

## Table of Contents

<b>Employment</b>	<b>2</b>
<b>Salary and Benefits</b>	<b>4</b>
<b>Contract Duties</b>	<b>6</b>
<b>Classroom Guidelines</b>	<b>8</b>
<b>Emergency Procedures</b>	<b>11</b>
<b>Office Use</b>	<b>11</b>
<b>Child Abuse Reporting</b>	<b>12</b>
<b>Computers and Internet Use</b>	<b>12</b>
<b>Dress Standards</b>	<b>13</b>

## EMPLOYMENT

Cedar Valley Christian School employees fall into three categories; salary employees, hourly employees and volunteer employees.

Basic requirements for employment:

- Every employee must be in full agreement with the following statements: Salvation (forgiveness from sin and eternal life) is by grace through faith in Jesus Christ's death and resurrection. The Word of God as revealed in the Old and New Testaments, are the only infallible rule of faith and practice.
- Every employee must be able to render adequate service. Inefficiency, prolonged illness/injury or conduct detrimental to the school (*past or present*) shall constitute just cause for termination.
- All employees will agree to uphold the philosophy, purposes, and objectives of Cedar Valley Christian School as stated in the Staff Handbook, the Contract of Employment, the CVCS Statement of Faith, the Student Handbook, and Board policy.
- If at any time an employee is no longer in harmony with the stated philosophy, purposes, and objectives, as stated in the documents listed above, or feel that they can no longer abide by these policies, the employee must notify the Principal and resign.

Basic requirements for teachers as stated in the Family Handbook:

- To walk worthy of your calling in Christ
- To love each student according to the standards of God's Word
- To develop and enhance each student's interest and skill in the subject that is being taught
- To communicate and work with parents

- To reach a range of students, taking into account that every child is a unique creation of God
- To have a servant's heart

Every full time teacher must maintain a current ACSI Teaching Certificate. All full time teachers must also maintain a current Iowa Teaching License unless exempt by the administration.

**Contracts:** In February, teachers and staff will be issued an Intent to Return Form. At this time teachers and staff indicate their intent to return and any changes in position they would like to have considered. Contracts for teachers and staff will be issued by the end of the school year unless circumstances dictate otherwise. Contracts for part-time employees may not be determined until schedules, class assignments or enrollment numbers are finalized.

All hourly employees of Cedar Valley Christian School are at will and must have a written letter of appointment that states the hourly rate of pay and expected number of hours per week.

All volunteer employees must have a written letter of appointment and expected duties and responsibilities.

## **SALARY AND BENEFITS**

**Salary:** A teacher's salary is determined by multiplying a base pay amount by a percentage (determined by years of experience and degree). Each year this base pay amount is reviewed by the School Board. The CVCS percentage matrix is available upon request.

FICA, Medicare, Federal, and state taxes are withheld from pay.

Employees are paid on the fifteenth and last day of each month. All contract employees are paid over twelve months. Direct deposit is required and payroll is handled by Ministryworks.

**Health insurance:** Any full time employee who needs health insurance (basic hospitalization and major medical) will be enrolled in a group health insurance plan determined by the school. CVCS will pay 80% of the premium and the teacher will pay 20% through pretax payroll deduction. If a teacher is in need of additional coverage (i.e., coverage for spouse and/or children) then 50% of the cost will be paid by CVCS and 50% by the teacher. Health insurance is expensive for the school to pay, so if an employee has equivalent coverage available through another source, the employee is encouraged to accept it.

**Tuition for children:** Full tuition is provided to full-time teachers and staff. This does not include the student fee.

**Life Insurance:** Each full time employee has a \$25,000 term life insurance policy paid in full by the school.

### **Paid leave:**

- **Two personal days** are provided for full-time teachers. An administrator must approve these days ahead of time.
- **Five sick days** are provided for full-time teachers.
- **Professional days** for attending classes, seminars, or other activities to improve the teacher and school are allowed on a case by case basis. Request should be made to an administrator for approval.

- **Other** absences may be paid at the discretion of the principal including absences due to a funeral of a family member or close friend, jury duty, maternity leave, special event, or ministry event.

**Unpaid leave:** Absence without pay may only be authorized by the Principal. The employee will apply for Unpaid Leave before the leave begins. If advance application is not possible, a request should be made no later than 2 days after the beginning of the leave. The duration of the leave period will be coordinated with the scheduling of the educational program whenever possible to minimize the disruption to the student learning environment.

## **CONTRACT DUTIES**

The general teaching assignment will be specified in the contract, however, there may be occasions when this assignment is modified after consulting with the teacher.

In addition to the teaching assignment, there are certain other duties for teachers.

- Attend all staff meetings on time and completely.
- Attend Staff Prayer and Devotions.
- Teachers are to be at school from 8:00 AM to 4:00 PM. An administrator must approve any exception to this practice.
- Parent/Teacher conferences are scheduled two times a year. Teachers are to be available and prepared to meet with parents during these days. These conferences may be scheduled as late as 7:00 PM.
- Once or twice a year teachers may be asked to attend events that benefit the school outside of normal school hours.
- All elementary teachers may be asked to supervise recess. Recess duties include: the teacher will be visible to the students and able to supervise all of the playground area. Teachers will have a whistle, first aid kit and cell phone.
- All teachers may be asked to supervise lunch and other supervision duties as needed. At lunchtime, students are to remain in the gym or outside until dismissal time. Specific guidelines will be given to teachers at the beginning of the year.
- All teachers may be asked to sign up for before and after school duty. The purpose of this duty is to watch over the students as they are being dropped off and picked up. The following guidelines are to be used: Before school duty begins at 8:25 and ends at 8:40. Elementary students are to remain in the designated area until 8:40. After school duty begins at 3:25 and ends at 3:45. Students are to

remain in the designated area until they are picked up. Any remaining elementary students are to be taken to the office so that their parents can be called. At 4:00 children will go to After School Care.

- Teachers are responsible for the appearance of classrooms. When leaving the end of the day make sure the room has been cleaned and swept/vacuumed. Please turn off lights in your room and close the door. If you are the last person in an area of the building turn off lights as you leave.
- Teachers are to be familiar with the CVCS Family Handbook policies for themselves and their students. This would include but is not limited to -- grade reports and grading system, homework, make-up work and incomplete work, communication, discipline, medical procedures and dress policy.

### **Communication with Parents:**

- Whenever possible, communicate before a problem arises or before the student reports the problem to parents. For example, inform parents if grades are slipping so they can address the problem prior to report cards.
- Keep factual, documented information.
- Do not only report negative information. Share specific positive information as well.
- Avoid becoming defensive if confronted. Assure the parent you have the student's best interests in mind.
- Use face to face or telephone communication for discussion. Use email only to communicate factual information.

Administrators may visit classrooms at any time to informally observe. A formal evaluation will be done of each teacher once a year.

## CLASSROOM GUIDELINES

**Field Trips and Speakers:** An administrator must approve any field trip or special speaker. Field trips are to be written on the activity calendar in the Google Drive CVCS Teacher Folder. Field trips are encouraged as appropriate to the educational purposes of the class.

**Substitute teachers:** In the case of illness/emergency notify the office that you will be absent. Teachers are to arrange for their own substitute from the approved list. Any other substitutes must be approved ahead of time by an administrator. If you cannot arrange for a substitute, notify an administrator as soon as possible. Substitutes are expected to accomplish the lesson plans. Teachers must maintain a substitute folder that includes the following information: class seating charts, daily class schedules, class roster, attendance sheets, class policies and procedures, emergency plans, etc. This folder should be easily accessible to the substitute.

**Final Examinations:** Students in grades 9-12 may take a final examination each semester for each core curriculum class. Electives may also require a final exam. These exams will be given during the last four days of the semester during the regularly scheduled class.

**Copy Machine Use:** It is the teacher's responsibility to make copies prior to the class. Please plan ahead. Teachers will be assigned a passcode in order to use the machine. Be courteous. Please do not leave the copier empty of paper or jammed. If you are unable to clear the jam, notify the office. Students may not use the copier.

**Faculty/Staff Mailboxes:** Each CVCS faculty/staff member is assigned a mailbox. Please clear your box regularly, checking it at least once per day. Email will be used to communicate daily announcements, schedule



changes, etc. Please check your email throughout each day.

**Leaving campus:** Teachers and other staff members who must leave campus during the day shall sign in and out in the office

**Volunteers:** Volunteers are not to be left alone with children unless an administrator gives approval. All volunteers must fill out a background form.

**Curriculum:** Each teacher is responsible to know, follow and update his/her course description, course map and class syllabus each year/semester. Any changes regarding scope and sequence of the subject, textbooks, or supplemental materials/activities must have the approval of the administration.

**Maintenance:** All non-emergency maintenance requests need to be written out and placed in the appropriate mailbox.

**Attendance:** Elementary attendance must be entered into RenWeb by 9:00 each morning. Secondary attendance must be entered into RenWeb during each class period.

**Guidelines for Discipline:** Establish and explain class policies and procedures to students at the beginning of the year. Policies and procedures are to be posted in a prominent place in the classroom so students don't forget them. Explain how you will be enforcing the policies and procedures. Make sure the policies and procedures are clearly understood by the class and that the consequences are appropriate. Discipline by making sure the child understands his wrong behavior and is committed to changing it. Remember, the purpose of discipline is always to restore the one being disciplined. Students experiencing ongoing or

extreme problems should be sent to the administration. No student will be allowed to prevent a teacher from doing his/her job or be allowed to prevent a class from learning. When an event warrants it or you have exhausted your methods, disciplinary procedures, or patience, please refer the student to the administration. Students should have a note when they come to the office explaining the reason they have been sent. Do not place children in the office for discipline, unless the principal needs to be involved. School-wide rules are listed in the CVCS Family Handbook. Teachers and staff are to be familiar with the handbook and explain any significant changes in the handbook to the students at the start of the school year. Teachers are to document, in RenWeb, all conferences with parents and students. This is essential for your protection. Make a good habit of doing so. If you believe a conference may become very difficult or uncomfortable, feel free to request one or more of the administrators to attend with you.

**Medications:** Parental permission must be on file if a child is to be given medication at school and only designated staff members may dispense medications.

**Snow Chain:** Snow delays and cancellations will be communicated to staff by text message unless a phone call is requested.

## EMERGENCY PROCEDURES

**Tornado/Fire/Lockdown Drill:** During the first week of school these drills need to be explained to the students. Periodically CVCS has emergency procedure practice drills. These are necessary to prepare you and the students for correct procedures in case an emergency develops during the year.

The school shall execute both announced and unannounced drills. Announced drills shall only be announced to the faculty and staff, not the students. Please make sure that tornado and fire drill procedures are clearly posted in the classroom.

**Tornado/Fire:** When leaving a room please turn off lights and close the door. Have students remain quiet during the drill. Make sure that all students are accounted for. A school official will come around with the “all clear” signal.

**Lockdown:** All students will stay in their classrooms with the door locked and lights off and remain quiet and hidden from view. Yellow “Room Secured” signs should be slid under the door and placed in the window. A school official will unlock each door to give the “all clear.” If a lockdown happens while students are in the gym, they should go to the kitchen, if outside students should go to their classrooms, if in the auditorium, students should return to their classroom and follow the same procedures. In the event of a real intruder, the teacher may use common sense and evacuate the children in their care and/or defend themselves from the intruder.

## OFFICE USE

- If you need supplies that are not in stock, please submit a request a week or two ahead of the time you need them.

## **CHILD ABUSE REPORTING**

Any employee who believes or has reason to believe that a student under the age of 18 has been abused or neglected as defined by law by a person responsible for the student's care will see that such child abuse or neglect or suspected child abuse or neglect is reported to the Department of Human Services in compliance with the law. CVCS shall arrange for licensed staff members to complete training relating to the identification and reporting of child abuse.

All employees are required to report to the administration any suspected cases of physical or sexual abuse of students by school personnel.

## **COMPUTERS AND INTERNET USE**

All of Cedar Valley Christian School's automated systems-including electronic mail, voice mail, Internet access, and electronic storage systems-are school property. CVCS has the right to access, review, archive, and remove any information transmitted through or stored in the CVCS network and software systems, including but not limited to e-mail messages. Employees have no expectation of privacy with such materials.

Internet resources may be used only for purposes that effectively support Cedar Valley Christian School's goals and objectives or for other purposes approved by the administration. CVCS has the ability and reserves the right to review records of use of the Internet.

CVCS staff members must respect all copyright and license agreements regarding software or publications they access from the Internet. CVCS will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

## **DRESS STANDARDS**

Employees should adhere to the dress standard of “business casual”. In general, business casual means dressing professionally, looking relaxed, yet neat and pulled together. Jeans are acceptable on Fridays only. Exceptions to the dress standard may be made for field trips, special events, spirit days, etc.