children are a heritage from the Lord, and they are to be subject to their parents and obedient at all times. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Psalm 127: 3-5, Ephesians 6:1-4)

We believe marriage sanctioned by God, joins a biological male and a biological female as their genders were determined at birth. (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7: 1-9)

We believe children are wonderfully and immutably created as male or female. These two-distinct, complementary genders together reflect the image and nature of God and the rejection of one’s biological gender is a rejection of the image of God within that person (Genesis 1:26-27)

Because ACA is a subsidiary of Crossroads Baptist Church and follows the beliefs and practices of the church, anytime there is conflict between the school and any new legal standard, the church’s statement of faith, doctrines and Biblical positions will govern.

SECTION IV

ADMINISTRATION

ADMINISTRATIVE RESPONSIBILITIES

A. Hiring of Staff (*Pastor and Board approval required*)

All interviews will be conducted by the Executive Director and any member of the school as deemed appropriate by the Executive Director. Upon completion of the interview, successful candidates will be referred to the Pastor and the Board for approval. The personnel file (application, resume, interview notes) shall be provided to the Pastor and the Board for review. The Board may schedule a second interview with the candidate should they feel it is necessary.

B. Evaluation of faculty and staff

All school employees shall be evaluated annually by their immediate supervisor. All new employees (first-year hires) shall be evaluated three times by their immediate supervisor, with the first evaluation being completed within the first six weeks of employment. Evaluations will include a combination of Walk-Throughs and Formal Observations.

C. Chief disciplinarian

All major referral incidences shall be referred to administration following the school-wide discipline plan and procedures.

D. Provide Spiritual Leadership for the school.

E. Emergency school closing decisions

F. Development of School Calendar

The school calendar shall be developed and approved by the Board by June 30th. Proposed calendars shall be presented by the third quarter meeting. Parent and staff input should be requested during the development of the school calendar.

G. Set school tone/atmosphere.

H. Oversee operations of the school including but not limited to: Maintenance, Custodial work, Lunch Program, Extracurricular activities, Extended Care Program, Summer Camp Program, school finance, admissions, public relations, marketing, etc.

ESTABLISHING POLICIES AND PROCEDURES

The Executive Director, with input from other building administrators may establish rules, guidelines, schedules, and policies for teaching and non-teaching staff as deemed necessary by the Administrator for the efficient and effective daily operation of the school.

While not having the stature of Board policies, they carry the authority of the Board, acting through its executive officer (the administrator). All such administrative rules, guidelines, schedules, policies, etc. may be overruled by the Board at any regular or special meeting.

HANDBOOKS

Staff and Student-Family Handbooks should be developed by the Executive Director in accordance with Board Policies. Practices noted in the handbooks should not conflict with Board Policies. The handbooks will be kept in alignment with the Board Policy Manual. Approval of the Board is needed on any changes affecting the Board Policy Manual. Handbooks should be provided both in a written format and electronic format to staff and families.

SECTION V

FINANCES

BUDGET

The fiscal year shall commence on the first day of July and shall end on the last day of June. A budget update shall be shared and discussed at each quarterly Board meeting. The next year's budget shall be proposed at the third-quarter Board meeting and shall be approved no later than the fourth-quarter Board meeting.

CAPITAL FUNDS

Any surplus of funds beyond \$100,000, or another amount as deemed appropriate by the Board, shall be discussed by the Board to determine the use and disbursement of funds. The Board shall consider contributions to the scholarship fund, staff bonuses, and the project account.

FINANCIAL AID

All families enrolled in Augusta Christian Academy are eligible to apply for financial aid. Augusta Christian is a partner of *Renew a Nation Scholarship Program* which will serve as one source of financial aid for families. The school scholarship fund will also offer financial support for eligible families that may not qualify under the *Renew a Nation Scholarship Program*. The Financial Aid Committee in cooperation with the Board, shall review applications for financial aid. All tuition discounts will be granted through the financial aid process to include discounts for school staff members, Crossroads staff members, and staff members of churches of like faith. The maximum amount of paid financial aid should not exceed 70% per family. Employees will receive a 25% discount. Employees will have the opportunity to apply for additional financial aid following the same procedures as other ACA families.

To be considered for financial aid, families should submit a complete financial aid packet by March 31st with the \$40 application fee through the online FACTS system. Financial aid for new students will only be considered if the child also has completed the ACA Enrollment forms.

*Applications received after March 31 may not receive funding regardless of financial status.

The family shall receive written notification no later than May 1st. Each family should return the acceptance letter of the financial award to the school by May 15th to confirm funds.

FUNDRAISING

The Executive Director and school administrative team shall submit a yearly fundraising plan by the June meeting. The Board shall review the fundraising plan and approve such events. The school may request to add a fundraiser that was not submitted on the original request; however, it must be approved by the Board prior to beginning the fundraising project.

Individual grades or classrooms shall not host fundraisers unless prior approval has been provided. This is to include “go-fund me,” Amazon Classroom list, etc.

PURCHASING AND REIMBURSEMENT

All purchases made for Augusta Christian Academy, separate from the initial start-up and opening plan, require a Purchase Request Form. Information on the form should be complete to include description/purpose of item to be purchased, total cost, the name and address of supplier and the approval of the administrator. If approved, items will be purchased through the school’s Business Office.

As a subsidiary of Crossroads Baptist Church, Augusta Christian Academy is a 501(c)(3) certified, tax-exempt, non-profit organization. Thus, it is not required to pay state sales tax. All vendors should be notified at the time of purchase that the school is tax exempt and no sales tax should be charged. This must be verified before finalizing any purchase and is required for all school purchases. Tax exemption certificate copies are available in the office. Upon receiving items and the completion of the purchase, the following items should be submitted to the business office:

- The original receipt
- Signature and date of the purchaser at the top of the receipt

Only for rare and special circumstances will there be expense reimbursement. Reimbursements *will only* be given in situations where a purchase request has been received and approved. Requests must be promptly submitted to the office within 24 hours of the expense being incurred. Sales tax will not be reimbursed. The following items should be submitted for a reimbursement request:

- The original receipt
- Signature and date of the purchaser at the top of the receipt
- The business purpose of the expenditure

STAFF BONUSES

In the event of surplus funds greater than \$50,000, or another amount as deemed appropriate by the Board at the year’s end, a staff bonus should be considered and discussed by the Board. All full-time and part-time employees should be eligible for the yearly bonus.

SECTION VII

HEALTH AND SAFETY

ACCIDENTS

The school has an important obligation to see that all injuries or conditions that threaten possible injuries are taken care of quickly and efficiently. Any injury of student or staff member should be reported to administration and the completion of an accident report should be filed immediately.

ADMINISTRATION OF MEDICATION

- A trained, unlicensed person who has successfully completed a Virginia Board of Nursing approved medication administration training (MAT) may administer patient-specific drugs in a private school setting. If written authorization from a parent or guardian is obtained, the school's trained staff member may administer epinephrine according to the prescription label to the specific child for whom the medication was dispensed by a pharmacy. *Va. Code §§54.1-3005, 54.1-3408.O.*
- Both registered and licensed practical nurses who work in Virginia private schools are authorized to administer prescription medications with parental consent. *Va. Code §§ 54.1-3408, 54.1-3000.*
- The administration of medications to children with diabetes who require insulin and/or glucagon, and children with diabetes or a seizure disorder who require emergency rectal medications must complete the appropriate MAT course for each particular medication. Without the approved proper training, the administration of the medications to children with these conditions would violate the Virginia Drug Control Act. *Va. Code § 54.1-3400 et seq.*
- Any person seeking a first-time teaching license or license renewal to provide emergency first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator must submit written documentation that shows successful completion of a training or certification program that includes all three topics. *Va. Code §22.1-298.1.D(4).* [Note: *This provision applies only to teachers seeking initial licensure or licensure renewal from the Virginia Department of Education.*] Online training or certification that meets the standards of instruction for these topics may be accepted to meet this requirement. For license renewal, individuals must seek approval of activities for renewal from their school heads of accredited nonpublic schools in Virginia. Virginia Department of Education's Attachment A, Memo No. 156-13; June 7, 2013.

CRISIS MANAGEMENT PLAN

The school shall develop a Crisis Management Plan to be reviewed and discussed with the Board. A copy of the plan should be readily available and easily accessible in every classroom, office, and common area before the first day of school. The Crisis Management Plan should be completed and available by August 1st. The plan should be reviewed and revised accordingly each year.

EMERGENCY DRILLS

Emergency drills will be conducted in accordance with the Virginia Department of Education Drill Guidelines.

- Fire Drills—at least twice during the first 20 school days of each school session, and then at least one drill per month for the remainder of the school year.
- Tornado Drills—one per school year.
- Lock-Down Drill- at least twice during the first 20 days of school and conduct at least two additional lock-down drills during the remainder of the school term.

HEALTH RECORDS AND REQUIREMENTS

- For admittance to a school, a student or the student's parents must submit documentary proof of immunization, an affidavit stating the immunizations conflict with the student's religious tenets, or certification from a physician that the immunization is detrimental to the student's health. Conditional admittance is allowed if a student's immunizations are incomplete, and she submits a schedule for completion within 90 calendar days. The state health commissioner has the authority to exclude children from school who are not immunized in the event of an outbreak, potential epidemic, or epidemic. *Va. Code §§22.1-271.2, 32.1-47.*
- For admittance to school, a completed well-check physical should be submitted to the school. The physical shall be within one year of the enrollment date.
- The school office will retain student health records including copies of physicals and certificates of immunization.
- The state health commissioner has the authority to inspect dining accommodations of private schools upon presentation of credentials and consent by the owner or custodian. *Va. Code §§35.1-1.9. a* (includes school cafeterias in the definition of "restaurant"), 35.1-5 (gives VDH the right to inspect).
- Employees of private schools who have reason to suspect that a child is abused or neglected must report the matter immediately to the local social services department of the county or city where the child resides or where the alleged abuse occurred or to the Virginia Department of Social Services' toll-free child abuse and neglect hotline. *Va. Code §63.2-1509.*
- It is a criminal offense in Virginia to distribute any controlled substance, imitation controlled substance, or marijuana on the property of a private elementary or secondary school, within 1,000 feet of the school, or on any school bus. *Va. Code §18.2-255.2. A.*
- Virginia's criminal code prohibits 1) the willful discharge of a firearm, unless justifiable by law; 2) brandishing a firearm in such a manner as to reasonably induce fear of being shot or injured; and 3) possession of a stun weapon, taser, or weapon other than a firearm, in any private or parochial elementary, middle, or high school or within 1,000 feet of the school. *Va. Code §§18.2-280B, 18.2-282A, 18.2-308.1.*
- All applicants for full-time, part-time, permanent and/or temporary employment at an accredited private or religious K–12 school are required to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the FBI for the purpose of obtaining criminal history record information as a condition of employment. This is not a requirement for non-accredited schools. *Va. Code §22.1-296.3*

STUDENT ILLNESS

In the event a student becomes ill during the school day, it is the policy of Augusta Christian Academy to send children home if they have a rash, are vomiting, running a fever, or if head lice are found. Children should be kept home from school until they are sufficiently recovered from their illness, fever free without medication for 24-hours, to allow them to effectively complete their daily school activities and are no longer contagious.

SUPERVISION OF STUDENTS

It is expected that students in all programs at ACA be supervised at all times. Students should not be left unattended for any period.

SECTION VII

INSTRUCTION

CLASSROOM ENVIRONMENT

The teacher is responsible for the appearance of the classroom including cleaning of the room that is not provided by the custodial staff. The staff members' work area should be kept neat and organized, as to protect confidentiality. All furniture should be kept in an organized manner. Bulletin Boards, signage, and items displayed within the classroom and outside of the classroom should be current.

CURRICULUM

A curriculum team will be responsible for reviewing and selecting accredited and approved curriculum for all programs and levels of the school. Upon the selection of the proposed curriculum, a Board review should be held. Curriculum may be reviewed and discussed at any time.

GRADING AND STUDENT PROGRESS

Reporting student progress is an important part of parent/teacher communication. Several reporting methods may be utilized including progress reports, conferences, standardized test reports.

1. Progress Reports: Students in grades 1ST-9th will receive progress reports at the half-way point of the 9-week grading period. Kindergarten will receive their first grade report at the 9-week grading period and then receive progress reports thereafter following the 1st-9th grade students. Preschool students will receive three progress reports throughout the school year (December, March, and May).
2. Quarter Grade Reports: Students in Kindergarten-9th grade will receive a formal quarter report card each 9-weeks of school. Preschool students will not receive quarter report cards.
3. Conferences: Formal conferences will be scheduled as a part of the school's reporting process and noted each year on the school calendar. Parents are expected to attend these conferences. Parents and/or the school may request additional conferences as needed.
4. Assessments: Students will be assessed following the ACSI accreditation model. Additionally, the use of informal pre and post assessments will be used to measure student growth and achievement.

Grading Scale 1st Grade-9th Grade

A+	98-100	B	84-86	C-	70-73	F	50-59
A	94-97	B-	80-83	D+	67-69	<i>*the minimum grade recorded for work submitted will be a 50.</i>	
A-	90-93	C+	77-79	D	64-66	<i>*scores of 49-1 will not be recorded</i>	
B+	87-89	C	74-76	D-	60-63	<i>*if work is not submitted, a 0 will be recorded</i>	

Grading Scale Preschool-Kindergarten

E	Exceeds expectations; easily grasps and applies advanced skills and processes
S	Meets expectations; regularly grasps and applies key concepts and processes with limited error
M	Making progress; beginning to grasp and apply key concepts and processes
U	Not making progress; not making expected progress towards proficiency

HOMEWORK

The general policy is to avoid assigning homework beyond preparation for assessments, nightly reading, and weekly math review. Homework time guidelines for students are:

Kindergarten	15-30 minutes/night
1 st -4 th grade	20-45 minutes/night
5 th -8 th grade	30-60 minutes/night
9 th -12 th grade	30-90 minutes/night

INSTRUCTIONAL TIME

Teachers are expected to make the most of all instructional time provided. Clear routines and procedures should be established to protect the learning environment. All classes are expected to follow the school schedule to include lunch time, recess time, rest time, exploratory time, and any other special schedule as designated by school administration. The designated master schedule of the school should be followed within each classroom to ensure instructional minutes are met.

LESSON PLANS

Writing lesson plans is an important part of a teacher's weekly preparation. Each teacher should prepare lesson plans that follow the selected curriculum for each course. Teachers should spend time collaborating with teaching assistants to best be prepared for students. Lesson plans should be submitted to administration only upon request. Lesson and Unit plans should be available to administration for each formal teacher observation.

SPIRITUAL TRAINING: DAILY PRAYER AND CHAPEL

Prayer will be held daily within the classroom as well as during common times throughout the day (start of day, lunch, etc). Chapel will be held weekly for all students.

SECTION VIII

PERSONNEL

APPLICATION AND HIRING PROCESS

All staff members should complete an ACA application, submit a resume, submit references, and participate in at least one formal interview.

All school personnel shall be assigned working positions by the Executive Director, Building Principal and/or Program Coordinator.

Assignments shall be based on the needs of the school. Requests for specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school.

In decision-making relating to the assignment or reassignment of personnel, no consideration shall be given to the sex, national origin, or ethnicity of the employee.

All personnel of the school, regardless of classification, are subject to assignment and/or reassignment by the Executive Director and/or Building Principal based on the needs of the school.

APPROPRIATE USE OF MATERIAL

Staff are expected to follow the school implemented curriculum. Upon doing so, the expectation is to follow all copyright agreements and expectations of such material.

ATTENDANCE AND LEAVE

Staff will receive PTO (Paid time off) as part of his/her employment package. PTO should be used for both sick and personal leave. The below chart denotes the PTO time for each contracted employee as well as the maximum carry over. PTO days are provided at the start of the yearly contract and may be taken in one hour increments.

	Contracted Days	PTO Days Per Year	Maximum Number
Part-time (6 hours or less)	195 Days or Less	10 Days	25 Days
	220 Days	12 Days	30 Days
	240 Days	15 Days	40 Days
Full-Time (8 hours)	195 Days or Less	12 Days	30 Days
	210 Days	15 Days	45 Days
	240 Days	20 Days	65 days

Employees are expected to provide as much notice as possible when using leave. If an employee plans to use PTO time for something other than an illness, it is expected that notice will be provided in advance to the supervisor. If the absence will be for one day, the request is 24-hour advance notice. If the absence will be for 2-3 days, 48 hours of advance notice is requested. If

the employee is requesting more than 3 consecutive days off, 2 weeks of advance notice and approval is required.

No more than 2 additional holiday leave days will be approved. Approval will be provided in the order in which the request is received.

Leave without pay must be approved by the Executive Director and will only be done so in special circumstances.

Failure to notify a supervisor of PTO time, will result in disciplinary action of the employee unless an unforeseen circumstance arises such as a medical emergency.

In situations where the employee utilizes sick leave for more than 3 consecutive days, a doctor's note may be required.

All staff members will receive 3 days of Bereavement leave for non-household family members.

BENEFITS

Medical Insurance

All full-time employees (8 hours) will be offered health insurance coverage that is paid for at no cost to the employee.

All part-time employees (6 hours) will be provided partial payment for the health insurance premium.

All eligible employees may elect to receive the health insurance benefit for themselves. If the eligible employee elects not to receive the health insurance benefit, the health insurance premium contribution remains as part of the staff's salary package.

Additional family members may be covered at the employee's expense.

Workmen's Compensation

The school participates in a mandatory worker's compensation insurance program. All injuries due to the employee's work must be reported to the office immediately. The school must make a written report of the injury or illness within 120 hours to our insurance company and a phone call within 24 hours.

RETIREMENT

All full-time ACA employees (8 hours) may have funds deducted from their paycheck to go into a retirement fund. ACA will match up to 3%. All part-time ACA employees (6 hours or less) may have funds deducted from their paycheck to go into a retirement fund. ACA will match up to 3%.

BUILDING KEYS AND SECURITY

Staff members will be provided a key and/or electronic badge for the building use. Staff members are responsible for assisting in helping always keep the building safe and secure. At no

time, should a staff badge or key be loaned to any other individual. Violations of this procedure will result in punitive action.

All exterior doors and interior security doors should remain closed and always locked. Doors should not be propped open or left unlocked at any time regardless of the situation.

COMMUNICATION AND ELECTRONIC MEDIA

All communication between staff, students, and families should always be professional and appropriate. Staff email should be used to communicate work related items and should not be used to advertise, address personal issues, or promote any event unless otherwise approved by administration. Staff should submit any news, prayer request, praise, etc that he/she would like shared with the whole staff for the weekly newsletter.

All communication with families should be done through school email, group appropriate apps (Remind) or the schools learning management system. The use of personal email and cell phones should not be used when communicating with students or families.

CELL PHONES

Staff cell phones should be silenced and put away while staff members are working with or in the presence of students. At no time should staff members use their personal phones during instruction or supervisory time. Any contact for staff should be made through the school office during hours.

At no time, should students be permitted to use staff cell phones.

DRESS AND CONDUCT

Staff dress is expected to always be professional, business casual and reflective of the job assignment. Jeans are not permitted, except during pre-determined days. There should be no thin/spaghetti strap tops, no necklines below mid-chest (armpit line), and no cut-off or shirts with logos. Pants/Skirts should be modest, allowing for the staff member to move freely and complete assigned job responsibilities.

On Chapel Days, dress is expected to be business professional, identifying that chapel days are a significant day of importance.

DUTY HOURS FOR STAFF

Staff should arrive on time to begin their assigned task at the start of the workday. Staff members are expected to remain until the completion of the assigned hours. Arriving late or leaving early, will deduct from the individual's PTO time.

Duty hours will be assigned by administration to ensure that all areas within the school are covered, and children are supervised in accordance with Virginia student to staff ratios.

EQUAL EMPLOYMENT OPPORTUNITY

Augusta Christian Academy believes that all men are created equal in the image of God and are to be afforded equal opportunity in employment. To provide equal employment and advancement opportunities to all individuals, employment decisions at ACA will be based on merit,

qualifications, and abilities. ACA does not discriminate in employment opportunities or practices on the basis of race, color, sex (as determined by anatomy at birth and not subject to change), national origin, age, disability, pregnancy, or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, ACA is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is ACA policy to utilize only staff members of like faith who subscribe without reservation to our statement of faith and code of conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ACA functions.

Any staff members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director. Staff members may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of service.

Nothing contained in this equal employment opportunity policy should be construed to limit ACA's constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics. This policy is not intended to waive the religious exemption or any other exception to or exemption from any other local, state, or federal antidiscrimination law.

Disability Accommodation

Augusta Christian Academy is committed to fully complying with the Americans with Disabilities Act (ADA)¹ and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis, and ACA will make reasonable accommodations for qualified individuals with known disabilities where such disability affects the performance of job functions unless doing so would result in an undue hardship to the Academy. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not the disability of the individual.

Upon request, job applications will be made available in alternative, accessible formats, and assistance will be provided in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and are given only after a conditional job offer has been made. Medical records will be kept separate and confidential.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications,

¹ The Americans with Disabilities Act employment provisions apply to churches if they have fifteen or more employees or if they operate a school. Many churches will never be covered by the ADA because they do not and never will employ fifteen or more employees and do not operate a school. Nevertheless, all churches should be aware of the ADA's requirements and should consider that it is oftentimes not difficult or expensive to accommodate different types of disabilities within the workplace. Churches do not want a reputation for discriminating against individuals with disabilities, particularly since many churches have ministries that reach out to these same people.

organizational structures, lines of progression, and seniority lists. Leaves of all types will be available to all eligible employees on an equal basis.

Augusta Christian Academy is committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. ACA will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Augusta Christian Academy is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. However, this policy is not intended to waive the religious exemption or any other exemption from any other local, state, or federal antidiscrimination law.

Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations may be required of certain positions where such information is needed to prevent a health and safety risk. After a conditional offer of employment has been made to an applicant entering a designated job category, a medical examination may be performed at the Academy's expense by a health professional of the Academy's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of and results of the exam. Should a medical examination be required and if paid for by ACA, such documents will remain the property of the ministry in the personnel file. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Immigration Law Compliance

Augusta Christian Academy is committed to and takes seriously the matter of employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ACA within the past three years or if their previous I-9 is no longer retained or valid. Employees or potential employees whose forms contain falsified information, omissions, or misrepresentation are subject to termination. Such information, at the discretion of ACA or as required by law, will be reported to appropriate governmental officials.

Employees with questions or who need additional information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

GRIEVANCE POLICY

All concerns, whether from staff, students, families, or community members shall follow the organizational structure of the school after first communicating with the concerned party.

PERSONAL CONDUCT

All staff and Board members are expected to serve as a representative of Christ, the school, and the church. This should be evident in appearance, language, daily work practices, and life in the community.

PERSONNEL RECORDS

Personnel records will be housed in the Executive Director's office and will be kept confidential.

Records will include:

- Application, Resume, and letters of reference
- Yearly Contract
- Teacher Evaluations
- Letters of memorandum or reprimand

SALARY SCALE AND PAY PERIOD

Salary scales will be reviewed annually as part of the budget process.

The ACA pay period for full-time, part-time, and contracted specialist employees will be bi-weekly for all staff hired after July 1. Substitutes and other contracted employees will be paid monthly.

SEXUAL HARASSMENT AND ABUSE

Staff members are prohibited from (1) threatening or insinuating, either explicitly or implicitly, that another staff member's willingness or refusal to submit to sexual advances will affect the staff member's terms or conditions of service; (2) creating an environment that is hostile, offensive, or intimidating; and (3) from acting with the purpose or effect of unreasonable interfering with another's work performance. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and that interferes with work effectiveness. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser. Sexual harassment includes, but is not limited to:

- a. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.
- b. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.
- c. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- d. The display of, written, recorded, or electronically transmitted messages in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.

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

Reporting Workplace Harassment. Any staff member who experiences or witnesses harassment of any form in the workplace must report it immediately to the Executive Director of ACA. If the Executive Director is the alleged harassing party, a staff member may report the harassment to

the Pastor of Crossroads Baptist Church or the Academy board. Any supervisor or Academy leadership-level staff member who witnesses sexual or other type of harassment or learns of an allegation of harassment and does not report it to the Executive Director of ACA or if the Executive Director of ACA is the alleged harasser, to the designated ministry leadership, is subject to disciplinary action, up to and including termination of service. All allegations of harassment will be promptly investigated as impartially and confidentially as possible. A timely resolution of each complaint will be communicated to the parties involved. Workplace harassment is prohibited by law and will result in disciplinary action, up to and including dismissal from service and potential legal action.

Prohibition on Retaliation; False Complaints. ACA will permit no employment-based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual or other type of harassment. However, an individual who knowingly or recklessly makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

TEACHER EVALUATION

Staff evaluations will be conducted yearly regardless of experience or position following the below chart.

Staff (1-4 years employed with ACA) Full Evaluation		Staff (5 years and beyond) Full Evaluation every year	
First 4 weeks	Walk-through	First 6 weeks	Walk-through
By October 30	Formal Observation	*By December 30	Walk-through
By January 30	Formal Observation	*By April 1	Walk-through
By May 1	Formal Observation	<i>*will be completed during years of no full-evaluation</i>	

Staff members will receive a written copy of the formal evaluation as well as a follow up discussion with the observing administrator.

Termination of Employment

At-will employment may be terminated for any reason not prohibited by law, including but not limited to, for "cause" as defined in this section or a reduction in or restructure of the Academy's workforce. Since at-will employment with ACA is based on mutual consent, both the employee and ACA have the right to terminate the employment-at-will relationship, with or without cause, at any time. Employees who are employed by contract for a set period of time may be terminated for cause. "Cause" includes but is not limited to any violation of ACA policy or any attitudes, actions, teaching philosophies, or communications, on- or off-campus, that conflict with or are disruptive to the statement of faith, code of conduct, this handbook, philosophies, and/or objectives of the ministry, as determined in the sole discretion of the administration. Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily terminated their employment.

In cases where an employee is terminated for reasons other than misconduct, ACA will endeavor, in its sole discretion, to give the employee advanced notice or pay in lieu of notice. Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory, managerial, and instructional staff should attempt to give at least eight weeks' notice; clerical and administrative employees should give at least three weeks' notice; and all other employees should give at least ten business days' notice.

ACA is committed to handling all issues related to the termination of employment in a Christ-like manner and expects that its employees will do likewise.

ACA may schedule exit interviews at the time of employment termination to provide an opportunity to discuss such issues as employee benefits, the return of ACA owned property, or for the employee to voice suggestions, concerns, feedback, or questions. The departing employee may be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law and ACA policy. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

SECTION IX

SCHOOL OPERATIONS

ANNUAL SURVEY

An annual survey will be provided to all staff members, families, and students 3rd grade and above. The purpose of the survey is to allow stakeholders the opportunity to provide feedback on school programming, curriculum, processes, and procedures. The survey will not permit evaluations of staff members.

EXTENDED CARE

Extended care is provided to all ACA students. Families may select to utilize AM Extended Care, PM Extended Care, or both. ACA Extended Care will be offered to non-ACA students if there are open spots following the registration of current ACA students. Current ACA students will have priority.

Families who register for consistent Extended Care will receive a discounted rate as compared to "drop in" care. All ACA families will have the option to utilize drop-in Extended Care.

RIGHT OF ACCESS OF RECORDS

All student records will be housed in the ACA Executive Director's office. The current teachers of the student may have access to the file. Parent/Guardian(s) may request a copy of all items in the file at any time. No other person should have access to the file nor should copies be shared.

Student records shall include:

- Enrollment Application
- Health Forms
- Transfer Records
- Yearly grade reports

Documentation of Students Supports Meetings

Yearly Discipline summary

Yearly Testing summary

Should a family withdraw from ACA, a copy of records will be shared with the family; however the original documents will remain for 3 years and then be shredded.

All financial aid applications and award letters will be stored in the Business Office in a separate, secured file. Only the business manager and administrator shall have access to this file. All personal documents that are submitted as part of the financial aid application will be stored in this file; unnecessary documents will be shredded.

SCHOOL HOURS

Preschool hours: 8:30-12:00 (half day); 8:30-2:45 (full day)

Kindergarten- 9th grade hours: 8:00-3:00

Extended Care- 6:30 am-6:00 pm

SCHOOL SPIRIT: COLORS AND MASCOT

School Colors Navy, Graphite, White

Mascot Rhinos

SUMMER CAMP

The summer camp schedule should be provided to the Board with the yearly calendar to include weekly themes. Each family should complete the summer camp enrollment forms and fees will be separate from the ACA school tuition. Current ACA families will have priority for enrollment for summer camp offerings. Students who most need additional academic support will have top priority. Recommendations will be made from school staff. Current ACA students will be given priority in registering for summer camp. Summer Camp will only be offered for children who have completed kindergarten. One week of transition camp will be offered to new students registering in K4 and K5. Summer Camp will be offered during the month of June and will conclude by the July 4th holiday as a means for deep cleaning and maintenance projects for ACA. K4 and K5 Transition Camp will occur in August.

YEARLY CALENDAR

The yearly calendar will be presented to the Board for final approval during the fourth quarter Board meeting. Calendar proposals will be shared during the third quarter meeting. All events for the school year should be included in the yearly calendar when it is shared with the Board. No additional events or items should be added to the calendar unless otherwise approved by the Board.

SECTION XI

STUDENT AND FAMILY POLICIES

ADMISSIONS AND ENROLLMENT

All students must have a completed enrollment packet including health physical prior to enrollment and starting at ACA. Students who have not completed their enrollment will not be permitted to attend school until all components are received. If the enrollment is not complete by the 10th day of school, the student will be dropped from enrollment and forfeit their enrollment fees.

All student fees should be paid in full prior to the start of school. A payment plan may be developed should a family need to establish one. Regardless of financial aid packages, all families will pay student fees without discount.

Families are required to participate in a school Open House and Information Session. Sessions will be scheduled in small groups and individual sessions provided upon request from the family and/or school.

ATTENDANCE

ACA will follow attendance guidelines set forth by the Code of Virginia. If student attendance in K-9th grade becomes a concern, ACA will work with the family to develop an attendance plan and work in collaboration to establish a means of supporting both the student and the family to help the student attend school on a regular basis.

BEHAVIOR AND DISCIPLINE

ACA will follow a positive school wide discipline plan that promotes Christ-like behavior. Parents/Guardians shall be contacted either by phone or through written documents for anytime the student's behavior impacts his or her learning or the learning of other students.

Good behavior and meeting expectations will be recognized and praised on a regular basis.

CONTINUOUS ENROLLMENT

Families will remain enrolled at ACA from year to year. Notification of continuous enrollment will be February 1st. Families will receive their Continuous Enrollment Statement with the option of opting out of ACA or enrolling additional children. Any family that does not return the Continuous Enrollment Form will have the enrollment fee deducted using the payment portal on February 15.

All other fees will be deducted from the payment portal on March 15 or at another time if requested by the family.

Families will update the personal information for the coming year by May 1st.

DRESS CODE

Student dress code is expected to be modest and follow below guidelines:

- Shorts and skirts should be no higher than 2 inches above the knee. Undershorts should be worn with skirts.
- No midriffs.
- Leggings should only be worn if the top extends to 2 inches above the knee.
- No cut-off shirts.
- Sleeveless shirts should have straps with a width of at least two fingers.
- No graphics that promote, violence, substance abuse, profanity, or vulgarity.

Students are expected to wear ACA spirit wear on Fridays. ACA dress wear (khaki skirt or pants with collared shirt) should be worn on chapel days.

ENROLLMENT OF SPECIAL NEEDS STUDENTS

Prior to the enrollment of students with disabilities, ACA staff will meet with families to review the current Individual Education Plan (IEP) of the student and determine how ACA can serve the student.

ACA is not required to implement and follow IEPs that are developed within the public school system; however it is our belief to welcome all families and students and strive to develop a plan that will help all students be successful.

If ACA feels that we cannot meet the learning needs of the student, that will be communicated with the family and a recommendation for another placement will be shared.

PARENT ORIENTATION AND INVOLVEMENT

Families are required to participate in a school Open House and Information Session. Sessions will be scheduled in small groups and individual sessions provided upon request from the family and/or school.

Families are encouraged to volunteer for at least 10 hours throughout each school year. This may be served in any capacity throughout the school day or for a school event. We feel it is important for families to experience life at ACA firsthand.

PAYMENT PORTAL

All payment portals should be set up by July 30th for the first tuition payment to be withdrawn by August 1.

In the event the family's bank status should change during the school year, it is the family's responsibility to update the payment portal prior to the first day of the next month, to not impact the tuition withdrawal.

Any account that is unable to meet the monthly tuition withdrawal will receive a late fee.

All fees including tuition, meal payments, Extended Care, Spirit Wear Purchases, and Dress Wear Purchases, School Pictures, etc will be managed through the Payment Portal. Monthly

add-ons will be billed at the end of each month and added to the next month's payment cycle (i.e., September lunches will be paid for at the beginning of October)

SCHOOL FEES AND TUITION

All enrollment fees are due at the time of enrollment and should be submitted to complete the enrollment process. A minimum of 50% of the supply and technology fee should be submitted at the time of enrollment. The remaining balance of the supply and technology fee may be added to the monthly tuition until paid in full. A discount for school fees is not included in the financial aid package, nor is there a discount for siblings.

2024-2025 Fee Schedule

Fees will be determined each January for the following school year.

Families may select to pay for tuition in the following forms:

1 payment: August 1 st	<i>FACTS Enrollment fee waived.</i>
2 payments: August 1 st and February 1 st	<i>FACTS Enrollment fee waived</i>
10 monthly payments: August-May	<i>FACTS fee of \$55 (one time per family)</i>
12 monthly payments: August-July	<i>FACTS fee of \$55 (one time per family)</i>

If a payment is returned, the payment will be rescheduled for 15 days later, and notification will be sent to the family. A late fee of \$50 will be charged.

FACTS Online

- ✓ Online, auto draft payments.
- ✓ Select your payment draft dates.
- ✓ Use checking, savings, or credit cards for payments (2.9% fee).
- ✓ Use multiple payment methods.
- ✓ Incidental billing will also occur through the FACTS online system (breakfast, lunch, field trips, extended care, summer camps, etc.).

DISCOUNTS

Multiple Student Discount

Families who have more than one student enrolled in ACA will receive a sibling discount. School fees will not be discounted, and sibling discounts will not impact a family's eligibility for financial aid; however, the family may receive no more than 70% grant funding.

- 1st child= full tuition
- 2nd child =10% discount
- 3rd child=15% discount
- 4th child and beyond=20% discount

Pastoral Discount

Families whose parent is currently serving in a full-time pastoral or ministry role within a church of like faith will be eligible to receive a 30% total tuition reduction rate. This shall not be combined with the multiple student discount. School fees will not be discounted, and sibling discounts will not impact a family's eligibility for financial aid; however, the family may receive no more than 70% grant funding.

Families joining ACA after the start of the school year, will receive a prorated tuition amount based on the start of their enrollment. All other fees will remain.

STUDENT RECOGNITION

The school will work to develop a student recognition plan as part of the Schoolwide Discipline Plan. Additionally, regular recognition for academic success will be awarded with each grading period.

Food Establishment Inspection Report

VIRGINIA DEPARTMENT OF HEALTH	Staunton/Augusta Health Department 1426 North Augusta Street Staunton, VA 24401 (540) 332-7830	Risk/Intervention Obs. Out of Compliance	0	Date Aug 26, 2024
As Governed by 12 VAC6-421		Repeat Risk/Intervention Obs. Out of Compliance	0	Time In 10:30 AM
Establishment: Augusta Christian Academy	Address: 36 Parkway Ln Suite 102-114 Fishersville VA 22939	Good Retail Practices Obs. Out of Compliance	0	Time Out 11:15 AM
Permit Holder: Augusta Christian Academy	EHS: Anthony Phillips	Telephone: (540) 324-8992	Priority Level: 3	Person In Charge: Cheryl Montgomery
Purpose of Inspection: Routine	Smoking Status: Smoke Free	Establishment Type: Child Care Food Service	Permit Expiration Date: 08/31/2025	
		Title 15.2-2825 Virginia Indoor Clean Air Act		
		Compliance with legislation		

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Risk factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public health interventions are control measures to prevent foodborne illness or injury.

IN=in compliance		OUT=not in compliance		N/O=not observed		N/A=not applicable		COS=Corrected On-site During Inspection		R=Repeat Violation		V=Violation			
Compliance Status				Type				Compliance Status				Type			
Supervision															
1	IN	Person in charge present, demonstrates knowledge, and performs duties													
2	IN	Certified Food Protection Manager													
Employee Health															
3	IN	Management awareness; policy present													
4	IN	Proper use of reporting, restriction & exclusion													
5	IN	Procedures for responding to vomiting and diarrheal events													
Good Hygienic Practices															
6	IN	Proper eating, tasting, drinking, or tobacco use													
7	IN	No discharge from eyes, nose, and mouth													
Preventing Contamination by Hands															
8	IN	Hands clean & properly washed													
9	IN	No bare hand contact with RTE foods or approved alternate method properly followed													
10	IN	Adequate handwashing facilities supplied & accessible													
Approved Source															
11	IN	Food obtained from approved source													
12	NO	Food received at proper temperature													
13	IN	Food in good condition, safe, & unadulterated													
14	NA	Required records available: shell stock tags, parasite destruction													
Protection from Contamination															
15	IN	Food separated & protected													
16	IN	Food-contact surfaces: cleaned & sanitized													
17	NO	Proper disposition of returned, previously served, reconditioned, & unsafe food													
Time/Temperature Control for Safety															
18	NO	Proper cooking time & temperatures													
19	NO	Proper reheating procedures for hot holding													
20	NO	Proper cooling time & temperatures													
21	NO	Proper hot holding temperatures													
22	IN	Proper cold holding temperatures													
23	IN	Proper date marking & disposition													
24	NO	Time as a public health control: procedures & records													
Consumer Advisory															
25	NA	Consumer advisory provided for raw or undercooked foods													
Highly Susceptible Populations															
26	IN	Pasteurized foods used; prohibited foods not offered													
Food/Color Additives and Toxic Substances															
27	NA	Food additives: approved & properly used													
28	IN	Toxic substances properly identified, stored, & used													
Conformance with Approved Procedures															
29	NA	Compliance with variance, specialized process, & HACCP plan													

GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

COS=corrected on-site during inspection R=Repeat violation V=Violation

				Type								Type			
Safe Food and Water															
30		Pasteurized eggs used where required													
31		Water & ice from approved source													
32		Variance obtained for specialized processing methods													
Food Temperature Control															
33		Proper cooling methods used; adequate equipment for temperature control													
34		Plant food properly cooked for hot holding													
35		Approved thawing methods used													
36		Thermometers provided & accurate													
Food Identification															
37		Food properly labeled; original container													
Prevention of Food Contamination															
38		Insects, rodents, & animals not present													
39		Contamination prevented during food preparation, storage & display													
40		Personal cleanliness													
41		Wiping cloths: properly used & stored													
42		Washing fruits & vegetables													
Proper Use of Utensils															
43		In-use utensils: properly stored													
44		Utensils, equipment & linens: properly stored, dried, & handled													
45		Single-use & single-service articles: properly stored & used													
46		Gloves used properly													
Utensils, Equipment and Vending															
47		Food & non-food contact surfaces cleanable, properly designed, constructed, & used													
48		Warewashing facilities: installed, maintained, & used; test strips													
49		Non-food contact surfaces clean													
Physical Facilities															
50		Hot & cold water available; adequate pressure													
51		Plumbing installed; proper backflow devices													
52		Sewage & waste water properly disposed													
53		Toilet facilities: properly constructed, supplied, & cleaned													
54		Garbage & refuse properly disposed; facilities maintained													
55		Physical facilities installed, maintained, & clean													
56		Adequate ventilation & lighting; designated areas used													

Follow-up required?: NO

Follow-up Date:

Food Establishment Inspection Report

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VIRGINIA DEPARTMENT OF HEALTH
Staunton/Augusta Health Department
1426 North Augusta Street
Staunton, VA 24401
5403327830

Establishment: Augusta Christian Academy
Address: 36 Parkway Ln Suite 102-114 Fishersville VA 22939

Date: Aug 26, 2024
Time In: 10:30 AM **Time Out:** 11:15 AM

TEMPERATURE OBSERVATIONS

Warewashing Info:

Machine Name: 3 Compartment Sink Sanitization Method: Chemical Thermo Label:
PPM: 200 Sanitizer Name: Steramine Sanitizer Type: Quat Temperature:

Food Temperatures:

Description: Milk Temperature: 41 F State of Food: Cold Holding

Equipment Temperatures:

Description: Central Fridge - Main Fridge
Temperature: 36 F

COMMENTS (MAY BE CONTINUED ON ADDITIONAL PAGE)

Overall the kitchen and establishment were very clean. Staff knowledgeable on proper TCS/RTE food handling procedures. Staff are ServeSafe certified. Temperatures were good. Did discuss with staff to implement internal thermometers in fridge and freezer. Staff following proper sanitation instructions for 3 compartment sink using Steramine Quat tablets.

This Inspection Report sets forth the health department's observations, alleged violations, and recommendations for compliance, but it is not a case definition as defined at Code of Virginia §2.2-4001. If you have additional facts you believe bear on this inspection and would like to schedule an Informal-fact finding conference (IFFC) pursuant to Code of Virginia §2.2-4019, please contact the Environmental Health Specialist referenced on this inspection report within fifteen days of receipt of this document. Should an IFFC be scheduled and you fail to appear absent good cause, the Virginia Department of Health may issue an adverse case decision as contemplated by Code of Virginia §2.2-4020.2. This form contains information that could be subject to disclosure under Code of Virginia §2.2-3700.

Person In Charge (Signature)

Date 08/26/2024

Inspector (Signature)



Date 08/26/2024