



STAFF HANDBOOK

“But thanks be to God, who gives us the victory through our Lord Jesus Christ.”

I Corinthians 15:57

Note: The content of this manual does not constitute nor should it be construed as a promise of employment or as a contract between Calvary Chapel Schools and any of its employees. Calvary Chapel Schools at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

Employee Agreement Form

This is to acknowledge that I have received a copy of the CCS Staff Handbook and read and understood it. This Handbook sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of my employment with CCS. I understand and agree that it is my responsibility to read and familiarize myself with all the provisions of the Handbook. I further understand and agree that I am bound by the provisions of the Handbook.

I understand that CCS has the right to amend, modify, rescind, delete or supplement the provisions of this Handbook, as it deems appropriate from time to time in its sole and absolute discretion. My signature below certifies that I understand that the foregoing agreement on AT-WILL status is the sole and entire agreement between CCS and myself concerning the duration of employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with CCS.

I understand and agree to uphold the purposes and objectives of CCCM and CCS as stated in the Staff Handbook and the Statement of Faith. Should I find that I am no longer in harmony with the stated purposes and objectives as outlined in the above statement, I will consider it my Christian duty to notify the CCS Superintendent and submit a letter of resignation.

DATE: _____ EMPLOYEE SIGNATURE: _____

EMPLOYEE NAME (PRINT): _____

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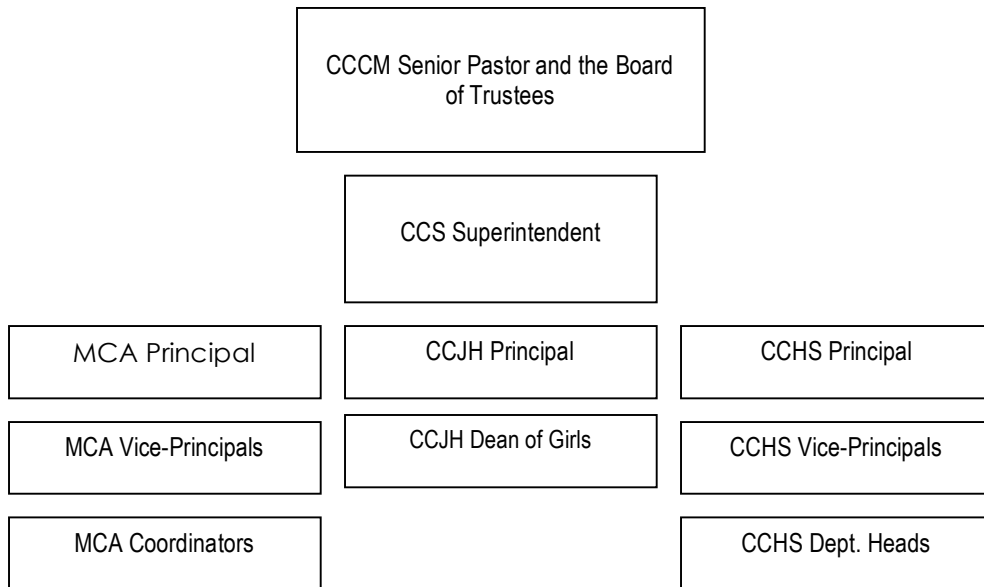
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1 Introduction

1.1 Chain of Responsibility



1.2 Introductory Statement

This Staff Handbook is designed to acquaint Calvary Chapel Schools (MCA, CCJH, CCHS), henceforth referred to as CCS, staff with the school community and provide written policies, procedures and general rules of behavior to serve as guidelines for all. It is also important to know what CCS does. The CCS staff will find that this Handbook explains what they may expect from CCS, as well as what will be expected of themselves. This Handbook replaces any and all earlier personnel handbooks, policies and procedures, benefit statements, and memoranda, whether written, oral or established by practice.

This Handbook is designed to familiarize CCS staff with the School's major policies and to answer common questions posed by employees. It cannot, however, anticipate every situation or answer every question about their employment. If persons of CCS staff have any questions about CCS policies or practices that are not answered by this Handbook, staff should ask a CCS principal or Human Resources.

Circumstances will obviously require that the policies, practices, and benefits described in this Handbook change from time to time. CCS has the right to amend, modify, rescind, delete, supplement or add to the provisions of this Handbook as it deems appropriate from time to time at its sole and absolute discretion. Any such changes can be made only by way of official updates to this Handbook signed by the CCS Superintendent. This Handbook supersedes all prior oral and/or written policies, procedures, rules, regulations, commitments and practices by CCS.

1.3 Statement of Faith, Character, Belief and Ordinances

1. We believe that there is one living and true GOD, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all things (Genesis 1:1; Deuteronomy 6:4; Isaiah 44:8 and 48:16; Matthew 28:19-20; John 10:30; Hebrews 1:3).
2. We believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which this church operates and is the basis for which this church is governed. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures. We believe that the King James Version of the Bible is the most accurate translation from the original ancient text. It is from this translation that we establish our doctrine and Statement of Faith (Isaiah 28:13; Nehemiah 8:8; John 17:17; 2 Timothy 3:16-17; Hebrews 4:12; I Peter 1:23-25; 2 Peter 1:3-4 and 1:21).
3. We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ (Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 3:16 and 4:24; I Timothy 1:17; Titus 1:3).
4. We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth (Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2; 8:58 and 11:25; I Corinthians 15:3-4; I Timothy 3:16; Hebrews 1:8; I John 1:2; Revelation 1:8).
5. We believe in the person of the Holy Spirit, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ (Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 8:26 and 15:13, 16; Hebrews 9:14).
6. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide (John 6:13, 14:16-17 and 16:8-11; Romans 8:26).
7. We believe in the present ministry of the Holy Spirit and in the exercise of all Biblical gifts of the Spirit according to the instructions given to us in I Corinthians 12-14 (I Corinthians 14).
8. We believe that all people are sinners by nature and, therefore, are under condemnation; that God saves and regenerates based upon faith by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord (Acts 8:15-17; Ephesians 2:1-3 and 8-9; Romans 3:23 and 5:8; Titus 3:5).
9. We believe in the universal church, the living spiritual body, of which Christ is the head and all who are born again are a part of the Body of Christ (I Corinthians 12:12-23; Ephesians 4:15-16).
10. We believe that the Lord Jesus Christ instituted two ordinances for the church: (a) full immersion water baptism of believers, and (b) the Lord's Supper (Matthew 28:19; Luke 22:19-20; Acts 2:38; I Corinthians 11:23-26). We also believe that the Lord Jesus Christ validated the ordinance of marriage (Matthew 19:4-5 and John 2:1-11).
11. We believe in the Second Coming of Jesus Christ which is His personal, visible return to earth and the establishment of His millennial kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless separation of the wicked (Matthew 16:27; Acts 1:11; Revelation 19:11-16; 20:11-15).

12. We believe in the literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord (Psalm 9:17; Matthew 5:3, 5:22, 18:9 and 25:31-34; Mark 9:42-49; Luke 12:5; John 3:18; Hebrews 12:23; I Peter 1:4; Revelation 14:10-11 and 20:11-15).
13. We believe in the Pre-Tribulation Rapture of the Church where all believers will meet the Lord in the air and be taken out of this world prior to the Tribulation that will come upon the earth (Isaiah 26:20; Matthew 24:29-31; Luke 21:3; Romans 1:18, 5:9; I Thessalonians 1:10, 4:13-16 and 5:9; 2 Peter 2:7-9; Revelation 3:10, 5:7-10 and 7:13-14).
14. We believe in the creation and God as the Creator. We believe that God created man and that He created them male and female. As such He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason homosexuality, and all other "sexual preferences" or "orientations" are unnatural, sinful, and unacceptable to God. Accordingly, this ministry will not perform any marriage ceremonies between two individuals of the same sex. It will not condone or recognize such same-sex marriages, civil unions, or domestic partnerships even if the state passes laws that provide for recognition of such unions.

We believe that marriage is exclusively the legal union of one genetic male and one genetic female sanctioned by the state and evidenced by a marriage ceremony. We also believe that legitimate biblical sexual relations are exercised solely within marriage. Hence, sexual activities such as, but not limited to, adultery, fornication, pre-marital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross-dressing, pedophilia and bestiality are inconsistent with the teachings of the Bible and the Church. Further lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's physical gender or gender related appearance are incompatible with a true biblical witness (Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; I Corinthians 5:11; 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5:3-7; I Timothy 1:9-11).

1.4 Basic Affirmation

Every employee, ministry leader, staff member or regular volunteer (collectively referred to as "Affiliates") shall be in submission to the spiritual authority of the Senior Pastor, Board of Trustees and School Superintendent and shall sign the Basic Affirmation adopted by the Board of Trustees that reflects his or her unequivocal agreement with the Statement of Faith, Character, Belief and Ordinances and said Basic Affirmation. Each Affiliate whose confession of faith or behavior is in conflict with this Basic Affirmation will be subject to removal and termination by the Senior Pastor, Board of Trustees, or School Superintendent, from his or her position or responsibility. Further, the Board of Trustees, School Superintendent, or the Senior Pastor may prohibit the fellowship and attendance of any person from Calvary Chapel's services and meetings as outlined in Article IX of the Corporate Bylaws of Calvary Chapel Costa Mesa.

1.5 Moral Clause

"Whoever claims to live in Him must walk as Jesus did." I John 2:6

All staff members of Calvary Chapel Schools must manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (I Tim. 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents, and fellow faculty members in judgment, respect and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17; Titus 2:7-8; I Thess. 2:10, 5:18, 21-22; James 3:17-18).

Staff members must agree that Scripture dictates standards of sexual behavior. Any promiscuity, including living with someone outside of marriage, sex outside of marriage, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model. The unique role of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for non-hiring and or termination (Ro. 12:1-2; I Cor. 6:9-20; Eph. 4:1-11, 5:3-5; I Thess. 4:3-8; I Tim. 4:12; II Tim. 2:19-22; I Pet. 1:15-16; I John 3:1-3).

1.6 Vision Statement

“For the LORD gives wisdom; From His mouth comes knowledge and understanding”
Proverbs 2:6

Calvary Chapel students will acquire wisdom, knowledge, and a Biblical worldview, as evidenced by a lifestyle of character, leadership, service, stewardship and worship.

1.7 Mission Statement

“But thanks be to God, who gives us the victory through our Lord Jesus Christ.”
I Corinthians 15:57

The mission of Calvary Chapel Schools is to empower students to live victoriously as disciples of Christ. The faculty and staff endeavor to participate in the life of each student: encouraging spiritual growth, providing quality academic instruction, maintaining a safe environment and offering social and emotional support.

1.8 Philosophy Statement

The philosophy of Calvary Chapel Schools is intrinsically related to that of Calvary Chapel of Costa Mesa where the supreme desire is to know Christ and to be conformed to His image by the power of the Holy Spirit. We believe that bringing up a child in the likeness of Christ is primarily the responsibility and Biblical duty of the parent(s). Therefore, our school exists to assist in that education, without diminishing the parent's integral role. Additionally, we strive to give students the skills to be productive citizens, but most importantly, to nurture a relationship with Jesus Christ and be an accurate reflection of His character to the world.

1.9 Statement of Purpose

The Calvary Chapel staff members love the Lord and the students. Therefore, they have a desire to maintain the school's vision to the glory of God. The teachers view the daily instruction of students as a privilege and part of their ministry at Calvary Chapel.

1.10 Schoolwide Learning Goals

Communication

Demonstrate effective written and verbal communication

"From a wise mind comes wise speech; the words of the wise are persuasive."

Proverbs 16:23

Comprehension

Demonstrate the ability to know and to comprehend course materials

"Behold, my eye has seen all this, my ear has heard and understood it."

Job 13:1

Cooperation

Demonstrate cooperation by working together to accomplish shared goals

"For as we have many members in one body, but all members do not have the same function, so we, being many, are one body in Christ, and individually members of one another. Having then gifts differing according to the grace that is given to us, let us use them..."

Romans 12:4-6a

Creativity

Demonstrate creative initiative through the constructive use of resources

"So he who had received five talents came and brought five other talents, saying, 'Lord, you delivered to me five talents; look I have gained five more besides them.' His lord said to him, 'Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of the lord.'"

Matthew 25:20-21

Critical Thinking

Demonstrate the ability to collect, analyze and apply information using critical thinking skills

"So that you incline your ear to wisdom, and apply your heart to understanding."

Proverbs 2:2

All subjects at Calvary Chapel Schools are taught from a Biblical worldview as defined by the Calvary Chapel Statement of Faith.

1.11 Our History

"But those who wait on the LORD shall renew their strength; They shall mount up with wings like eagles, They shall run and not be weary, They shall walk and not faint." Isaiah 40:31

Calvary Chapel Schools was founded by Calvary Chapel of Costa Mesa (CCCM) under the pastoral leadership of Chuck Smith. The school opened in 1973 as an outreach to the families attending CCCM. The aim of the school is to provide our students with a Biblical foundation, challenging academic instruction and collaborative sports programs. The high school was added in 1990 to aid in the development of the students entering secondary education. The school colors of blue and gold were adopted and the eagle mascot was chosen based on Isaiah 40:31. Since its humble beginnings in 1973, CCS has continued to grow, by God's grace, to impact our community in a variety of wonderful ways.

1.12 Admission Policies and Procedures

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.”

2 Timothy 2:15

Calvary Chapel Schools does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletic and other school-administered programs. CCS grants students of any race, color and national or ethnic origin all the rights, privileges, programs and activities generally made available to students. CCS reserves the right to select students based on their worldview, lifestyle choices, academic performance, and personal qualifications including a willingness to cooperate with the CCS Administration and to abide by its policies. All students must have a desire to attend Calvary Chapel Schools and agree to honestly and wholeheartedly apply themselves to the study of God’s Word. They also agree to be courteous and respectful to their peers, staff, faculty and others.

1.13 Terms of Employment

The employment relationship at Calvary Chapel Schools is AT-WILL. This Handbook contains the entire agreement between CCS staff and CCS as to the duration of employment and the circumstances under which employment may be terminated. Nothing contained in this or any other materials generated by CCS or its employees, nor any statement made by any employee of CCS shall require CCS to have “just” or “good cause” to terminate the employment relationship at any time, for any reason, with or without cause or prior notice. Further CCS can demote, transfer, suspend or otherwise discipline an employee at its sole and absolute discretion. Nothing in this Handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued or indefinite employment or employment for a specific term, specific position, or a specific rate of pay.

There will be no agreement, expressed or implied, between CCS staff and CCS for any specific period of employment, nor for continuing or long term employment, unless it is in writing, signed by the CCS Superintendent.

The Superintendent will offer employment to those applicants that he determines, after careful evaluation, will best fill the various positions. The following is a list of requirements for all prospective and current employees.

1. All employees must have accepted Jesus Christ as their personal Lord and Savior (Romans 10:9-10).
2. All employees must demonstrate a conviction that God has called him/her to become involved in a Christian school ministry (I Corinthians 7:21-24).
3. All employees must serve as a role model, which is specifically defined in the section entitled “Moral Clause” of this manual.
4. All employees must be convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursue a relationship with God (Psalms 42:1-2)
5. All employees must attend at least two church services a week at Calvary Chapel Costa Mesa. One of the services must be an approved service, which includes Sunday morning, Sunday evening, Wednesday evening, or Saturday evening services.
6. All employees must be in full agreement with the Calvary Chapel Statement of Faith, Character, Belief and Ordinances as adopted by the Board of Trustees.
7. All employees must be in adequate physical and mental condition for their job, as outlined in “Job Descriptions” located in the Human Resources Office.

2 Employment Requirements

2.1 Background Checks and Fingerprints

CCS may require staff's consent to obtain a background check in connection with their initial application for employment, their application for a new position in CCS, or an investigation into possible wrongful conduct. Refusal to authorize the obtaining of a background check by CCS may be the basis for denial of employment or other adverse employment action.

As an educational organization, we are required by law to obtain fingerprint clearance on all school employees and volunteers. Our school is registered with the Department of Justice and uses the Live Scan system administered through our Human Resources Office. Records of fingerprint clearance are noted. It is the responsibility of each staff member to obtain fingerprint clearance. Employees who do not have clearance will not be allowed to work. Please contact the Human Resources Office to obtain more information on this process.

2.2 Employment Applications

CCS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented and gathered throughout the hiring process and employment. Any misrepresentation, falsification or material omission may result in the School's exclusion of the applicant from further consideration for employment, or, if the person has been hired, termination of employment.

2.3 Immigration Law Compliance

CCS is committed to full compliance with the federal immigration laws. Therefore, CCS is required to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, each applicant must produce documentation that shows his/her identity and legal authority to work. Each applicant must also attest to his/her legal authority to work and identity on an I-9 Form provided by the federal government. This verification form will be distributed by CCS and must be completed as soon as possible after an offer of employment is made. In no event can the form be completed and returned to CCS more than three business days after individual is hired. If an employee has provided right to work documentation that has an expiration date, updated documentation must be given CCS before this expiration date. All offers of hire and continued employment are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

2.4 Reference Checks

To ensure that individuals joining CCS are well qualified and have the potential to be productive and successful, CCS will check the employment references of all applicants.

3 General Responsibilities, Policies and Procedures

3.1 Alcohol and Drug Policy

CCS has a vital interest in maintaining safe, healthful and efficient working conditions for its employees, parents, students and visitors. Being under the influence or the use of drugs or alcohol while on the job poses serious safety and health risks not only to the user but to all those who work or come into contact with the user. The manufacture, possession, sale or distribution of an illegal drug or alcohol in the workplace also poses unacceptable safety and health risks. Accordingly, it is the right, obligation and intent of CCS to protect its employees, parents, students and visitors, and to safeguard CCS property, equipment and operations by establishing and maintaining the following policy with regard to use, possession or sale of alcohol or drugs in the work place.

For the purposes of this Policy, "illegal drugs mean any drug listed in 21 U.S.C. §821 and other federal regulations, including, but not limited to, heroin, marijuana, cocaine, crystal meth, PCP and Crack. "Illegal drugs" also includes prescription medications, which have not been properly prescribed by a doctor. "Under the influence" means, for the purposes of this Policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence may be judged by personal observations concerning an employee's appearance, behavior (including job performance) and body odors.

Any employee who uses, sells, purchases, transfers, distributes, possesses, or is under the influence of alcohol or illegal drugs at any time is subject to discipline, up to and including termination of employment.

3.2 Attendance

To maintain a safe and productive work environment, CCS expects employees to be reliable and to be punctual in reporting for scheduled work. Regular and timely attendance is an essential function of every employee's job. Absenteeism and tardiness place a burden on other employees and on CCS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their manager as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness is disruptive. Either may lead to disciplinary action, up to and including termination of employment.

3.3 Benefits Continuation (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides that in case of termination of employment, or certain other events, an employee and their family members may be able to continue group insurance coverage by paying the monthly premium themselves. Further information will be provided to CCS staff in case of termination of employment or other qualifying events.

3.4 Blogging Policy

Employees are prohibited from engaging in web logging or “blogging” during working time or while using CCS equipment. Employees “blogging” while not on working time and while not using CCS equipment are reminded that they must adhere to the CCS confidentiality policy and that they must avoid the disclosure of information regarding CCS or any of its administration or employees which would constitute defamation.

3.5 Church Requirement

It is important for the students to see their teachers attending church and for everyone affiliated with the school to receive the same Bible teaching.

All employees of CCS must attend at least two services weekly at Calvary Chapel Costa Mesa. One of the services must be an approved service, which includes Sunday morning, Sunday evening, Wednesday evening, or Saturday evening.

3.6 CCS Equipment Policy

All CCS business machines, equipment and furnishing, including but not limited to desks, cabinets, files and lockers, are CCS property and CCS reserves the right to monitor, access, and inspect such equipment and furnishing. Therefore employees should have no anticipation of privacy with respect to any information or materials stored in CCS owned equipment or furnishings.

3.7 CCS Property and Equipment Responsibilities

CCS owned vehicles and equipment are expensive and may be difficult to replace. When using vehicles, equipment or CCS resources, staff are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. At no time are CCS owned vehicles or equipment to be used for personal purposes. If CCS staff have any questions about their responsibility for the maintenance and care of vehicles or equipment, they should ask their manager. Staff should immediately notify their manager if any vehicle, equipment, machine, or tool appears to be damaged, defective or in need of repair. Prompt reporting of damage, defects and wear can prevent deterioration of vehicles and equipment and avoid possible injury to themselves and others. The negligent, careless or unsafe use of CCS vehicles or equipment may result in discipline, up to and including termination of employment.

CCS staff is responsible for all CCS property, materials or written information issued or in their possession or control. They must return all such property, materials or information immediately upon request, or at the time of separation from employment with CCS. If an employee should fail to return any of CCS' property, or should any of the property be returned in a broken or damaged condition as a result of the employee's willful act or gross negligence, CCS may deduct the reasonable, depreciated value of the property from the employee's paycheck. CCS may also take all appropriate legal action to recover its property.

3.8 Cell Phone Usage

Staff cannot use their cell phone to text or make private phone calls, except during designated breaks. In order to maintain a professional environment, please keep all electronic devices on “silent mode” during school hours.

3.9 Child Abuse Awareness

Calvary Chapel Schools Child Abuse – Employee Notification

California law requires that certain employees must report suspected child abuse or neglect to a child protective agency. These employees, called “mandated reporters,” must also sign a statement agreeing to comply with the reporting requirements prior to commencing employment and as a prerequisite to that employment.

School employees must sign this statement if their duties require direct contact with and supervision of, children. In addition, school employees in any of the occupations listed in Penal Code Section 11165.7 must sign this statement.

A report must be made when a mandated reporter, in his/her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom he or she knows or reasonably suspects has been the victim of child abuse or neglect. See Penal Code Section 11166 for further information.

The law also provides that a person who reports as required, or who provides a child protective agency with access to a victim, shall not be civilly or criminally liable for doing so.

3.10 Computer Usage Policy

The computer resources provided by Calvary Chapel Schools are designed to support the CCS staff. Staff members will be responsible for the care and safety of the equipment they are assigned. The following are policies for computer usage:

- There will not be any food or drinks near the computer.
- The server will be a place to share files CCS staff wants other people to see and a place for their current backup. It is for temporary storage only, not long-term storage.
- If there is a problem with the computer all data may be lost. It is the staff’s responsibility to always have a backup of their current data. The flash drive provided with the laptop is for saving and transferring files, if that is their only copy and they lose it, their files will be gone.
- Please store all work related information in C:/Data subfolder. Staff may add as many folders and data files as they need.
- Only the IT staff is authorized to perform maintenance, troubleshooting or repairs.
- All machines will be returned at the end of the academic year with their personal data removed.
- Staff will not be able to add or remove software without permission of the IT department.
- No children, TA’s, or other guests will be allowed to use the computers, they belong to CCS.
- There is an icon on staff desktops labeled “home network.” To use their home online service with a cat 5 cable or wirelessly, staff must double click on “home network.” Each time they log on to their computer it will run a “school network” batch file; set it up to access Calvary’s network or online services.
- They must be connected to their network when they log on for the first time. Staff passwords will be assigned to them at the beginning of each year.
- All Junior High or MCA staff members default printer is in the MCA office. All High School staff members default printer is in the High School workroom.

3.11 Conduct Off Campus

All staff members are expected to exhibit exemplary conduct at all times because they serve as role models to the students, and as an example to parents and fellow faculty members in judgment, respect and Christian living. A staff member’s lifestyle should bring honor and glory to the Lord at all times both in the home and outside the home. In conversations, CCS staff need to carefully consider their words; this includes text messages, Facebook or any other social networking system. At no time should a staff member engage in any activity that might become a stumbling block to students, parents or others in our community. This includes such things as drinking alcoholic beverages, smoking, attending inappropriate movies or listening to music that defies Biblical standards. Take into consideration all activities and if there are any questions, please make an appointment with the Administration.

3.12 Confidentiality Policy

CCS may provide and make available to their staff certain information regarding our school, including but not limited to: parent and student names, addresses, telephone numbers, specific characteristics, information found in cum files, financial information about the school; whether written or verbal, or contained on computer hardware or software, or other information sources. This Information is considered and should be treated as highly confidential.

In consideration of CCS staff employment and receipt of the information, staff members agree that they:

- 1) Will regard and preserve CCS Information as highly confidential;
- 2) Will not disclose, nor permit to be disclosed, any of the Information to any person or entity, without written consent and approval from CCS;
- 3) Will not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without CCS' written consent and approval;
- 4) Will not make any use of Information for self-benefit or the benefit of any person or entity other than CCS;
- 5) Will return all Information to CCS immediately upon request for the same.

Nothing in this policy alters the AT-WILL nature of the employment relationship.

3.13 Custodial Help

Maintenance request forms are available in the office. In cases of emergency such as accident or sickness call the office. Custodians should always be contacted through the school office.

3.14 Discipline

The purpose of this policy is to state the CCS position on administering equitable and consistent discipline for unsatisfactory conduct or job performance in the workplace. In these cases, CCS will take corrective action, including counseling and discipline, as is necessary and appropriate.

CCS's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any employee disciplinary action is to correct the problem, prevent recurrence, and encourage satisfactory performance in the future.

CCS maintains a progressive discipline procedure to ensure a fair method of disciplining employees. The progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide an opportunity to correct these problems. The focus of counseling or discipline is on correction of the situation. CCS expects that most job-related problems will be resolved through routine disciplinary action.

Normally, progressive discipline involves some combination of verbal counseling and written warnings before an employee's employment is terminated. However, exceptions or deviations from the normal procedure may occur whenever CCS deems that circumstances warrant that one or more steps in the process may be skipped. Accordingly, circumstances may warrant immediate termination of employment.

It must be remembered that the employment relationship is based on the mutual consent of the employee and CCS. Accordingly, either an employee or CCS can terminate the employment relationship at will, at any time, for any or no reason. Further, CCS can demote, transfer, suspend or otherwise discipline an employee at its sole and absolute discretion. Nothing contained in these disciplinary procedures is meant to imply any contrary policy.

3.15 Discrimination

CCS does not discriminate because of race, color, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age (over 40), physical or mental disability (an impairment that limits a major life activity), medical condition (cancer-related or genetic characteristic), including the perception that a person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964. Employment opportunities will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, compensation, benefits, discipline, layoff, recall and termination.

3.16 Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image that CCS presents to the parents and students. All employees are expected to dress in a professional and business like manner. If the Administration feels that a staff members personal appearance is inappropriate or is in violation of this policy, they may be asked to leave the school until they are properly dressed and groomed. Under such circumstances, the staff member will not be compensated for the time away from work. Consult the Administration if there are questions as to what constitutes appropriate appearance.

Furthermore, as Christians, it is our desire to please the Lord and to be good witnesses by the way we dress. Specifically, staff members are expected to reflect modesty and a professional Christian image. Flip-flops, jeans, excessively tight, short, low-cut or revealing (sheer) clothing and t-shirts are not allowed.

3.17 Emergency and Health Instructions

Accidents

The School Nurse offers immediate first-aid to all injured students. If a teacher is present when the injury occurs, the following procedure should be adhered to:

1. Depending on the nature and seriousness of the accident either bring the student to the School Nurse, send someone to the Nurse for help, or call the Nurse at ext. 2245.
2. The School Nurse will obtain the student's emergency card, notify parents and follow up on the welfare of the student.
3. Pick up an Accident Report form from the School Nurse, fill it out and return it completed to the School Nurse as soon as possible.

Defibrillators

In case of emergency, defibrillators are located throughout the campus. Please become familiar with each location including the Day Care, the Athletic Training Room, the Nurse's Office, the MCA/CCJH Office, the CCHS Office, the Church Office, and the Charis Building. Each staff member must be trained in the use of a defibrillator. If someone is in need of a defibrillator, first call 911, and then call for assistance (office) before administering the defibrillator.

Lockdown Drills (See Disaster Preparedness Handbook for more details)

Instructions Prior to the Drill

1. Inform the entire class what will be happening during lockdown drills and the procedures pertaining to the lockdown drill.
2. Tell students that they must follow all of the instructions and remain quiet during the entire drill.

Day of the Drill

1. A loud ringing tone will indicate the lockdown drill has begun.
2. Instruct the class to move to the designated corner of the room that is furthest from the window.
3. The teacher must lock their door and close their blinds as quickly as possible.
4. Teachers must email their absent and missing students to the appropriate office manager.
5. Teachers must not unlock or open the door for any reason and must instruct their students to do the same.

Fire Drills (See Disaster Preparedness Handbook for more details)

Instructions Prior to the Drill

1. Inform the entire class what will be happening during fire drills and the procedures pertaining to the fire drill.
2. Tell the students when they exit down the stairwells to stay to the right of the stairs, leaving an opening for people to move upstairs for emergency purposes.
3. Inform students that in the event of an emergency that occurs outside of their currently scheduled class time, the student would report to their first period teacher for roll (regardless of the time of day and provided their teacher is not in class at the time, i.e. lunch or break).

Day of the Drill

1. A loud ringing tone will indicate the fire alarm has been activated.
2. Escort the class to a previously designated location according to the posted evacuation schedule.
3. Check to make sure that all students are out of the classroom. Leave the door closed and unlocked with the lights turned off. Take a roll sheet, and if possible the school laptop.
4. Once the staff member and students are at the designated position, take roll immediately, listing any missing students.
5. The emergency roll sheet will be collected by an administrator.
6. Remain with the class until the "all clear" announcement is given.
7. Students should remain quiet and respectful during all phases of the drill including the return to the classroom. Any disruptions should be dealt with according to classroom discipline. In extreme cases, send disruptive students to the School Office for a referral.

Earthquake Drills (See Disaster Preparedness Handbook for more details)

Instructions Prior to the Drill

1. Inform the entire class what will be happening during the earthquake drill and the procedures pertaining to the earthquake drill.
2. Tell the students when they exit down the stairwells to stay to the right of the stairs, leaving an opening for people to move upstairs for emergency purposes.
3. Inform students that in the event of an emergency that occurs outside of their designated class time the student would report to their previous teacher for roll (regardless of the time of day and provided their teacher is not in class at the time, i.e. lunch or break).

Day of the Drill

1. At the sound of the alarm, duck and cover.
2. Remain in emergency position until the bell stops ringing (approx. 30 seconds).
3. Escort the class out of room to the designated location in the parking lot.
4. Check to make sure that all students are out of the classroom. Leave the door closed and unlocked and with the lights turned off. Take the roll sheet, and if possible the school laptop.
5. Once the staff member and students are at the designated position, take roll immediately, listing any missing students.
6. The emergency roll sheet will be collected by an administrator.
7. In the case of a major earthquake, students will be directed to the field to wait for pick up by parents or guardians. Students may not leave for any reason without permission.

8. Students should remain quiet and respectful during all phases of the drill including the return to the classroom. Any disruptions should be dealt with according to classroom discipline. In extreme cases, send disruptive students to the School Office for a referral.

3.18 Employee Conduct and Work Rules

Whenever people are required to work together for any purpose, they need certain guidelines to govern their personal conduct and relations. CCS considers work rules to be an important responsibility. They are a necessary part of managing the school so that employees can be treated fairly, and work safely and effectively. These rules apply to all employees.

Examples of impermissible conduct, which may lead to disciplinary action, are identified below in an effort to promote understanding of what is considered unacceptable conduct. However, it is impossible to provide an exhaustive list of types of conduct that may result in disciplinary action. The following list, therefore contains some examples of conduct that may lead to discipline, up to and including possible termination of employment:

1. Excessive absenteeism or tardiness, including a pattern of absenteeism or tardiness;
2. Job abandonment;
3. Leaving the CCS facility during working hours without notifying a manager;
4. Working overtime without the prior approval of their manager;
5. Sleeping or malingering on the job;
6. Theft, stealing, or unauthorized removal of property belonging to CCS, another employee, a parent, a student, or a visitor, regardless of the value of the item;
7. Unauthorized use of CCS equipment, time, materials or facilities;
8. Waste of CCS materials or supplies;
9. Use, possession, or sale of unlawful drugs or alcohol at any time, or reporting to work under the influence of alcohol or any unlawful drugs;
10. Bringing or possessing firearms, weapons, or other hazardous or dangerous devices or substances onto CCS premises;
11. Failure to observe safety regulations;
12. Failure to report any unsafe conditions, damage to equipment or machinery, or job related traffic accidents or violations to their manager;
13. Carelessness or negligence while performing duties;
14. Wearing extreme, unprofessional or inappropriate dress or hair styles while working;
15. Failure to perform work or job assignments satisfactorily and efficiently;
16. Destruction or damage to the property of CCS, another employee, a student, parent or a visitor;
17. Unlawful harassment, including sexual harassment, of other employees;
18. Horseplay on CCS time or property;
19. Threatening, intimidating or coercing other employees, parents, students or visitors;
20. Fighting or provoking a fight on CCS time or property;
21. Insubordination, including improper conduct toward a manager or refusal to perform tasks assigned by a manager;
22. Refusal to do job assigned or perform work in the manner described by CCS;
23. Disrespect or discourtesy to co-workers, administration, parents or students;
24. Failure to immediately report a job related injury, no matter how minor, to their manager, Human Resources or Accounting;
25. Making or receiving personal telephone calls, other than emergency calls, during working hours;

26. Falsifying, altering, destroying or willfully omitting information from any time card or CCS record (including employment applications);
27. Obtaining employment by means of false or misleading information;
28. Failure to follow CCS procedures for maintaining confidentiality.

It must be remembered that the employment relationship is based on mutual consent of the employee and CCS. Accordingly, either a CCS staff member or CCS can terminate the employment relationship at will at any time, for any or no reason. Further, CCS can demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion.

3.19 Employee Day Care Benefits

All employees of CCS receive free before school and after school day care while they are working. This benefit does not include Pre-School.

3.20 Employee Discounts

Employees receive a discount on purchases made through the Chapel Store.

3.21 Employee Health Insurance Benefits

Full time staff members at CCS have the opportunity to obtain medical insurance. More detailed information can be obtained through Human Resources. At this time, additional optional coverage including dental, vision, and life insurance is available.

3.22 Employee Tuition

All non-temporary staff members receive a tuition discount.

3.23 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation- voluntary employment termination initiated by an employee. CCS requests two (2) weeks notice.
- Termination of employment- involuntary employment termination initiated by CCS.
- Layoff/Reduction in Force- involuntary employment termination initiated by the organization for non-disciplinary reasons related to the budget of CCS.

Since employment is based on mutual consent, both the employee and CCS have the right to terminate employment at will, with or without cause, at any time. Circumstances may exist where CCS will exercise the right to immediately accept an employee's resignation and to accelerate the final date of employment. CCS reserves its right to accept a resignation and recognize an employee's termination date as any date it chooses between the date the resignation is submitted and the date designated by the employee as the last day of employment.

Employee benefits will be affected by employment termination in the following manner. All accrued, unused vacation benefits is the only benefit that will be paid at the time of termination of employment. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

3.24 Exit Interview

CCS may schedule an exit interview with each employee who leaves CCS, regardless of the reason. This interview allows an employee to communicate with their employer regarding their experience working with CCS. It also provides the employee an opportunity to discuss issues concerning insurance and other benefits. At the time of the exit interview, an employee is expected to return all CCS provided equipment and tools, including their key. Arrangements for the employee to receive their final paycheck are also made at this time.

3.25 Family/Medical Leaves of Absence

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job with Calvary Chapel Schools. It is the policy of Calvary Chapel Schools to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to the CCS Superintendent.

3.26 Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA), a federal law, is designed to protect the privacy of an individual's medical information. CCS complies with HIPAA to the extent it is applicable. CCS is not a covered entity under HIPAA; however, it does sponsor a group health plan. Therefore, CCS follows the HIPAA standards for non-covered entities that sponsor group health plans. If at any time, a staff members has any questions about HIPAA, please contact Human Resources.

3.27 Hours of Operation and Work Schedules

| | | |
|--------------------------|--------------------|------------------------------|
| MCA School Hours | 8:05 – 3:00 | Monday through Friday |
| MCA Office Hours | 7:45 – 4:00 | Monday through Friday |
| CCJH School Hours | 8:00 – 3:00 | Monday through Friday |
| CCJH Office Hours | 7:45 – 4:00 | Monday through Friday |
| CCHS School Hours | 7:50 – 3:00 | Monday through Friday |
| CCHS Office Hours | 7:30 – 3:45 | Monday through Friday |

School Hours

MCA classes begin at 8:05 a.m. and end at 3:00 p.m. Jr. High classes begin at 8:00 a.m. and end at 3:00 p.m. High School classes begin at 7:50 a.m. and end at 3:00 p.m. each day. All teachers are required to be on the school grounds at least 30 minutes before school begins each day unless there is an emergency. Teachers should be available to talk with parents or students after school each day; therefore, teachers should remain on campus until 3:30 p.m.

Employees generally work a forty (40) hour week, five (5) days per week, eight (8) hours per day. Hourly employees receive a one half (1/2) hour unpaid meal period; the manager will adjust the meal period in order to accommodate the schedule. However, a one half (1/2) hour break must be taken within five (5) hours of the start of the shift. Staff will also

receive a ten (10) minute break for every four (4) hours of work or major portion thereof. The manager will adjust the breaks as the situation warrants.

Staff may not add breaks to their meal period so they can take a longer meal period. The law requires that staff actually take their meal period and breaks in accordance with the above policy. Staff may not ask to work through the allotted meal period or breaks so that they can either come in late or leave early. If for some reason staff members are prohibited from taking their break or meal period, they must advise Human Resources within that payroll period; it will otherwise be presumed that they have taken their required breaks. An employee who refuses to take their breaks or meal period may be subject to discipline, up to and including termination of employment.

Various factors, such as work loads, operational efficiency and staffing needs may require variation in starting and quitting times, and total hours worked each day or each week. CCS reserved the right to assign staff members to jobs other than their usual assignments when required. In addition, they may be required to work overtime or hours other than those normally scheduled whenever necessary.

3.28 Job Descriptions

CCS may provide staff members with a written job description. The job description will set forth the essential functions of their job, as well as the physical, work experience and educational requirements for the job. From time to time, staff may be directed to work on special projects or to assist with other work necessary or important to the operation of CCS.

CCS reserves the right, at any time, with or without notice, to alter or change job duties, reassign or transfer job responsibilities, or to assign staff members additional job responsibilities.

If a staff member believes that their job description does not accurately reflect their day-to-day job duties, please bring this to the attention of Human Resources.

3.29 Jury Duty

Calvary Chapel Schools is committed to supporting the communities in which Calvary Chapel Schools operates, including supporting Calvary Chapel School's staff in fulfilling their responsibilities to serve as jurors. It is our desire that staff members would make every effort necessary to serve as a juror during the summer months. However, if it is absolutely not possible to do so, it is a staff member's responsibility to notify their direct supervisor and an administrator within one school day of receiving notification regarding upcoming jury duty. Calvary Chapel Schools will pay for up to 10 days of jury service.

3.30 Keys

Keys are considered personal property and should never be given to students, including student teacher assistants. Further, keys should not be given to adults who are not directly involved with a staff member's specific program. Students should not be allowed in any room without an adult present. Lock doors and turn off the lights when no one is in the room. Keys will be assigned through Human Resources. If a staff member does not have access to a necessary location/classroom on campus, they can contact their office manager. Key chargers are located in the school offices and outside Pastor Chuck Smith's office. Staff members are financially responsible for a lost key; the replacement cost for a key is \$100.00.

3.31 Leaves of Absence

The following are general rules and guidelines concerning leaves of absence.

Non-Retaliation

No action will be taken against any employee in any manner for requesting or taking any of the leaves of absence provided for in this section of Handbook.

Accrual of Benefits While on Leave of Absence

Vacation days, holidays and sick leave do not accrue during any period of a leave of absence.

Working Elsewhere While on a Leave of Absence

Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

Following a Leave

An employee returning from a leave of absence must furnish a doctor's written certification of personal fitness to perform the essential functions of their job, with or without reasonable accommodation.

An employee who returned to work following a leave of absence resulting from an injury or illness may be required to take a physical examination to: (1) determine if the employee is an "individual with a disability" for purposes of the Americans with Disabilities Act and any other applicable federal or state law; (2) to determine if the employee can perform the essential functions of the job to which they are returning with or without reasonable accommodation and without posing a direct threat to the health or safety of others; and (3) to identify an effective accommodation that would enable the employee to perform the essential functions of the job.

Possible Leaves of Absence

Possible leaves of absence may include pregnancy, military, bereavement or judicial leaves. In any situation that involves a possible leave of absence, the CCS Superintendent must grant approval. In every situation that involves a granted leave of absence, an employee will not be paid.

3.32 Life-Threatening Diseases

CCS is committed to keeping the work environment healthy and safe. Therefore if any staff member has or contracts a life-threatening disease:

1. CCS will treat life-threatening diseases the same as any other disease in terms of all employee policies and benefits;
2. They will be allowed to keep working as long as: (a) they can meet the CCS performance standards, with or without reasonable accommodation, and (b) their illness does not actually endanger the health or safety of employees; students or others;
3. CCS staff members may not refuse to work because they are afraid of contracting a non-contagious life-threatening disease from a co-worker. Harassment or discrimination directed at an employee with a life-threatening disease is strictly prohibited. Employees who refuse to work with or who harass or discriminate against any employee with a life-threatening disease are subject to discipline, up to and including termination of employment.

For purposes of this policy, "life-threatening disease" includes, but is not limited to, cancer, heart disease, AIDS, hepatitis, and other diseases of a severely degenerative nature.

An employee's medical history and other medical information are confidential. Disclosure of employee medical information is restricted to those situations where a manager has a job related reason to know it. Any employee who

discloses another employee's medical information without proper authorization or who utilizes such information for an improper purpose will be subject to discipline, up to and including termination of employment.

3.33 Master Calendar

A Master Calendar of all events that occur at CCS will be located in the School Offices. If a staff member would like to have an event or activity added to the calendar, please get the principal's approval and then check with the Office Manager. All activities and events for the year must be on the calendar at least one month in advance. Any exceptions to the month-in-advance policy must be approved by the Administration.

3.34 Non-Harassment Policy

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by CCS. Employees who violate this policy are subject to discipline, including possible termination of employment.

Racial, ethnic and other forms of prohibited harassment include, but are not limited to:

1. Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters;
2. Verbal conduct, including making or using derogatory comments, epithets, slurs, or jokes.

In addition, sexual harassment is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of an employee of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
8. Physical conduct, including touching, assault, impeding or blocking movements; or
9. Using nicknames or terms of endearment with a racial or sexual connotation.

Examples of sexual harassment include (a) an employee being fired or denied a job or an employment benefit because the employee refused to grant sexual favors or because they complained about the harassment; (b) an employee reasonably quitting their job to escape harassment; or (c) an employee being exposed to a hostile work environment.

CCS will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when CCS knows that unlawful harassment has occurred.

If a staff member has been harassed by a co-worker, vendor or administrator, or if they believe that another employee has been harassed, they have a duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to Human Resources.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. It is the obligation of all employees to cooperate fully in the investigation process. CCS considers any harassing conduct to be a major offense that can result in disciplinary action for the offender, up to and including termination of employment.

CCS will take action to deter any future harassment. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing harassment to the attention of management. The persons involved will be advised of the determination if appropriate.

CCS wants to assure all of its employees that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

In California, if any employee believes that the above procedure has not resolved their situation, that employee may contact the California Department of Fair Employment and Housing (DFEH) at (916) 445-9918 to determine the location of the branch of the DFEH that is nearest to the employee to file a claim within one (1) year of the date that the harassment occurred. The DFEH serves as a neutral fact-finder and will attempt to assist the parties to voluntarily resolve their dispute. In the event that the DFEH is unable to obtain voluntary resolution and finds that harassment has occurred, the Fair Employment and Housing Commission (FEHC) may hold a hearing and award reinstatement, back pay, and monetary damages.

No action will be taken against any employee in any manner for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by the DFEH or the FEHC with respect to harassment.

3.35 Open Door Policy

CCS is constantly striving to improve its policies and procedures, as well as its relations with employees. CCS staff members are encouraged to bring suggestions for improvements in any of these areas to the attention of the principal.

CCS is committed to maintaining a positive and pleasant environment in which to work, and believes in an open door policy. Staff should see their principal or Human Resources with questions or problems relating to their job. They can also meet with any administrative representative without regard to their position in the School.

3.36 Outside Employment and Educational Pursuits

CCS has no objections to a staff member holding another job or furthering their education, as long as they can effectively meet the performance standards for their position with CCS. Therefore, CCS asks that each staff member think seriously about the effects that such extra work may have on the limits of their endurance, their overall personal health, and their effectiveness with the School. CCS will hold all employees to the same standards of performance and scheduling demands. CCS cannot make exceptions for employees who also hold outside jobs or have other obligations, unless they have gained approval from the CCS Superintendent.

If CCS determines that an employee's outside job or educational pursuits are interfering with their performance or ability to meet the CCS employee requirements, this will be discussed with the employee who then may be required to elect between terminating their outside employment/ educational program or terminating their employment with CCS.

3.37 Overtime

Due to operational demands and workloads, CCS may require all employees to work beyond their normal work schedule. CCS will attempt to give advance notice and distribute overtime evenly and accommodate individual schedules where feasible, however, when overtime is required, all employees are expected to adapt to the schedules.

All hourly employees must have prior, written approval from their manager before any paid overtime can be worked. Non-approved overtime will be paid, but it may result in discipline, up to and including termination of employment.

3.38 Payroll Advances

CCS does not make advances against future earning or vacations.

3.39 Payroll Checks

Staff members will receive a payroll check twice monthly on the 5th and 20th of each month, beginning in September and ending in June for 10 month employees. If a payday falls on a weekend or holiday, staff will be paid on the last working day prior.

Staff members need to pick up their payroll check from the Accounting Office, even if they have direct deposit. Numerous times throughout the year vital school information is attached to their checks and it is the staff member's responsibility to make sure they are updated with this information.

3.40 Payroll Corrections

CCS takes all reasonable steps to ensure that the staff receives the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of their paycheck, a staff members should promptly bring the discrepancy to the attention of Accounting or Human Resources so that a correction can be made as soon as possible.

3.41 Payroll Deductions

State and federal laws require CCS to make the proper deductions on the behalf of all staff members. Amounts withheld vary according to how much they earn, their marital status, and the number of their exemptions. Required deductions include: (1) Social Security (FICA); (2) Medicare; (3) federal income tax; (4) state income tax. CCS is obligated to send a copy of the employee's signed W-4 form reflecting more than ten (10) exemptions or in the event an employee files "Exempt" to the Internal Revenue Service. Voluntary deductions and changes thereto for the employee portion of health insurance premiums, vision, dental and life insurance will be deducted, as required.

3.42 Payroll Services

Automatic deposit of payroll checks to a saving or checking account(s), or both, is available to all employees through the financial institution (bank, credit union, brokerage, etc.) of their choice. If they elect to use direct payroll deposit, they will receive only a pay check stub which, along with usual calculations, will reflect the net pay which has been deposited into their account(s).

Approximately 1 to 2 pay period(s) are required to set up the network with various banks. Staff members will receive a regular paycheck until their bank verifies their account and accepts their paycheck for automatic deposit. Funds will usually be posted no later than midnight on payday. CCS is not responsible for late deposits beyond its control. It is their responsibility to verify the fund availability policy with their banking institution.

Automatic deposit forms are available through Human Resources. Payroll changes must be submitted to Accounting not later than five (5) business days prior to pay day. Employees should contact Human Resources or Accounting for the necessary forms.

3.43 Performance Evaluations

CCS may conduct written performance evaluations, which are considered an objective, consistent and fair method to gauge their current job performance. The evaluation process may include a discussion of work standards, areas where improvements are needed, the setting of performance goals and objectives, career development potential and possible opportunities for advancement.

Performance evaluations may be conducted annually. Reviews will be discussed in a private meeting between the employee and administrator. If a written evaluation is utilized, the employee will be allowed to read and comment on the evaluation, sign the form, as well as receive a copy. Employees are encouraged to ask questions and comment on their evaluations. Performance evaluations will not necessarily result in a salary increase.

3.44 Permission to Leave During Working Hours

If it becomes necessary for a staff member to leave the school during regular working hours, permission must be obtained from their principal.

3.45 Personnel Data Changes

It is a staff member's responsibility to promptly notify CCS of any changes in their personnel data. Their personal mailing address, telephone number, number and names of dependents, emergency contact, and educational information should be kept accurate and current. Moreover, to ensure that the employer can notify a staff member when necessary, they must provide the School with an address where it can be reached (not a Post Office or P.O. Box), a personal e-mail address, and their cell phone or home number. If any personnel data has changed, immediately notify Human Resources.

3.46 Personnel Records

CCS keeps a personnel file on each employee. The personnel file contains employment related information about the employee. The contents of a staff members file, except for letter of reference and certain other limited kinds of information, are open for their inspection, upon request, at reasonable times. Staff may not add or remove any documents from their personnel file without the written permission of Human Resources. They may make copies of anything in their file they have previously signed. Staff members may contact Human Resources if they wish to review their personnel file.

Personnel files are the property of CCS and access to the information they contain is restricted. Generally this information is only available to management personnel who have a legitimate need for the information. Under no circumstances should any non-management employee be permitted to review the contents of another employee's personnel file, and managers are only permitted to review the files of those employees that they supervise. CCS will

keep all staff members personnel records confidential. However, there are certain times when information may be given to persons outside of CCS. These include:

1. Responses to subpoenas, court orders, or orders of administrative agencies;
2. In a lawsuit in which a CCS staff member and/or CCS are parties;
3. To administer employee benefit plans;
4. To a health care provider.

3.47 Physical Security

CCS is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, CCS has established a policy that provides “zero tolerance” for actual or threatened violence against employees, parents, students, visitors, or any other person who has contact with employees in the course of their duties. Security and safety in the workplace is every employee’s responsibility. It is therefore essential that every employee understand the importance of workplace safety and security.

The welfare of our employees and the security of CCS facilities require that every individual be aware of potential security risks. Staff must immediately notify their manager if they see any person acting in a suspicious manner, in or around CCS premises.

CCS will treat every verbal / physical or written /electronic threat of violence seriously. Any such threat should be immediately reported to their manager or Human Resources. Where a violation of this policy is found to exist, CCS will take appropriate corrective action.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be immediately sought. In such situations, the employee should immediately contact their manager and, if necessary and appropriate, law enforcement authorities by dialing 911.

Full cooperation by all employees is necessary for CCS to accomplish its goal of maximizing the security and safety of its employees. Employees should direct any questions they have regarding their rights and obligations under this policy to Human Resources.

3.48 Reimbursable Items (Receipt Required)

There are no pre-approved, reimbursable items. An employee must receive written approval by submitting a CCS Check Approval Slip to the CCS Superintendent. CCS Check Approval Slips may be acquired from their Office Manager or the CCS Superintendent. Until an employee has received the signed copy of the CCS Check Approval Slip from the CCS Superintendent, there is no guarantee or promise of reimbursement. Any and all approved reimbursements require a receipt.

3.49 Requests For Payroll Records

CCS will provide an employee or former employee with copies of their payroll records within twenty-one (21) days of their written request.

3.50 Right to Observe Employees

In our ongoing effort to achieve the highest level of efficiency and customer service, CCS reserves the right to observe employees throughout the CCS premises, either by way of direct observation or through the use of electronic devices.

CCS may install video cameras to monitor reception areas, work areas and/or generally open areas where employees may be seen by others. Therefore, employees should have no anticipation of privacy in the workplace, with the exception of restrooms and changing areas.

3.51 Safety First

We pride ourselves on safety. The CCS goal is to have no work-related injuries or illnesses. But the reduction of accidents in our operations is only possible through a team effort involving both employees and CCS. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

CCS endeavors to take reasonable precautions in order to provide employees with a safe working environment. CCS will provide all mechanical and physical facilities required for employee safety and health. Injury prevention, however, is largely an individual effort, and all employees are expected to do their part to work safely. No employee is required to work at a job that is not safe or healthful. CCS expects employees to do everything possible so as not to create conditions that can result in injury to themselves or others. If an employee observes an unsafe or unhealthful work condition, they should report it to their manager immediately.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their manager and Human Resources. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

3.52 Safety

OSHA training will be conducted on an annual basis. If, at any time, a CCS staff member becomes aware of a potentially dangerous or hazardous situation that requires immediate attention, call the Office Manager and report it immediately.

Safety on the Job: To reduce our employee's exposure to injury, we have adopted the following policies:

- Employees' activities will be limited to instruction and demonstration, not participation in sports and other physically demanding activities.
- Employees' activities on field trips will be limited to supervision and not participation.
- Employees who wish to participate in sports and other physically demanding activities either on campus or organized by Calvary Chapel Schools after-hours and not as part of their employee responsibilities, must sign a waiver stating that CCS and or it's insurer will not be liable for the payment of Worker's Compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work related duties.

Accidents, Injury and Safety: In the event of injury on school premises, employees shall not make statements to persons other than authorized personnel of CCS regarding the events leading to the injury without first consulting the Administration.

An accident report should be completed within 24 hours. If possible, this should be done by the injured employee, but if impossible, their supervisor should complete it.

ANY EMPLOYEE THAT IS INJURED ON THE JOB MUST REPORT TO THE HUMAN RESOURCES OFFICE BEFORE RECEIVING MEDICAL ATTENTION FOR INSTRUCTIONS AND THE LOCATION FOR TREATMENT THROUGH THE CALVARY CHAPEL SCHOOLS WORKMAN'S COMPENSATION.

3.53 School Relationship with Divorced/Separated Parents

The school relationship with a parent is established when a parent signs a contract with the school. Prior to the contract signing, the parent and the student must meet the qualifications of CCS and they must accomplish all of the steps outlined for admission to CCS. The contracting parent is responsible for the payment of all fees and tuition, regardless of who makes the payments. Notification of non-payment of tuition, fees and other charges, as well as NSF checks, will be addressed to the contracting parent.

The contracting parent is responsible to furnish all court documents to the school that show legal and physical custody of any student attending the school. The parent is further responsible for indicating on the appropriate documents who is allowed to pick the child up from school. The non-contracted parent may be invited to the Parent/Teacher Conferences at the teacher's discretion in the best interest of the child. Any additional information requested by the non-contracted parent will be referred to the contracted parent and will not be furnished by the teacher. This includes, but is not limited to, homework, tests, art projects or other materials produced by the student.

3.54 School Events

Mandatory participation and attendance is required at all events listed on the Master calendar for the particular school by which a staff member is employed. Any exceptions must be approved through the appropriate school principal.

3.55 Searches

CCS may conduct unannounced searches for illegal drugs or alcohol in CCS facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property, including but not limited to desks, lockers, packages, purses and backpacks, may be conducted when there is reasonable suspicion to believe that the employee or employees are in violation of Policy. Employees should therefore have no expectation of privacy in the work place, with the exception of restrooms. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in termination of employment, even for a first refusal.

In the event of a theft or unauthorized taking of property by an employee, or suspected theft, unauthorized taking by an employee, or possession of a firearm or other potential dangerous weapon, we want to minimize the possibility of discipline based upon suspicion or subjective judgment. Therefore, CCS reserves the right to conduct searches of employees, their personal belongings, and any CCS furnishings or equipment utilized by employees whenever we deem it necessary. An employee's consent to such searches is a condition of employment, and refusal may result in disciplinary action up to and including termination of employment, even for a first offense.

3.56 Separation Pay

If a CCS staff member voluntarily resigns from their employment with CCS, they must provide at least seventy-two (72) hours notice, so they will receive a final check on the last day of work. If less than seventy-two (72) hours notice is given, the check will be given to the employee with seventy-two (72) business hours of the voluntary separation. If an employee is involuntarily terminated, they will receive their final paycheck upon termination of employment.

3.57 Severance Pay

Employees, who are involuntarily terminated by CCS, other than for disciplinary reasons, may be provided with severance pay, at the complete and sole discretion of CCS. All benefits are contingent upon receipt of a signed release agreement and will be paid on a per pay period basis over the agreed upon severance period.

3.58 Sick Leave

Hourly employees are entitled to five (5) sick days per calendar year. Non-hourly employees are entitled to ten (10) sick days per school year to be used for their own health, to attend a funeral, or to care for family members. Any additional days missed by the teaching staff will require that the employee pay the current salary for a substitute teacher; non-teaching staff will be required to pay the equivalent of a substitute teacher based on individual salary. One-half (1/2) day is equal to 3 periods of the Jr. High/ High School schedule; a full day is equal to 4 or more periods of the Jr. High/ High School schedule. Any and all exceptions to this policy will require written approval from the CCS Superintendent.

The administration will allow for two (2) of the ten (10) sick days to be used for spiritual health/personal days. This does not increase the days off; instead it adds some flexibility in how they may be used. Each staff member may also attend one school sponsored field trip for each of their children without accruing any personal or sick days; this does not include extended trips. Teachers must fill out the Planned Absence Form available in the Staff Resources section of the website; the substitute list will also be posted in the same section for their convenience.

3.59 Staff Development Conferences

All conferences and related expenses must be pre-approved by the Superintendent. No reimbursements will be granted without prior written approval.

3.60 Staff Devotions

All staff members are expected to attend the weekly Staff Devotions held on Tuesdays at 7:15 a.m. in the Fellowship Hall. With administrative approval, exceptions may be made for employees whose work schedules do not permit attendance.

3.61 Staff Dismissal and Appeal Process

When the performance of a staff member is unsatisfactory and the individual is brought in for a conference with the Superintendent, the areas of concern are enumerated and an opportunity for response is given. Subsequent to this meeting, administrators will make frequent observations to assess performance. The process is meant to improve staff performance.

The teacher's recourse includes a personal interview with the Superintendent to discuss the process and/or a written formal appeal to acting board members. If the board feels it necessary, a meeting will be scheduled with the Superintendent and the board members to discuss the situation.

3.62 Staff In-Services

Mandatory attendance and participation is required for all staff in-services that are established by the particular school by which a CCS staff member is employed.

3.63 Staff Lounge

The lounge is for staff use and relaxation. It is off limits to students and parent helpers. Because many use it, it is essential to keep it clean. Please wash and put away personal dishes after using them. Please do not put coffee

grounds in the garbage disposal. The refrigerator will be cleaned out on a regular basis. Be sure to read the white board/bulletin board for messages.

3.64 Staff Parking Permits

Staff members are required to obtain a staff parking permit for their vehicle(s) and may park anywhere on the north side of campus (MacArthur Blvd.), but only the last three rows (nearest Fairview Rd.) are available for staff parking on the south side of campus. There is no parking in front of the Main Church Office or the Accounting Office.

3.65 Staff Phone Numbers

A roster of faculty phone numbers will be handed out to each staff member and must not be given out to anyone. If a teacher wishes to give out his/her phone number, he/she must do so personally.

Use discretion in telephoning any staff member at home. Staff members with students in classes must consider whether or not the teacher has given their home number for contact. If not, please email the teacher and request a returned phone call at their earliest convenience.

3.66 TB Tests

By state law it is necessary for every staff member to have a TB Certificate, which shows that he/she has been examined within the past four years and is found to be free of communicable TB. If a positive test is read, the staff member is responsible to see their personal physician for an x-ray. It is the staff member's responsibility to see that the Nurse's Office has a current TB Certificate on file before the first day of school. Staff members who do not have a current TB Certificate on file prior to the first day of school will not be allowed to start school, and could forfeit sick days.

3.67 Telephone Privacy

In order to ensure that telephone calls are handled in a professional and business like manner and to promote employee efficiency, CCS may monitor employee telephone calls. Therefore, employees should have no anticipation of privacy for either incoming or outgoing calls made on CCS provided telephone equipment.

3.68 Telephone Procedures

To access extensions; dial the party's extension number. Staff members will need a personal access code to dial an outside line. They must sign up for this code in the Human Resources Office. Personal calls must be kept to a minimum.

Students are not allowed to use classroom or cell phones to make phone calls. If necessary, a student may be sent to the School Office to use the phone or their personal cell phone.

3.69 Unemployment Insurance

We do not participate in unemployment insurance directly. Although, if a staff members employment terminates they may be eligible to receive unemployment insurance. In most cases, they must file a claim in order to collect this benefit.

Should such a situation arise, they should inquire about unemployment insurance at the time of their separation from service. No action will be taken against any employee in any manner for testifying in an unemployment insurance proceeding.

3.70 Vacation Policy

All employees should arrange to take vacations during regular school holidays.

3.71 Vacation Benefits

Ten (10) month employees are entitled to no vacation days other than regular school holidays. Hourly employees are entitled to five (5) vacation days their first year of employment and ten (10) vacation days every consecutive year thereafter. Twelve (12) month employees are entitled to ten (10) vacation days. Only a maximum of five unused vacation days will be credited to the following year.

3.73 Voice Mail, E-Mail, and Computer Files

Voice mail, e-mail, and computers provided by CCS are to be used for school purposes only, and may not be used for personal business. These systems are maintained by CCS in order to facilitate the ministry of Calvary Chapel Schools. Therefore, all messages sent, received, composed and/or stored on these systems are the sole property of CCS.

It is the responsibility of all employees to promptly answer the telephone on behalf of CCS. To ensure effective telephone communications, employees should always use a professional greeting and speak in a courteous manner in accordance with the current telephone policy guidelines established by CCS.

Personal use of telephones, for international calls, is not permitted. Employees may be required to reimburse CCS for any out-of-pocket charges resulting from their personal use of the telephone.

CCS computers should not be used to access on-line databases or Internet services unless such access is for work related purposes. Such usage will slow down the responsiveness of the CCS systems. CCS understands that on occasion, employees may need to conduct personal business using computing resources. Such use must be during non-peak times late in the day or evening and should not excessively use computing and network resources. Excessive use of computer and/or network resources is prohibited and includes but is not limited to listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for personal use. Allowing access to computing and network resources from the Internet is strictly prohibited unless expressly authorized by Computer Operations and the manager in which the computing and network resources reside.

Messages or communications on CCS voice mail, e-mail or computer systems are subject to the same policies regarding harassment and discrimination, as are any other workplace communications. Offensive, harassing or discriminatory content will not be tolerated at CCS.

Employees should have no anticipation of privacy with respect to CCS provided voice mail, e-mail, or computer based communications. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, employees should not rely on erasure of messages to guarantee that a message remains private. CCS reserves the right to listen to employee voice mail and read e-mail messages and to access employee computer files to ensure compliance with these rules. This may be done without notice to an employee and in the employee's absence.

Notwithstanding CCS' right to retrieve and review such material, such material should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve any voice mail or e-mail messages that are not addressed to them.

Employees are prohibited from using passwords without prior CCS authorization and registration. Do not give computer passwords to anyone other than an immediate supervisor or IT staff.

Employees are prohibited from loading any software onto a CCS provided computer where such action would violate the software license. Employees are prohibited from loading any software onto a CCS provided computer without the express approval of their manager. All software must be purchased through the IT staff only.

The e-mail system should not be used to send (upload) or receive (download) copyrighted materials without prior authorization from CCS.

3.73 Worker's Compensation

CCS furnishes workers' compensation insurance coverage at its expense. Workers' compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by work. If CCS staff is injured on the job, report the injury, no matter how minor to the on-site manager immediately. Failure to report an injury, in a timely manner, may jeopardize personal rights to certain benefits.

Workers' compensation insurance coverage is not available to staff for injuries that occur during voluntary participation in any off-duty recreational, social or athletic activity that is not part of work related duties, even if sponsored by CCS.

To insure that all staff receive quality care in case of work related injury or illness, CCS will direct staff members to an appropriate health care provider for the treatment of any such injury or illness. If staff members wish to be treated by their own health care provider instead, they must notify CCS in writing BEFORE any injury or illness occurs.

All employees should remember that workers' compensation fraud is a felony in California, punishable by up to five (5) years in state prison and a fine of up to \$150,000.00. When an employee makes a workers' compensation claim knowing that the injury or illness is not work related, it is a felony. When an employee allows a doctor, therapist or attorney to use the claim to make money by exaggerating the need for treatment or other benefits, it is also a felony. CCS will take all actions necessary to prosecute cases of workers' compensation fraud.

4 Teacher-Related Responsibilities, Policies and Procedures

4.1 Chapels

Chapels are planned and arranged by the CCCM Ministry and the Administration. The following guidelines have been established and should be enforced by all teachers:

1. Each student in grades 4th – 12th is to bring their Bible to chapel.
2. Each student must demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
3. At no time will studying or doing homework be allowed.
4. There is to be no unnecessary talking, distraction of others or disturbances.
5. No food, drinks or gum are allowed.
6. Teachers should set an appropriate example by adhering to the following basic guidelines:
 - Attendance is mandatory for all full time teachers, even if they have a 1st period prep
 - Be on time and walk current class to chapel
 - No food, drinks or gum are allowed
 - Sit with students in current class during chapel
 - Be attentive, do not grade papers during chapel nor use this as a prep hour

4.2 Classroom Resources

Resource Material

The following is a guideline for teachers to consider when choosing any supplementary materials:

1. A work should not exhibit the following:
 - a. exaltation of human philosophies which are contrary to Godly principles
 - b. promotion of cult practice
 - c. glorification and/or practice of the occult even when it is portrayed as a game; (examples: card and palm reading, séances, Ouija Board, astrology)
 - d. exalting depravity or vice, or even being neutral toward it; (example: well-known personalities notorious for ungodly living, drug use, etc.); music which depicts same
 - e. glorification of pagan holiday traditions (example: Halloween, Santa Claus, Easter Bunny, etc.)
 - f. evolution, except when explicitly presented as a theory
2. Seek where possible the recommendation of a recognized Christian source.
3. The recognized worth of the resource by Christian or non-Christian should be considered
4. The work should be used to present an overall positive contribution to the class rather than a negative one
5. The work must be representative of the main trend of literature or art
6. The work must be geared to maturity level (emotional, intellectual, spiritual) of the student(s)

7. The work should be always previewed by the teacher; if there is anything questionable, please ask an administrator

Reviewing Films

The following should govern the use of all films used in any way for classroom instruction. No film should be shown in the classroom solely for the purpose of entertainment without administrative approval.

No film shall be shown that in any way displays immodesty, unnecessary violence or that has gross language in it that is not vital to the use of the movie. For example, a film about the German's treatment of the Jews may show graphic pictures of the Jews and the horrible events that took place and may be appropriate for teaching, whereas a film, showing graphic violence for entertainment purposes should not be used.

All films must be previewed by the teacher. All films must then be approved by an administrator prior to any viewing by students. The only exception is any film that CCS has used previously and has known content that does not violate Biblical standards. **No clips may be shown from "R" rated movies without yearly administrative approval.**

4.3 Classroom Use

Classroom Environment

A good environment is essential in teaching and staff is encouraged to maintain a creative learning environment. Change bulletin boards often to stimulate learning.

Sunday School

If possible, become acquainted with the Sunday School teachers who will be sharing the classroom (a list can be obtained of from the Children's Ministry Office).

Classroom Supervision

Students are not to be left unsupervised in the classroom at any time. A qualified adult must be in the room at all times.

Eating/Drinking

Please do not allow students to eat or drink in class, an exception is made for rainy day schedule and other approved special events.

Room Reservations

Teachers desiring to reserve a specific part of the building, i.e. Fellowship Hall, Sanctuary, etc. must make arrangements in advance through the CCHS Office Manager.

4.4 Cumulative Records (CUMS)

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, all CCS staff members are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents.

Full access to all personally identifiable written records maintained by Calvary Chapel Schools must be granted to natural parents, adoptive parents, or legal guardians of students under the age of 18.

Parents may review individual records by making a request to the student's teacher and/or the Administration. Administration will see that explanations are provided if requested. Information, which is alleged to be inaccurate or

inappropriate, may be removed upon written request by parents and review by administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page.

Policies and procedures relating to types of records, kinds of information retained, person(s) responsible for records, access by other persons, review and to the challenge of records are available through the office.

When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy (for a reasonable fee), and/or challenge the records.

If any staff member believes Calvary Chapel Schools is not in compliance with federal regulations regarding privacy, they have the right to file a complaint with the United States Secretary of Health, Education and Welfare.

4.5 Curriculum Policy

All teachers are required to use CCS approved curriculum. Teachers should not develop their own curriculum or make any significant changes to the approved curriculum without administrative approval.

4.6 Education

Teachers are encouraged to have a minimum of a Bachelor of Arts from a recognized college or university. Exceptions to this policy will be approved by the Administration upon hiring.

We encourage teachers to be in the process of completing the following:

| | |
|--------------|-------------|
| Pre-K: | A.A. Degree |
| Grades K-8: | B.A. Degree |
| Grades 9-12: | B.A. Degree |

4.7 Federal Copyright Laws

The school must follow the copyright law regarding the use of printed material, music, and other media products.

Prerecorded video cassettes, videodiscs, CDs, music tapes, and records available in stores are for home use only unless a user obtains a license from the copyright owner or its agent to use them elsewhere.

Rentals or purchases of such media products do not carry with them licenses for non-home showings. A separate license must be obtained to show such materials for entertainment purposes in schools, day cares, churches, and other public gatherings even if no admission or other fee is charged. Some copyrighted materials may be used in face-to-face teaching activities because the law makes a specific, limited exception for such uses (17 USC 110.1). This exception is limited to instances when a teacher is present in a classroom and uses home videocassettes for the purpose of teaching students (not principally to entertain them).

Schools may, through organizations representing movie producers (Motion Picture Licensing Corporation [MPLC]) or recording artists and publishers (e.g., Christian Copyright Licensing International [CCLI]; Broadcast Music, Inc. [BMI]; or American Society of Composers, Authors, & Publishers [ASCAP) or by the purchase of "right to use" directly from

the composer, publisher, or artist, obtain an annual umbrella license affording the opportunity to use any covered copyrighted materials as often as the user chooses.

Christian Video Licensing International (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. This new independent licensing agency provides an all-encompassing, low-cost license to churches, religious schools, child care centers, and all other church-operated sites. The CVLI license includes over 55 affiliated producers, ranging from Hollywood studios and Christian producers to family values and faith-based producers. The CVLI Family Values License allows staff to comply with the US Copyright Act requirement for a license to exhibit copyrighted home videocassettes and DVDs, both simply and affordably. 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:

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

4.8 Field Trips/Activities

Philosophy: The principle of glorifying and bringing honor to God is the underlying philosophy upon which all student activities are based. Every activity is to take on an eternal value for the student. These activities are designed to enhance the curriculum and to provide opportunities for students to develop and nurture new and appropriate interests, as well as encouraging fellowship among students as they strive for Christ-like characteristics.

A field trip is equivalent to a normal school day; therefore, students are expected to attend. At no time will student be discouraged from attending a field trip. If a student is not able to attend school on the day of a scheduled field trip, they must complete an assignment to make-up the work missed.

General Guidelines for Approval: Teachers must submit a Field Trip Information Sheet for administrative approval for each field trip prior to finalizing any plans or making any announcements to parents and students regarding a field trip idea and give a copy to the appropriate Office Manager. The teacher should consider the following criteria upon which the Administration will either approve or deny a field trip request:

1. Does the proposed field trip conflict with any other school activity on the Master Calendar?
2. Is the proposed field trip appropriate to the unit of study?
3. Is it duplicated at another grade level?
4. Is the cost reasonable with respect to other expenses required of parents?

After A Proposed Field Trip Has Been Approved: Once the teacher has been notified that a field trip request has been approved, they may proceed with any necessary planning and preparation for the trip. It is required that all plans be made and permission slips obtained in advance of an activity.

- Reserve a bus by means of the Vehicle Request Form (available in the school offices).
- As far in advance as possible, notify the Hot Lunch Supervisor if the excursion will affect the kitchen in any way.
- Complete Field Trip Permission Slips are to be sent home for parental consent. All students must have a signed permission slip before participation in any excursion off campus. Blank permission slips are available in the School Offices. Emergency consent cards do not give permission for field trips.
- Provide the appropriate school office manager with important information, such as destination, mode of transportation, time leaving, time returning and dress code.
- Notify parents by email with the important details listed above and solicit parent chaperones if needed.
- If a parent is a designated driver carrying students in their vehicle for a field trip, the parent must leave a copy of both their current driver's license and proof of insurance in the School Office. Also, they should be given the completed field trip permission slip for each student that will be traveling in their vehicle. The number of students that a parent may transport will be dictated by the number of seat belts in the vehicle, to a maximum of nine. Every student must have a seat belt.
- Collect money for the field trip, if necessary, prior to going.
- Create a list of students attending the field trip and turn in to the Attendance Office at least 2 days prior to the trip. Students on disciplinary probation must have administrative approval to attend field trips.
- On the day of the field trip, submit an updated list of the students attending the field trip to the Attendance Office.
- If for any reason the field trip is canceled, notify the School Office immediately.

Off-Campus Lunches: Teachers who take any of their students off campus for lunch are required to have a permission slip and must sign out through the Attendance Office before leaving campus. Please return the student(s) and sign them in at the Attendance Office before the end of the lunch period.

School Bus: It is the teacher's responsibility to secure the bus for any field trip. The first step would be to submit a Vehicle Request Form to reserve a bus. Each bus has a capacity of approximately 72 elementary passengers (3 to a seat), or 48 junior high/ high school students (2 to a seat).

4.9 General Job Descriptions

Teacher

Primary Function: The primary function of the teacher shall be to prayerfully help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christian men and women to the praise and glory of God. The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall regularly attend Calvary Chapel Costa Mesa and shall lead a separated life. The teacher shall be a person of spiritual maturity with academic and leadership abilities that will allow them to "train up a child in the way he should go" (Proverbs 22:6). The teacher shall reflect the purpose of the school and shall honor Christ in every class and in every activity. The teacher shall be one who feels

called of God to the profession. It is preferred that the teacher shall either possess or is in the process of completing a Bachelors Degree. Additional qualifications may be added as deemed appropriate.

Responsibilities:

1. Spiritual: The teacher shall...

- Seek to be a role model in attitude, speech and actions consistent with a daily walk with Jesus Christ
- Show by example the importance of Scripture memorization and study, prayer, witnessing and unity in Christian fellowship
- Follow the Matthew 18 principle in dealing with students, parents, staff and others
- Motivate students to grow in their faith
- Lead students to a realization of their self-worth in Christ

2. Instructional: The teacher shall...

- Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task
- Teach classes as assigned following prescribed scope and sequence as scheduled by the Administration
- Be present thirty (30) minutes prior to the start of the first class and thirty (30) minutes after school ends.
- Plan broadly through the use of semester and quarterly objectives, and more currently through the use of ParentsWeb
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum
- Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- Strive to meet the individual needs, interests and abilities of the students, challenging each to do their best work
- Employ a variety of instruction aids, methods and materials that will provide for creative teaching
- Plan through approved channels the balanced use of field trips, guest speakers and other media
- Use homework effectively for drill, review, enrichment or project work
- Assess the learning of students on a regular basis and provide progress reports as required
- Keep proper discipline in the classroom and on the school premises for a good teaching/learning environment
- Inform administration if unable to fulfill any duty assigned
- Prepare adequate information and material for a substitute teacher

3. Non-Instructional: The teacher shall...

- Cooperate with the Board and the Administration in implementing all policies, procedures and directives governing the operation of the school
- Notify the Administration of any policy they are unable to support
- Maintain regular and accurate attendance and grade records through ParentsWeb to meet the demands for a comprehensive knowledge of each student's progress
- Keep students, parents and administration adequately informed of progress of deficiencies and give sufficient notice of failure
- Maintain a clean, attractive, well-ordered classroom
- Supervise extra-curricular activities, organization and outings as assigned

- Support the broader program of the school by attending extra-curricular activities when possible

4. Professional: The teacher shall...

- Utilize education opportunities and evaluation processes for professional growth
- Seek the advice of the administration, colleagues and parents while maintaining a teachable attitude
- Provide input and recommendations for administrative and managerial functions of the school
- Attend and participate in scheduled devotions, in-services and faculty meetings
- Know the procedures for dealing with issues of an emergency nature
- Contribute to the general improvement of the school program
- Refuse to use or circulate confidential information inappropriately (i.e. cum file, grades, discipline reports)
- Perform any other duties which may be assigned by the Administration

5. Personal: The teacher shall...

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality
- Meet everyday stress with emotional stability, objectivity and optimism
- Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration
- Respectfully submit and be loyal to constituted authority
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste and in agreement with school policy
- Use acceptable English in written and oral communication; speak with clear articulation
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and the general public
- Place the teaching ministry ahead of outside or volunteer work
- Be aware of and respectful of the sick day policies as prescribed

6. Physical: The teacher shall...

- Be able to perform activities throughout the day related to the educating of students, which includes spending the majority of the day standing in the classroom. While standing, the teacher will frequently hold light objects they are working with and demonstrating with, etc. These can be held from waist level to slightly above the teacher's head.
- Be able to walk through the classroom and maneuver in tight spaces between desks, etc.
- Be able to deal with the students, which can entail kneeling or squatting, stooping, and bending from 50-70 degrees at the waist on an occasional to frequent basis on a given day.
- Be able to use the white board which can require grasping the marker or eraser, reaching at, below, or above shoulder height with the dominant upper extremity, reaching to the full arm extension above the head and may require trunk or neck rotation to look back at the class.
- Be able to pick up their classes several times each day from the parking lot and playground area. Likewise, they are required to walk their classes to various places around campus and on outings and field trips. This involves walking on even and uneven surfaces including gravel, blacktop, dirt, tile, as well as stairs, bus steps and negotiating at least a 6-inch curb.
- Be able to use computers, overhead projectors, TV, VCR etc. It requires a 10-pound force to push or pull the VCR/TV stand; the handles are at a height of 42 inches. The overhead projector requires 5 pounds of force to move, handles are at 34 inches height. It is also necessary to forward bend, squat, kneel, etc. when working with equipment, plugging it in, etc.

- Be able to move children's desks and chairs to change the layout of the classroom to influence the learning situation. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to classrooms; carrying can be up to 200 feet and varies.
- Be able to sit on an occasional basis when developing lesson plans, grading, etc. This is done at the desk with forward bending from the waist, leaning on forearms, and looking down requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., occasionally or frequently, depending on the day. Grading papers is also a necessary task for teachers both in class and at home. This may require a substantial amount of time sitting, writing, using and bending the back, neck, shoulders, elbows, wrists and fingers.
- Be able to hang posters and work on bulletin boards that require the teacher to stand and apply force to attach material to the wall or board.
- Be able to reach, lift, retrieve, and replace various items needed in the classroom and teacher's workroom such as books, paper, art supplies, curriculum items, audio visual equipment, storage containers and the like. These items may weigh from 5-15 pounds. The upper cupboard door locks are at approximately 64" and the upper shelves are at an approximate height of 86". A step ladder may need to be used.
- Be able to use a large paper cutter, die cut machine and laminator found in the teacher's workroom, which requires leaning and applying pressure of 10-pound force.
- Be able to perform other physical activities as needed at any time in an emergency, which may include administering CPR and/or using an AED device.
- Be able to assist and/or supervise P.E., recess duty, athletic events, assemblies or extra curricular activities as needed in the process of the school year. These duties may include walking at varying speeds, bending, kneeling, squatting, throwing, catching and such.

Department Head/Coordinator

Primary Function: In addition to the regular classroom related responsibilities, the Department Head/Coordinator, with authority delegated by the Principal, is responsible for the assisting in the supervision of teachers with regards to the carrying out of assigned curriculum. The Department Head/Coordinator will also contribute to any other area of need in the department as determined by the Principal and/or Superintendent.

Responsibilities:

1. Oversee inter-departmental meetings
2. Ensure meeting minutes are turned in or emailed to the Office Manager and Vice-Principal of Curriculum in a timely manner
3. Verify that teachers are following the Curriculum Guides
4. Troubleshoot and field questions and problems teachers have pertaining to the curriculum and academics
5. Assist teachers in long range planning, as well as weekly and daily plans
6. Follow-up with teachers when any requests are made for paperwork (surveys, reflections, curriculum maps, etc.) from the Administration.
7. Keep all required evidence and department material in their department notebook.
8. Submit reports to the Principal (verbal or written)

4.10 Grading Policy

CCS recognizes that no single method of assessment or grade reporting system can be all encompassing. The information outlined below is a starting point for the multi-faceted, comprehensive reporting system that we strive to achieve because it is a critical piece for students, parents and staff in the overall educational process.

Student assessment and grade reporting is considered a positive tool to measure growth, progress, and the development of the student. One of several important components of student assessment and grading systems is the student's report card. This is mentioned specifically because it is the traditional and most often used format for providing information about student progress and performance.

All teachers must provide their students with an approved **written** grading policy within ten (10) days from the beginning of the course. Also, this information is to be shared with parents as part of the first Back to School Night held every fall. This will help to solidify the schools' academic expectations. The grading policy should address the following areas: class attendance, class participation, homework, tests, quizzes, projects, working with others, class notes and extra credit.

4.11 Lesson Plans

Successful teaching most often follows careful planning and organization. All teachers are required to plan their lessons in advance. Parents Web weekly calendars should be updated at start of each week, by Monday at 7:50 A.M., and should include daily textbook coverage (chapter & pages), handouts, lesson objectives, as well as detailed homework assignments for parent and student reference.

Objective: Students will be able to..._____

1. Anticipatory Set

- Focus students
- State objective
- Establish purpose
- Establish transfer (if possible)

2. Instruction

Provide information

- Explain concept
- State definitions
- Identify critical attributes
- Provide examples
- Model

Check for understanding

- Pose key questions
- Ask students to explain concept, definitions, attributes in their own words
- Have students discriminate between examples and non-examples
- Encourage students to generate their own examples
- Use active participation devices

3. Guided Practice

- Initiate practice activities which are under direct teacher supervision

- Elicit overt response that demonstrates behaviour in objective
- Continue to check for understanding
- Provide immediate and specific knowledge of results
- Provide direct, close monitoring by teacher

4. Closure

Review of objective

- Have each student perform behavior on his/her own
- Final check for teacher's next lesson
- Preview of next objective

5. Independent Practice:

Students continue to practice on their own to promote

- Speed/fluency from newly learned skills
- Maintenance for previously learned skills

4.12 Library Visits

Train students on the proper use of the library including library manners. A visiting class should remain quiet at all times in the Library. The Librarians are available to give an orientation to the class. The MCA Library is open until 4:00 P.M. and High School Library is open from 7:30 A.M. until 4:00 P.M., Monday – Friday.

4.13 Mailboxes

Staff mailboxes are located in the Teacher's Lounge or Work Room. Please check the mail several times per day; do not store items in mailboxes.

4.14 Office Machines

The die cutter, laminator (MCA workroom), copy machines and printers are off limits to students (except high school students who are enrolled in Campus Service/Teacher's Assistance – teachers are responsible to instruct their TA's on how to use these machines and direct them to use the machines located in the library). Staff members check with the Office Manager if unsure about how to use the machines. Remember, it is against the law to copy material that is copyrighted.

4.15 Parent Conferences

Parent conferences will be held subject to administrative and teacher discretion bearing in mind that communication with parents is a crucial part of the student's growth. Formal elementary conferences, where the parents will have an opportunity meet with teachers individually will be held once each year.

4.16 ParentsWeb

ParentsWeb is the school's software management system. It is a web-based database that integrates and automates the flow of information between the school administration, the classroom and the home. All teachers are required to use and be proficient in the following areas:
attendance, gradebook, e-mailing, lesson plans and student data.

4.17 Purchasing

There are no reimbursable items that are pre-approved by the CCS Superintendent. An employee must receive written approval by submitting a CCS Check Approval Slip to the CCS Superintendent. CCS Check Approval Slips may be acquired from the Office Managers or the CCS Superintendent. Until an employee has received the signed copy of the CCS Check Approval Slip from the CCS Superintendent, there is no guarantee or promise of reimbursement. Any and all approved reimbursements require a receipt.

4.18 Staff Meetings

It is mandatory that all teachers attend staff meetings. Please be prompt. It is the responsibility of the teacher who misses a staff meeting to contact an administrator as soon as possible after the meeting. **Staff meetings and times will be established by the individual schools.**

4.19 Substitutes

All teachers must make their own arrangements for substitutes. Careful lesson plans as well as directions regarding lunch count (MCA), roll, schedules, etc. must be left for the substitute in a Substitute Folder. Also, please inform all substitutes to check in at the appropriate School Office to obtain a key to the classroom and to ensure payment for working that day.

Please follow the directions outlined below (directions are also available on Staff Resources):

Last-minute Illnesses

1. Call the Office Manager at home and leave a message.
2. Wait for the Office Manager to return the phone call; she will let staff members know if there is an on-campus substitute available.
3. If there is no on-campus substitute available, staff members are responsible for calling a substitute from the substitute list (available on Staff Resources)
4. When a substitute has confirmed that they can fill in, please leave a voice mail at school for the Office Manager indicating the name of the substitute and location of lesson plans

Planned Absences

1. Talk to the Office Manager to find out whether she would like the staff member to call a substitute or use an on-campus substitute
2. Fill out a Planned Absence Request Form (available on Staff Resources) and indicate chosen substitute. Return the Form to the Office Manager
3. The Planned Absence Request Form will be returned to the staff member's mailbox after the Superintendent has an opportunity to approve the absence. Please provide detailed lesson plans for each day of the scheduled absence

4. If a staff member has used their two (2) allotted personal days, \$95 a day will be deducted from their next paycheck

4.20 Teacher Evaluations

Teacher evaluation is an ongoing process at CCS. Formal evaluation times will be scheduled throughout the school year to evaluate and offer the teacher further encouragement and instruction.

4.21 Teacher In-services

In-services are scheduled throughout the academic year; attendance is mandatory.

4.22 Year-End Close Out

At the end of the school year teachers will receive a Year-End Teacher Close-Out List detailing for them the various responsibilities that must be completed prior to the end of the week following the last day of school.

5 Student-Related Responsibilities, Policies and Procedures

5.1 Academic Probation

It is our desire that every student remain at Calvary Chapel Schools. A student will be placed on academic probation for one semester if their academic grade point average (GPA) falls below a 2.0*. The probationary period is evaluated twice each year, at the end of the fall and the spring semesters. If the probationary student has not elevated their academic GPA to a 2.0* or above by the conclusion of the probationary semester, he/she may be asked to withdraw from school. If at the end of the probationary semester the student achieves an academic GPA of a 2.0* or above, he/she will be removed from academic probation. A student placed on academic probation status twice within two years may be asked to withdraw from the school.

*A student's GPA is calculated from all academic core classes; non-college prep electives, including P.E. and Bible, are not included.

5.2 Benchmarks

Benchmarks are established at the department level, but must be approved by the Vice-Principal of Curriculum and Staff Development and the principal before the start of each school year.

Benchmarks must be "SMART":

S- Specific

M- Measurable

A- Achievable

R- Realistic

T- Time Specific

Furthermore, benchmarks should be considered one of many forms of assessment used to measure achievement in the classroom. Benchmark assignments must be completed by the end of the semester or the student will fail the course.

5.3 Classroom Discipline

Because CCS is such a large ministry, it becomes necessary to create schoolwide standards, which will bring consistency. It is vital to have a written record of the number of points each student has accumulated in order to carry out a fair and balanced discipline system. Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters in order to get the best results.

Disciplinary Probation: It is our desire that every student remain at Calvary Chapel Schools; however, we will not tolerate students who continually disrupt the school's academic program. A student may be placed on probationary status for disciplinary reasons.

Campus Discipline: All school staff, including Day Care workers, may discipline any student when they are outside the classroom. This ensures a safe and secure environment for the entire student body. Students are to conduct themselves in a godly manner anywhere on campus. No running, hitting, screaming or throwing objects is permitted.

Administrative Referral: When the classroom steps of discipline do not achieve the desired behavior, the student will be sent to the office with a referral. At that time, the Administration will have the option of administering needed discipline according to policy.

Suspension/Expulsion: If the child has not responded to the discipline administered thus far, it may become necessary to suspend or expel the student from school. At that time, the Administration will confer with the student's parents and any other necessary party to determine the proper steps for correcting the problem. In order to be effective and consistent in our discipline, we have instituted procedures that are stated in the appropriate school Parent-Student Handbook.

Basic Classroom Expectations: All teachers must give out classroom rules at the beginning of each school year or semester. Parents and students should read classroom rules very carefully before signing them. Students will be held responsible for the content of those classroom expectations and regulations throughout the school year. The following guidelines will be adhered to on campus and in classrooms:

- Respect of individual persons and their property.
- Respect for those in authority.
- Respect for the learning environment and other student's right to learn without distractions.
- Respect for other students right within the learning process to express themselves without ridicule.

Noise: An orderly room should be maintained, even during activities which require student interaction.

Raise Hands: In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats. Students are not to call out to teachers and administrators visiting their rooms.

Entry and Exit: Students should enter and exit classrooms quietly and orderly, taking care not to disturb others.

Major Infractions: The following discipline problems will be immediately referred to the administration.

The following discipline problems will be immediately referred to the Administration.

1. Brandishing or possession of a weapon
2. Drug or alcohol involvement or possession*
3. Fighting or physical harassment
4. Bullying or Cyberbullying (internet, cell phone, interactive and digital technology)
5. Unauthorized video taping, photography or audio recording
6. Forged notes
7. Profanity (verbal or written)
8. Sexting (lewd photographs or text messages)
9. Sexual misconduct
10. Smoking or possession of tobacco
11. Stealing*
12. Vandalism

13. Any illegal activity

14. Extreme insubordination or disrespect

*The school has a zero tolerance policy on drugs, alcohol and theft.

The infractions listed above include before and after school hours, on and off campus and may result in immediate suspension or expulsion. These consequences will be applied at the discretion of the school administrators.

5.4 Discussion of Students

We are representatives of CCS and we must be careful to reflect Christ in our conversations, especially when discussing matters pertaining to the CCS or it's students. The following are some guidelines to follow for conversations with parents, teachers, or other students:

- Maintain a professional relationship with parents. All staff members should avoid developing a relationship with parents that makes them feel that they must treat a student differently because of the relationship.
- Unless a staff member has the parents' written permission, a staff member may not share information from a student's cum folder or other private information with anyone outside of CCS' professional school community.
- When talking with parents, say something positive about their student before discussing problems relating to their child.
- Never discuss negative aspects of a student in front of another student.
- Avoid discussion of school problems in the office or staff lounge where parents, other teachers, salesmen or students may overhear. If a staff member has an issue, discuss it with an administrator or the department head as soon as possible.

5.5 Dismissal

The 3:00 P.M. bell will dismiss all classes for MCA, CCJH and CCHS. All Junior High and High School students are encouraged to be off campus by 3:30 P.M., unless they are involved in an after school activity.

5.6 Extra Credit Policy

Extra Credit is intended to be fair to all students and must be designed as academically sound, not a panacea leading to grade inflation. Therefore, all students should have an opportunity to earn extra credit. In keeping with academic soundness, extra credit should only raise a student's final grade 3%. Check with the department head/coordinator for detailed instructions and Parents Web gradebook procedures.

5.7 Final Exams

All Jr. High and High School teachers must give a final exam each semester during the final exam period. On final exams, the grade earned is the grade given (i.e. if a 27% is earned on final exam, the grade book should reflect a 27%).

5.8 Grading Periods

Progress Reports and Report Cards will be available online during each semester. Teachers will receive their grading packets, including instructions and due dates, in their box prior to the last day of the semester. It is the teachers responsibility to turn in the completed grading sheets on time and verify the print outs immediately. Grades should be done using RenWeb.

5.9 Grading Categories

The following suggested grading categories should be applied to Jr. High and High School. All MCA teachers must follow the categories and grading guidelines set by the A Beka Curriculum.

Suggested Grading Categories:

- Participation 10% - 15%
- Tests/Major Projects/Papers 40% - 50%
- Quizzes 5% - 10%
- Homework 10% - 15%
- Final 20% - 25%

Special Note: Regarding tests, the minimum score is a 40%, if the test is turned in blank or a student did not make-up a missing test within the allotted time after an absence. If the student takes a test, but receives lower than a 50%, the minimum score must be recorded as a 50%, although a note can be recorded on Parents Web indicating the students exact percentage earned. Final exams are the exception, where the grade earned is the grade recorded (i.e. a final exam with a score of 27% should be recorded as a 27%).

Missing Tests or Homework not due to Absence: With the exception of late homework, which teachers can choose not to accept, all other missing work is accepted at CCS with a gradual percentage reduction. If a student does not turn in an assignment, the grade should be entered in the Parents Web gradebook as a 40% and a note should be posted that the assignment is "Missing". To post a note in the Parents Web gradebook, double click on the grade cell and in the note section manually type in the word "Missing". The note will communicate to parents which assignments their student has not yet completed. The student should be penalized 10% for each day their assignment is late, up to five (5) days after the assignment is posted on Parents Web. The penalty points should be added to the grade in Parents Web by double clicking on the grade cell and entering the points in the "penalty" box. If a late assignment is not completed within the first five (5) days after being posted on Parents Web, the student will earn a 40% and can no longer be eligible to make-up their assignment. If the student frequently refuses to turn in missing assignments, the situation will then become a discipline issue and should be referred to administration.

Cheating or Truancy: A 0% should be given only if a student has been caught cheating or is truant. Please double click on the grade cell and post a note in the Parents Web gradebook by double clicking on the grade cell and manually typing in either the word "Cheating" or "Truant."

5.10 Grading Scale

The following is the schoolwide grading scale.

| | | | | |
|-----------|----|-----------|----|--------------|
| 100 -97.5 | A+ | 86.4-83.5 | B | |
| 97.4-93.5 | A | 83.4-79.5 | B- | 79.4-76.5 C+ |
| 93.4-89.5 | A- | 89.4-86.5 | B+ | 76.4-73.5 C |

| | | | | | |
|-----------|---|-----------|----|-----------|----|
| 73.4-69.5 | C | 66.4-63.4 | D | 59.4-50.0 | F |
| | | 69.4-66.5 | D+ | 63.4-59.5 | D- |

5.11 Homework Guidelines

Homework may be assigned on Monday, Tuesday, Thursday and Friday. All homework must be posted on Parents Web. **No homework is to be assigned on Wednesdays and no tests should be given on Thursdays in order to encourage students to attend the midweek study. There are no exceptions to this rule.**

The main purpose in giving homework assignments is to reinforce skills and to help teach responsibility. We are not out to overload the students or have them do work in areas not covered in class. **No major projects should be assigned preceding a holiday to be due upon the students' return to school; students must be able to use their designed holidays to spend time with their families.**

Each grade level can be more specific in the type and amount of homework, but the assigned homework load should not exceed the guidelines below. However, there may be times when the student will take longer than "normal" due to varying factors including a child's health, ability level, interest level, etc. Therefore, these guidelines are meant to serve as a general rule for the teachers.

| | |
|---------------|---------------|
| First Grade | 15 minutes |
| Second Grade | 20-25 minutes |
| Third Grade | 25-30 minutes |
| Fourth Grade | 30-35 minutes |
| Fifth Grade | 40-45 minutes |
| Sixth Grade | 50-60 minutes |
| Seventh Grade | 65-75 minutes |
| Eighth Grade | 75-85 minutes |

Due to the various levels of high school courses available to choose from, it is impossible to place a limited number of minutes for an average high school homework load. In general, high school teachers should coordinate assignments and projects to the best of their ability so as not to overload their students.

Homework Requests: An elementary student who is absent more than two days for an excused absence may have a Homework Request directed to the teachers by calling the MCA office. These requests will be placed in school mailboxes. Please return these requests to the front office prior to the end of the school day. Junior high and high school students will be referred to Parents Web.

5.12 Lockers

All students in grades seven (7) and up will be issued a hall locker. Gym lockers are for daily use only. Please make sure that students do not trade lockers or exchange combination numbers under any circumstances, except with authorization from the School Office. Abuses of lockers or locker areas will result in the revocation of locker privileges.

5.13 Lost and Found

Lost and found clothes and books should be placed in the Lost and Found boxes/racks. All items not claimed will be sent to charity. All other items that are found should be turned into the School Office.

5.14 Make-Up Work Policy

Students absent due to illness or other valid reasons will be allowed to make-up all schoolwork, including tests. The responsibility for completing make-up work rests solely with the student. One day for each day of excused absence should be the minimum allowed for the completion of make-up work without penalty. If a student is absent on a day that homework is due or a test is given, the student should turn in the homework or take the test on the first day back.

If the student is scheduled for a test on the day the student returns, it is left to the teacher's discretion if the student must take the test that day. Students, who provide prior notification for extended absences will complete assignments according to the teacher/student agreement. Students who are suspended for truancy will NOT be allowed to make-up the work. Students with more than fifteen (15) absences will need administrative approval to be allowed to make-up work. Students missing class due to school functions will not be counted towards these fifteen (15) absences. Major projects/papers will be accepted late with established point/percentage deductions.

5.15 Off-Campus Lunch Policy

Off-campus lunch arrangements for staff should be kept to a minimum. All CCS staff must inform the Office Manager if they are leaving campus during a lunch or prep period.

5.16 On-Campus Visitors

Students: Students may bring prospective students on campus, however it is not recommended by the Administration simply because of the distraction that it can cause in the classroom. Visitors must meet all behavioral requirements of CCS. They must check in with the prospective School Office as soon as they arrive on campus so that their whereabouts will be known should we need to contact them. In order for the School Office to issue a Visitor's Pass, an emergency card for the visitor must be on file in the School Office. The procedures for having an on-campus visitor are as follows:

1. Must be approved by administration prior to the visit.
2. The must have a written note from his/her parent giving permission to spend time with the visitor.
3. The student must pick up a medical authorization form for the visitor's parents to fill out. This is needed in the case of an emergency on campus.
4. On the day of visitation, the visiting student must go to the office before school begins and check in with the receptionist. The receptionist will request the following:
 - The parental note from our student.
 - The medical authorization form from the visitor.
5. A "Visitor Pass" will be given to the visitor. It should be carried with the student for the entire time he/she is on campus. The visitor must stay with the host student for the entire school day. The Administration reserves the right to refuse a student permission to be on campus as a visitor if the conditions outlined have not been met.

GUESTS OF THE STUDENTS ARE EXPECTED TO BE DRESSED APPROPRIATELY ON CAMPUS AND AT ANY OTHER SCHOOL EVENT OR ACTIVITY.

Parents: Parents are welcome in our school classes, if permission has been granted at least one day in advance by the Administration. A Visitor's Pass will be issued by the School Office, which should be worn by the visitor for the entire campus visit and returned to the School Office at the conclusion of the visit. We do this for safety reasons, as we

feel that it is essential to identify all adults who may be interacting with our students. Family members who would like to eat lunch with their MCA student(s) must also sign in at the Day Care Office.

5.17 Parent/Student Handbooks

At the start of each school year parents and students are encouraged to read through the Parent/Student Handbook with their student. The Handbook outlines policies and procedures pertaining to school academics, attendance, discipline, dress code and much more. As representatives of Calvary Chapel Schools, teachers should read and be very familiar with the Parent/Student Handbook being able to refer to and cite specific passages when students or parents have questions regarding policy. Parents and Students must sign the provided form stating that they have read and understood the Handbook.

5.18 Staff/Student Relations

“Examine everything carefully; hold fast to that which is good; abstain from every form of evil.”
1 Thess. 5:21-22

The specific behaviors stated in this policy are not all-inclusive but will serve as guidelines for proper staff-student relations. As professionals and “role models” for the students of CCS, it is our desire to teach, train and nurture them while protecting their vulnerability. As Christians, the Bible instructs us to abstain from all evil – even the appearance of evil.

Physical Interaction:

Administrators, teachers and school staff members:

- Must avoid being alone with a student on or off campus
- Should never be alone in a vehicle with a student except as a last resort and only in the case of extenuating circumstances
- May not date or become romantically involved with students
- Must avoid being overly affectionate, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.
- Are not to engage in playful wrestling with students

Conversation:

- Coarse jesting or cutting comments should not be tolerated from students, nor should they ever be directed toward students.
- Administrators, teachers and school staff members may not discuss sensitive information with students.
- There shall be no discussion of any intimate or sexual nature with students other than as directed by the curriculum.

Counseling:

- Teachers and school staff members should not counsel alone with a student after hours in an office or classroom with the door shut.
- On-going counseling situations of a sensitive nature must be referred to the Administration or a Pastoral counselor in the church.

Internet:

- Make sure that all Internet usage is in keeping with all of the guidelines outlined above, especially avoiding familiarity of speech, counseling, and being alone with a student.

5.19 Student Attendance

Teachers, **not students**, are to take roll on Parents Web. Attendance should be taken at the beginning of each period before any instruction begins. Record all absences, tardies, etc. Remember, staff are required by law to keep their attendance records. They are legal documents and every precaution should be taken to keep them as accurate as possible.

- **Tracking for Tardies:** Tardies are cumulative for the year and will be tracked by Attendance with administrative reprisals for accumulation of excessive tardies, as indicated in the appropriate Parent-Student Handbook.

5.20 Student Illness

If a student becomes ill during school hours, issue him/her a Nurse's hall pass and send him/her to the School Nurse. The School Nurse will evaluate the situation, call the parent and determine whether the student should return to class, remain in the Nurse's Office or go home.

5.21 Supplies

Desk and Art Supplies

Desk supplies such as staplers, paper clips, rulers, crayons, notebook paper, scissors, etc. are available in the office storeroom/workroom. Also available are butcher paper, construction paper, tissue paper, paint brushes, glue, etc. in the MCA storeroom. If any staff member cannot locate supplies needed, see someone in the office. Please use proper stewardship with all supplies.

Paper Supplies

Paper is supplied by the school. Use it wisely. Get all paper supplies before and after school from the MCA office supply room (CCHS in the teacher's workroom). There is an ample supply of scratch paper for staff use (please do not use the back of printed forms i.e. student passes). Paper cutters are off limits to students.

5.22 Truancy Laws

Although we are a private school, we are subject to inspections and must follow the guidelines set by the State of California in regards to attendance.

5.23 Yearbooks

Yearbooks will be distributed prior to finals of the 2nd semester. The cost of the yearbook is included in the Student Registration Fee paid at the beginning of the year. Teachers should instruct students about what is appropriate and inappropriate to write in a yearbook before the yearbooks are distributed to students. Disciplinary action will be taken in the event of inappropriate written comments or drawings.

6 Staff Related Responsibilities, Policies and Procedures

6.1 Administrative Department

Please speak with the office manager of the appropriate office or the CCS Superintendent for any questions regarding policies.

6.2 Athletics Department

Please refer to the CCHS Athletic Handbook for information regarding high school athletic policies.

6.3 Health Department

Please speak with the CCS Superintendent for any questions regarding policies.

6.4 Kitchen Department

CCS provides snacks, beverages and lunches on a daily basis from the kitchen located next to the High School gym. The kitchen works on a cash only system. Please speak with the CCS Superintendent for any questions regarding policies.

6.5 Library Department

Please speak with the CCS Superintendent for any questions regarding policies.

6.6 Maintenance Department

Hourly Employees

Time cards are used as a means of accurately recording hours worked and calculating pay for hourly employees. They record regular hours worked, meal periods, overtime, absences, sick time and vacations.

Accordingly, hourly employees should record the time they begin and end work each day, as well as the beginning and end of each meal period. Hourly employees must also record their time whenever they leave the premises for any reason other than CCS business.

It is important that the time card not be lost, falsified or mutilated. If there is a mistake on the time card, an employee should inform their manager and then make and initial the necessary corrections. The manager must also initial any corrections.

It is strictly forbidden for any employee other than an employee's manager to write on another employee's time card. Disciplinary action will be taken against anyone who violates this rule. If an employee's time card or time sheet is missing, the employee should report this fact immediately and obtain assistance to locate the time card or time sheet or receive another.

At the end of each week both hourly employees and their managers must attest to the accuracy of the time card by signing the time card before it is submitted to Accounting.

Policies

Please speak with the maintenance supervisor for any questions regarding policies.

6.7 Playground Department

Please refer to the Playground Manual for information regarding Playground policies.

7 School Map

