

Welcome to

The Refuge Academy



Academic Excellence with a Spiritual Emphasis...

Ministry of The Point of Refuge

Pastor Steve Doss

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GOALS OF REFUGE ACADEMY EMPLOYEES

The staff of Refuge Academy must be committed to partnering with each family:

To provide an education that is scholastically excellent and Christ-centered, in an environment that is emotionally supportive and caring.

To develop each student's God-given spiritual, physical, mental, social and artistic gifts to their fullest potential

To develop in each student an understanding and encourage a personal relationship with Jesus with the help of the family and church.

To help students to develop a biblical worldview, thus enabling them to serve God in spirit, mind and body. To actively participate in the expansion of Christ's kingdom, to exercise Godly stewardship of the creation and to glorify God in every aspect of life.

To continually review and improve our procedures and programs through evaluation, parent input, teacher/staff training and staff evaluation. To provide extra-curricular activities as our resources allow.

To prepare students for success in college both in biblical and secular knowledge.

To regularly provide communication regarding each student's progress.

To ensure that all employees exemplify Christ in their personal lives.

To follow the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

To pray for students, their families and the Refuge Academy.

EMPLOYEE EXPECTATIONS

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

All employees must attend a United Pentecostal Church and obtain a letter from their pastor regarding their involvement and their tithe paying.

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

COMMUNICATION

Good communication is vital for efficient and effective relations. You are expected to accept the responsibility for knowing all information relating to your work, for all matters discussed in staff meetings, and for all other communications affecting your relationship with Refuge Academy

PARENT COMMUNICATION

Refuge Academy expects the staff to present a professional and confident demeanor at all times. Your work as a teacher will be greatly enhanced through the active involvement of parents. Strive to keep them informed in a timely manner on the progress or potential problem areas involving work, behavior changes in school schedules or response to personal circumstances through verbal or written communications.

“Catch” your students doing well and make it your goal to send a good report on each student to the parents, in writing, at least once each semester.

Conference opportunities will be made available for all families at designated times during the school year. Other conferences should be scheduled whenever they are needed or requested by parents. Do not delay in contacting parents, as many difficulties can be averted through early cooperation between home and school.

Parents want to hear from you often. Be encouraged to develop a system. ALWAYS use the sandwich effect in dealing with parents (+++). Start with a **positive**, introduce the **negative**, and finish with another **positive**.

TEAMWORK

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

"R + R - R = R + R"

Rules and Regulations minus Relationships equals Resentment and Rebellion

Employees are expected to follow the Matthew 18 principle and to treat each other with a mutual respect from the example of Christ.

Matthew 18 Principle of Love, Correction and Good Communication

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

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

Certain lines of authority are then set down:

- Classroom problems should be handled primarily between parent and teacher in a prayerful and discreet manner. If either party does not receive satisfaction, the next step should involve both parties and the principal. In the event this step is unsuccessful, contact with the pastor is acceptable and fair.
- Problems with school policy or procedure should be taken up with the principal. If no solution is found, then all parties should bring the matter to the pastor for consideration.
- Parent to parent problems should be solved between the persons involved, without the involvement of teachers, administration or other parents.
- Problems with teacher to teacher should be solved between the persons involved. In the event this step is unsuccessful, contact with the principal and or pastor is acceptable and fair.
- If, as a parent, you find fault with a teacher, administrator, board member or another parent, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to temptation and begin “gossip sessions” with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving the problem, compounds it.

ATTENDANCE

Your regular attendance is very important. If for any reason you are unable to report to work or are going to be late for duty, it is your responsibility to notify the principal. Repeated tardiness or absence jeopardizes your work record and job. A good attendance record is an indication of your interest in work and affects the record favorably when promotion and salary increases are considered. Attendance irregularities will not be tolerated and may result in counseling and, if not corrected, discharge.

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

ABSENCES

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

PERSONAL LEAVE

Personal Leave is granted to employees for the purpose of transacting personal business, household or family matters that require absence from work during an employee’s normal workday. **No more than 1 Personal Leave day can be used in a semester. These days are not paid.**

SICK LEAVE

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

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY POLICY

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

ACADEMIC REPORTS

Supervisor will keep a record of grades sufficient to accurately assess and to reflect a student's academic performance. Grades should be added regularly to gradebook, and at the end of each nine-week period a comprehensive report is prepared for every student based on tests, projects, participation and other assignments given during that period. A copy must be placed in the student's cumulative file. Report cards should reflect all quarters completed.

RECORD KEEPING

Record keeping is an important legal aspect of a supervisor's job. Teachers are expected to keep accurate records of student attendance, tardiness, conduct, academic grades and communications with students and/or parents. Goal check reports which include attendance records, behavior, etc., may be subpoenaed by the court system in cases of legal question. They would serve as legal documents in such cases. Therefore, it is imperative that accurate records are kept. These documents will be reviewed on a periodic basis by the Principal.

PARENT CONFERENCES

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

- Prepare for the conference by reviewing a student's history and work patterns.
- Establish rapport.
- Plan and outline your conference objectives.
- Ask parents about his/her objectives.
- Be specific and factual: have samples of student work when appropriate.
- Avoid educational jargon.
- Avoid labeling.
- Communicate as positively as possible; parents need to know that you know and value his/her son or daughter.
- Listen.
- Guard against responding in a defensive manner as that always reflects poorly on you.
- Set clear goals.
- Follow up within a reasonable time.

CONDUCT

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

- *Verbal Reprimand* - Used to make you aware of rule infractions and to counsel you on the improvement needed to meet job requirements.

- *Second Verbal Reprimand* - Serves to notify you of policy or procedure violations.
- *Final Verbal Reprimand* - Serves to notify you of additional or continued violations.
- *Termination*

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

Failure to comply with Refuge Academy policies.

Excessive absences or tardiness.

Poor job performance.

Violation of a child's safety.

Wasting time or leaving your work area without permission for non-job related reasons.

Use of abusive or profane language.

Sleeping or inattention while on duty.

Consistent failure to follow instructions.

Divulging confidential information.

Conduct not in conformance with biblical principles or disobedience to pastoral authority.

Convicted of criminal charges.

Exhibit behaviors inappropriate as models and examples for the students enrolled at Refuge Academy

TELEPHONES

Cell phone usage by employees should be limited to before/after school hours or designated breaks. Misuse or continual use of cell phones for non-school related instances will be cause of reprimand.

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

TIPS FOR SUCCESSFUL CLASSROOM MANAGEMENT

ADD Attention Deficit Disorder Design=

Psalm 139 You are fearfully and wonderfully made!

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

1. Clearly Define Classroom Procedures and Routines

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

2. Teach Student Classroom Procedures and Routines

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

3. Monitor Student Behavior

Be aware of who is listening, understanding, participating or misbehaving. Station yourself where you can see all of the students all of the time. Scan the classroom regularly. Let the students know that you are aware of what is going on at all times.

4. Handle Inappropriate Behavior Promptly and Consistently

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