

Community Christian School

CCS

EMPLOYEE HANDBOOK

Effective Date: August 1, 2008

CCS Mission

"To assist students in partnership with their families, to successfully prepare for high school through excellence in a Christ centered, academic environment".

Administrative Team Members

Kim Soots- Administrator

Terri Widau - Technology

Sheri Hickman – Financial Office

Michele Gething – Education Liaison

Tina Locker – Discipline

Teacher Liaison to the Board:

Tina Locker and Rhonda Price

Board Members and Duties

Board Chairman: Mark Brown

Vice Chairman: Michele Gething

Treasurer: Dave Haber

Secretary: Stephanie Lett

FACE: Dave Bane

Welcome to Community Christian School!

Thank you for taking the time to read the following information related to your employment at Community Christian School.

The following pages contain information regarding many of the policies and procedures of Community Christian School, or CCS as we often say. These policies provide a framework, which is a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied non-discriminately to all employees. We not only believe this should be true of those who lead CCS within the confines of the law of labor, but believe it is to be true of us as Christian co-laborers as we conduct ourselves in professional employer/employee relationships.

If you have questions, would like to provide suggestions to improve the contents or need assistance reviewing this document please contact: Michele Gething or Kim Soots at 765-935-3215. If you wish to see a hard copy of this document, the office should have a printed version available to you.

School Hours are variable, but operate within the range of Monday through Friday 8:00 to 3:20. Extended Care is offered Monday through Friday from 7:00 am until 5:30 pm, and operates around the school day schedule. The school calendar and personal contract dictates more specifically the days and times of required job performance particular to individuals. The calendar may be modified at any time due to weather or other disaster or calamity. CCS is a state accredited program and operates within the regulations required by the state of Indiana regarding school hours and requirements. All employees must abide by the dates and times set forth by the school.

Our main phone number is: 765-935-3215.

For Emergencies call: 911.

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of Community Christian School. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. CCS reserves the right to change employment policies, procedures, benefits or this manual at any time. Employees will be notified of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Introduction

Community Christian School Mission Statement

“To assist students in partnership with their families, to successfully prepare for high school through excellence in a Christ-centered, academic environment.” *Adopted March 28, 2008*

Career Opportunities

It is our desire to see each and every employee achieve his or her highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions about career opportunities.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open door policy. The administration of CCS maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters related to your professional development. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open door policy. You may speak to any Administrator, including board members, in this regard. A thorough investigation will be made regarding the claim.

In any case all employees as Christians, must agree to submit to biblically based mediation by bringing in local pastors and if mediation does not provide a solution to the problem, to Christian arbitration/conciliation through Peacemaker Ministries.

Code of Conduct

Employees of CCS are to conduct themselves in a responsible, professional, ethical, and Christ-like manner. Please, for the sake of the testimony of the school, report unethical or dishonest behavior to your supervisor immediately.

All employees are to strive to maintain a Christ-like attitude at all times. Constant or repeated complaining in regard to Co-workers, Administration or Board, or other school decisions, will be considered indicative of a critical spirit and will be viewed as unacceptable. No employee should ridicule or mock other individuals who are image bearers of Jesus Christ. If attitudes persist which are detrimental to school goals, a period of probation will be established with an improvement plan implemented.

The CCS administrative team members and board will investigate reported misconduct and will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

CCS is a very family friendly organization. Because you may well know many of your co-workers and students families as friends, often the potential to blur personal/professional lines present themselves. Under no circumstances should any CCS employee discuss any school-related confidential information with those who are not directly employed by CCS. Appropriate confidentiality will be expected to be observed in regard to pupil, parent, co-worker, and school matters.

Under no circumstances should any CCS employee discuss any student's or co-workers private information with anyone not employed by CCS or with any CCS employee in a public setting. Personal/confidential information may be overheard, even though there may be a genuine attempt to maintain confidentiality. For the sake of the school's professional reputation, please strive to fulfill these goals.

Employment

Equal Opportunity Employment

Employees are hired based solely on the basis of Community Christian School's personnel requirements and the qualifications of each individual candidate. Employees are required to sign a Statement of Faith and submit to a voluntary criminal background check.

Any questions or concerns regarding any aspect of this policy should be directed to the CCS Administrative team or board member.

Criminal Convictions

Criminal convictions are taken seriously at Community Christian School. We will disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime will result in an automatic termination of any CCS employee.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on CCS property, or while on duty in the employment of Community Christian School. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity related to this policy to your immediate supervisor or board member.

Sexual and Other Unlawful Harassment

It is the objective of CCS, to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment. The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior, which would not occur, but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment. If you or a co-worker experiences what you believe to be sexual harassment or harassment of a non-sexual nature, or accusations of sexual harassment, report it promptly to your immediate supervisor. The administrative team with the help of the board will investigate any employee, regardless of job position when such allegations are made. Based on available information, CCS will take appropriate action and will communicate results on a need-to-know basis. .Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual or other harassment charges determined to be valid.

Domestic Violence Statement

Community Christian School recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker’s performance. CCS will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines, to find assistance. Information will remain confidential as long as the safety of others is not at risk.

Employment Evaluation

All employees will be under “evaluation” for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. After the first 3 months, the employee should expect a minimum of one (1) evaluation per year and may be asked to complete personal evaluation documentation and create goals within a PIP, or Personal Improvement Plan, with the assistance of the immediate supervisor. All evaluation will be relative to the employee’s job description.

Personnel File

Community Christian School maintains a confidential personnel file for each employee. Files are controlled by management. Employees must acquire permission to view his or her personnel file from the inquiring individual’s immediate supervisor. These files are the property of Community Christian School; no documents may be altered or removed by the employee. Every

reasonable effort is made to keep the information contained in these files confidential; access is limited to the Administrative team members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies and Procedures

Attendance

Punctual regular attendance is mandatory for efficient job performance. For accounting purposes, please **MUST** complete and submit to the office, the absence forms found in the appendix of this handbook prior to a planned absence or in the case of an emergency, immediately upon your return. Regardless of cause, each employee must notify the immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Attendance at weekly meetings as well as scheduled school events is crucial for the proper and professional development of the school as well the presentation of investment and unity in our school community. All teachers should be present for Parent-Teacher Conferences, Open Board Meetings, Open Houses, and or other scheduled school wide events.

Parking

CCS employees are required to park in the rear of the school or in the spaces along the edge of the sidewalk. All other parking is reserved for school visitors and volunteers.

Work Schedule Requirements

With variations in workload based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Changes in schedules is mandatory when required, it is a condition of employment.

Staff Meetings

Staff meetings with educational/tutoring employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

Bible Study/Prayer

Bible study and prayer will take place each week in order to maintain the spiritual unity necessary to fulfill our mission and purpose at the Christian school. Materials as well as dates and times will be established.

Full time faculty/staff members will be expected to attend each meeting. Part time members are strongly encouraged to attend for the same purpose, but are not required.

Health and Safety Related Training

Each year faculty and staff members must participate in the Bloodborne Pathogens Safety, First Aide and CPR classes. These classes will be offered at no charge to the employee. It is a part of the job description of most employees to attend these classes. If an employee is unable to attend the classes offered by the school, it becomes the responsibility of the employee to find and pay for the missed classes at another location. Failure to do so may result in dismissal.

Communication: Bulletin Boards, Email Updates, Boxes

Bulletin boards placed in designated areas (front office/teacher workroom) of the school will display notices and announcements for employees to review. In addition, Email will be regularly used to communicate vital information as well as photocopied notices which will be placed in the box assigned to you. It is the responsibility of each employee to review the bulletin board, email and box several times per day in order to be aware of information posted.

Workplace Dress Code

CCS encourages employees to dress professionally, with consideration given to maintaining a comfortable, yet professional appearance. No T-shirts, torn clothing, sweat suits, or shorts, unless pre-approved for specific activities are permitted. Appropriate attire should be worn at all times in keeping with commonly recognized standards. If you are scheduled to participate in a professional meeting, be prepared and dress appropriately. Be considerate of the school's image, as well as, your image with parents, students, and co-workers.

Medical Attention

CCS requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Trained medical personnel must take employees requiring Emergency transportation to a medical facility. Emergency transportation and medical costs are the responsibility of the employee.

Compensation

Compensation for employment is based on an established base pay rate and accelerated related to longevity.

Wage and Salary Disclosure

Compensation programs are confidential between the employee and the school. Disclosure of wages and compensation to any third party or other employee is prohibited and could be considered grounds for termination.

Payroll Schedules

Employees are paid twice a month. Regardless of shift schedule, the workweek begins Monday and ends Sunday. Paydays are the 15th and final day of the month. In the event payday falls on a holiday, paychecks will be distributed before the holiday. Salaried employees must determine their pay distributions. (Options include 20 and 24 pays)

Your Paycheck

Payroll checks will be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required Indiana taxes would be withheld from wages, as will any voluntary deductions.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, CCS withholds taxes from employee earnings, as well as social security (FICA) and Medicare.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and CCS are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together, we will establish plans for your growth and development. All performance reviews and performance improvement plans will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by Community Christian School must be approved in writing prior to expenditure. To receive reimbursement you must furnish the Accounting department with two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from your immediate supervisor).

If you require an advance for expenses, see your immediate supervisor.

Reporting Accidents and Injuries

Every employee has the responsibility to prevent accidents by observing all safety and emergency precautions. If an accident does occur while on the job or on school premises, report it to your immediate supervisor immediately and together, a determination will be made regarding emergency treatment. Minor First Aid will be administered on the premises as necessary. An accident report must be filed regardless of the severity of the injury.

Reporting Personal Information Changes

Employees must notify the school office and bookkeeper whenever there is a change in their personal information on file with CCS. This includes address, phone number(s), income tax withholding information, emergency contacts

and if applicable, any information which may impact your insurance coverage's.

Personal Property

Community Christian School is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by CCS, will be removed without notice. As always, be considerate of the school's image, as well as, your image with customers and co-workers.

Food & Beverage

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. When providing direct services, food in the immediate area is strictly prohibited.

Smoking

Smoking is prohibited on CCS property.

How to Resolve Disputes

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. Therefore, in response to God's love and in reliance on his grace, we must each commit ourselves to respond to conflict according to the principles of Christian Conciliation. Please see the information posted on the bulletin board in the teacher's workroom for details of this process.

Benefits

Overview

Benefits provided to employees are provided at the will of Community Christian School (CCS). CCS reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program and/or individual employee contract.

Eligibility

Full time employees are employees who have been assigned a regular 30 hours per week work shift. Part time employees must work not more than 29 hours per week, and not less than 15. Those employees who work less than 15 hours per week are not eligible for benefits except Extended Care while in the direct employ of the school. Community Christian School reserves the right to, without notice, revise these eligibility requirements. If you have

questions contact the school Administrator or Bookkeeper.

Unemployment

Community Christian School has been classified as a 501 (c) (3) not for profit organization and as such has chosen not to participate in the Federal Unemployment Tax Act.

Free or Reduced Tuition

Tuition reductions for any full time employee (working 30 + hours per week) are as follows: 80% for the first year, 90% for the second year, and 100% for the third year. A part-time employee will receive a proportion of the benefit-based on the hours worked from 15 to 30 hours per week. The part time reductions are: 40% for the first year, 45% for the second year, and 50% for the third year. All employees must pay registration, book and material fees at full charge and register a payment schedule choice with the school book keeper. As a matter of testimony, it will be important for these payments to be made faithfully as scheduled.

Extended Care

Extended care for enrolled students is offered during regular operational hours, without charge when the employee is in the service of the school.

Continuing Education

Employees wishing to further their education by taking courses specific to their job description and responsibilities may qualify for reimbursement of all or part of the cost of the course and materials. Adjustments in work hours and/ or schedules may be authorized depending on the nature or the program and need for the information learned. A written request with course description and outline will need to be provided and an authorization by the administrative supervisor must be granted prior to enrolling in any course.

Not all education programs qualify and reimbursement may vary depending on the chosen courses. Agreements for continued employment may be required in some cases. See your immediate supervisor for details. CCS reserves the right to modify or eliminate this program without notice.

Employee Discounts

CCS offers employees a discount on our services. Discounts vary depending on the products or services. If you wish to take advantage of discounts offered, contact your immediate supervisor. Tuition discounts/reductions may be considered as income for the employee. Please consult your tax advisor regarding this matter.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at Community Christian School. To qualify for these leave of absence benefits the employee must be a full time employee and have completed a minimum of ninety (90) days continuous employment at CCS. Full time employees are employees who have been assigned a regular 30 hours per week work shift. Employees scheduled for less than 30 hours weekly are not eligible for leave. CCS reserves the right to, without notice; revise these leave of absence policies. If you have questions contact the Administrator or Bookkeeper.

Sick Leave

Employees shall be permitted five sick days per school year. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate to thirty days, to be used for extended illness only. A prorated payroll deduction will be made for each day absent over the allotted days for both full and part-time employees. Employees may choose to offer their unused sick leave days to a colleague as a mercy ministry.

Employees will not be paid for unused sick leave days.

Notify your Administrator and complete the absence form in advance when you plan to use sick leave for scheduled medical procedures or doctor's appointments.

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor.

Unpaid Family & Medical Leave

CCS employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult the Administrator of the school for details and notify your immediate supervisor if you choose to take this unpaid leave of absence.

Funeral Leave

In the event of a death in the immediate family of the employee, up to three days paid time off may be granted to attend to family matters and funeral arrangements. Immediate family may be understood as: spouse, children, parents, and parents –in –law, siblings, grandparents, grandchildren, or other family member. Additional unpaid time off may also be granted.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of Indiana State law, CCS will provide military leave of absence and reinstatement for qualifying employees. Written orders must be presented indicating the employee's military duty has been activated. Employees shall be entitled to leave of absence with pay for a

period as governed by Indiana law, in any calendar year for military duty. During the leave of absence the employee shall be entitled to full pay, seniority status, vacation leave, and sick leave accrual for the period mandated by the State of Indiana. Military leave is subject to Indiana Statutes. In the case of extended Military leave, an employee may request a leave of absence without pay per Indiana Statutes.

Severe Weather or Calamity Closings

In the event the school must close for the day or part of a day due to severe weather or emergencies, the school will follow the Richmond Schools in most instances regarding cancellations and delays. Announcements will be made over the local radio and television channels. You will receive an email alert on your personal home computer, if you have presented your information to the office. If you wish to be on the telephone tree, please make this request known in writing. If weather conditions are so severe that you are unable to travel to work, contact your administrator for alternate arrangements. The calendar will be adjusted in accordance with the expectations of the state of Indiana in regard to "make-up" days which extended beyond those already allotted on the approved school calendar.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees. Every employee is required to sign the Grievance Procedure documenting full understand of conflict resolution.

If the Director is involved as a party in the initial dispute, it must be turned over to the Board of Directors at the outset.

Decisions of the Board of Directors will be final.

Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Board of Directors. All appeals must be in writing clearly defining the reason you believe the charge was false. The Board of Directors will review all available information and make a ruling. All decisions of the Board of Directors are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of Community Christian School are not given tenure. As an employer, CCS may choose to terminate employment at any time for cause or other circumstance such as loss of students, disaster or calamity.

Employees choosing to terminate their employment with Community Christian School are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment. All work, including units, or programs developed during the period of employment, will be considered property of Community Christian School. Upon receipt of all company owned property, the employee will receive a final paycheck.

Community Christian School may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. If any employee refuses to leave the premises after being asked to do so, the Richmond Police Department, will be called to assist in the removal of the agitated employee. Any personal property, plus their final paycheck, if applicable, will be given to the employee upon receipt of all company owned property.

The Administration of Community Christian School will provide opportunity to all employees leaving the school to have an exit interview. Request for a scheduled exit interview must be made within a reasonable time frame for both the school and exiting employee.

Community Christian School considers personnel files confidential. Any request for employment confirmation or information, will be provided only with employment dates and positions held.

Company Property

Confidential Information Security

As a matter of course employees of Community Christian School will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, faculty/staff, parent/student, extended family and permanent record information lists, and contractual agreements. It is a condition of employment that you not disclose this information to any third parties during or after employment at Community Christian School. Disclosure of confidential information without express written approval is strictly prohibited.

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave the facility. See your immediate supervisor if you will be left with this responsibility and have questions relative to the security of the building. This includes, but is not

limited to, turning off appropriate lights and closing and locking all doors and windows, and setting alarms as available and necessary.

Report any potential security risks to your immediate supervisor. If you suspect a problem or feel threatened in any way, dial 911, then your immediate supervisor as soon as reasonably possible.

Company Equipment

Company property, such as laser printers, copiers, computers and all production tools, and equipment, are to be used for Community Christian School business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination. Special requests to utilize school property for personal use may be made through the office IT coordinator. Damage resulting from the personal use of school property must be remedied by the borrower.

Your designated work area, desks and cabinets are not to be locked with a personal lock. If you need assistance securing company/personal property see your immediate supervisor.

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services for the company. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks, with sensitivity to those who are utilizing these services for school related business.

Long distance calls for personal use are prohibited.

Computers and Related Equipment

Community Christian School provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of the school. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system. The school has the right as well as obligation, to monitor any and all communication, through school computer networks. No user should have any expectation of privacy regarding the use of the CCS computer facilities.

Employees are required to keep their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify the IT coordinator immediately.

Employees shall not use company systems to knowingly violate any school, city, state or federal laws.

Computer games and personal software may not be installed on school equipment.

School equipment shall not be used to create or store personal information or projects.

School equipment shall not be used to store or display images depicting violence, sexually explicit material, or racially offensive material.

Software installed on school computers must be properly licensed and installed at the direction of the IT coordinator.

Employees are not permitted to download any software (free or otherwise) without express permission from the IT coordinator.

Internet

School computer systems, connected to the Internet, are connected for school business purpose only. Accessing the Internet for personal use is prohibited unless used on break time and does not conflict with school goals or other principles set forth in this and/or other school documents. Employees are expressly prohibited from allowing any third party to use school provided computers or Internet services.

Conducting school business on the Internet must be done following all guidelines and policies for conducting business in conventional settings.

Community Christian School maintains the right to limit Internet access.

Community Christian School will comply with any reasonable requests from law enforcement to review Internet activities of any employee.

While accessing the Internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent Christ through Community Christian School to the world at large while online.

E Mail & Electronic Communication

School provided email is provided primarily for school business purposes. Personal use should be kept to an absolute minimum.

All emails, sent or received, are school records and as such, are accessible to appropriate staff members. Appropriate record storage of email is expected.

No anonymous emails can be sent from school systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for school business related forums, which require approval from your immediate supervisor.

Acknowledgements

I have read these policies outlined in this handbook. I understand that while this is not an employment contract I am bound to abide by the policies set herein. I will seek the advancement of CCS in all areas: spiritually, academically, financially, and physically.

I recognize it is my privilege and responsibility to strive diligently toward observance of the goals set forth in this Handbook and other CCS documents, as God enables me by the power of His Holy Spirit.

I further understand that Community Christian School may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions to this and/or other documents which may affect me as an employee.

I also certify that I have had ample time to discuss this handbook and its contents with Community Christian School representatives and I fully understand and agree to abide by the contents.

If I become dissatisfied with CCS or my employment in any respect, I will try to resolve the matter(s) with the person or persons involved rather than spreading criticism or hold a negative attitude in my heart. I will not criticize the school before my students, children or family. I will follow the Biblical directives found in Matthew 18, always presenting a united front.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee Signature _____

Printed Name _____

Date _____

Community Christian School reserves the right to make changes to this handbook for the purpose of modifying, revising and updating school policy and this manual. Notice of changes will be posted on the main bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

Community Christian School does not discriminate on the basis of race, color, national, or ethnic origin in its hiring or student procurement practices.

Appendix

Universal Precautions

Protecting Employees against Bloodborne Pathogens

~ Washing your hands after any exposure to bodily fluids is the single most important action you can take to prevent the spread of any infectious disease.

~ Kits should be accessible to every faculty/staff member.

~ Kits should be taken on field trips and a designated caregiver will be named by the field trip coordinator, to handle emergencies.

~ Proper use, removal, and disposal of contaminated gloves and materials is mandatory.

~ All faculty and staff have been advised in advance of an emergency to call on designated/trained office or janitorial personnel.

~ All employees who have exposure will be offered the Hepatitis B, vaccination series. The series must be completed through the local health department and employees may seek reimbursement after the series is completed and proper documentation and receipts filed with the school office.

~ Documentation of injury to any student, volunteer or employee should be made in the front office as soon as possible. Reports of serious injury requiring medical attention will be brought to the attention of the school Administrator immediately, or as soon as reasonably possible.

~ Faculty/Staff members must be instructed in protection methods and Universal Precautions, annually.

◆ See your immediate Supervisor if you are unsure or unclear regarding any part of this safety process.

Child Abuse Policy

If a child is an alleged victim or perpetrator of child abuse or neglect, consent of each parent, guardian, or custodian must be made verbally and in writing in order to interview the child at CCS. These verbal and written consents must be obtained prior to the interview. (See paragraph below for exceptions.) This is also true in situations where a child who is not a victim or alleged perpetrator, needs to be interviewed, absent any immediate threat to that child.

There may be exigent circumstances that would warrant concerns for the child's safety. In these circumstances, permission of the parent verbal or written, to interview the child may be waived. Examples: The child may be experiencing sexual abuse at the hands of a non-parent, guardian or custodian, and the parent, guardian or custodian may not be providing protection to the child. In this case, a unanimous action of the board of directors is required, before an interview is to be conducted at Community Christian School, without parental notification and written permission.

REPORTING PROCEDURES FOR SUSPECTED ABUSE

Typically, child abusers will not remain where workers are trained to identify child abuse and are encouraged to report suspicious behavior. Abusers thrive on secrecy. We at Community Christian School are committed to bring all secretive sinful behavior into the light as well as to follow the civil statutes in force for our state in order to protect our students.

Therefore, when child abuse is suspected the safety and well being of the child or children will be first concern and all procedures documented fully.

School officials will notify the custodial parents regarding this process and in the case of suspected abuse within the school, the school's insurance company will be notified. The following is the current Indiana Code, IC 31-33-5.

Sec. 1. In addition to any other duty to report arising under this article, an individual has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.

As added by P.L. 1-1997, SEC. 16.

Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(a) An individual notified under subsection (b) shall report or cause a report to be made.

As added by P.L. 1-1997, SEC. 16.

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

As added by P.L. 1-1997, SEC. 16.

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) The local child protection service, or
- (2) The local law enforcement agency. As added by PL.1-1997, SEC.16.

If a child is an alleged victim or perpetrator of child abuse or neglect, consent of each parent, guardian, or custodian must be made verbally and in writing in order to interview the child at CCS. These verbal and written consents must be obtained prior to the interview. (See paragraph below for exceptions.) This is also true in situations where a child who is not a victim or alleged perpetrator, needs to be interviewed, absent any immediate threat to that child.

There may be exigent circumstances that would warrant concerns for the child's safety. In these circumstances, permission of the parent verbal or written, to interview the child may be waived. Examples: The child may be experiencing sexual abuse at the hands of a non-parent, guardian or custodian, and the parent, guardian or custodian may not be providing protection to the child. In this case, a unanimous action of the board of directors is required, before an interview is to be conducted at Community Christian School, without parental notification and written permission

Field Trips

Field trips should be planned 4 to 5 weeks ahead. Please use attached form in getting administration approval of field trips. We use standardized forms, which includes a formal permission slip. Every student must have his/her permission slip signed by parent or guardian.

Alternatives must be provided for the student at school should the parent choose not to send the student on a C.C.S. sponsored field trip.

Additionally, parents may choose to provide an alternative activity for their own child. Absence from a C.C.S. sponsored field trip, by parents or guardian choice, will be considered an excused absence.

When using volunteers as drivers for a field trip the driver must complete all necessary driver information forms.

All forms can be retrieved from the school office or online.

Emergency Evacuation Plans

FIRE EVACUATION PLAN

Each room contains its own fire evacuation plan. The plan is posted by the door in red. Please reference the evacuation plan posted in the room for the correct exit.

TORNADO DRILL

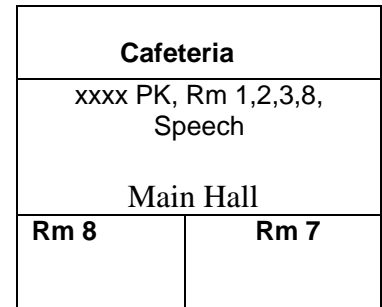
*Upon the first sound of alert, shut all exterior windows and doors.
Everyone should file in an orderly line*

Rooms 1, 2, 3, Rm. 8, Speech/Tutor
Rooms
 Rms. 1, 2, 3 - Use the east (kindergarten) stairwell. Rm. 8 teacher
 Lock gym doors and (west) cafeteria door w/foot lock.
 Youngest to oldest children crouch down against the outside
 West wall in the north/south (main) hallway

Rooms Pre-K and Office

Use east (front) stairwell to lower level. Close front doors.
 Pre-K students crouch against west wall in north/south (main) hallway
 Older students behind. Teachers stationed at the doors outside gym should push
 table against gym doors.

West



East

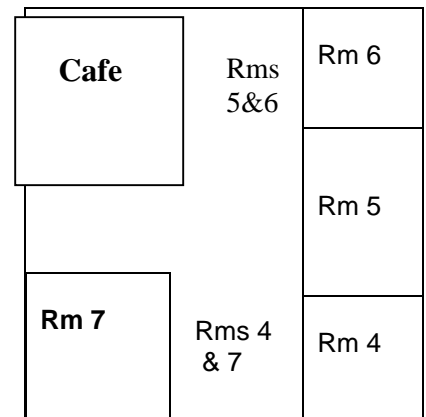
Rooms 4 & 7

Students crouch against wall in northeast hallway (across from
 Room 4) with older students behind.

Rooms 5 & 6

Room 6 teacher lock cafeteria (north) door with foot lock.
 Students in crouch position against northwest hallway
 (across from Rm. 6)

South



East

***Older children form lines behind the younger ones in crouched position
 Teachers should remain at each end of hallways***

FACE Grant Program

Community Christian School Guidelines and Request Form For Classroom Needs

Guidelines for Awards:

- ***Only one (1) grant will be awarded per nine (9) weeks***
- ***Grant requests may not exceed \$500 (total award) per year***
- ***All forms must be complete and accurate in order to be considered***
- ***Please use the front and back of this page only for your description***
- ***Attach completed order form to this page***
- ***Submit one (1) copy to F.A.C.E. President and one (1) copy to office***

Classroom Request Information

Teacher Name: _____ **Date:** _____

Grade/Class: _____ **Number of Students Involved:** _____

Project Information/Specific Need:

Describe how you would utilize these monies in your classroom.

How will these item(s) improve classroom instruction?

(Please include other information that would be helpful to the committee including when you need the item(s).)

Purpose and Procedures for Student Conduct Intervention

Community Christian School is dedicated to assist parents and the local church in educating the next generation for Jesus Christ. Faculty and staff are committed to training the students in Christian worldview and living. Among these commitments is the determination to teach students to avoid alcohol, tobacco and drug abuse. Further, we are committed to promoting through education and example, wholesome lifestyle and personal relationships.

Among these wholesome lifestyle and personal relationship goals is the desire to live peaceably with one another. Abstaining from unwholesome talk, bitterness, brawling, slander, malice rage, and anger. (Ephesians 4:17-32).

To these ends we will instruct students in measures conducive to healthful, peaceful living. Teachers and staff will vigilantly guard student interaction. Records of student behavior should be dated and submitted to administration utilizing the Student Classroom Observation Record, when students consistently demonstrate behaviors, which are disruptive and counterproductive to wholesome lifestyles and relationships. Parents should be informed of consistent disruptive behaviors.

The Observation Record should include specific areas of concern for each student and measures taken to reduce the incidents of unacceptable behavior. Additional assistance from administration will be given as requested. Parents should be involved in specific ongoing intervention efforts. Various games, training videos, etc. designed to reduce classroom disruption, generalized or specific aggression and inappropriate behaviors are available to each parent and teacher, upon request, provided by the "Safe and Drug Free Schools" program.

Available in the CCS Resource Center

GAMES

Conflict Resolution Game Helps students increase awareness of resolution strategies.

Join My Group Game Players have fun learning the positive actions and pitfalls that leads to cooperative learning group success or disaster.

Don't Be Difficult Game A game to help children consider the consequences of both positive and negative choices.

Stop, Relax and Think A game to help impulsive children think before they act.

Furious Fred Game Players have fun learning anger control and violence reduction skills as they give Furious Fred advice on how to handle teasing, bullying and others.

You and Me Game A game that teaches social skills and social awareness.

VIDEOS

◆ **Marching to the Beat of a Different Drummer, Help for ADHD**

◆ **Preventing Fights**

◆ **Stopping Teasing and Harassment**

◆ **Pushy Peer Pressure**

◆ **Dangerous Drugs**

◆ **Smelly Smoking**

◆ **Courteous in the Classroom**

◆ **Awesome Attitude**

◆ **Fabulous Friends**

◆ **Happy Healthy Eating**

◆ **Terrible Temper**

◆ **Drug Intervention Strategies**

Record of Student Behavior for Conduct Intervention

Please note student behavior, offense number, and date/time of observation.

Please record the intervention strategies initiated and the student/parent response.

Name of Student:

Date/Time of Observation:

Teacher Completing this Form:

▣ *Behavior Observed/Date*

▣ *Strategies Initiated/ Student Response*

Copyright Law and the Classroom

CCS purchases a Christian Video Licensing International (CVLI) each year. CVLI is a partnership between Motion Picture Licensing Corporation (MPLC) and Christian Copyright Licensing International (CCLI) created to specifically serve the needs of the religious community. The CVLI Family Values License allows CCS to comply with the US Copyright Act requirement for a license to exhibit copyrighted home videocassettes and DVDs, both simply and affordably. ASCI members receive a 10 percent discount off the license fee. For more information, please visit their website at <www.cvli.org> or call CVLI at 888/771-CVLI (2854).

Books and Periodicals

A teacher MAY:

a. Make a **single copy**, for use in scholarly research, in teaching, or in preparation for teaching a class, of the following:

- (1) A chapter from a book
- (2) An article from a periodical or newspaper
- (3) A short story, short essay, or short poem, whether or not from a collected work
- (4) A chart graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

b. Make **multiple copies** for classroom use only, and not to exceed one per student in a class of the following:

- (1) A complete poem, if it is less than 250 words and printed on not more than two pages
- (2) An excerpt from a longer poem, if it is less than 250 words
- (3) A complete article, story, or essay, if it is less than 2,500 words
- (4) An excerpt from a prose work, if it is less than 1,000 words or 10 percent of the work, whichever is less
- (5) One chart, graph, diagram, drawing, cartoon, or picture per book or periodical

A teacher may NOT:

- a. Make multiple copies of work for classroom use if it has already been copied for another class in the same institution
- b. Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term
- c. Make multiple copies from the same collective work or periodical issue more than three times per term

Political Activity by Nonprofit Organizations (26 USC § 501[h])

The IRS puts limits on political activity by tax-exempt organizations. The following information should provide you general guidance.

Tax-Exempt Organizations CAN:

- Conduct nonpartisan voter registration drives.
- Distribute unbiased, nonpartisan voting records and candidate surveys. The surveys must cover a broad range of issues, not just the church's/school's known agenda. The materials must not unfairly describe any candidate's position on an issue or unfairly summarize a candidate's voting record. Also the materials must not be distributed only near election time. They must be distributed at least one other time during the year, in a non-election season.
- Educate their members on specific issues or pending legislation.
- Have issues awareness committees and meetings to educate members on specific issues or pending legislation.
- Enlighten members on what they can do if they support or oppose a particular issue.
- Expend up to 5% of their total budget on direct lobbying or on contributions to individuals or groups for the purpose of supporting or opposing specific legislation (not candidates).
- Encourage prayer for a particular issue or public official.
- Host candidate forums if all candidates for a particular office are invited and the forum is conducted in a nonpartisan manner.

Tax-Exempt Organizations CANNOT:

- Endorse a political candidate.
- Make contributions to a political candidate.
- Participate in political fund-raising endeavors for a political candidate.
- Distribute political materials for a candidate.
- Pay for individuals to attend a caucus for a state or national political convention.
- Donate their mailing list to a candidate or political party.

In summary, IRS guidelines greatly restrict Christian organizations in matters concerning political candidates and elections, but permit them to attempt to influence voters or legislators regarding issues.

Good Report/Matthew 18 Principle

In an effort to exalt Jesus Christ and to build the body of believers, we have chosen as a Christian School to commit ourselves to the habit of “Giving a Good Report”. In order to achieve this commitment, we will utilize the scriptural process of Matthew 18 to restore godly relationships.

The scriptural basis for “Giving a Good Report,” springs forth from the example of faith shown by our early Judeo-Christian forefathers. In the book of Numbers, Chapters 13 and 14, God honored the “Good Report” of Caleb and Joshua upon their return from spying out the Promised Land. In sad contrast, God cursed the Israelite community because they believed the bad report that was given by the ten remaining spies.

We at CCS want to be part of the faithful heritage of Caleb and Joshua and choose to give a good report. We desire to give a good report no matter how grim, distasteful, hurtful or repugnant the offending circumstances may be. This decision rests not in an attempt to ignore or repress the offending circumstances, but to settle disputes in a way that would honor Christ and build the Body of believers. It is in this way that we say to the watching world and to our children, “We choose the way of the Lord!”

Therefore, we will commit ourselves in obedience to God’s Word to follow the steps found in Matthew Chapter 18:15-17. We will use this scripture as a guide to settle disputes of any kind at CCS. We further commit any strained relationship to the Lord. We do this in order to avoid the snare of gossip and slander that the evil one would place before us.

The specific words of Jesus found in Matthew 18:15-17:

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

Following are direct steps to be used to maintain a “Good Report.”

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered” (Proverbs 11:9).

Two: Keep the circle small. “If your brother sins against you, go and tell him his fault between you and him alone” The first step and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two person level.

Three: Be straightforward. “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell

someone the very heart of the matter, but restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend" (Proverbs 27:6).

Four: Be forgiving. "If he hears you, you have won your brother." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted."

Five: The two individuals should agree to share the matter with the school administrator. At this stage you have attempted to work out the problem between the two of you but there is no agreement. The counsel of Jesus would be, "...take with you one or two more, that by the mouth of two or three witnesses, every word may be established." Both individuals, whether they are parent and teacher, parent and administrator, etc., should rehearse their version of the issue or issues with the school's administration. If the chief administrator is involved, a board member in good standing should become involved as the 3rd party. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Six: The school administrator should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the entire board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and wholehearted restoration between those who have had the difficulty and have not determined to make amends.

Finally, after each of these steps has been followed, it should be understood that as Christians and pursuant to our desire to settle our disputes peacefully, we will accept in a humble and submissive manner, any direction given by the Board/Administration. In every instance, the Board/Administration will operate as our Final Court of Appeals.

Confronting School Leaders

I believe in the scriptural admonition to not rebuke a Spiritual Leader, other than in grave matters of misconduct and open sin (1 Timothy 5:19). I will earnestly pray for and follow those God has placed in leadership over me. I will not allow anyone to criticize them without following the principles in Matthew 18 and without the specific person present.

If I have a problem with a school leader, I will go "first alone" to them. I will not share my concern with anyone. I will listen and try to understand their perspective of the problem.

If I am not satisfied with their explanation and continue to have animosity, I will ask their permission and counsel to find a “witness” who will listen to our conflict.

If the “witness” finds I have misunderstood the situation and should continue no further, I will trust God to complete His work in my life by casting my burden on the Lord and leaving it there. If the “witness” agrees with my concern and finds the ministry leader wrong and the leader refuses to hear the “witness”, we will then find a group of two or three other “witnesses” who will hear the matter and determine what God is doing through this conflict.