



HOPE BIBLE
C H U R C H
HOPE ACADEMY

STAFF

POLICY

HANDBOOK

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POLICIES NOTE

The Hope Academy Staff Handbook is intended to provide guidance and information. The content of the handbook is subject to change at any time without notice by the Hope Academy Leadership Board. Hope Academy and the Leadership Board are not in any way contractually bound by the Hope Academy Staff Handbook. For the most updated copy of the Hope Academy Staff Handbook, please contact the Hope Academy Leadership Board.

STAFF HANDBOOK NOTICE

The Hope Academy Staff Handbook is intended to provide supplemental information specifically for staff members. All staff members of Hope Academy are required to read, understand, and abide by all applicable policies set forth in the Hope Academy Policy Handbook. The staff handbook supersedes any policies set forth in the policy handbook. For any statements or policies that are not addressed in the staff handbook, please refer to the Hope Academy Policy Handbook.

HIRING POLICY

APPLICATION PROCESS

- Read the complete Hope Academy Policy Handbook, Hope Academy Staff Handbook, the Statement of Faith of Hope Bible Church, titled “What We Teach,” and the Hope Bible Church Philosophy of Ministry.
- Complete and submit the full employment application.
- Send reference forms to applicable individuals: Pastoral Recommendation, Personal References.

Completed employment applications are to be turned in to the Leadership Board. Applicants will be contacted either to schedule an interview or to notify of discontinuance of the application process.

BACKGROUND CHECK

All staff applicants are required to submit to a background check. This will help ensure the safety of our students and staff members, as well as aid in remaining above reproach in all things.

INTERVIEW PROCESS

Interviews will be scheduled once the employment application is completed and received. Members of the Leadership Board will conduct the interviews.

DISCIPLINE AND DISMISSAL POLICY

A staff member may be disciplined/dismissed at any time if, in the opinion of the Leadership Board, the staff member has been found to be out of compliance with the employment contract including (but not limited to) their agreement with:

- Hope Academy Handbook
- Hope Academy Policies
- Hope Bible Church “What We Teach”
- Hope Bible Church Bylaws
- Hope Bible Church Philosophy of Ministry

Discipline procedures for staff members will involve either a requirement to change the questionable teaching/behavior, cease the questionable teaching/behavior, or be immediately dismissed from employment. As stated in the employment contract, all decisions of the Leadership Committee are final and no appeal beyond the elder board of Hope Bible Church will be available.

SIGNIFICANT FAMILY LIFE CHANGES

If, at any time, there are significant family life changes (i.e. marital status, births, deaths, financial distress, job loss, etc.), the Hope Academy Leadership Board must be notified. The Leadership Board will evaluate continued employment of staff members. It is our intention to come alongside and minister to the staff member in appropriate ways during such times.

SALARY STRUCTURE

Most of the Hope Academy staff members are volunteers. Volunteer staff includes the elective class tutors, administrative staff, study hall monitors, and math study hall tutors. The core class tutors are hired as part-time employees of Hope Bible Church, and will receive pay based on the number of classroom hours. Extra time spent by the core class tutors outside of class will not be compensated.

DISCIPLINARY POLICY

STUDENT CONDUCT CARD

Conduct cards should be administered for reasons, including but not limited to: students breaking the code of conduct, students out of dress code, excessive/continuing disruptive behaviors, excessive/continuing disrespect of authority, missing or late assignments, tardiness, laziness, missing supplies/equipment for any class, etc.

When a conduct card is issued, staff members are required to issue the student a copy and file the remaining copy with the administrator. Administrators will place the conduct card in the students file to keep on record. The staff member will be notified upon the return of the student's copy of the conduct card, in addition to being told of any changes in the student's status.

DISHONESTY AND PLAGIARISM

In the event that a student is found to be deceptive, untruthful, or cheating (including plagiarism) tutors or staff members must inform the Hope Academy Leadership Board immediately.

CONFLICT RESOLUTION

Hope Academy staff members serve as examples of Christian living to our students. To this end, staff members are expected to strive to exemplify the process of biblical reconciliation, as well as encouraging and instructing students to do the same.

CODE OF CONDUCT

GENERAL STAFF CONDUCT

Hope Academy expects staff members to conduct themselves in a professional, orderly, and respectful manner at all times. The general code of conduct is as follows:

- Staff members are required to use a normal tone of voice and to avoid excessive noise, unless necessary.
- Staff members are expected to come prepared to meet their responsibilities.
- Tutors are expected to arrive on time to begin receiving students and prepared to lead their class(es).
- Tutors are required to communicate clearly with the students regarding what is expected of them, allowing them sufficient time to complete assignments.



- Staff members are expected to contribute to maintaining a calm and collected atmosphere.
- There is to be no inappropriate contact between staff members and students.
- Staff members are required to dress in conformance with their gender at birth.
- Staff members are required to use the restrooms and changing facilities that correspond to their gender at birth.
- Physical fighting is strictly prohibited.
- Stealing or attempting to steal is prohibited.
- Profane or obscene language is prohibited.
- Possession, use, disbursement, or sale of narcotics, alcohol, tobacco, or any illegal substance is strictly prohibited.
- Possession, use, or disbursement of pornography or any vile, obscene, or profane materials is strictly prohibited.
- All staff members are required to conduct themselves in a manner befitting the name of Christ.

ELECTRONIC DEVICES POLICY

During school hours, students' cell phones must be powered off. A staff member must supervise necessary phone calls by students.

It is the tutor's responsibility to approve any necessary use of electronic devices for class purposes. Devices used for class purposes must be powered off when not in use.

Aside from these exceptions, the use of electronic devices by students is prohibited and any must be powered off. In the instance of a student being found using an electronic device without approval, a staff member may confiscate the device.

Tutors and staff members are permitted to have their electronic devices, including cell phones, but they must be silenced while on campus and put away during class (unless being used for teaching purposes).

CONFISCATION POLICY

If at any time a staff member finds a student with any item they deem dangerous, distracting, or otherwise inappropriate, the item may be confiscated and a conduct card should be issued. All confiscated items are to be turned in to the administrator. If a student is found to be in possession of a weapon or illegal substance, law enforcement must be contacted immediately.



REPORTING SUSPECTED ABUSE

The Hope Academy Leadership Board requires all staff members of Hope Academy to report any instance of suspected child abuse or neglect as soon as it is suspected. All staff members must notify the Hope Academy Leadership Board for assistance in making the report. If you suspect that the child may be in immediate danger, contact law enforcement immediately.

ATTENDANCE POLICY

NURSERY AND CHILDCARE

Nursery and childcare will be provided for children (Kindergarten and under) of staff and staff assistants *only during the time in which they are working*. Staff and staff assistants must pick up their children promptly following the completion of their responsibilities. Nursery and childcare is **not** a drop off program, and parents must remain on campus while their nursery/child-care child is in our care.

ASSEMBLY AND CHAPEL

All staff members of Hope Academy are strongly encouraged to attend Assembly and Chapel. It is our goal to use this time to foster a sense of Christian community among all participants in Hope Academy.

DROP OFF AND PICK UP PROCEDURES

Hope Academy staff members are not responsible to supervise students before or after the scheduled arrival and dismissal times. Tutors are required to be in their classrooms, prepared to receive students at 8:00am on both Tuesday and Friday. Tutor dismissal will be 15 minutes following the student dismissal time.

STAFF ABSENCES

We expect all tutors and staff to be present to meet their responsibilities. We recognize that there are times of illness or other extenuating circumstances that might prevent a staff member from fulfilling their responsibilities. In this case, the Hope Academy Leadership Board must be notified as soon as possible. Any tutor who is unable to be present to instruct their class is responsible to find an approved substitute to take their place. For a list of approved substitutes, contact the Hope Academy Leadership Board. If absences are planned (i.e. vacations, etc.), tutors are responsible to leave lesson plans and any necessary teaching supplies. In the case of a last minute emergency, contact the Hope Academy Leadership Board immediately.

EARLY STUDENT DEPARTURE

In the event that a student must leave campus early, it is the administrator's responsibility to ensure that an authorized individual signs out the student. A staff assistant will be asked to escort the student to meet the individual picking them up at the administrator's office.

PERMISSION TO PICK UP STUDENTS

In the event that a student must be picked up by an individual not listed on the Student Profile Form, it is the responsibility of the administrator to ensure that the individual has a parent signed, handwritten note of permission to pick up the student. The administrator must ask for a government issued photo ID in order to confirm the identity of the individual signing out the student. **Verbal permission alone is not considered adequate and students will not be released without written consent.**

STUDENT VACATIONS

If a student will be on vacation while classes are in session, tutors will be responsible to provide the students with the following items prior to their trip:

- All assignments that will be due while the student is out.
- Revised due dates, as needed.

ACADEMIC EXPECTATIONS

LATE OR MISSING WORK

It is the tutor's responsibility to enforce the Late Work Policy. If a student turns in an assignment late, the tutor may change the grade according to their discretion. A conduct card must be issued, and repeated offenses must be reported to the administrator. All work **must** be turned in.

PARENT-TUTOR CONFERENCES

If a tutor feels it necessary, they may hold a parent-tutor conference after gaining approval from the Leadership Board. Reasons for this meeting may include: student struggling academically, chronic behavioral issues, excessively late or multiple late assignments, conduct cards not being returned, etc.



ACADEMIC PROBATION

Academic Probation is assigned by the Leadership Board. If a tutor feels a student should be considered for academic probation, they must meet with the Leadership Board to discuss the situation and provide any necessary information.

MISSING SUPPLIES

If a student does not come to class prepared, a conduct card must be issued and given to the administrator. The tutor may take a variety of actions at their own discretion.

- Students may be provided with the missing supplies and a fee will be added to their account. It is the tutor's responsibility to alert the administrator of the fee to be applied to the student's account.
- Students may not be permitted to participate in the activity requiring the missing supplies.
- The assignment grade may be affected.

LUNCH POLICY

- Hope Bible Church is a **nut free** facility. This includes all peanuts and tree nuts and all nut products.
- Refrigerators and microwaves will be available to staff members only.

DRESS CODE POLICY

ATTIRE FOR STAFF MEMBERS:

- **Clothing:** Business casual. Appropriate items include: khaki or dress pants, skirts, dresses, polo shirts, blouses, etc. If preferred, the Attire for Staff Assistants (see Policy Handbook) may be worn. No jeans, tee shirts, or tank tops will be permitted.
- **Lanyard:** Staff members who are not wearing a Hope Academy Uniform Polo are required to wear a lanyard indicating their name and staff position at Hope Academy. Lanyards are available upon request.
- **Hair:** Must be neatly groomed and not distracting
- **Jewelry:** Excessive or distracting jewelry is inappropriate
- **Footwear:** Closed-toed shoes are required



ATTIRE FOR FIELD TRIPS:

- Staff members are required to wear the Hope Academy Uniform Polo while on field trips.

ACADEMY EVENTS AND FIELD TRIP POLICY

It is strongly encouraged that staff members attend as many academy events as possible. This will help facilitate a sense of community and support the students in their academic pursuits.