

# Cornerstone Christian Academy

## EMPLOYEE HANDBOOK

To Be Given to Each Employee at Initial Hire

And Reviewed with Employees during In-Service at the Beginning of the Year

No part of this Employee Handbook is meant to or should be seen as over-riding, negating or altering any portion of an Employee Contract signed by the Employee and representative of CCA. Outside of that contract, the School reserves the right to change, modify, amend, create, reissue, revoke or eliminate any provision in the Handbook or any policy, practice or procedure at any time with or without notice to Employees. Amendments, revisions or revocations will be binding upon Employees covered by those changes. Updates and revisions will be distributed to Employees at regular intervals and will be reviewed in entirety at the beginning of each academic year.

### INTRODUCTION & WELCOME:

It is a great joy to have you as a part of Cornerstone Christian Academy! There are no words to describe how exciting this ministry is and what a blessing to be used of God to touch lives for time and eternity - academically, physically and spiritually!

Please carefully read and digest the material in this handbook. Some of it will only apply in emergency or in rare situations, and yet it is vital that we have guidelines in place for any thing that could occur in this coming school year. Most of the material is relevant to your daily work here at CCA.

I so look forward to partnering with you in this great work! Dr.

Phyllis Wilson

Director

Cornerstone Christian Academy

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## **I. GENERAL**

Cornerstone Christian Academy (CCA) is a community of believers who have come together in the pursuit of priorities as defined by the school's Mission Statement. All policies herein have been drawn together in an effort to facilitate that mission and, in the process, promote unity and understanding of our common commitment. All policies herein are subject to revision by the school board after review and must be in accordance with the policies and procedures of the school as set forth in the Articles of Incorporation and By Laws.

## **II. COMPLIANCE STANDARDS**

The Scripture admonishes us to do what we do as if we are doing it to the Lord and not to men (Colossians 3:23) and again, it encourages us to walk worthy of the calling or leading of God that we have received. (Ephesians 4:1)

By the leading of God, you have come to CCA. It is part of your responsibility to "walk worthy of that calling" that you honor the spirit and the letter of applicable laws, regulations, rules and regulatory orders of School policy and every jurisdiction within which the School operates. It is also part of your responsibility to:

- A. Read and understand details of this Handbook which may affect your work.
- B. Help the school to enforce the policies and procedures set forth herein.
- C. Cooperate with investigations, if those are necessary.
- D. Acknowledge your compliance to the policies and procedures herein upon hiring and then annually thereafter.
- E. Keep apprised of revisions, additions or deletions as communicated by the school administration.

Violation of any provision set forth in this Handbook or any School Policy will subject you to disciplinary action, up to and including the possibility of immediate termination from employment, regardless of whether the underlying policy or policies contain specific disciplinary provisions. Directors and those charged with supervisory responsibilities carry an additional obligation to lead by example. They must create an atmosphere where the Spirit of Christ can flourish and is manifest in all direct or indirect interactions with all other parties. They must provide appropriate direction, guidance and encouragement, creating an atmosphere where Employees are comfortable in asking questions, seeking advice, offering counsel, or seeking help in difficult circumstances. They have a responsibility to document any issue which may affect or be used to affect the employment or practices of any Employee, to be compassionate but firm and forthright in confronting suspected violations, and to carry a heart of discretion and confidence in the handling of all personal and disciplinary matters.

### III. MISSION & VISION STATEMENTS

#### MISSION of The Cornerstone Christian Academy of Cincinnati, Inc.

A school founded for God by people called of God to assist families in the God given task of educating their children under Biblical standards.

(Proverbs 22:6 & Ephesians 6:4)

#### VISION of The Cornerstone Christian Academy of Cincinnati, Inc.

##### REGARDING STUDENTS:

It is our desire to provide the opportunity for a strong fundamental academic Christian education in a safe, loving environment emphasizing tools to reason, logic to problem solve and a strong spiritual foundation for children to call upon as they grow, mature and make decisions for themselves based upon God's Word and biblical standards rather than secular and cultural pressures and influences. (Ephesians 6:10-11)

We want children to live in gratitude with honor, respect and obedience to God, their parents, teachers and those in a position of authority.

(Ephesians 6:1-3)

We want children to have a personal relationship with God. We want to help them acquire a heart for knowing Jesus Christ in a personal way and for sharing the salvation of Jesus Christ with others.

(Matthew 28:19)

We want children to recognize that God has a unique plan for their life. We desire to help each child find and develop their own God-given strengths, talents and skills and experience the success and fulfillment of discovering and joyfully accepting God's purpose for their life. (Ephesians 2:8-10)

##### REGARDING STAFF:

We will employ Christian staff who share the vision of Cornerstone Christian Academy and use their time, talents, skills and heart to help achieve these goals. We expect staff to be qualified, professional and diligent in their work, gifted in teaching, competent in the subjects taught and to have a heart and respect for the welfare of the students and fellow staff members.

(Ephesians 4:11-13) REGARD-

##### ING PARENTS:

Cornerstone Christian Academy is a nondenominational Christian school that looks to Christ as its cornerstone. It seeks legal, accounting and pastoral council and advice but is governed by the parents of the children in the school. The school board is elected by and answers to the parents. Therefore, communication between parents, teachers and volunteers is essential. This communication is facilitated through the Parent Teacher Team which meets on a once a month basis. Parents are expected to be an active part of this group. They are expected to respect and agree with the vision and mission of the school. Since they are such an integral part of the school, it is necessary for them to take responsibility for their own children as well as be actively involved in the mission, vision, promotion and day to day operations of the school as a whole. (Ephesians 2:19-22)

## REGARDING COMMUNITY:

Cornerstone Christian Academy is an outreach to the community. We will be honest in all of our business dealings, full of integrity and supportive of the local business community. We will seek to exemplify the body of Christ and develop greater fellowship and understanding with local churches and the community as a whole to bring glory, honor and praise to our LORD in all of our endeavors. (Hebrews 10:24-25)

## IV. GOALS/OBJECTIVES

1. **Spiritual Development** -Every student will have the love and grace of Jesus Christ shared with them on a daily basis.
2. **Character Development** - The students will develop an ethic of enduring Christian values.
3. **Excellence in Education** - Every student will gain a firm academic foundation and be proficient in all areas of study.
4. **Critical Thinking Skills** - The students will actively participate in a variety of learning styles, resulting in effective higher order of learning.
5. **Social Skills** -The students will develop proper social skills.
6. **Community Relations** -The staff will effectively serve our constituency.
7. **Conflict Resolution** - The staff and students will develop positive approaches to avoiding discipline problems and resolving them should they occur.
8. **Developing Unity of Purpose** - The staff, parents and students will work together to create synergy and community.
9. **Trusting Relationships** - The administration, staff, parents and students will have open disclosure and positive communication.
10. **Children First** -As a Christ-centered school, we will help meet the needs of students.
11. **Safe Learning Environment** - The school will cultivate a safe learning environment that will not tolerate physical violence, intimidation, or harassment.

## V. Statement of Faith

We believe in:

1. The Bible (The Word of God) is the inspired, the only fallible, authoritative, inerrant Word of God, inspired by God; (II Timothy 3:16)
2. The one God, eternally existent in three persons Father, Son and Holy Spirit; (Genesis 1:1; John 10:30; John 4:24)
3. We believe in the Deity of our Lord Jesus Christ (John 10:33); in His Virgin Birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); in His sinless life (Heb. 4:15, 7:25); in His miracles (John

- 2:11); in His vicarious and atoning death through His shed of blood (Eph. 1:7, Colossians 1:14); in His bodily resurrection (John 11:25); in His ascension to the right hand of the Father (Acts 1:11); and in His personal return in power and glory;
4. We believe that lost and sinful man is saved by the grace of God, justified by faith in the shed blood of Christ, and regenerated by the Holy Spirit. (Romans 3:19; Acts 13:38-39)
  5. We believe in the resurrection of the saved and the lost; they who are saved unto eternal life, and they who are lost until eternal damnation. (Matthew 25:46)
  6. We believe in the unity of believers in our Lord Jesus Christ.
  7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:14-16)
  8. We believe in the eternal security of the believer; (John 10:23-29)
  9. The creation of man by the direct act of God as recorded in the book of Genesis; (Genesis 1-2; Exodus 20:11)
  10. The sanctity of life (all life, living and unborn) (Exodus 20:13; Exodus 21:22; Psalm 139:14-16; Jeremiah 1:5))
  11. The sanctity of marriage (man and woman) (Genesis 2:18-24; Matthew 19:5-6)
  12. Family as taught in the Scriptures; (Genesis 1:28; 9:1; Ephesians 6:1-4)
  13. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works as based on Scripture, separated from the world, avoiding even the appearance of evil and witnessing of His saving grace through the ministry of the Holy Spirit. (Romans 12:1-2; II Cor. 6:14-17; II Tim 3:1-5; I John 2:15-17)

Any Employee who cannot whole-heartedly embrace the truths set forth in the school's Statement of Faith and, to the best of his/her ability, manifest those truths in both word and deed must seek employment elsewhere. Any Employee who, in his or her process of maturing in Christ, finds himself or herself in disagreement with any part of this Statement of Faith must inform his or her immediate supervisor of this change in conviction and is subject to immediate termination.

## **VI. BASIC AFFIRMATIONS**

CCA is committed to a partnership with parents and their churches, educational excellence and balance, the Christian faith, Biblical integration, worldview training and the Biblical doctrine of origins. CCA endeavors to provide a controlled environment of behavior and exposure to ideas. Our aim is not to create a shelter from the world in which we live but to give our students a solid foundation on which to stand when they ultimately encounter, on their own, the opposing ideas of the world.

### **Partnership With Parents and Their Churches**

The spiritual emphasis of CCA is accomplished from a non-denominational, evangelical perspective. We realize there are differing views relative to biblical doctrine, practicing Christianity and personal convictions. We do, however, hold to our Statement of Faith. Anything interpreted by the school administration to be out of harmony with this statement will not be allowed into the school program.

Because CCA enters into a partnership with parents and their churches of various backgrounds, we attempt to avoid activities and programs that might cause conflict. Although we realize it is virtually impossible to please everyone, CCA will, nevertheless, endeavor to minimize those activities and programs that might bring dissension among our families. In general, homework and school sponsored events or practices are limited on Wednesday nights.

### **Educational Excellence and Balance**

The staff and faculty of CCA endeavor to help students realize their full potential. They recognize the need to listen and respond to students in an attitude of love. High standards of

discipline are expected. CCA affirms the need to provide a proper balance among spiritual, academic, physical and extra-curricular activities.

#### Christian Faith

CCA is founded on a firm commitment to God and faith in Christ. The students of CCA are encouraged to uphold the spiritual and moral values of the Christian faith, which support and sustain the family, church, and nation. We seek to graduate students into society with an understanding of their responsibilities as mature Christian citizens. Ideas and practices opposed to the Christian faith will be considered in the classroom as they relate to the subject being studied, with the goal of helping students discern the difference and choose the position and practice that harmonizes with God's Word.

#### Biblical Integration

We intentionally and proactively seek to integrate Biblical principles into all aspects of the curriculum. The students learn that the content of the Bible is relative to all areas of human understanding. They are taught to discover the significance of His Word in their daily lives.

#### Worldview Training

We affirm that the Bible is not only God's statements to us regarding religion, salvation, eternity and righteousness, but also the final measurement and depository of certain fundamental facts of reality and basic principles that God wants all mankind to know in the spheres of law, government, economics, business, education, arts, communication, medicine, psychology, and science. We believe that for Christians to be certain they have a Christian worldview, they must start with the Bible as foundational to their thinking. We pledge to expose non-Christian views of life and living and subsequently educate our students and families on why such positions are anti-biblical.

#### Biblical Doctrine of Origins

We affirm that the Biblical doctrine of origins, as contained in the book of Genesis, is foundational to all other doctrines of Scripture. We believe the creation of all things occurred in six literal days. We embrace organizations and opportunities to expose our students and families to the Biblical and scientific facts of creation.

#### Bible Translation Guidelines

The world is changing very quickly, and there has been an explosion of new Bible translations. Some of them are allowing for the introduction of strange doctrines. Because of all these new translations and the need to have a standardized version in each classroom, we are asking that each student have a King James Bible. The *KN* has stood the test of time and will allow our school to communicate without confusion about the Word of God.

#### **Philosophy of Education**

The mission of CCA is to equip students with the basic skills necessary to perform their life ministries. To do this, we will seek to develop the attitude of Christ in the spiritual, mental, and physical areas of each child. A primary goal in the school will be teaching the principles of God's Word so that the Holy Spirit can instill Godly character in our students and guide them in making wise decisions. Our role is to support the family in leading students to the understanding of God's creation and His plan for their lives. We believe that this Christian philosophy of educating the whole child - mentally, physically, and spiritually - will produce Christian leaders who are able to stand and prosper even in the face of adversity.

Spiritual truth is God's desire, and it is His plan that academics be the method whereby students learn of the world He has made. Therefore, we will provide a sound academic background.

Also, realizing that the acquisition of knowledge without love breeds arrogance (1 Corinthians 8:1, *KN*), we will integrate character training and Biblical principles with every discipline we teach. We will consistently give praise and honor to God, the Creator and source of all knowledge.

Christian school parents play a vital role in the education process, for they are the primary educators. The Christian school supplements and reinforces the goals established in the home.

Parental support for the school is essential in the areas of prayer, finances, and time. As partners in education, parents should communicate actively with the school, foster an attitude of support and respect, be involved with the educational process, and be aware of the goals and philosophy of the school. By working with families, we hope to show our students how to live their lives in a right relationship to God through Jesus Christ.

#### Accreditation

CCA considers accreditation to be a vital educational process, recognition by educational agencies and organizations that the school as a whole pursues a high standard of excellence and is working ceaselessly to meet that standard.

As a Christian school, CCA believes that it is possible to be both Christian and academically excellent at the same time. God does not expect us to sacrifice one for the other. God's vision for CCA is to train Christian leaders of the future. The interpretation of this vision necessitates a high standard of excellence, which includes a curriculum that is both college preparatory and a challenge to individual students to reach their potential in Christ. Teachers' instruction and lifestyles must be Biblical.

CCA is currently seeking to be chartered by the Ohio Board of Education, and will also seek accreditation by the Association of Christian Schools International (ACSI)

At CCA, accreditation is achieved within the scope of Biblical principles. There is no compromise so "...that in all things He might have the pre-eminence" (Colossians 1:18).

### VII. DENOMINATIONAL ISSUES

Even as the school seeks to encourage evangelism at every opportunity, employees of the school are not allowed to promote or proselytize for any particular Christian denomination or church body.

Employees must adhere to doctrine and principles which are clearly revealed in the Scripture and outlined in the school's Statement of Faith and Basic Affirmations. Even while

each Employee at CCA should be able to clearly and prayerfully lead a student into a relationship with the Lord Jesus Christ, questions or discussions of denominational issues among students are to be referred to the students' parents or pastors.

### VIII. SCHOOL GOVERNANCE

The School Board will consist of members who are elected by the Parent Teacher Team for the purpose of governing the school. They will also function as trustees of Cornerstone Christian Academy.

#### Membership

- A. No less than seven individuals shall be elected by the parents/guardians of CCA to serve as the active School Board.
- B. Membership must include the Director of Cornerstone Christian Academy.
- C. Each individual must exhibit an exemplary Christian testimony, be a born-again believer and a member of a local Bible-believing church.
- D. Individuals will divide into teams as to their strengths.
- E. Elections shall be held annually during the last PTT meeting of the school year. Newly elected officers assume office on June 1st prior to the start of the new school year.
- F. The School Board members will be elected to serve for a period of two years with the exception of the initial term of the President, Vice President and Treasurer. These officers shall serve for a period of three years initially with the end result of a board whose membership serves on staggering two year terms.

### IX. EMPLOYEES

**Administrative Employees** The Director of CCA is hired by and answerable to the assembled School Board.

**Teachers and other staff members** are hired by the CCA School Board at the recommendation of the Director.

## X NON-DISCRIMINATORY POLICY

The governing board of the Cornerstone Christian Academy of Cincinnati, Inc. located at 4255 Ashland Ave. Norwood, Ohio 45212 has adopted the following racial Non Discriminatory policies.

"The Cornerstone Christian Academy of Cincinnati, Inc. recruits and admits students of any race, color, national and ethnic origin, and to all the rights, privileges, programs and activities generally accorded or made available to students at the school. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarships, loans, fee waivers, educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation."

"The Cornerstone Christian Academy of Cincinnati, Inc. will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

## XI. CONDITIONS OF EMPLOYMENT

Except for Hourly Employees, conditions of individual employment are set forth within the written Employment Contract provided to each Employee. All contracts, unless specifically altered in writing by the Director, are valid for a one-year term. Hourly Employees may be employed on an at-will basis and are not provided with employment contracts.

Contracts for the upcoming year are normally distributed to Employees before April 1 for the upcoming year. Once those are distributed, Employees have two weeks to sign and return those contracts to the Director and inform the School Board of their intent to return or not to return for the upcoming year. The School reserves the right to replace any Employee who fails to submit a signed contract within the specified acceptance period. The Director reserves the right to withdraw or change the offer of any employment prior to the first day of school.

Attachment: Employment Contract

## XII. RESIGNATION

One month's prior written notice of intended resignation is requested of Employees.

## XIII. MORALITY

Under the terms of the Employment Contract, the Employee understands that CCA expects all Employees to model the same Christian values and lifestyle which CCA seeks to inculcate into its students. Each Employee, regardless of position, stands in a position of ministry and recognizes, understands and agrees to live by the Christian moral standards as set forth in the Scripture Violation of any of these standards will result in disciplinary action up to and including immediate termination.

## XIV. EMPLOYEE/STUDENT RELATIONSHIPS

Purpose & Scope of Coverage: All Employees are strongly admonished that all interactions with students of the opposite sex are subject to misinterpretation, inaccurate characterizations, gossip and even accusations which may be seriously harmful to the student, Employee and the School as a whole. The School strictly prohibits any interaction between Employees and students

which may be perceived as "the appearance of evil" in the eyes of the School family or the community at large. This policy therefore applies to Employees, Directors, Teachers, Coaches, Contract Workers, Consultants, Staff and Volunteers.

**Responsibility:** All Employees will be held to the highest standard of prudence and caution in their relationships with students. The critical nature of this issue does not become less severe outside of School hours or away from the CCA campus; this is a 24-7, anywhere-and-everywhere issue.

**Description of Policy/Procedure:** All Employees are to be mindful of the following restrictions:

- A. Employees may not be involved with any student in any relationship which might be perceived as exclusive, intimate or in any way romantic or sexual. This includes relationships both on and off campus. Such relationships are absolutely prohibited whether or not the parents of the child approve or have voiced no complaint.
- B. Employees are not to meet, on or off campus, alone with any student of the opposite sex unless specifically authorized by the School administration. Even informal counseling/tutoring sessions are to be conducted with an awareness of the potential risk to both the Employee and the School.
- C. Meetings with individual students about academic or disciplinary issues should take place in rooms with the door open, should be brief, and should be directed to the subject at hand. If privacy is required, the presence of another Teacher of the same gender as the student is required.
- D. Employees are very strongly cautioned against riding or sitting in the same car alone with any individual student outside of situations where a family relationship exists, the teacher is providing carpool services pre-arranged with the student's or students' parents, or the teacher is responding to an exceptional need on the part of the student and/or the student's family.
- E. Employees may not write letters, notes or trade e-mails of a profane or suggestive nature with any student. Humorous or suggestive e-mails, copied and broadcast to any student or students, can result in disciplinary action including, without limitation, immediate termination.
- F. Employees may not give gifts or provide favors to any student to the exclusion of other students.
- G. Employees must be extremely careful in commenting on the clothing, accessories or cosmetics of any student. Even in correcting a student about dress which is perceived as revealing or suggestive, a Teacher/Director may want to call upon the assistance of another Teacher of the same gender as the student.
- H. Employees must be careful in speaking to students that comments might not be construed to be romantic, sexual or in any other way inappropriate.

**Dealing with Violations:** Violation of these standards will result in disciplinary measures up to and possibly including immediate termination. Other forms of discipline may include administrative counseling, verbal warnings, written warnings or written reprimands.

**Implementation:** The Director, Directors and Athletic Director shall implement this policy in all applicable actions.

## XV. CONFIDENTIALITIES

**Purpose & Scope of Coverage:** Employees of CCA have been and will be provided access to certain confidential and proprietary information relating to the operations, ministry and families of CCA. That access comes with great responsibility. This dimension of this responsibility is multiplied even more dramatically in an arena where Employees are dealing on a continuous basis with the faith, trust and finances of children and parents.

**Responsibility:** First and foremost, CCA Employees must recognize that the authority of the School is derived from the authority which God ordained and assigned to parents. The school, therefore, holds no right to withhold information from a child's parents or legal guardians.

Secondly, school employees are also legally bound to report suspicions of criminal abuse or neglect in accordance with School policy and legal requirements. In all conversation with students, therefore, Employees are to be conscious of the first rights of parents as the Biblically mandated authorities over their own children and legal reporting requirements. Do not offer any student unlimited guarantees of confidentiality.

Beyond the scope of these two issues -the rights of parents and legal reporting requirements - all Employees are to maintain strict standards of confidentiality in their conversations with students, parents, colleagues and Directors. Furthermore, each Employee should work to hold others accountable in this regard, encouraging thoughtful regard for these standards and refusing to engage in communication which violates these high standards. Each Employee should make every effort to protect the integrity of sensitive written and recorded information, not leaving in open view or access such things as gradebooks, infraction notices, letters from parents, etc. Finally, each Employee should work to guard and protect the proprietary interests of the ministry itself, handling such things as policy manuals, curricula and mailing lists with the understanding that they are of value and belong to the school.

**Description of Policy/Procedure:** Employees are to regard as confidential any conversation, communication, written or recorded material dealing with the following areas:

- A. Information provided on school applications or personal forms;
- B. Academic records of any student or applicant, including gradebooks, graded papers, report cards and interim reports;
- C. Disciplinary records or history of any student, including infraction slips;
- D. Financial records of any family or employee of the school, including financial statements, tuition invoices and records of gifts and donations;
- E. Applications for Tuition Assistance and any and all accompanying documentation;
- F. Medical and mental health needs or records of any member of the school family;
- G. Legal documentation provided to the school such as divorce papers, restraining orders, rulings on issues of custody, alimony or child support;
- H. Results of any academic testing;
- I. Conversation, information exchanged, recommendations or outcome of any student/Teacher or parent/Teacher conference;
- J. Letters, notes, e-mail, documentation or other printed or recorded information passed between students or parents and any school Employee(s), Employees themselves, or Employees and administrative staff;
- K. The financial status, salary and/or benefits, terms or conditions of employment or employment records of any CCA employee;
- L. Financial records of the School;
- M. The content of school-related conversations with students, parents, other Employees, Directors, Board members; and/or
- N. Records, documents and recorded material over which CCA would hold a proprietary interest such as Board Reports, manuals setting forth policy and procedures, curricula, mailing lists, corporate methods of operation, compensation structures and salary grids, various forms, and any and all financial records.

Specific guidelines in regard to standards of confidentiality should also include the following: D

No information requested by someone outside the School about any student or School family will be given over the telephone except by the Human Resource Director or the Director. Employees may not by telephone even affirm that

a particular person does NOT attend or is NOT employed at CCA. Employees are instructed to respond to such phone queries with the statement: "School policy does not permit me to give out this information."

D No information about individuals or records will be released to state, federal or other agencies that enable the identification of any person by name, address, Social Security number or other coding procedures.

D Student records may only be released to the parents or guardians of the student in question or, in the case of transferring students, in response to a written request for records from the student's new school. Personal information and/or student records will not be released to physicians, psychiatrists, counselors, attorneys or any other party unless specifically authorized by the Director. Subpoenas for any information possessed by the school are to be directed immediately to the Head of School for response.

D No outside agent of any kind has the right to inspect or examine any school records unless specifically authorized to do so by the Director. The taking of notes, copying of records or removal of records is specifically prohibited in such cases.

**Dealing with Violations:** Violation of these standards will result in disciplinary measures up to and possibly including immediate termination. Other forms of discipline may include administrative counseling, verbal warnings, written warnings or written reprimands.

**Implementation:** The Director and Directors shall implement this policy in all applicable actions.

#### XVI: PARENT CONFERENCES

Parent-Teacher conferences should be considered one of the most valuable and potentially meaningful opportunities afforded teachers for both personal growth and ministry. The following guidelines should be observed:

**Scheduling:** Conferences may be initiated by the Teacher, parent(s) or Director. The Administrative Assistants will also schedule conferences, particularly if the parent wishes to meet with more than one Teacher or a Teacher and Director. Teachers are to recognize the importance of these opportunities and be on time.

**Prayer:** Pray in advance for God to accomplish His purpose through this meeting. Pray for wisdom, discernment and that God will make your heart right. Open the meeting with prayer. Do not ask the parent or student to pray, but be open to the possibility that they might want to pray with you.

**If You Called the Meeting:** After making the parent (and student) comfortable, state your case honestly, sincerely and as clearly as possible. Then listen. Listen. Listen. Do not interrupt. Do not challenge. Do not defend yourself, your Director or the School. Do not even ask questions; jot down ideas on a note-pad and ask questions afterwards. Let the parent completely talk himself or herself out.

**If the Parent Called the Meeting:** Invite the parent to express themselves fully by saying something such as, "What can I do for you?" or "I've been looking forward to meeting with you. I'm very interested in how we might work together most effectively." Then listen. Listen. Listen. Do not interrupt. Do not challenge. Do not defend yourself, your Director or the School. Do not even ask questions; jot down ideas on a note-pad and ask questions afterwards. Let the parent completely talk himself or herself out.

**Ask Questions:** After the parent has fully expressed himself or herself, ask questions to clarify your understanding of his or her concerns. Do not ask questions defensively or in such a way as to appear to challenge the parent's or student's integrity. As the parent answers, once again, do not interrupt.

**Take Notes:** As the parent speaks, jot down sufficient notes to be able to ask good questions and clearly document concerns.

**Speak the Truth in Love:** When the parent has talked himself or herself out, respond clearly and honestly, being mindful of the God Whom you represent, your own calling, and the policies and interests of the school. If you are angry, upset or confused, do not respond except to tell the parent that you need time to consider their words and would like to arrange a time to respond to them by telephone or at another meeting...perhaps with the Director or, if the Director suggests, with the Director.

**Be Very Clear about Requirements:** Any behavioral, academic, social or disciplinary requirements imposed upon a student or family must be approved in advance by the School Director. If you or the school are imposing behavioral, academic or disciplinary requirements upon the student or family, have those down in neatly written form - along with the consequences for non-compliance -- with a duplicate copy for your records. Review those carefully with the parent (and student) and have the parent sign and date one copy to verify receipt. Send one copy home with the family. Xerox the other copy. Submit the original signed copy to the office for the student's cumulative folder along with a copy of your notes or records as directed by your Director. Keep the Xerox copy for your own records.

No Teacher may at any time tell or even suggest to parents that a child ought or ought not to be on prescription medication to modify behavior or classroom deportment. A Teacher may suggest testing to a student's parent/guardian but must be extremely careful not to "diagnose" conditions which are the domain and responsibility of medical professionals.

**Pray:** Close the meeting in prayer, and accompany the parents to the door.

**Keep Records:** Immediately upon closing the meeting, clearly write down your impressions, the parent's concerns, any troubling interaction, and your response. Date and copy those notes. Keep the copy for your own records, and submit the original with any relevant paperwork to the Director's office.

**Authority Issues:** No parent or student has the right to challenge the teacher's God-given authority or to profane or blaspheme our Lord in your presence. If this happens, interrupt calmly and let the parent know that this behavior is not acceptable. If the behavior continues, tell the parent that you will have to reschedule the meeting with the Director.

End the meeting and report the incident immediately to the Director.

## XVII. HARASSMENT

**Purpose & Scope of Coverage:** It is the school's intention to strive toward an environment free of discrimination which includes freedom from harassment, whether that harassment is based upon sex, age, race, national origin, Christian denomination, marital status or membership within any legally protected group. The school prohibits harassment of its employees, students or family members in any form. This policy therefore applies to, Employees, Directors, Teachers, students, family members, contract workers, consultants, staff, volunteers, vendors and guests.

**Responsibility:** All school Employees are responsible for the administration of this policy. Any one who has questions about his or her responsibility, the meaning of terms or the application of these policies should seek clarification and direction from the Director.

Description of Policy/Procedure:

A. **Harassment:** Harassment is unwelcome and hostile verbal, physical or visual conduct toward an individual because of age, disability, marital status, national origin, race, color, gender or variance in Christian denomination, when that conduct:

1. creates an intimidating, hostile or offensive work environment;
2. causes work performance to suffer; or
3. negatively affects class placement or job opportunities.

Specific actions which are considered to be harassment include but are not limited to the following:

1. verbal conduct such as offensive name-calling, jokes, slurs, negative stereo-typing, or threatening, intimidating or hostile acts, whether passive or overt;

2. physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work; or

3. visual conduct such as derogatory posters, offensive photography, cartoons, drawings or gestures, written communications or e-mails.

Constructive criticism and supervisory actions regarding performance deficiencies or other workplace issues is not harassment.

**B. Sexual Harassment:** Sexual harassment deserves special mention. Since CCA is a school founded upon the authority of God's Word, each employee agrees that the unique roles of the male and female are clearly defined in Gen. 1, Lev. 18-20,

Romans 1 and I Cor. 11. Upon that foundation, each and every employee agrees that choices to engage in, pursue, offer, request or solicit, encourage, endorse, abet, assist or promote any sexual activity outside of the bounds of lawful marriage between a man and woman, including the use of inappropriate and sexually explicit

language are legitimate reasons for refusing hire, conducting disciplinary action and/or termination

**C. Inappropriate Behavior:** Even though behavior may be harassment, behavior may be unprofessional or inconsistent with maintaining a respectful and Christ-centered School environment. The School reserves the right to address inappropriate behavior which comes to the attention of the Administration, even in cases where no one steps forward to complain or no one claims to have been offended by the inappropriate behavior. In line with the School handbook, offensive or inappropriate behavior occurring off campus and/or outside of school hours but which subsequently becomes an issue on campus is also subject to action on the part of the School Administration.

**Dealing with Violations:** The school Administration will take action to fairly and objectively address behavior inappropriate to the school environment. If a specific situation warrants, disciplinary action will be taken, up to and including expulsion or termination or, in the case of a person not attending or employed by the School, removal and prohibition from being on the school campus or attendance at any other School related programs.

If a student/Employee experiences or witnesses any type of harassment or inappropriate behavior, the following steps should be exercised immediately:

A. The student/Employee should politely but firmly advise the person that they believe his or her behavior to be inappropriate and that they want it to stop. Sometimes the offending party may be unaware that his or her actions are offensive. In many cases, such actions will effectively resolve the situation.

B. If the person fails to respond to that request, the student/Employee should report the incident to a member of the School Administration. That first contact should be the Director. If the student/Employee wishes to file a written complaint, he or she may use the following procedure.

**Written Complaint Procedure:** There is a Harassment Incident Report form available through the school Business Office. Every complaint will be reported immediately by the student/Employee or the person receiving the written complaint to the Director. The complaint will be investigated immediately by the Director or his chosen designee. The choice of the investigator and the procedures used may vary, depending upon the nature of the

allegations and the full circumstances including the context in which the offending behavior is alleged to have occurred.

The student/Employee must recognize that reports involving a minor will probably place the School into a position where a report to legal authorities as well as the Chairman of the CCA Board of Directors is required. The School will abide by those legal requirements and is in no way responsible for the actions or decisions of investigating legal authorities. Otherwise, confidentiality will be maintained to the best of the Directors' ability.

There may also be instances in which a student/Employee may wish to discuss a matter informally and does not seek further action. Those individuals should understand that a situation, once reported, may result in an investigation and/or disciplinary action as deemed appropriate by the Director or as required by law.

Where the investigation confirms the complainant's allegations, the School will take prompt corrective action and, where applicable, administer discipline. Discipline may consist of oral and/or written reprimands, the imposition of a requirement for professional counseling, reassignment, or other appropriate action including expulsion or discharge.

**Retaliation:** Retaliation for any good-faith report of harassment is prohibited by this policy and by law. Retaliation is defined as any adverse action taken toward the complainant or others in response to a complaint having been made. Constructive criticism and supervisory action regarding valid performance or other school issues does not constitute retaliation. If a student/Employee feels he or she has been subject to retaliation, he or she should regard that action as another form of harassment and follow the procedures outlined above.

**Implementation:** The Director, Directors and Athletic Director shall implement this policy in all applicable actions.

Attachment: Harassment Incident Report

#### **XVIII. ABUSE & NEGLECT**

CCA Employees work under mandatory reporting requirements whenever there is a legitimate suspicion of child abuse or neglect. All CCA Employees will adhere strictly to these requirements working in cooperation with School Directors to fulfill all legal and ethical responsibilities. Any suspicion of abuse or neglect on the part of any Employee in regard to any child or adult within the School family **must be carried to** the Director first before any other contact is made, including those with the family in question or legal authority. Violation of this mandate places the School at risk and may result in disciplinary action up to immediate termination. No report of abuse or neglect is to be made to any regulatory agency without the agreement of the Director and notification of the School Board.

Any Employee accused of assault (threats), abuse or neglect will be the subject of an administrative investigation and shall be placed on administrative leave, with or without pay at the discretion of the Director, during the course of that investigation. Obviously any confirmation of a report of assault (threats), abuse or neglect will result in disciplinary action. Disciplinary action may consist of oral and/or written reprimands, the imposition of a requirement for professional counseling, reassignment, or other appropriate action including expulsion or termination. An employee, suspended without pay and found to be innocent of any charges by the Director charged with investigating the alleged harassment, may be eligible for reinstatement and back pay at the sole discretion of the Director in consultation with the School Board. The School reserves the right to retain or terminate employment for any Employee regardless of whether the Employee is not formally charged, not indicted, charged but acquitted, found guilty of a lesser charge or simply acquitted.

## XIX. GRADING, REWARDS AND DISCIPLINE POLICY

### Grading Key

94 - 100 = A

87 - 93 = B

77 - 86 = C

70 - 76 = D

Note: Our policy is to strongly encourage no grade below 80%. If a student scores below 80%, remediation is required before moving ahead in the curriculum.

### Honor Roll

There shall be three honor rolls - Straight A, A and B. To be eligible for the Straight A Honor students must have all A's on their report cards for that grading period (4.00). For the "A Average" Honor, students must have at least a 3.60 average for the period. For the "B Average" Honor, the grade average must be at least 2.70.

### Homework

Believing homework is an integral part of the school program, each teacher is at liberty to give homework to help students advance in their studies. Students are required to complete all their daily PACE work in the classroom. If the PACE work is not completed during school hours the students are required to complete their work at home. Parents can then require the student to finish that work by checking the daily homework slip and signing when the work is finished.

### Honors

"Honor to whom honor is due...: Romans 13:7. During the last week of school each year a time will be set aside to recognize those students who have excelled in many areas through the year including academics, arts, social activities, community services, and others.

### Report Cards & Conferences

There are four grading periods in the school year. Progress reports will be sent home after the fourth week of each grading period to any student having difficulty. Report Cards will be sent home quarterly. Final report cards are mailed home when all fees have been paid. We welcome and encourage good communication among parents and teachers. Please feel free to make an appointment to consult with the school Director or your child's teacher regarding any problems or questions that concern your child. Parent/teacher conferences will be scheduled twice yearly.

## STAR of the WEEK

Each week, teachers may nominate a student who has shown outstanding character and behavior in their class. This student is announced as the STAR of the WEEK. A certificate is awarded and students are given a choice of a snack or soda. On Monday, a picture of the child will be added to the Star Student Display.

To qualify a student should:

1. Arrive at school on a consistent basis
2. Follow rules on a consistent basis
3. Complete classroom and homework assignments on time
4. Cooperate well with fellow students and teachers
5. Show kindness and consideration, holding the feelings of others in high esteem.

## **Classroom Code of Behavior**

The classroom code is in effect in all classes and with all teachers. Each child should memorize this code, and parents should remind their child often that they expect them to uphold this code daily.

1. I will remember that I am responsible for my own behavior first of all to God, then my parents and to my school.
2. I will adjust my behavior to the situation I am in at all times.
3. I will obey directions the first time they are given.
4. I will behave in a way that will not disrupt the attention or activities of the teacher, class or student.
5. I will help to maintain a quiet and peaceful classroom environment.
6. I will stay in my seat unless given permission to get up.
7. I will talk only when I have permission to talk.
8. I will always be respectful to teachers and students.

We ask our parents to cooperate by taking the time to talk with their children concerning proper behavior at school. If, at any time, a student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Cornerstone, whether or not there is any definite breach of conduct, the student may be requested to transfer.

## **Discipline Procedures and Tally System**

**Warning** -It is our policy to issue a warning and pray with a student first when there is a policy infraction by any student whenever possible. If the problem persists after this, the following discipline policy will be used.

**Tallies** -A tally is a slip of paper issued by a teacher. It represents an appropriate or inappropriate behavior. When it is assigned, it is placed on a tally board under the name of the student who has received it. On Friday, a tally report will be sent home with the newsletter.

- Gold tallies are given for outstanding behavior and count toward Star Student Award!
- Red tallies for minor offenses
- Gray tallies for more serious offenses(see the list below)
- 3 red tallies in a week will be exchanged for a gray tally
- 2 gray tallies in a week will result in a detention.

Offenses that lead to a tally:

**Red Tally**

Chewing gum  
Food, Drink in Learning Center without permission  
Disturbing/Distracting fellow student  
Being in off-limit areas of school  
Talking in class without permission  
Work not finished  
Unreturned goal charts or reports to parents  
Worldly conversation  
Leaving a mess  
Unexcused tardiness to school  
Cell phone or other electronic devices in class

**Gray Tally**

Disruptive conduct/Out of order "Horseplay"  
Dress code violation  
Unkind, rude behavior to teacher or student

**Detention** - Notification of detention will be sent home on Fridays with the newsletter, and must be signed and returned the following Monday. Detention will be for one hour on the next Monday. 3p.m.-4p.m. Students will use the time to do an extra assignment.

**Offenses that lead to automatic detention**

Three unexcused tardies to school in a week  
Skipping class or leaving without permission  
Cheating  
Lying  
Vulgarity or profanity  
Fighting  
Rebellious disobedience  
Blatant disrespect  
Defacing property

Suspension or expulsion will be issued if any of the following occur. Parents will be called immediately to pick up the student. The school board will be called on to make the decision regarding the punishment in this situation and parents will be notified in writing.

### **Offenses that lead to suspensions and possible expulsion**

Immorality and or indiscretion in dating on or off campus

Use of tobacco products

Stealing

Public display of affection

Drugs or alcohol on or off campus Possession  
of or engaging in pornography Vandalism

Possession of weapons Endangering  
another student

### **XX. CORPORAL PUNISHMENT**

No Employee of CCA is allowed to resort to corporal punishment of any kind in the care and discipline of students. No Employee of CCA is allowed to demand, instruct, advise or encourage parents/guardians to employ corporal punishment in the care and discipline of children.

### **XXI. VIOLENCE**

The students this School serves shall not be subjected to threats, physical abuse or any form of mistreatment by staff, other students, visitors or others whom this School serves. Any alleged violation shall be immediately reported to the relevant Director who is responsible for initiating a thorough investigation and ensuring the details are recorded. Failure to report any incident may be grounds for termination. The supervisor will maintain confidentiality as far as possible by reminding staff not to discuss the incident with anyone except the Director. If the allegation is substantiated, the Director shall be responsible for invoking appropriate discipline up to, and including, termination. Violence witnessed by an Employee against the school facilities, any other Employee, student or any other person should be reported to the appropriate Director or Director immediately. Violence or destruction of school property outside of school hours should be reported to the proper authorities. If such violence is occurring outside of school hours and imminent danger to persons or property exists, Employees are not to place themselves into harm's way but to call 911.

### **XXII: DRESS CODE**

CCA Employees represent the Lord Jesus Christ at all times. Therefore, we will always maintain a standard of dress which is both modest and appropriate to the activity at hand. Jewelry should be tasteful and discreet. The Director has complete discretion to require that an Employee leave the school grounds to change clothing that the Director finds, for any reason or no reason, objectionable. There is no appeal from such decision. All Employees at work are to wear "dressy-casual" attire at work. Clothing similar to the required student uniforms are suggested.

### **XXIII. APPEAL OF GRIEVANCES**

The Bible commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical instruction of! Corinthians 6:1-8, Matthew 5:23,24, and Matthew 18:15-20.

Students, parents, employees and volunteers with grievances against a teacher, colleague or Director are admonished to pray diligently about that difference and confront the offending party, seeking understanding and resolution before seeking further assistance. If the situation remains unresolved, the person with a grievance should, in accordance with the principles of Matthew 18, return with a Christian brother or sister to try to persuade, once again, the offending party. If the situation still remains unresolved, the person with a grievance should confer with the Director and request an appointment with the offending party and the Director.

Understand in those circumstances, that the Director may act to resolve the situation using methods or pursuing goals which the person making this appeal did not anticipate.

Employees with grievances against the school are encouraged to put those in writing and to submit those to the School Board using the School Board/Parent communication form. .

Issues broadcast to other members of the School family or parties outside the school may result in disciplinary action against the offending student, parent, employee or volunteer up to and including immediate expulsion or termination. Any student or any child of any parent, employee or volunteer who engages in any legal action against the School (i.e. filing suit, filing a complaint with a regulatory agency such as the EEOC, demanding legal mediation or arbitration, etc.) must withdraw from the school until all issues are resolved and although they may re-apply for admission at that time; the school retains the right to deny re-enrollment.

Unresolved issues related to employment will, by terms of the Employment Contract, be referred to Biblically-based mediation, with each party equally sharing mediation expenses. If resolution of such a dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration in accordance with the terms of each Employee's Employment Contract.

#### **XXIV. COMPENSATION**

Salaries are based on credentials, experience and available funds. This is determined by the School Board.

Stipends and bonuses may be awarded for the handling of specific responsibilities.

Employees are paid on the 15th of the month . This can be set up on a 12 or 10 month pay plan. Automatic payroll deductions for federal taxes are required for all full-time Employees.

Medicare tax deductions are required for all Employees hired after March 31, 1986. All Employees, including temporary and part-time, will have Social Security contributions deducted. Other payroll deductions may be elected by Employees. Salary deductions for unauthorized or unpaid leave are made automatically.

Attachment: Human Resource Forms for New Employees

#### **XXV. EMPLOYEE BENEFITS**

Benefits for contracted Employees may consist of the following:

##### **1. Employee Tuition Discounts**

These are currently determined on a needs basis.

##### **2. Continuing Education**

As funds allow, CCA will pay tuition and fees for **pre-approved** continuing education for K-12 Teachers and Directors.. To qualify for continuing education funding, the Teacher/Director must present to the School Board details of the intended course of study, including an outline of tuition and fees and a course syllabus. With the School Board's approval, the School will pay the college or university directly or reimburse the teacher upon presentation of detailed receipts.

CCA must pay the remaining portion of the School's loan out of their final compensation.

If the amount of the loan exceeds remaining compensation, the Teacher will be required to pay the school directly or arrange an installment plan suitable to the School Business Manager.

##### **3. Worker's Compensation**

a. Eligibility: All contracted Employees.

b. Coverage begins the day you begin employment.

c. In case of an accident:

1) Complete Employee Accident Report immediately.

2) Medical costs should be covered.

3) If found eligible, you may receive compensation for lost wages.

4) Costs of coverage are paid entirely by the School.

An Employee absent from duty because of a job-related illness or injury may be eligible for worker's compensation weekly income benefits if the absence exceeds seven days. An Employee receiving workers' compensation wage benefits for a job related illness or injury may choose to use sick leave benefits. Details of this arrangement should be discussed with the Human Resources Director.

5. **Attendance, Leave & Absences:** It is vital to any successful ministry that Employees honor their calling by being where they are supposed to be at all times. Employees who are not present at assigned stations during working hours are subject to disciplinary measures including immediate termination. "Excused absences" are those approved in advance by the Director. "Unapproved absences" are those denied by the

Director. The school will not compensate Employees for unexcused absences.

A. **Sick Days:** Employees earn five sick days annually. Sick Days may be taken when the employee is too ill to effectively perform his or her work responsibilities or for the serious illness of a spouse or dependent. Sick days may be accumulated over a three-year period to a maximum of 21 days. Employees who exceed their allotment of sick days will have a day's wages for each day's absence deducted from their pay checks on the next pay day. The school does not pay for unused sick or vacation days at termination.

B. **Vacation Days:** The school compensates teachers and Director for school vacation days. The School does not pay for unused vacation days at termination.

C. **"Personal Days":** "Personal days" at CCA are defined as days when an excused absence is provided for an Employee by the Director or appropriate Director for reasons other than illness. No Employee at CCA is automatically entitled to any number of "personal days." At the discretion of the Director or School Board such days may be paid or unpaid. A need for a "personal day" should be discussed with the Director or School Board at least one week in advance.

D. **Professional Days:** Employees may request or be asked by their Directors to attend educational seminars, workshops, conferences, programs or other experiences which require absence from duties at the School. Absences taken for approved professional experiences are excused absences and do not count against accumulated sick days. Employees are compensated for such absences.

E. **Maternity & Serious Illness Leave:** Employees who have been employed by the School for at least 12 months are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between August and May for the following reasons:

- D The birth, adoption or foster placement of a child
- D To care for a spouse, parent or child with a serious health condition
- D The Employee's own serious health condition.

Salary will continue only through the individual Employee's accumulated unused sick days (five days annually to a maximum of 21).

When the need for family and medical leave is foreseeable, Employees must provide a 30-day notice of their need. When the need for leave is not foreseeable, Employees may be required to provide the following:

- D Medical certification from a qualified health care provider supporting the need for leave;
- D Second medical opinions and periodic recertification for the need of leave;
- D Periodic reports during the leave regarding the Employee's status and intent to return to work; and or
- D Medical certification from a qualified health care provider at the conclusion of

leave certifying an Employee's ability to return to work and perform all necessary duties.

**F. Jury Duty:** Employees will receive leave with pay and without loss of accumulated sick days for jury duty. Employees must present documentation of the service and may retain any compensation they receive.

**G. Court Appearances:** Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative or administrative proceeding. The school will not compensate Employees for absences for court appearances for an Employee's personal business. Employees may be required to submit documentation of the need for leave for court appearances.

**H. Military Leave:** An Employee called for military service (reserve training or active duty with some component of the armed forces of the United States) may be granted a leave of absence without pay as is provided by law. It is strongly encouraged that training be scheduled, as much as possible, within holiday periods.

Attachment: Absence Request Form Attachment:

Report of Absence Form

#### :XXVI. HOURS

During the school year, the school day for all full-time Teachers commonly begins at 7:30 a.m.

Teachers are expected to be on duty in their classrooms or assigned post at 7:50 a.m

The class day is scheduled as follows:

Elementary: 8:00 a.m. to 3:00 p.m.

Teachers should plan on remaining on campus for 30 minutes after the close of the class day to be available for students and parents, organize the classroom for the next school day, and satisfy administrative responsibilities. Participation in faculty meetings, occasional evening meetings, and activities associated with accreditation or in-service will require Teachers to play an active role on campus outside of the normal classroom hours. Administrative and some clerical employees work during the "summer holidays."

#### :XXVII. EMERGENCY CLOSURES

The Director or his or her designee may close the School due to inclement weather or emergency on days other than regularly scheduled holidays. Under normal circumstances, CCA will follow the lead of the Norwood City School District in this regard; but due to the varied location of our families, the Director may choose to cancel when Norwood City Schools do not.

Unless otherwise requested, Employees are not expected to work during an emergency closing. The absence is considered an excused absence for all Employees. Salaried personnel are paid for these days. Staff members who do not report for work because of the weather, in the absence of an official closing that day, will be charged for one day's absence.

#### XXIII. TUTORING & SUPPLEMENTARY ACADEMIC SERVICES

Any Employee compensated for tutoring or other academic services -including music, art, piano, violin, computer classes, etc. -on the CCA campus and yet outside of the established curriculum must conduct those services with the knowledge and approval of the director.

#### XXIX. CALENDAR

The school calendar is determined by the Director with the approval of the CCA School Board . .

#### X:XX. FACULTY PROCEDURES

**Keys:** School keys are distributed to teachers at the beginning of the year. At the close of the year, keys are to be returned to the Director as part of the annual sign-out procedure. Do not loan keys to outside parties; students should not have school keys.

**Classroom Illnesses:** Please attend to as many classroom illnesses and playground boo-boos as possible within the classroom setting. If a student needs medication, is more seriously ill, is emotionally disturbed because of pain or illness, or needs the attention of his/her parent or a physician, send the student to the Director.

No Teacher may administer medication of any kind to students - including aspirin, Ibuprofen, Acetaminophen, Midol, Pepto-Bismol or other common over-the-counter medicines -- without prior authorization from the school office. Children in need of medication are to be sent to the School Office where medication will be provided according to prescription by authorized personnel or the parent called for assistance.

**Movies & Film:** Scripture admonishes us to "Redeem the time." All films used in the classroom must be directly relevant to the subject at hand and showed with the specific intent of advancing a defined curriculum. Be extremely careful about the content of any film or visual media. Do not show films employing profanity, vulgarity, nudity, sexual suggestion, extreme violence, anti-Christian teaching, or themes offensive to members of the school family. Seek Director approval if in doubt.

**Audio-Visual Equipment:** A limited supply of audio-visual equipment is available through the school Media Center. Check with the librarian to reserve equipment as needed.

**Housekeeping:** All workspaces are to be kept clean. Students should be encouraged and take part in this effort. At the end of each day, the floor should be cleared and everything in its place to facilitate the janitorial crew's work.

**Lunchroom:** Teachers should check to see that lunch areas are clean, debris picked up and placed in proper receptacles, and floors are cleared BEFORE dismissing students from the lunch area.

Learning Center and Equipment Policy:

Learning Center Space and Equipment are shared.. It is in everyone's best interest when Employees using that space are considerate, neat, efficient and clean up after themselves. Students are not permitted into the refrigerators or teachers' mailboxes without permission.

The following resources are available:

- A. Copy machines;
- B. Staff mailboxes;
- C. Fax machine;
- D. Telephone;
- E. Laminators;
- F. Limited classroom and teacher supplies such as folders, pens, markers, etc.;
- G. A small library of professional journals and magazines.

**Field Trips:** Please abide by the following guidelines:

- A. Field trips must be planned in advance, relevant to the curriculum, and approved by the Director.
- B. All of this must be done before plans are disclosed to students and parents.
- C. Teachers are responsible for all arrangements with permission slips, adult chaperones, bus drivers and reservation of the appropriate transportation, meals and snacks, concerned organizations, groups, businesses, etc. -arrangements which should be completed at least two weeks prior to the actual trip.
- D. Teachers are responsible for transportation for any field trip. . The cost of the field trip must include the cost of transportation .. When parents drive, copies of each driver's vehicle registration, notice of insurance coverage, driver's license, cell phone number, and a list of students assigned to particular drivers and vehicles must be provided to the school office prior to departure. The driver is to be provided with a copy of the Medical Release for each student transported; Medical Release forms are kept on file in the school office. Parents can

not carry more students than they have functional seatbelts and should make every effort to provide alternate care for younger siblings or charges.

E. Costs must be minimal. No student will ever be left out of a trip due to costs.

F. Students should be guided to understand the purpose of the trip, its educational value, and specific educational goals prior to departure. Assignments which require the students to report on specific data or observations collected during the trip are encouraged.

G. No students other than those in the assigned class may participate in any trip.

**Office Hours:** During the school year, offices will be open from 7:30 a.m. until 3:30 p.m., Monday through Friday.

### **XXXI. SUBSTITUTES**

Please give notice of illness or anticipated absence well in advance when possible. The Director will then seek to find a suitable substitute. Always have lesson plans ready in case of an unexpected absence..

### **XXXII. EMERGENCY ILLNESS OR INJURY**

Any Employee who experiences an emergency illness or injury needs to notify his or her School office as soon as possible in order for the school to respond with prayer and make necessary adjustments.

On-campus illnesses or injuries are to be reported to the appropriate office immediately. The Director or Director may elect to call for an ambulance or other emergency services. Any injuries that occur on campus must be reported by the Employees on the scene to the Business Office in the form of a written "Employee Accident Report." That report must be carefully and fully completed as any injury can result in legal action of some kind. The school also carries supplemental insurance which will cover out-of-pocket expenses for the injured or his/her family after reimbursement by the injured's primary carrier. Failure to submit completed paperwork in a timely fashion will result in the insurance company denying otherwise legitimate claims.

### **XXXIII. EMPLOYEE ARRESTS OR CONVICTIONS**

An Employee who is arrested for any reason must report the arrest to the appropriate Director or and the Director within 48 hours of the time of the arrest. An Employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the appropriate Director and the Director within 48 hours of that event.

### **XXXIV. CHANGES OF PERSONAL STATUS**

Each Employee is required to notify the business office in writing of changes in personal status, such as changes in marital status, dependents, address, phone number, e-mail address, emergency contacts, etc. Please note that some changes in personal status may directly impact the school's ability to hire or retain specific employees. Divorce for any reason other than adultery on the part of the employee's spouse, for example, involves choices which may place the employee into a position where he or she is unable to stand as a positive Christian role model as required by Employment Contract. It is expected, in these circumstances, that the employee will resign or accept the school's decision to terminate his or her employment.

### **XXXV. SECONDARY JOBS (MOONLIGHTING)**

Staff members shall not engage in or accept outside employment or render services with a person, firm or corporation when such service or employment:

A. Is judged by the Employee's immediate supervisor to be incompatible with the proper discharge of the duties and responsibilities of employment with this organization; or,

B. Involves such hours or work or physical effort that it would or could be reasonably expected to reduce the staff member's quality or quantity of service to this School.

Any Employee who is engaged in or is planning to engage in outside employment, shall consult the Director.

#### XXXVI. CONTRACTS & LETTERS OF AGREEMENT

No Employee is authorized to act on behalf of the School in any way or to sign any legally binding document without the expressed consent of the Director.

#### XXXVII. FINANCIAL MATTERS

The quickest way to unsettle parents and erode the confidence of our school family is to mishandle funds. Do not accept payment for any goods or services at the school unless you are specifically authorized to do so; otherwise, direct the person offering payment to the appropriate office.

No employee is authorized to open any bank account on behalf of the school or to deposit any collected funds into any account other than those managed by the Business Office. There is no separate account to be maintained outside of the school Business Office for cheerleaders or other athletic team, club, classroom or school organization other than those specifically approved by the Director. All Employees are expected to effectively manage their own personal financial obligations both to the School and the community at large. The School reserves the right to withhold from the paychecks of any Employee any unresolved debt owed to the School at the close of the fiscal year (June 30) or upon the date of an Employee's departure, whichever date is first, from the Employee's final pay checks.

#### XXXVIII. PURCHASES

There are procedures in place to guide Employees in making purchases on behalf of the school. All such purchases are to be made only with permission from the Director/School Board . . . The School will not be held responsible for unauthorized debts incurred by any Employee or for any expenditure made outside of these established procedures.

#### XXIX. USE OF EQUIPMENT, PROPERTY OR FACILITIES

Use of school equipment, property or facilities for personal reasons outside of the scope of professional responsibilities and without prior approval of the Director is prohibited.

Technology and other equipment which belongs to the School may not be taken off of the campus for any reason except to support or stage an approved school function.

Employees do not have the authority to offer the use of any CCA facilities - classrooms, athletic fields, practice facilities, gymnasium, computer labs, etc. - to any outside party or parties without prior approval from the Athletic Director or Director and

#### XL. SOLICITATIONS & FUNDRAISING

Soliciting funds from members of the school family for any other purpose, on or off campus, is strictly forbidden without prior specific approval from the Director. Fundraising activities of any kind must meet the following criteria:

- a. The activity itself must provide a real benefit to participating families, a benefit in line with the school's mission and philosophy.
- b. The activity must not involve students in the sale of any commercial products or services to any member(s) of the extended school family.
- c. The activity must be clearly presented in writing to the Director for his specific approval.

#### XLI. TELEPHONE POLICY

To keep the quality and uniformity of our school communications, unauthorized employees are not to answer school phones unless no one else is available. Students should never answer school phones.

Employees using school telephones are expected to keep personal calls to a minimum both in

frequency and duration. To hold the School responsible for the cost of personal long-distance calls is a form of theft and is strictly prohibited.

#### **XLII. SMOKING, ALCOHOL & SUBSTANCE ABUSE**

Alcohol and drug abuse among Employees undermines the School's foundational beliefs, Employee work standards, workplace security, and Employee and public safety. Any Employee's unauthorized use, possession or distribution of illegal drugs or drug paraphernalia at any time, on or off campus, is absolutely prohibited and will result in immediate termination.

Employees convicted of violating a criminal drug statute (including pleas of guilty or nolo contendere) will be immediately dismissed.

Drinking alcohol is prohibited at all times on the CCA campus and at all school-sponsored functions. Violation of this prohibition will result in termination. Indifference to the religious beliefs of numerous Christian denominations, the consumption of alcohol in any form at any time is discouraged. Employees are not to drink alcohol in public places or frequent bar rooms, lounges or other establishments engaged primarily in the sale of alcoholic beverages.

Public drunkenness at any time by any Employee, on or off campus, is prohibited and will also result in immediate termination. Employees on prescription medication which may affect job performance or safety must advise the appropriate Director of the nature of the medication and its possible effects.

Smoking is strictly prohibited on the CCA campus. CCA is a "smoke-free zone," nor is anyone allowed to smoke on field trips or at other School-sponsored events. A smoking habit stands as a serious blight on an employee's ability to serve as a positive role model. For this reason, all Employees are strongly encouraged not to smoke at any time.

**Searches and Alcohol & Drug Testing:** Non-investigatory searches in the workplace, including access to an Employee's desk, file cabinets or work area to obtain information needed for usual purposes may occur when an Employee is unavailable. Employees are therefore notified that they have no legitimate expectation of privacy in those places. In addition, the School reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug and alcohol abuse. The School may exercise its right to search the employee, the employee's personal items, work areas, desks, classroom and classroom closets, and private vehicles parked at the school.

Employees transporting students are subject to drug and alcohol testing.

#### **XLIII. FIREARMS, WEAPONS & CONTRABAND**

Firearms, explosives (including fireworks), weapons (including, without limitation, knives, billy clubs, or any other device the principle function of which serves as a weapon) and contraband (stolen or illegal goods of any kind) are strictly prohibited on the campus at CCA and at all CCA functions.

#### **XLIV. COPYRIGHT, TRADEMARK & PATENT INFRINGEMENT**

Copyright laws prohibit the unauthorized use, duplication or distribution of copyrighted materials. Unauthorized duplication, use or distribution of such materials could result in legal liability and, therefore, disciplinary action. Please be careful in this area.

#### **XLV. SAFETY**

It is the intent of the CCA administration to provide everyone on campus with a safe and healthy environment. To achieve this goal, all Employees are asked to observe the following guidelines:

1. The safety of students is a primary concern. That means that students are to be supervised at all times on campus with a vigilant eye toward their safety and wellbeing.
2. Visitors to the campus during the school day are to check in with the Director before interacting with any students or Employees on campus. Salespersons, solicitors and other corporate agents are considered visitors. Visitors' badges should be available in the Learning Center. In finding a visitor without a visitor's badge, employees are required to politely inquire of any visitor whether he or she has talked with the Director

and, if no visitor's badge is apparent, to escort the visitor to the Director.

3. All mechanical equipment and technology is to be operated according to instructions and with a constant eye to student safety. No vehicles are to be driven on the playground during the school day except in the case of extreme emergencies and with prior notification to the relevant office. No dangerous machinery such as Ski!saws, jackhammers, chainsaws, or even lawnmowers are to be operated in the immediate vicinity of students or children.

4. Do not open switch boxes, electrical control cabinets, make electrical repairs of any kind or replace fuses unless you are authorized to do so by the Director.

Do not use electrical equipment without proper grounding. Do not leave electrical equipment or power cords where they may be damaged or prove hazardous to passers-by.

5. Do not use flammable liquids, toxic materials, chemicals or acids unless authorized to do so by your supervisor or Director. When using such material, follow all appropriate precautions.

6. Report all fires, smoke or odors suggestive of fire immediately.

7. Report all unsafe conditions to the, Director immediately. Follow-up to make sure that the dangerous situation is corrected.

8. Do not block aisles, hallways, stairways, entrances, exits or access to safety equipment such as fire extinguishers or alarms. Do not disable any alarms for any reason.

9. Campus-wide fire drills are conducted on a monthly basis with or without prior notice.

The first rule is that all students are to maintain absolute silence and order during all drills.

Teachers are to direct students out of and away from all buildings in an orderly

manner and, once re-assembled, make sure that all students are present and accounted for. Re-entry into any building, even in the case of a drill, is expressly forbidden until cleared to do so by the Director.

#### XI.VI. DRIVING REGULATIONS

This policy affects any individual who may drive a School vehicle or personal vehicle on School business. Prior to driving a vehicle, the following information must be provided to the school office:

D A copy of the vehicle registration; D

A valid driver's license;

D Proof of insurance, if personal vehicles are used for School business; D

The driver's cell-phone number; and

D A list of the drivers and students assigned to each vehicle

The School secretary will make copies of the original documents and return them to the driver. All information will be kept confidential. Upon submission of these documents, the driver becomes a "designated driver" acting on behalf of the School. A designated driver may not, under any circumstances, allow any other person to drive other than another "designated driver." Violation of this rule by any Employee will result in disciplinary action; employees must report to the relevant Director any such incident allowed by a parent volunteer.

Safe driving practices, speed limits and other driving laws must be observed at all times. Any Employee committing a moving violation in a School vehicle or personal vehicle on School business may also be subject to disciplinary action. This School is not responsible for fines incurred by Employees or Volunteers while driving a School vehicle or a personal vehicle while on School business. Employees are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident and as soon as possible to the Head of School.

#### XLVII. ACCIDENTS

The first concern in the event of any accident is the safety and wellbeing of injured parties.

If a Director is present on the scene of the accident or is immediately available, the Director should make appropriate decisions and direct all

parties present. In facing any emergency outside of the immediate presence of a Director, school employees are authorized to call 911 for emergency assistance.

Do not attempt to move anyone who has sustained an injury to their head, back or neck. Any accident which results in an injury must be reported using the school's Accident Report Form. This is essential to assure insurance coverage for both the school and the injured party.

#### XLVIII. VEHICLE ACCIDENTS

In the event of an accident with a School vehicle, the driver may be held responsible for the first \$500.00 of repairs if the accident results from the driver's neglect or error. The driver will not be held responsible for paying any of the repair costs if the accident was caused by another vehicle/driver or if the accident could not have been reasonably avoided by the driver. If the CCA Employee Handbook Last Revised 8-5-08 Page 38 of 43

accident is the result of an Employee's neglect or error or is a second occurrence for a particular employee, the Director will determine the actions, if any, to be taken.

In case of any accident:

- Stop as near to the scene as is safely practical, avoid blocking traffic, and otherwise minimize potential danger to others.
- If qualified, administer necessary emergency first aid if no emergency medical personnel are available.
- Notify police or ensure notification of police has been made.
- Provide and obtain identification and insurance information to and from all involved parties.
- Cooperate with police and emergency medical personnel.
- Avoid admitting guilt or offering any settlements.
- Obtain names and addresses of witnesses.
- Notify the director immediately.
- Completely fill out and submit the Accident Report Form to the Director within 24 hours.

#### XLIX. SERIOUS INJURIES OR FATALITIES

The person in charge at the scene will:

1. Give priority attention to providing all reasonable care for the injured person or persons. Call doctor, ambulance, clergy and police, as appropriate. Obtain names, addresses and phone numbers of all witnesses and a written statement of what happened if witnesses must leave before police arrive.
2. In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until the police have assumed authority.
3. Contact the Director to report the emergency and to secure additional assistance as needed. Follow his/her instructions carefully. It is the responsibility of the Director in charge to contact parents/ guardians.
4. Any Employee involved in or witness to a serious accident, emergency or fatality shall make no statement orally or in writing without the presence of the Director or School Attorney. Violation of this mandate may result in immediate termination. Even official queries for such information are to be answered with the statement, "I'm sorry but school policy prohibits my answering your question outside of the presence of the Director "

The Director will:

1. Give priority attention to requirements at the scene of the accident or emergency as requested and/or judged necessary for the utmost protection of the injured person or victim.
2. Act as the School's spokesperson. Exercise care that no statements are made orally or in writing that could be interpreted either as an assumption or rejection of

responsibility for the accident until all facts are known.

3. Use the telephone for immediate official communication with:

- Parent or guardian--reporting nature of emergency, condition of injured person, securing parents' wishes, re: medical treatment, hospitalization, transportation, personal attendance.

- Insurance representative, attorney and/or other official as appropriate.

- Call all staff into office. Call in crisis team of Director and persons sensitive to the community to handle media and draw up a statement.

4. Continue any further communication with next of kin with the advice of, or in the presence of, the School's attorney.

5. Keep a team of two individuals to monitor the phones for continued reports of developments. All calls pertaining to incident will be answered by the School's spokesperson.

6. Keep a record of all telephone conversations and communications for the School's file. Provide space for a press conference, if necessary, and confine media to that area. Issue a press release, rather than hold a press conference, if possible.

7. Provide for press release, if requested, only that information that has been cleared by the School's Attorney.

8. Complete and submit a written report to appropriate insurance companies.

9. Complete and submit a written report for the School's files.

Follow-up of a serious accident, emergency or fatality

The Director will:

1. Decide what information is to be disseminated, to whom and procedures for same.

2. Prepare a chronological report recording:

- Exact time of each occurrence

- Each step taken and by whom

- Exact statements made, to whom and by whom

- Statements, that have been read, approved and signed by all persons involved

- A sketch of the scene, including pertinent physical objects and placement of people involved

- Names and addresses of all witnesses

3. Attach to the report all consent forms, medical records and other pertinent data.

Make copies of all for duplicate record.

#### **L. REPRESENTATION OF THE SCHOOL**

No employee shall make a public appearance, news release, or public speech representing this School without the specific knowledge and prior authorization of the Director or designate.

#### **LI. USE OF THE SCHOOL ASSETS FOR POLITICAL PURPOSES**

Since this School is registered as a 501(c)(3) corporation, there are definite restrictions on its involvement in political causes. Therefore, no funds or assets of this School may be used to promote a political candidate or party. This includes use of the School's facilities, supplies, materials, stationery, postage, telephone, equipment, computers, e-mail, printers, copiers or property.

#### **Lil. COMPUTER USE AND DATA MANAGEMENT**

The School's electronic communications system, including Internet access, is primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

1. imposes no tangible cost to the School;

2. does not unduly burden the School's computer and network services; and

3. has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of electronic communications systems are not confidential and can be monitored at any time to assure appropriate use. Employees and students who are authorized to use the systems are required to abide by the provisions of the School's Internet Use Agreement form. Employees with questions about computer use and data management should speak with their respective Director. Any Employee discovered to be using School technology for illegal or immoral purposes of any kind will face disciplinary action, possibly including immediate termination.

### **Liii. MAINTENANCE & JANITORIAL SERVICES**

CCA maintains a volunteer maintenance staff. Employees are asked to take as much responsibility as possible over maintenance issues in their individual classrooms or work areas within the limits of safety and experience. If you see something that needs extra cleaning or repair, please state that request in writing and submit it to the Director.

### **LIV. TERMINATION**

Reasons for termination may include any of the following:

- A. Dishonesty;
- B. Immoral or unprofessional conduct;
- C. Commission, aiding or avocation of acts of a criminal nature;
- D. Conviction of a felony or any crime involving moral turpitude;
- E. Incompetence as judged by the appropriate Director and Director;
- F. Evident unfitness for service;
- G. Failure to maintain attendance at a Bible-believing church;
- H. Disagreement in word or deed with the Morality clause of the Employment Contract and this Handbook;
- I. Threats of violence or legal action against the School, School board, Director!or any School Employee.
- J. Physical, mental or legal condition rendering the Employee unfit to instruct or associate with children;
- K. Continued violation or refusal to abide by rules, policies and procedures set forth by the CCA Board of Directors and Administration;
- L. A pattern of insubordination or refusal to cooperate with the School Board, Director, colleagues.
- M. Any other act or conduct inconsistent with the furtherance of the purposes of the School as set forth in the Employment Contract and/or this Handbook and/or the interpretation of the Director.

If an Employee is absent from his or her assigned positions for two or more days without prior approval, the Director retains the right to rule that the contract has been breached and declare the position open for hire.

If CCA terminates an Employee's employment due to inadequate enrollment, CCA will pay the Employee severance pay equal to the Employee's daily rate multiplied times the number of working days and paid holidays in the 30 calendar days following the date of termination.

Otherwise, terminated employees have no right to continued benefits, Employee Tuition Discounts, or even Tuition Assistance except for what is provided by law or approved by the Director. Terminated Employees should remove personal effects within 72 hours of termination and may be requested to do so outside of school hours; the school reserves the right to supervise the removal of all effects to assure the security of school property. Any school property held by the terminated Employee is to be returned to the appropriate school office within 72 hours of termination. All keys to school facilities are to be surrendered at the time of termination. After the terminated Employee's initial departure, access to

the campus or to any CCA-sponsored athletic event or school function requires permission in advance from the relevant Director.

**Due Process:**

Due Process normally consists of (1) efforts by the school to resolve issues and restore an employee perceived as failing in his or her position and (2) those avenues of appeal open to an employee upon notice of termination.

At CCA, each Employee agrees that, if there are deficiencies in his/her job or personal performance, the Director may extend to the Employee a Performance Improvement Plan (PIP) to help facilitate needed changes. The PIP should set forth specific areas of failure, written standards which the Employee must achieve to maintain employment, specific means of measuring the Employee's adherence to those standards, and a specific period of time in which the employee must conform to those stated standards. At the same time, the Employee agrees that the Director, in his sole discretion, may determine that certain acts, deficiencies, or situations are so grave or threatening to the welfare of the school, its other Employees or students so as to result in immediate dismissal and thus bypass this general procedure

Failure to meet standards set forth within the PIP will result in termination. The Employee, upon notice of termination, has seven calendar days to make a written appeal to the Director or School Board.. Failure to make that written appeal within the prescribed seven-day period shall, in effect, waive any right of appeal and termination then become final. The decision rendered by the School Board is final. A final notice of termination will be delivered in writing by certified mail to the Employee's home address.