

## Staff Policy Guidelines

### A. Parent-teacher conferences

#### 1. Purpose

- a. Facilitate (make efficient and systematic) parental oversight of their children's training. Reinforce parental responsibility for education.
- b. Facilitate communication ("face-to-face") between home and school.
- c. Encourage parents and teachers in their roles.
- d. Give parental insight to the school as to each child's uniquenesses, and vice versa.
- e. Give parental direction to their child's teacher.
- f. Give one-on-one opportunities for church to teach parents the way of the Lord in child training as it applies in each family's situation.

#### 2. Procedure (from teacher's viewpoint)

- a. Prayer.
- b. "Here are some good things I've noticed about your child."
- c. "Tell me about your child" [so I can help you as the parent better fulfil your responsibilities].
- d. "Here is something that it seems could be strengthened in your child."
- e. "How can we better help you?"
- f. Prayer.

### B. Grade policies

#### 1. Purpose of grades

- a. Motivation
- b. Communication with parents
- c. Let students know how doing
- d. Judgment: rebuke/praise
- e. Accurate reflection of reality

#### 2. Determining grades

- a. Use criterion-referenced tests based on understanding, considering "norms."
- b. Be able to explain, incorporating objective elements.
- c. Individualize as necessary, helpful, and appropriate; determine ahead of time, as much as possible.

3. Retaking and correcting tests
  - a. One purpose for taking a final test is to give the teacher, parents, and the student an idea of how well the student has understood the material.
  - b. When a student fails a PACE test, he must either (1) repeat the PACE (standard procedure) or (2) retake the test (exception) after he has reviewed. This is at the teacher's discretion.
  - c. In Saxon math, if a student fails the test, he must review before taking the alternate test.
  - d. If a student wishes to better his test grade in any subject, he may retest once in each subject in an academic year (for the purpose of grade improvement) after doing research or reviewing under the supervisor. This is at the teacher's discretion.
  - e. Students are expected to learn the academic principle behind every missed test answer or to be trained in carefulness where that is the issue. This involves correcting missed answers.

C. Grade level (yearbook placement)

1. Basis for
  - a. Chronological/social: e.g., "He's a first grader working on a third grade level."
  - b. Social
  - c. Academic
2. Consensus needed: teacher, principal, parents

D. Discipline outline (knowing ahead of time...)

1. Automatic demerits – rebukes
  - a. Goals
  - b. Slips (not returned)
  - c. Late
  - d. Communication – disturbance
  - e. Litter
  - f. Desk (things not put away; flag)
2. Automatic boardings
  - a. Lying (includes "ok")
  - b. Cheating
  - c. Direct disobedience
  - d. Excessive demerits
  - e. Profanity

