

**Employee Handbook**

**Accredited by:**

**Southern Association of Colleges and Schools (SACS)**

**Association of Christian Schools International (ACSI)**

**Florida Council of Independent Schools (FCIS)**

**Memberships:**

**Florida High School Athletic Association**

**Southern Baptists Association of Christian Schools**

**Christian Coalition for Education Innovation**

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# Vision Statement

The vision of Calvary Christian High School (CCHS), as a ministry of Calvary Baptist Church, is to be a cutting edge learning center that strengthens the home, the church, and the community by providing the highest quality Christian education to all students.

# Mission Statement

The mission of Calvary Christian High School (CCHS) is to partner with the Christian home and the church to provide a challenging college preparatory Christian education that equips students to live successfully according to God’s plan for their lives. A biblical worldview is foundational to our mission which is fulfilled through students acquiring biblical truth, applying biblical truth, and attaining their highest level of academic achievement.

# Statement of Faith – Biblical Foundations:

* **About God** - There is one and only one living and true God. He is an intelligent, spiritual, and personal Being. He is the Creator and Ruler of the universe. He is all powerful, all knowing, and all loving. He is holy and perfect in every way. God has revealed Himself to us and has eternally existed as Father, Son and Holy Spirit. Genesis 1:1; 2:7; Exodus 3:14; Deuteronomy 6:4; Psalm 19:1-3; 90:2; Isaiah 48:16; Jeremiah 10:10; Matthew 3:16-17; 28:19; John 4:24; I Corinthians 8:6; II Corinthians 13:14; Hebrews 11:6; I Peter 1:2
* **About Jesus Christ** -Jesus Christ is the eternal Son of God, fully divine. He became a man supernaturally conceived and born of the Virgin Mary. Jesus perfectly revealed and did the will of God without sin. He fulfilled God’s plan by His substitutionary death on the cross, making provision for the redemption of people from sin. He was raised from the dead and then ascended into heaven and is now exalted at the right hand of God. He is the one mediator between God and mankind, fully God, fully man and He will return one day in power and glory to judge the world and finish His redemptive mission. Isaiah 7:14; 9:6; 53:1-12; Micah 5:2; Matthew 1:22,23;16:15-16; John 1:1-5,14;14:6-11; Acts 1:9-11; Romans 1:3,4; I Corinthians 15:3-4; I Timothy 6:14-15; Titus 2:13; Hebrews 4:14,15; Revelation 1:13-16; 19:16
* **About the Holy Spirit** - The Holy Spirit is the Spirit of God, fully divine. He is present in the world to make people aware of their sin and their need for Jesus. He lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. Genesis 1:2; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; John 4:24; 14:16-17; 16:7-14; Acts 1:8; 2:1-4,38; 4:31 Romans 8:9-11,14-16,26-27; I Corinthians 2:10-14; 3:16; II Corinthians 3:16-17; Galatians 4:6; 5:22-25; Ephesians 1:13-14; 5:18; I Thessalonians 5:19; I John 4:13
* **About the Bible** - The Bible was written by men divinely inspired and is God’s revelation of Himself to man. All scripture is totally true and trustworthy. It is God’s word to us. It is an accurate revelation of God and what He wants us to know. It is the supreme source of truth and the supreme authority for Christian beliefs and living. Deuteronomy 4:1-2; Joshua 1:8; Psalm 19:7-10;119:11,89,105; Proverbs 30:5; Isaiah 40:8; Matthew 5:17-18; Luke 24:44-46; John 5:39; Acts 17:11; II Timothy 1:13; 3:15-17; Hebrews 4:12; II Peter 1:20-21
* **About Salvation** - People are the special creation of God, made in His own image. By free choice every person has sinned against God and brought sin into the human race. The sin of mankind has affected every person and everything on our planet. Human beings are in need of forgiveness and redemption. Salvation is the redemption of man through the person of Jesus Christ for the glory of God. Salvation occurs through faith in Jesus Christ. When a person places genuine faith in Jesus they are, by God’s grace, made spiritually alive, righteous in their moral standing before God, and are indwelt with the Holy Spirit who guarantees the work of salvation until it is complete. Genesis 1:26-27; 2:7; 3:15-19; Psalm 8:3-6; Matthew 1:21; Luke 2:10-11; 19:10; John 1:12,29; 3:14-18; 5:24; 10:9-10; 14:6 Acts 2:21; Romans 3:23; 5:1,8; 6:23; 10:9-10,13; II Corinthians 5:17-20; Galatians 2:20; 3:26; Ephesians 2:8,9; Titus 3:5
* **About God’s Kingdom** - The Kingdom of God describes the sovereign reign of God over the universe and the particular rule of God in the hearts of people. God’s purposes and plans will be finally and completely accomplished. The Church is an expression of God’s kingdom as a local congregation of believers who fellowship together to fulfill God’s purposes in the world. The Church is the body of Christ and each believer is baptized into His body. Each believer is given a gift for use in the body of Christ and called to work in harmony with other believers to fulfill God’s plan of redemption on the earth. Genesis 12:1-3; Isaiah 9:6-7; Matthew 3:2; 12:25-28; 16:17-19; 18:19-20; Mark 9:1; Luke 4:43; Acts 2:40-47; 6:1-7; 13:1-3; 14:23,27; 20:28; I Corinthians 3:16; 9:13-14; II Corinthians 5:18-20; Ephesians 1:20-23; 2:19-22; 3:10-11,21; 4:3-6; Colossians 1:18; Hebrews 10:25; I Peter 5:1-4
* **About Eternity** - God, according to His plan, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth and Christ will judge all men. Those made righteous, through the gracious work of Christ, will be resurrected, glorified, and will receive their reward and will dwell forever in Heaven with the Lord. The unrighteous will be consigned to Hell, a place of everlasting punishment. Isaiah 2:4; 11:9; 13:6-9; Joel 2:11; Obadiah 15; Zechariah 14:1-4; Matthew 16:26-27; 19:28-29; 24:14,29-31; 25:31-46; 26:64; Luke 12:40; 17:22-36; 21:27-28; John 3:16; 14:1-3; Acts 1:9-11; 17:31; Romans 6:23; 14:10; I Corinthians 4:5; 15:24-28,35-55; Philippians 3:20-21; Colossians 3:4; I Thessalonians 4:14-18; II Thessalonians 1:7; I Timothy 6:14; II Timothy 4:1,8; Titus 2:13; Revelation 20:11-15; 21:1-4

“These seven doctrines are foundational to our understanding of the historic Christian faith and essential convictions for our unity as a church body.” (Calvary Baptist Church-2012)

# Educational Philosophy

The CCHS philosophy rests on the belief that all truth is God’s truth, and the Bible is the only inspired and infallible authoritative Word of God that contains the perfect truth about all that is needed for eternal life and faith pleasing to God (2 Timothy 3:16-17). Therefore, the Bible must be foundational in all areas of a curriculum that is designed to enable pupils to develop to their full potential spiritually, mentally, socially, physically, and emotionally (Luke 2:52).

The historic Christian view of life as presented in the Bible is central to the focus of CCHS. Since God created and sustains everything through His Son, Jesus Christ, the universe and humanity are dynamically related to God and exist to glorify Him (Colossians 1:13-18). Man, being a sinner by nature and choice, cannot glorify or know God apart from accepting God’s free gift of salvation through His Son (John 3:16, Ephesians 2:8,9). Man is recreated in God’s image and restored to a position of true knowledge, righteousness, and holiness through faith in Jesus Christ (2 Corinthians 5:17). All educational endeavors at CCHS hold this restoration to proper relationship with the Creator as the goal.

A quality educational program must enable students to prepare for success in college and other post-secondary programs. Graduates must also be equipped to succeed in the world of work and in building strong Christian homes. Therefore, curriculum that includes honors and dual-credit college classes with an emphasis on technology is essential. A well-rounded education includes ample opportunities for student involvement in competitive athletics, enriching fine arts activities, and other student activities. Consequently, the four areas of the Calvary experience include rigorous academics, fine arts enrichment, athletic competition, and spiritual development.

Quality education results from quality people working in a quality environment with quality materials. The Calvary learning environment is designed to be an exciting, imaginative, and disciplined laboratory which nurtures creativity, high standards of scholarship, spiritual formation, and a biblical philosophy for living. The Christian men and women of the faculty and staff have each demonstrated professional excellence and a personal commitment to Jesus Christ. Their desire is to challenge students to achieve academically to the highest levels of their God-given abilities while becoming the persons of high moral and ethical character God desires.

The end result of Christian education is to produce academically successful graduates who possess a biblical worldview -- a philosophy for living that views life’s challenges and opportunities through the truth communicated in the Bible. Because such education is a parental responsibility, the school functions as an extension of the home to aid parents in providing this biblically-based educational opportunity. CCHS is committed to a close working relationship with parents and welcomes parental involvement in the school.

# Core Values

Core values are the school's guiding principles that direct the school in fulfilling its mission. Core values define a school's culture. Listed below are Calvary Christian High School’s core values—beliefs which are reflected in our actions because they are deeply embedded in our identity as a school.

1. **Partnering with Parents**

It is fundamental to our philosophy that parents are ultimately responsible for the teaching and training of their children (Deuteronomy 6:4-6). We do not believe parents can delegate that responsibility to us; however, we do believe they give us the privilege to partner with them to teach and train their children.

1. **Excellence in Education**

It is fundamental to our philosophy that we provide a learning environment where students are challenged to maximize their potential and achieve to the highest level of their ability. Teachers provide instruction that is comprehensive, compelling, and creative. The classrooms are places of discovery, and places of scholastically, challenging energy. (Romans 12:2)

1. **Christ-Centered, Biblically-based Education**

We believe the Bible contains the foundation for all truth and learning and specifically, the truth about the origins of all of creation. In addition, the Bible contains the truth about Christ, God, the Holy Spirit and the plan of salvation. It is fundamental to our philosophy that we integrate the Bible in every subject, class, fine arts event, athletic opportunities, and every school-sponsored activity. We stand firm and with confidence on the truth of the Scripture. We do not teach from a “neutral” worldview, but from a Christian worldview. (2 Timothy 3:16-17)

1. **Enriching Lives**

It is fundamental to our philosophy that a student not only needs to learn, but also needs to be loved. The environment in which a student learns best is one that is filled with love, joy, acceptance, and Christ-like concern. We endeavor to create this environment for our students to encourage them to acquire Biblical truth, and apply Biblical truth. (1 John 3:16)

# Expected Student Outcomes

As a member of the Association of Christian Schools International (ACSI), we join this organization with a goal of graduating students with a Christian worldview who:

* are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
* have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
* appreciate literature and the arts and understand how they express and shape their beliefs and values.
* have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger.”
* personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
* know how to utilize resources including technology to find, analyze, and evaluate information.
* are committed to lifelong learning.
* have the skills to question, solve problems, and make wise decisions.
* understand the worth of every human being as created in the image of God.
* can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
* understand and commit to a personal relationship with Jesus Christ.
* know, understand, and apply God’s Word in daily life.
* possess apologetic skills to defend their faith.
* are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
* treat their bodies as the temple of the Holy Spirit.
* are actively involved in a church community, serving God and others.
* understand, value, and engage in appropriate social (community) and civic (political) activities.
* embrace and practice justice, mercy, and peacemaking in family and society.
* value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas).
* respect and relate appropriately with integrity to the people with whom they work, play, and live.
* have an appreciation for the natural environment and practice responsible stewardship of God’s creation.
* are prepared to practice the principles of healthy, moral family living.
* are good stewards of their finances, time (including discretionary time) and all other resources.
* understand that work has dignity as an expression of the nature of God.

# School History

In 1999, Calvary Baptist Church began to lay plans to start a quality, college-preparatory Christian high school for the Northern Pinellas County area. In October, 1999, the church officially voted to begin Calvary Christian High School in the fall of 2000. In late June of 2000, Calvary hired its first full-time Administrator, Thomas J. Cathey. Mr. Cathey was an experienced administrator with over twenty-four years of experience, and an Association of Christian Schools International (ACSI) board member.

On August 23, 2000, CCHS opened its doors with seven faculty members and 38 ninth and tenth graders. In 2001-2002, enrollment doubled to eighty students. While the first year students were pretty much “family,” the juniors were eager to fulfill the roll of “upper classmen!” The third year (2002-03) was a historic year. It began with promoting the previous year’s juniors into the first senior class. It was the first year with grades 9-12. Eighteen students became the first group of students to graduate from Calvary. The enrollment was 125 students. The faculty had grown to thirteen. Over the next couple of years, the school continued to grow and expand to more classrooms in the current building, while construction began on a new building at the corner of McMullen Booth Road and Drew Street. Enrollment reached 200 at the beginning of the 2005-06 school year. During the Christmas break of 2006, the school relocated to the new campus.

In 2008, Mr. Cathey accepted a position with the Association of Christian Schools International in Colorado Springs, CO. The school hired Mr. David Kilgore to serve as the next Head of School. The school began to develop strategic partnerships with area K-8 schools for high school enrollment at Calvary for their students. In 2010, the school began to experience phenomenal enrollment growth with the school enrolling the first freshman class with over 100 students. In 2011, the school opened a multi-million dollar sports complex on campus. The facility provides a home field for football, soccer, track, as well as, a field house with a state-of-the art weight room. The sports complex was made possible through a generous donation. This addition became a catalyst for continued enrollment growth. Today, the current student enrollment is over 430 students. A new building is currently being constructed to permit enrollment to reach over 500 students.

The school has continued to grow, not only in enrollment, but in academic offerings. Today, students have the opportunity to take dual credit college courses, advanced placement courses, as well as a full offering of college preparatory classes. The fine arts program has grown from part-time faculty and minimal class offerings, to full-time teachers in band, drama, choir, and art with multiple class offerings for students. In athletics, the school added a multi-million dollar baseball complex on campus in 2013. The addition of this on-campus facility enabled us to continue to offer varsity baseball, but also add JV baseball for our underclassmen. The school fields teams in 24 sports for guys and girls that are competitive in each sport. The school is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Association of Christian Schools International (ACSI), and the Florida Council of Independent Schools (FCIS).

# General School Information

|  |  |
| --- | --- |
| Founded | 2000 |
| Location | 110 N. McMullen Booth Rd., (Corner of McMullen Booth Rd. and Drew Street) Clearwater, FL 33759 |
| Phones | 727.449.2247     Fax: 727.461.5421 |
| Email | [info@cchs.us](mailto:info@cchs.us) |
| Grades | 9 – 12 |
| Accreditation | Southern Association of Colleges and Schools (SACS) and Association of Christian School International (ACSI) |
| Enrollment | 561 |
| School Hours | 7:45 AM - 2:55 PM |
| School Colors | Navy, White, & Gray |
| School Mascot | Warrior |
| School Motto | Inspiring Excellence: Mind, Body, Spirit |
| Boys Sports | Baseball, Basketball, Bowling, Cross Country, Football, Golf, Soccer, Swimming, Tennis, Track & Field |
| Girls Sports | Basketball, Bowling, Cross Country, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball |
| Fine Arts | Visual Art, including Advanced Placement Art, Band, Marching Band, Choir, Creative Writing, Drama, Music Theroy, Culinary Arts, and Private Lessons in Voice, Piano, Guitar, and Band Instruments |
| Clubs | Student Government, Warrior Tech Team, National Honor Society, Rho Kappa, Environmental Club, Film Society, Fellowship of Christian Athletes, International Thespian Society, Wild Warriors |
| Community Service | 100 Hours-College Prep Diploma; 125 Honors College Prep Diploma; 150 Hours-Advanced Honors College Prep Diploma |

# Employment Policies and Procedures

# Administrative Prerogative

The intent of this handbook is to give general overall guidelines to be adhered to by personnel. Sometimes new situations occur or circumstances arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations. Calvary Christian High School will not be responsible for any event that is not officially sanctioned by school administration.

# Acknowledgement Signature

Each employee must sign a statement acknowledging the receipt of the handbook and having read the entire handbook. Please see Appendix A for the signature page. Please sign and submit the signature page to the Head of School after you have read the handbook

# Abuse (Suspected Child Abuse)

There are four basic categories of child abuse; physical, emotional, sexual and neglect. There are 2 million cases reported annually. At least 85% of the time, the abuser isn’t a stranger, but someone the child knows and trusts. Studies indicate that ¼ of the girls and 1/10 of the boys will be sexually abused in some way before they reach age 16.

***Protect Yourself***

* 95% of all child abuse cases are brought against men.
* People are suspicious today about anything you do with your child.
* Keep records – any suspicious things you hear a child say or any unusual or questionable things that happen in the classrooms.

***Rules***

* Touching – Be extremely careful. Touch from the shoulder up!
* Hugging – Be very, very cautious. Watch where your hands are.
* Coach Types – No patting kids on the backside.
* Restrooms – Never be alone in the restroom with a student.
* Automobiles – Never take students with you alone in an automobile.
* Sleep-overs or slumber parties are an absolute no!
* Never, ever be in a room alone with a student where you cannot be seen by others openly.

***Verbal or Emotional Abuse***

* Calling a student a derogatory name can be classified as emotional abuse. (i.e. stupid, ignorant, fool, bad, dummy, etc.)
* Comparisons can be classified as abuse! (You run like my grandma!)
* Physical punishment can be emotional abuse. (Standing in the corner, etc.)
* The Bible teaches we are to use words that edify. In discipline, tell them they have done a foolish thing but never call them a fool. God did not make bad children, He made children that sometimes do bad or foolish things. They are still wonderful and beautiful in God’s eyes.

***Reporting***

* If you suspect child abuse:
* Report it to an Administrator.
* You are under law to report any suspected abuse to the proper authorities.

# Accidents or Injuries

* As much as possible, remain calm and think rationally when an accident or injury occurs.
* All accidents or injuries must be reported to school administration immediately. An employee must not leave a student alone; use the classroom phone system or send for help with as specific instructions as possible (example: bleeding rapidly, need ambulance).
* DO NOT move the victim. (Permanent injury may result when an untrained person moves a person.)
* An accident form must be completed and submitted to school administration before the end of the school day.

# Attendance

* ***Absences from Work***

Absences from work must be approved in advance (except for emergency sick leave) through submission of an Absence Request Form for school administration approval. Absences from work may include the following:

* ***Hours for Work***

Unless otherwise agreed upon by school administration, all employees are expected to be in the building and ready to begin work at 7:30 AM each school day. Faculty members are expected to remain on campus until 30 minutes after the student dismissal bell. Unless otherwise agreed upon, administration and staff are expected to remain on campus until 4:00 PM for each school day.

Faculty will be assigned professional duties on a rotating basis. On the day of a morning professional duty, faculty should be in the building and prepared to begin assigned duty at 7:20 AM.

* ***Leaving Campus***

Except for lunch breaks, it is expected that all employees remain on campus during the entire work day. Employees leaving campus for lunch must sign-out with the front office. Employees leaving campus for any other reason must obtain permission from administration and sign-out with the front office noting the length of absence prior to departing.

* ***Sick Leave***

Sick leave, with or without advance approval, requires completion and submission of the Absence Request Form. The form must be submitted prior to the planned sick leave or upon the first day the employee returns to work in the event of unplanned sick leave. The school officials may request a doctor’s note to document reason for sick leave. Full-time employees receive a maximum of six (6) full sick leave days for each school year. Sick leave days will be computed on a half-day basis when used. Teachers who find it necessary to be absent because of illness in excess of their earned and accumulated sick leave benefit will have the equivalent of one day’s salary deducted from their paycheck for each day absent. The daily rate will be determined by dividing the gross salary by the number of days in the school year, including pre- and post-planning according to the current calendar. Full-time employees may accrue up to a maximum of 30 sick days. Part-time employees do not qualify for the sick leave benefit. Employees will not be paid unused sick leave upon resignation and/or termination from employment.

Employees who are unable to report for work due to personal illness should notify the employee designated for scheduling substitutes as soon as possible. Sick leave may be requested for:

* Personal illness, doctor and dental appointments.
* Illness of spouse, child or other immediate family member residing in the employee’s home.
* Maternity related illness (Extended maternity leave, other than paid sick leave, will be considered in accordance with current legal requirements of the Family Medical Leave Act)
  + Family Medical Leave Act (FMLA) - requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least 1 year and for 1,250 hours over the previous 12 months. The provision is an unpaid option available and must be requested 30 days in advance. FMLA may be used for the following reasons:
    - The birth of a child or placement for adoption or foster care.
    - The care for an immediate family member with a serious health condition.
    - The employee is unable to work due to his or her own serious health condition.
    - The employee is required to use any accrued paid leave, such as sick or vacation time, prior to the use of FMLA. The employee will be notified of approval.
* ***Funeral Leave***

In the event of a death in the immediate family, a full-time employee may receive up to three (3) working days, with pay, to handle family affairs and attend the funeral. “Immediate family” is defined as: father; mother; sister; brother; spouse; child; grandparent; grandchildren; nieces; nephews and in-laws of the same degree.

* ***Jury Duty***

A full-time employee summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment. The leave shall be with pay and the employee shall be required to reimburse the school the daily duty fee excluding any travel or other expenses actually paid. The employee shall be required to notify school administration immediately upon receipt of jury duty assignment.

* ***Personal Leave (Paid)***

Full-time employees will be awarded four (4) personal leave days each school year. Personal leave, not to exceed two consecutive days for an absence, and not to conflict with critical school needs, is available upon prior approval by school administration. Such leaves are for personal matters and may be requested at the discretion of the employee. Personal leave days are not eligible to be used on a day immediately before or immediately after a school holiday and school break.

* ***Personal Leave (Unpaid)***

Employees may submit requests for unpaid personal leave, not to exceed five (5) consecutive days, will be considered on an individual basis. The days must not conflict with critical school needs or be on a day immediately before or immediately after a school holiday or school break.

# Benefits

Full-time employees shall receive employee the following benefits. Benefits are considered over and above personal income or base pay. An employee cannot take the cash equivalent in place of any benefit. Some benefits may be provided on an employer/employee cost-sharing basis. Benefits will be reviewed annually, and may be adjusted or modified based on need, cost, and budget considerations. Full-time faculty who have a signed agreement for the upcoming school year will have their benefits continue during the summer.

* Insurance

Group Hospitalization Insurance plan with employee premium paid by the school. The policy is a wellness plan with a high deductible ($2600). The school will contribute $1000 per school year to the employee’s Health Savings Account. The HSA Account carries forward with any amount of the $1,000 not used for health related expenses.

Dependent coverage may be added with school paying 50% of the additional premium and the employee paying 50% of the additional premium.

Term Life Insurance for the employee with the school paying the premium.

Long-term Disability Insurance for the employee with the school paying the premium.

* Retirement program

Employee may elect to participate in a 403 (b) retirement program sponsored by the Annuity Board of the Southern Baptist Convention. Each eligible employee may contribute to the program to the limits allowed by law. The school will contribute 2% of the employee’s salary to the account.

* Sick Days – 6 days per school year. May accrue up to a maximum of 30 sick days
* Personal days – 4 days per school year. May not be accrued.
* Tuition Discount - 75% reduction of tuition costs for children enrolled at Calvary. The Activity/Testing/Materials, Fine Arts, Athletic, etc. fees are payable are the regular rate.

**Administration and full-time staff will receive the following benefits in addition to the above listed benefits.**

* Holiday Pay

The school will be closed on the following holidays and full-time administration and full-time staff will be paid for these holidays.

Labor Day Presidents' Day

Thanksgiving Break Easter Break

Christmas Break Memorial Day

Martin Luther King, Jr. Day Fourth of July

* Vacation Pay

After the completion of one full year of employment, full-time administration and full-time staff will receive pay for two weeks summer vacation. The dates of the vacation used must be pre-approved by school administration and may only by used during the time school is out for the summer. Vacation does not accrue from year-to-year; if unused, it is lost as a benefit. Also, no payment of any kind will be made for unused vacation upon the resignation or termination of an employee's service.

# Building Access

The school building will be open and available for employees to enter at 6:30 AM each school day. Employees must sign a form to acknowledge receipt of a **key** to access assigned classroom, work area, or office. Each employee is responsible for the key. The cost to replace a lost or stolen key is $5 per key.

The school building is armed with a security system during off hours. Employees given a key to access the building will also be given a code to disarm the alarm system. If an employee has not been given an entry door key and alarm code must not enter the building during off hours. Requests for use/access of the building during off hours must be submitted to administration for approval. Administration will notify employee is request is granted or denied.

# Buildings and Grounds

All school facilities belong to the Lord and have been purchased with His money. All employees are to instruct students to refrain from any actions which may result in damage to the property or to the appearance of the buildings and grounds. Any damages brought to the lockers, buildings, furnishings, or grounds will be repaired and/or replaced at the expense of those causing the damage. Employees and students may be asked to participate in routine cleanup of the school building and grounds. Cleanup fosters pride in the physical upkeep of the building and promotes accountability to everyone with regard to their disposal of garbage.

# Calendar

The school calendar is posted on RenWeb and on the school website (www.cchs.us). Any employee requesting an event be added to the school calendar must submit the request to the employee(s) designated for maintaining the school calendar. In some case, a form may be required to be completed for the school activity to be approved and added to the school calendar.

# Cell Phone/Student

Student cell phones are to be turned off during school hours (7:45 AM – 2:55 PM), and cannot be used in class for any purpose unless authorized by school administration. Cell phones used or heard (ringing, vibrating, etc.) during the school day should be taken from the student and given to the Dean of Students. The phone will be kept until a parent comes to the school to pick-up the phone. Saturday School will be assigned to the student.

# Communication

* Through Email
  + The school will provide each employee with a school email address. The email address should be used for school-related communication. The school email address should not be used for personal communication.
  + Employees must promptly answer emails. The sender should receive an email response within 24 hours of receipt of the email. The response may be to acknowledge receipt of email with a specific date of expected answer.
* Through Phone/Voice Mail
  + The school will provide a voice mail extension to each employee. Employees must promptly return phone calls/messages. All employees should check voice mail messages once per day.
* Through In-house Communication
  + The school will provide each employee with a mailbox for in-house communication and for the distribution of the mail/packages received. Employees must check their mailbox each day.

# Communicable Diseases

Calvary Christian High School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term. "communicable disease." shall mean an illness, which arises as a result of a specific infectious agent, which may be transmitted whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

An employee that reasonably suspects that a student or employee has a communicable disease shall immediately notify the Head of School. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiais, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylo bacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inquinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning. Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable disease or which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, CCHS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Calvary Christian High School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

***Universal Precautions/ Blood-borne Pathogens***

* Each employee is required to have annual training in the understanding of Blood-borne Pathogens and Universal Precautions.
* Each employee may request a copy of the school’s Exposure Control Plan from school administration.

# Confidentiality of Student Information

All student information is confidential, and must be protected. Employees are responsible to secure assigned computer/laptop/tablet device. Employees should passwords, screensaver password protection, and log-off the device when not in use or when leaving the device unattended where it may be accessible to others. Students must not use the device for any reason, especially to enter attendance, grades, or other information.

A cumulative file folder is maintained on all current students and stored in a secured, fire-proof file cabinet. The file folders are arranged in alphabetical order by grade level. No folder is to be removed from the file cabinet without approval from administration. The folder must not leave the office area where the file cabinet is stored. Information in the cumulative file folder is accessible to the teacher. The information is to help the teacher understand the student better and help the teacher provide instruction in a manner the student may achieve at a higher level. The information in the cumulative file folder is confidential and must not be shared with anyone.

***\*Please refer to the Ethics in Student Privacy section in this Handbook for further guidance in maintaining confidentiality of student information.***

# Conflict Resolution – Between Colleagues

If a fellow employee offends you, go and speak to him or her in private regarding the matter before you speak to anyone else. If the conflict is resolved at this level, you have strengthened a relationship. If the two of you are not able to resolve the conflict you should invite your supervisor/ administrator to meet with the two of you to mediate the conflict. This should be done confidentially and in private.

Please note that this Biblical model of conflict resolution (Matthew 18:15-17) involves only those people directly associated with or responsible for those involved in the conflict. Those who fail to follow this process by listening to the complainer without the third person present or complain to another without the third person present are in violation of school policy and Biblical guidelines.

# Conflict Resolution Agreement –with Employer

Employees must agree as Christians we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1 8, Matthew 5:23 24, and Matthew 18:15 20. Therefore, the parties agree that any claim or dispute arising out of, or related to any aspect of the employment relationship, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation of Peacemaker Ministries, Billings, MT (406-256-1583) shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, Guidelines for Christian Conciliation.

Employees must agree that these methods shall be the sole remedy for any and all controversies or claims of any nature arising out of or in any way related to the employment relationship or this letter and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Employees must agree and hereby confer jurisdiction to enforce the binding arbitration provisions of this policy upon the courts of Florida and venue to be Pinellas County, Florida. Employees acknowledge and hereby agree that any breach of their respective obligations under this agreement shall be deemed to have occurred at Pinellas County, Florida and that such party has purposely established minimum contact in Pinellas County, Florida within the meaning of all applicable law. Each of the parties hereto consents to the jurisdiction of said court or courts in Florida and to service of process by certified mail, return receipt requested, or by any other manner provided by law. In the case of a claim to enforce the binding arbitration involving the parties hereto, any legal action, suit or proceeding arising out of or relating to enforce such binding arbitration against such persons shall be made in Pinellas County and each such party agrees not to assert, by way of motion, as a defense, or otherwise, in any such action, suit or proceeding, any claim that it is not subject personally to the jurisdiction of such courts, that the action, suit or proceeding is brought in an inconvenient forum, that the venue of the action, suit or proceeding is improper or that the binding arbitration or the subject matter thereof may not be enforced in or by such court.

# Classifications

Employees are classified as: Administration, Faculty, and Staff. This handbook addresses policies and procedures for employees in these classifications.

# Dress Code

* ***Purpose***

The purpose of the dress code for CCHS staff is to encourage an environment that is professional, that is modest, and that would honor our Lord and Savior, Jesus Christ.

* ***Men***

Male staff members should wear a shirt with a collar (business casual shirts with the banded collar are acceptable); casual (Dockers type) or dress pants, including appropriate belt with pants having belt loops; business casual or dress shoes, plus appropriate socks. Tee shirts, shorts, and tennis shoes are not acceptable.

* ***Women***

Female staff members should wear dresses, skirts, or slacks with shirts and blouses and appropriate shoes. Skirts should be no higher than two inches above the knee. Female staff members should be careful to avoid low-cut necklines, exposed midriffs, clothes that are tight-fitting, and types of clothing that may be too revealing (such as sheer blouses, skinny jeans, stretch pants, and Spandex pants).

* ***Friday Dress***

On Fridays, all employees are permitted to wear blue jeans, tennis shoes, and a casual shirt. A school T-shirt is preferred.

* ***Non-dress appearance***

Other areas of appearance (hair, facial hair, jewelry, personal hygiene, etc.) are to be in keeping with a professional and modest appearance. In all cases of dress code and appearance, school administration reserves the right to determine what dress is, and is not, appropriate for all employees.

# Devotions and Prayer Time

On Tuesday mornings at 7:15 AM each week, faculty members who are not assigned for a professional duty are expected to meet with the Head of School for a Bible devotion and prayer. The purpose of this gathering is to maintain unity and further enhance the “family” environment of our staff. Employees will be notified of the designated room location for the weekly meeting.

# Employee Role Model Requirements

Each staff member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 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, dignity, 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 KJ; Titus 2:7 8 TLB; I Thess. 2:10 TLB; I Thess. 5:18, 22 23 KJ; James 3:17 18).

One of our major goals is to train our young people to be sensitive to the Holy Spirit's leading and convicting. We must be on guard continually to be sure that we do not commit any act or speak any words which our students might interpret as counter to the best Christian testimony. In some cases, we will refrain from activities, actions, dress, or conduct acceptable to this ministry because our students will be adversely affected or confused.

As mature Christians, we are expected to have sound spiritual discernment and maintain the highest of standards. Sexual immorality will warrant immediate termination. Be careful concerning activities which might be questionable and would jeopardize one's testimony.

It is a forbidden practice for staff to invite students to their home for overnight stays or to take students to special church or other religious functions without written permission of the parents or guardians and school administration. Staff members must never become physically, sexually, and/or romantically involved with a student. To do so is grounds for immediate termination. An attitude of professionalism should govern our relationship with students.

The staff member agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, cross-dressing, transgendering, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other sexual deviates as perverted. Such deviation from Scriptural standards is grounds for immediate termination (Romans 12:1 2; I Corinthians 6:9 20; Ephesians 4:1 11, 5:3 5; I Thessalonians 4:3 8; I Timothy 4:12; II Timothy 2:19 22; I Peter 15 16; I John 3:1 3).

# Employee Loyalty

Those employed by CCHS are expected to help it grow and prosper. If any employee finds himself or herself in a position of non-support of its policies and/or directions, he or she should voluntarily choose to seek employment elsewhere. Those on staff are part of the "family." There must be no division or factions among us. The Lord has richly blessed and will continue to do so as we work together serving Him.

# Employee Qualifications

* ***Spiritual***

The employee shall…

* Have received Jesus Christ as his/her personal Savior.
* Believe that the Bible is God's Word and is the standard for faith and daily living.
* Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40)
* Be a member in good standing at a local, evangelical church, which has a Statement of Faith in agreement with Calvary Christian High School's Statement of Faith.
* Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
* Be in whole-hearted agreement with the Calvary Christian High School’s Statement of Faith, Christian philosophy of education, Vision, and Mission Statement.
* Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
* Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
* Seek to honor Christ in every activity.
* Encourage students to accept God's gift of salvation and help them grow in their faith.
* Guide students to a realization of their self-worth in Christ.
* Be familiar with the ministry of Calvary Baptist Church by willing to attend a minimum of one service per semester if asked.
* ***Personal***

The employee 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.
* Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with Calvary Christian High School standards policy.
* Use acceptable English in written and oral communication. Speak with clear articulation.
* Respectfully submit and be loyal to constituted authority.
* Refuse to use or circulate confidential information inappropriately.
* Place his/her CCHS employment ahead of other jobs or volunteer activities.
* Follow the Conflict Resolution policy in dealing with students, parents, staff, and administration.
* When necessary, seek the counsel of the administrator and colleagues while maintaining a teachable attitude.
* Notify the administration of any policy he/she is unable to support.
* ***Professional***
* Cooperate with school administration in implementing all policies, procedures, and directives governing the operation of the school.
* Teach classes as assigned following prescribed scope and sequence, course outline, and instructional objectives as documented for the course.
* Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
* Keep proper discipline in the classroom and on the school premises to maintain a positive learning environment.
* Maintain a clean, attractive, well-ordered classroom.
* Plan and prepare lessons that as much as possible, meets the individual needs and abilities of the students to encourage him/her to do his/her best.
* Utilize valid teaching techniques to achieve course goals within the framework of Calvary Christian High School's philosophy of education.
* Utilize a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
* Utilize homework effectively to support the teaching of course standards.
* Assess the learning of students on a regular basis.
* Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
* Keep students, parents, and school administration adequately informed student progress or deficiencies and give sufficient notice of failure.
* Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
* Attend and participate in scheduled devotional, in-service, retreats, committee, and faculty meetings.
* Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
* No staff member should ever discuss controversial matters relating to other staff members or students with other students or other parents, nor within the hearing of other students or other parents.
* Staff members must not discuss administrative policies and decisions in front of students or parents.
* Staff members must not discuss a student's family situation in the presence of other students.

# Ethics Regarding Student Privacy

* As a matter of professional ethics, employees must not discuss any student, his/her problems, grades, or personal life in the presence of any other student or visitor, regardless of place, time, or condition.
* Employees must not relay student problems or disciplinary action to staff or faculty members in other areas.
* Employees must never imply or use derogative words to describe a student. An employee must never evaluate a student in comparison to any other student (this would include brothers and sisters) within the classroom situation.
* Employees must never advise parents to remove their student(s) from the school. If an employee believes it is in the best interest of the student and/or the school to have student leave, discussion should take place with school administration and the final decision will be left with school administration.
* An employee’s discussion of any problem/situation with a student is considered confidential unless the matter reveals a threat for harm to the student or any other individual or reveals a violation of the law.

# Ethics Concerning Personal Information

Employees must not discuss their personal lives, including dating, with students. Faculty members are expected to maximize instructional time with students and time should not be given to discuss personal information with students. Employees are expected to remain professional in their interactions with students in and out of school.

# Ethics – FCIS Code of Ethics

CCHS is seeking accreditation with the Florida Council of Independent Schools in the spring of 2015. As a member school and a school with candidacy status for accreditation, we as a school adhere to the FCIS Code of Ethics and expect all employees to abide by such. Please reference the Appendix B for a complete copy of the FCIS Code of Ethics.

# Fundraising

All fundraising activities for clubs, teams, classes or other groups must be approved by school administration. Teachers must not direct or permit students under their supervision to conduct fundraising activities unless approval from school administration has been received.

# Leadership

Calvary Christian High School (CCHS) is a ministry of Calvary Baptist Church (CBC). The Head of School serves as one of the Executive Pastors of CBC under the leadership of the Senior Pastor. The Senior Pastor delegates the leadership of the school to the Head of School. The Head of School directs the daily operations of the school and communicates regularly with the Senior Pastor and School Board Chairman regarding concerns and progress of the school program. The CCHS School Board Committee is a standing committee of Calvary Baptist Church and meets with the Head of School to provide advice and guidance for the effective operation of the school. All communication from/and to the School Board should come through the Head of School.

In the case of the absence or unavailability of the Head of School, any duty required of the Head of School by this Handbook may be delegated to another member of the school administration team. The faculty, staff, and administration employees will be notified of the administrator in charge if such occasion shall arise.

# Letters of Intent/Employment Agreements

In January, all employees will be issued a letter of intent document to facilitate the communication to school administration of their desires for continued employment for the upcoming school year. School administration will issue employment agreements to the faculty and salary computation worksheets to administration and faculty for continued employment during the 4th quarter of the current school year.

# Lifestyle Statement

Calvary Christian High School (CCHS) is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. To do so, CCHS requires its employees to be born-again Christians, living their lives as Christian role models (Romans. 10:9-10; 1 Timothy 4:12; Luke 6:40). Employees must conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior.

The CCHS Lifestyle Statement expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices, or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6). CCHS believes that biblical marriage is limited to a covenant relationship between a man and a woman. CCHS reserves the right, within its sole discretion, to terminate employment with an employee who fails to maintain a lifestyle based on biblical standards of moral conduct.

# Medication

Students are not permitted to keep prescription or over-the-counter medications in their possession. All medication, prescription or over-the-counter, must be kept in the Office with a current school-year *Medication Administration* form on file. Any employee aware of a student having prescription or over-the-counter medicine in his/her possession must take the medicine and bring it to school administration. The student should be sent to the Assistant Principal.

# Non-Discriminatory Policy

Calvary Christian High School and Calvary Baptist Church does not discriminate on the basis of sex, race, color, national origin, disability, or age.

# Payroll Information

Employees will be paid bi-weekly for a total of 26 pay periods annually. Faculty has the option to request their pay be distributed over 22 pay periods. A W-4 Form must be completed and signed by each employee to indicate what allowances are claimed for federal income tax purposes. The number of allowances can be changed at any time by completing a new W-4 Form and submitting it to the Finance Coordinator. Deductions are made for federal income tax and FICA (Social Security) taxes. Paychecks are direct-deposited in employee’s personal bank account.

# Professional Development

* ***Conferences/Workshops***

The school will provide employees with opportunities to attend conferences and/or workshops for professional development. Most of these opportunities will be arranged and scheduled by school administration. Employees may submit a request to administration for approval to attend professional development workshops. Administration will notify employee if request is approved. Attendance to conference/workshops scheduled or approved by school administration will not be deducted from personal days benefit.

* ***Professional Development/In-service Days***

Faculty members are expected to attend up to 10 professional development/in-service days for each school year as part of fulfillment of the employment agreement. Administration and staff will be notified which professional development/in-service meetings they are required to attend; however, the professional development/in-service days are work days for full-time administration and full-time staff.

* ***Staff Meetings***

Faculty/Staff Meetings will be held weekly on the day scheduled by school administration. All faculty and designated administration and staff are expected to attend. Prompt, on-time attendance is expected. Notes and school calendar information will be distributed to all employees.

# Sexual Harassment

Calvary Christian High School seeks to treat every individual with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals based on ethnic or religious background, race, sex or sexual orientation. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work and learn. The individual must be able to pursue his or her work or academic program without fear of another.

Sexual Harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly a term or a condition of employment or as a basis for employment decisions; (2) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance; (3) such conduct has the purpose or effect of creating a hostile, intimidating or offensive work environment (Title VII of the Civil Rights Act of 1964).

Reporting Procedures - Any alleged violation of the Harassment Policy should be reported immediately. When the accused or accuser is a faculty or staff member of the school, grievances may be brought to the Head of School.

If any employee of Calvary Christian High School is accused of sexual harassment an investigation will take place. Depending on the circumstances, a committee may be called on to review the case. If the accused is found to be in the wrong the following actions should take place: (1) an apology to the individual(s) involved, (2) participation in an appropriate plan of education (workshops, counseling), (3) probation, suspension, non-renewal of appointment, or termination.

# Supervision Policy

Each employee is assigned to a direct supervisor for the purpose of supervision. The supervisor works under the following principles to enable the school to pursue excellence in achieving our mission statement.

***Biblical Principles for Supervision***

* Overseers are held accountable for the growth and development of individuals under their supervision. (Hebrews 13:17)
* Overseers are to carry out their responsibilities in a gentle manner, not lording over people. (1 Peter 5:1-2)
* Individuals are responsible to obey those in authority over them, responding in a manner that makes overseers’ work joyful. (Hebrews 13:17)
* Individuals are responsible to judge and examine themselves regarding improvement and maturity. (1 Corinthians 11:28,31)
* Christians are indwelt by the Holy Spirit, are equipped with everything necessary for life and godliness, and are given a divine desire to walk in obedience to God our Heavenly Father. (2 Peter 1:3; Philippians 2:13)
* Christians are gifted differently and should understand their gifts so as to minister effectively. (Romans 12:1; 1 Corinthians 12)

***The Purpose of Supervision***

* Supervision is aimed at improving employee skills and the overall growth and efficient operation of the school.
* Because CCHS employees are Christians and have accepted their role to serve in a Christian school ministry, they can be trusted to press on towards improvement and maturity, both personally and professionally.

***Responsibilities of Supervision***

Responsibility for supervision of the school employees rests with Head of School and the designated school administration personnel. Employees are accountable for personal and professional evaluation, examination, and growth while being submissive to administrative supervision.

**IMPORTANT**: While the goal of supervision is to improve employee skills and the overall growth and efficient operation of the school, this does not in any way alter the "at-will" status of all employees at CCHS. The CCHS Administration reserves the right to dismiss any employee from employment at any time and for any reason.

# Supply Requests

The office keeps an inventory of general office supplies. Requests for supplies should be submitted to the front office. If in stock, the items will be delivered to the employee as soon as possible. If the items are not in stock, the front office will notify you of the order and anticipated delivery date.

Requests for supplies or equipment not considered general office supplies must be submitted to the employee’s immediate supervisor by completing a Purchase Request Form. The request will be reviewed by administration and the employee will be notified if the request is approved or denied. Employees must not purchase items with their own funds and submit a receipt for reimbursement without receiving prior approval for the purchase and having been instructed by administration to purchase the item with personal funds.

# School Property

Employees should not remove school property from the classrooms, offices, library, cafeteria, or any other area unless school administration gives permission. If permission is granted for something to be borrowed, the item should be returned within the time frame agreed upon by school administration or the person in charge of the area.

# Technology – Acceptable Use Policy

Calvary Christian High School recognizes that the use of technology enhances the academic environment for students, teachers, parents, and staff. Calvary Christian High School also acknowledges the dangers of unrestrained use of technology. The use of these technological resources, which includes computers, audio-visual media, and Internet resources, is a privilege and must be used only for educational and instructional purposes and other purposes consistent with the educational mission of this school. As such, the school has adopted an *Acceptable Use Policy* to guide and govern the use of technology. The policy requires a signature of agreement from each employee. Please see the Appendix C for the complete policy and the signature page.

# Transportation

The school has buses available for transporting students for field trips, athletic events, and other school-related events. All employees requesting to use a bus must submit a request to the athletic office for scheduling and reservation. The employee, team, club, group, etc. requesting use of the bus is responsible for securing an approved driver for the bus. The driver must be approved by administration and have the proper license to operate a bus The athletic office maintains a list of approved drivers.

# Visitor/Guest Policy

All visitors/guests must enter the school through the main entrance to the school, sign in, and obtain a Visitor's Badge prior to visiting the school campus. Any employee inviting a guest to the campus must make sure the guest follows these procedures. If a visitor is seen on campus without a Visitor’s Badge, all employees are responsible to inquire of the person and direct him/her to the front office.

# Work (Maintenance) Requests

Employees should email the front office with requests for repairs or cleaning. Office personnel will submit requests using the appropriate forms to the Facilities Department. Employees must not speak directly to Facilities Personnel and request repairs or cleaning of the building. Administration meets regularly with the Facilities Department to monitor outstanding work orders and to evaluate the cleaning responsibilities of the building.

# Workman’s Compensation

The school will provide and maintain a current workman’s compensation insurance policy for all employees. Employees are responsible to report the details of any job-related sickness and/or injury to their immediate supervisor (or if unavailable, the next closest supervisor) as soon as possible. IN THE CASE OF EMERGENCY, EMPLOYEE SHOULD IMMEDIATELY GO DIRECTLY TO THE NEAREST MEDICAL FACILITY. Absences for work-related sickness and/or injury will be excused according to the number of days the employee has left of the sick/personal days allowed.

# Instructional Staff Responsibilities

# Attendance for Students

Teachers are responsible for recording student attendance in RenWeb at the beginning of each class period.

* Tardy

Students are expected to be in the classroom when the bell rings for the beginning of class. Punctual student attendance maximizes the learning opportunity for students and the prevention of class interruptions maximizes the instructional environment for the teacher and student. Students not in the classroom for the beginning of the class are to marked Tardy in RenWeb. There are disciplinary consequences for habitual tardiness.

# Chapel

A regular part of student life at Calvary is the weekly chapel service. Chapel attendance is required by all teachers and students, and is intended to aid student growth as a Christian, and to provide students with the opportunity to worship and praise God with fellow students and school staff. Any misconduct during chapel will be handled in the same manner as a classroom offense, but with a greater concern for disrespect to interrupting worship. Sleeping, participating in conversations, being a distraction, or disrupting chapel is considered disrespectful and unacceptable behavior for Chapel. Teachers should assist with student behavior in chapel and send student referrals to the Dean of Students. With the exception of a Bible, students are not to bring backpacks, books, computers, or other materials to Chapel.

# Classroom Appearance

Teachers assigned to a classroom should follow these guidelines for setting up and maintaining the classroom.

* Do not to bring optional furniture into the classroom without first requesting permission from the Head of School.
* Keep the teacher's desk neat at all times.
* Live or artificial plants must be kept to a minimum, and are to be kept neatly pruned and dusted.
* Floors must be kept clear of boxes and other possible obstructions.
* Bulletin Boards must be kept creative and up to date.
* There should be no books, backpacks, or other articles in the aisles or beside the student's desks.

# Conduct of Students

Our goal, and the student mission, should always be to obey the Scripture which says, "So then, whatever you do, whether in word or deed, do all to the glory of God." In the best interest of the entire school community, so that we might all live safely and in harmony, certain guidelines of conduct must be maintained by all students of Calvary Christian High School, both on and off campus. Students must practice courtesy and consideration in all associations with teachers, school employees, fellow students, and visitors. Students must respect their person and their property. (Ephesians 4:28-32)

Students must respect the authority of administrators, teachers, and staff members and treat them respectfully as a demonstration of obedience as unto the Lord. (Hebrews 13:17 and I Thessalonians 5:12-13).

* ***Behavior Expectations***

Good behavior arises from good character. Partnering with parents in the development of Godly character is one of CCHS's primary goals. As such, it is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity. We want CCHS to be characterized by a positive learning atmosphere where respect for others is common. As such, school personnel will teach students the behavioral expectations for CCHS students and assign disciplinary measures to teach students appropriate character. The accumulation of discipline referrals and discipline points may be viewed as a sign that the student is unwilling to abide by the CCHS standards. The accumulation of disciplinary referrals and discipline points will result in more serious consequences, even dismissal from the school.

***The Calvary Christian High School student will…***

* + Abstain from the use or possession of alcoholic beverages, tobacco, drugs, pornography, gambling and other undesirable practices both on and off campus twenty-four hours per day, seven days per week. Students who do not abstain from such practices may be subject to expulsion. (1 Corinthians 6:19-20)
  + Abstain from profanity, vulgar, and abusive speech, writing, texts, social media posts, or actions. This behavior is harmful to others and is not appropriate or conducive to one's own moral and spiritual development. (Ephesians 4:29)
  + Refrain from a public display of affection. Students are expected to conduct themselves in a discreet and Christian manner. While on campus, students should follow a "hands off" policy.
  + Leave all unauthorized and dangerous items such as knives, weapons, lighters/matches, explosive items, or any items that could cause harm or campus disruption at home. Radios, CD players, MP3 players, iPods, or any similar electronic items, are not allowed at school. Cell Phones are to be seen or heard during school hours (7:45 AM – 2:55 PM) and may not be used unless requested by a teacher for educational instructional purposes.
  + Do his/her own work. Students must not give or receive help on tests, quizzes, projects, or homework unless the teacher has granted this privilege on a particular assignment. Cheating is considered dishonest and is a serious offense. During a test, quiz, or exam, it is the student's responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz, test, or exam may be dealt with in the same manner as cheating. Cheating will result in a teacher intervention and will result in disciplinary action by Administration.
  + Maintain a Christ-like spirit of cooperation and harmony while doing his/her best to obey and conform to the school’s policies, rules, dress code requirements, and staff directions. Students will refrain from negative attitudes and negative comments regarding school rules, school personnel, fellow students, and all efforts to incite dissension among student body or school staff.
  + Demonstrate proper respect for the American Flag, Christian Flag, and the Bible and will participate in pledges to each by standing and reciting pledges.
  + No student can be legally married and be enrolled at Calvary. A pregnant student or a student with a child may not be enrolled at Calvary. A male student who is a father (unborn or born) may not be enrolled at Calvary.
* ***Plagiarism***
  + Definition of Plagiarism: The use of another writer’s ideas or words without giving the writer credit for them.
  + Level 1 Plagiarism Offense: This category is for a first-time offender who plagiarizes less than 25% of a paper. The student will receive a teacher intervention and must meet with the Assistant Principal. The paper may be rewritten and submitted for a maximum of half credit for the assignment. A first-time offense will be treated as a Category 2A offense.
  + Level 2 Plagiarism Offense: This category is for repeat offenders or for a student who plagiarizes more than 25% of his/her paper. (Repeat offenders include those who plagiarize in more than one class or those who plagiarize more than once during their enrollment at CCHS.) The student will receive a 0% for the assignment. A repeated offense will be treated as a Category 2C offense. More than three plagiarism offenses will constitute a suspension.
* ***Common Classroom Expectations***
  + The following are considered common classroom expectations. Teachers may have additional requirements and/or classroom expectations, or modifications to the following during their class instruction.
    - When the bell rings, be ready to start class with required materials for class.
    - Listen attentively to the teacher and participate in class discussion.
    - Request permission to speak or make comments in class.
    - Remain seated in your assigned seat.
    - Use class time efficiently.
    - Refrain from consuming beverages and food during class.
      * Exception: Water in a clear (not tinted by any color) bottle may be consumed during class.
    - Refrain from chewing gum while on the school campus.
* ***Discipline Policy***

The discipline philosophy at CCHS is based on the need for a proper working relationship between the home, the church, and the school. It is our conviction that the home was the first institution God established, and it is there the child learns patterns of behavior. In the home, the child learns a value system of right and wrong. When a child is taught proper discipline and respect at home, he/she is then ready to be educated and to develop the skills necessary to face life successfully. The church is the institution of God established for the express purpose of winning the unsaved to Christ and for the purpose of teaching/training the saved. This includes the teaching of Biblical principles of living as found in the Bible.

The school is an institution set up by man for the purpose of partnering with parents in the educating and training of their children. The school has an obligation to provide an environment and a curriculum conducive to effective learning. As a Christian school, it is our responsibility to further build and train our students in Christian character. The purpose of our discipline plan is to train each student to achieve obedience, respect, and responsibility in order to create a learning environment where students are able to attain their highest potential. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51 and Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for successful and meaningful relationships (Luke 10:36, 37 and Romans 12:18). The building of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of CCHS, we realize that man's wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try to discipline in a way that is biblical and teaches students the necessary lesson. As partners in the process of discipline, it is important that parents work cooperatively with the school for the good of the student. Since we teach the student to obey and submit to the parents, we find it imperative that the parent maintain that continuity by upholding and teaching the principles taught at school. Proper Christian educational and moral principles can only be attained through a well-disciplined program where there is cooperation between the parents and the school. As it relates to disciplinary decisions for disobedience to the Standards of Conduct for Calvary Christian High School, the school administration will make the final decision concerning the disciplinary measures. There is not an appeal process once the decision has been made.

* ***Definition of Terms*** 
  + Positive Reinforcement - The intentional recognition and rewarding of students whose behavior is deemed admirable with school personnel giving oral recognition and written recognition.
  + Detention - Students spend up to 45 minutes completing an assignment or task under the supervision of school personnel. The time of the detention may occur before school, after school, or during lunch. A Detention assigned by school administration may be accompanied by $10 fee.
  + Dismissal From Class - If a teacher finds it necessary to dismiss a student from the classroom because of disruptive behavior, the student is to report immediately to the Dean of Students with a Teacher Intervention from the teacher.
  + Teacher Intervention/Referral - A form given to the student by teacher or administrator that indicates the nature of the student's misbehavior.
  + Demerit or Discipline Point(s) - The measurable designation given to a disciplinary referral or particular act of misconduct.
  + Saturday School – Students may be assigned Saturday School for disciplinary instruction. He/She must attend school from 8:30 AM – 11:30 AM on a Saturday doing assigned school work. There is a $25 Fee for students assigned to Saturday School and the Fee must be paid prior to the day of attendance. All school policies and rules (including dress code) are in effect for Saturday School.
  + Suspension – Students may be suspended from school for disciplinary instruction. Parents will be notified by school administration of the reasons for the assigned suspension.
    - In-School Suspension - A student assigned to In-School Suspension must report to school and will be supervised by a substitute teacher. There is a $75 Fee for students assigned to In-School Suspension and the Fee must be paid prior to the day of suspension. All assignments, tests, quizzes or exams missed during the suspension must be completed. One (1) point per suspended day will be deducted from each class missed. The points will be subtracted from the final numerical percentage grade of the quarter for each subject in which the suspension occurs.
    - Out-of-School Suspension – A student forfeiting his/her privilege to attend school for a number of days may not report to school or attend any school-related activity that is on or off campus. A Fee may be assessed for the suspension. All assignments, tests, quizzes or exams missed during the suspension must be completed. Two (2) points per suspended day will be deducted from each class missed. The points will be subtracted from the final numerical percentage grade of the quarter for each subject in which the suspension occurs.
  + Expulsion - When a student completely forfeits his/her privilege to attend CCHS and is expelled from school, the student may not attend any school-related activity. After one-year, the parents of the students may request the student be given permission to attend school-related activities. School Administration will make the decision and inform parents. When a student is expelled, his/her grades at the time of expulsion will be calculated and assigned as the grades earned on the day of expulsion. The student’s school records will be marked with expulsion from school.
* ***Disciplinary Instruction*** 
  + Category 1: Acts of Misconduct

Student behavior that interrupts the instructional environment of a class and/or the orderly operation of the school. These actions include, but are not limited to: Classroom Disruption, Disorderly Behavior, Failure to Follow a Teacher Directive, Disrespect for other Students, Unprepared for Class, Off-Task Behaviors, Chewing Gum, Out of Dress Code, Inappropriate Displays of Affection, Inappropriate Parking Lot Conduct, and Visual or Auditory Presence of a Cell Phone or Cell Phone Device. (Violation of cell phone policy will result in an assignment to Saturday School and a $25 Fee.)

Instruction: Teacher Intervention Form and an assignment of 1 or 2 Discipline Points.

* Category 2A: Acts of Misconduct

Student behavior that is either planned misconduct, and/or a more severe level of disobedience and insubordination towards a staff member, or disrespect to staff member and/or peer students.

These actions include, but are not limited to: An Offense Requiring Immediate Removal from Class, Skipping Class, Leaving Class without Permission, Leaving Campus without Permission, Disrespect or Insubordination, 1st Time Honor Offense (plagiarism, cheating, etc.), second Chewing Gum Offense, second Dress-Code Violation, and Graffiti or Defacing School or Other’s Property.

Instruction: Teacher Intervention Form, 3 to 4 Discipline Points, and a Saturday School.

* Category 2B: Acts of Misconduct

Student behavior that includes, but is not limited to: Intimidation, Threats, 1st Time Bullying or Harassment Incident, Destruction of Property, Direct Insubordination, Skipping Class and/or Leaving Campus, Vandalism or Graffiti, Profanity or Profane Gestures/Signs, Obscene or Inflammatory Language, Inciting Dissension or Disharmony (ex. Rumors or perpetuating a negative situation), and Taking or Using God’s Name In Vain.

Instruction: Parent Contact, Administrative Student Conference, 5 to 6 Discipline Points, and a Saturday School, or In-School Suspension.

* Category 2C: Acts of Misconduct

Student behavior that includes, but is not limited to: Possession of Simulated Weapon, Repeated Honor Offenses, 2nd Time Bullying or Harassment Incident, 2nd Time Dissension or Disharmony Offense, and Campus Disruption.

Instruction: Administrative Conference Including Student and Parent, 7 to 9 Discipline Points, and either a multiple day In-School Suspension or Out-of-School Suspension.

* Category 3: Acts of Misconduct

Student behaviors that are clear and severe violations of school rules, threaten the safety of school students and/or staff, and may break laws.

These actions include, but are not limited to: Assault or Fighting, Tampering with Safety Equipment, Theft, Inappropriate Exposure, Repeated or Continued Bullying, Harassment, Intimidation, or Dissension, and acts that place themselves or others in an unsafe or “at-risk” situation.

Instruction: Possible Disciplinary Measures from Category 2, Administrative Conference Including Student and Parent, 10 or more Discipline Points, if applicable, a report to the proper Law Enforcement Agency, and possibly an agreement for counseling assistance or a written behavior plan.

* Category 4: Acts of Misconduct

Student behavior as defined in Categories 2 and 3, but the offense is more severe in nature and compromises the safety of others. These actions include, but are not limited to: Use or Possession of Tobacco, Alcohol, Drugs or any Chemical Substance, Sexual Harassment, Possession of or Involvement in Pornography, Public Indecent Exposure, and any Criminal Act Classified as a Misdemeanor.

Instruction: Removal from School Organizations, Activities and Leadership positions, An Immediate Removal from Class and an Immediate Conference with Administration with Student and Parent Present, if applicable a Report to the Proper Law Enforcement Agency, 15 or more Discipline Points and Suspension from School. A Behavior Plan and Contract is required to return to school.

* Category 5: Acts of Misconduct

Student behavior that is clearly defined as severe disobedience to school policies and/or unlawful. The behavior is considered as major acts of misconduct.

These action includes, but not limited to: Possession of a Weapon, Firearm, Explosive Device on School Campus or at a School-Sponsored Event, Threatening to or Actually Bringing Physical Harm to any Student, Faculty or Staff Member, Administrator, or Volunteer, Repeated Use or Possession of Tobacco, Alcohol, Drugs or Any Chemical Substance, As Well As Any Performance Enhancing Drug (PED), Involvement with Sexual Immorality, and any Criminal Violation Classified as a Felony.

Instruction: Any Disciplinary Action up to and Including Expulsion.

(No student can be legally married and be enrolled at Calvary. A pregnant student or a student with a child may not be enrolled at Calvary. A male student who is a father [unborn or born] may not be enrolled at Calvary.)

* Levels of Disciplinary Instruction

Level 1: Accumulation of 5 Discipline Points

Instruction: Parent Notification by Email or Letter

* Level 2: Accumulation of 10 Discipline Points

Instruction: Assigned to Saturday School, Administration Contact with Parent, Administration Conference with Student.

* Level 3: Accumulation of 15 Discipline Points

Instruction: 1-Day In-School Suspension, Conference with Administration with Parent and Student Present, Development of Written Behavior Intervention Plan.

* Level 4: Accumulation of 20 Discipline Points

Instruction: 1- or 2-Day In-School Suspension, Parent Conference with Administration, Development of Behavior Intervention Plan and Contract signed by both parent & student. Student may not receive recommendation for acceptance from re-enrollment for the following school year.

* Level 5: Accumulation of 25 Discipline Points

Instruction: Forfeiture of privilege to attend CCHS.

* ***Policy for Appropriate Use of Electronic Media and Technology***

Use of Websites, E-mail, Text Accounts and All Media Sites - ALL forms of technology including, but not limited to email, Facebook, Twitter, Snapchat, or any current or future social media site or system must be used in an appropriate and responsible manner by all students enrolled at CCHS. There is not a time that allows a student enrolled at CCHS to breach or have an exception in regards to this policy. This is a 24/7 mandate. Any posts, texts, or communication that, in the determination of the school administration, reflects any of the following is a violation of this policy and discipline will begin with at least an In-school Suspension.

* + - Posting, texting, or communicating negative statements regarding CCHS faculty, staff, coaches, administration, students, the school in general, school policies, decisions made by school personnel, and any other individual deemed to be associated with the school.
    - Using profane, inappropriate language, terminology, slang, abbreviations, or innuendos. This includes posting song lyrics or any other media determined inappropriate by school administration.
    - Posting, texting, or sending inappropriate images, pictures, graphics, or other visual illustrations reflecting an offensive item, post, suggestion, gesture, or any other act deemed to be inappropriate by school administration.
    - Posting, texting, or sending content that incites school disharmony, divides the student body or staff, creating dissention, unrest, or any other communication deemed by school administration to negatively impact the school environment.
    - “Liking,” reposting, or sending any of the inappropriate activity described above whether the original communication was from a person affiliated with CCHS or not.
    - Any other post, text, or communication deemed by school administration to reflect negatively on the school because the behavior was a violation of the Code of Conduct for a CCHS student.
  + Consequences
    - Category 2-B 1st Offense will result in an ISS day plus 5 demerits will be added to the student’s record, and will require that the offending post, photo or other be removed from the site immediately.
    - 2nd Occurrence – 2 ISS Days plus an additional 5 demerits will be added to the student’s record and will require that the offending post, photo or other be removed from the site immediately.
    - 3rd Occurrence – 3 OSS Days. A meeting will be held by administration, as well as possibly the parent and student regarding whether the student will be expelled or placed on a probationary status. The offending post, photo or other must be removed from the site immediately. If probationary status is granted, the student will be required to take down, leave, and disconnect from access to ANY and ALL social media sites for the remainder of the school year.
  + ***Disciplinary/Behavior Intervention Plan***
    - A Behavior Intervention Plan is invoked by the Administration when it becomes apparent that a student has an uncooperative spirit. The Behavior Intervention Plan gives the student an opportunity to correct his/her behavior before his/her privilege to attend CCHS is forfeited. The reasons a Behavior Intervention Plan may be invoked include, but are not limited to:
    - Attitude: a rebellious spirit which is unchanged after much effort by the teachers and administration, or a continued negative or uncooperative attitude that has a detrimental impact on students and the school culture/climate.
    - Misconduct: continued deliberate disobedience to a teacher or school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the student’s or the school's Christian testimony.

Copyright Law: 17 U.S.C.G.sec. 107

Teachers are expected to adhere to copyright laws. The following information will serve as a guide to comply with the expectations for copying printed material.

***Guidelines for "fair use" in the education setting.***

* Single Copying for Teachers. (Single copies are not produced in copy centers.) A single copy may be made of any of the following, by or for a teacher at his individual request for his scholarly research or use in teaching or preparation:
  + A chapter from a book.
  + An article from a periodical or newspaper.
  + A short story, short essay, or short poem, whether or not from a collective work.
  + A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
* Multiple Copies for Classroom Use. Multiple copies (not to exceed, in any event, more than one copy per pupil per course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
  + The copying meets the tests of brevity and spontaneity as defined below.
  + Meets the cumulative effect test as defined below.
  + Each copy includes a notice of copyright.
* Prohibitions as to the above two bullet points. Notwithstanding any of the above, the following shall be prohibited:
  + Copying shall not be used to create or to replace/substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
  + There shall be no copying of or from works intending to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets, and like consumable material.
  + Copying shall not:
    - Substitute for the purchase of books, publisher's reprints or periodicals;
    - Be directed by higher authority;
    - Be repeated with respect to the same item by the same teacher from term to term;
    - No charge shall be made to the student beyond the actual cost of photocopying.
  + Definitions
    - Poetry
      * A complete poem if less than 250 words and if printed on not more than two pages; or from a longer poem, an excerpt of not more than 250 words
    - Prose
      * A complete article, story, or essay of less than 2,500 words; or
      * An excerpt from any prose work of not more than 1,000 words or 10 per cent of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits statedabove may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
    - Illustration
      * One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
    - "Special" works
      * Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 1) above notwithstanding such "special" works, may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 per cent of the words found in the text thereof, may be reproduced.
    - Spontaneity
      * The copying is at the instance and inspiration of the individual teacher.
      * The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
    - Cumulative Effect
      * The copying of the material is for only one course in the school in which the copies are made.
      * Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
      * There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "b" and "c," above, shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

# Doctrinal Discussions

Calvary Christian High School has students of many denominations represented in the school. While we attempt to lead them to Christ and strengthen them in the Word, the teacher should use utmost discretion in discussing denominational doctrines and avoid derogatory remarks or discussions of any denomination.

# Elevator Use

The elevators are not to be used by students between 7:00 AM and 4:00 PM without administrative approval. Teachers must not permit students to use the elevators without the student having a pass from administration. Exceptions for use of the elevator may be granted to students serving as an office aide or teacher’s aide; however, there should be reasonable explanation for use of the elevator.

# Eligibility for Students Involved in Extracurricular Activities

Eligibility applies to athletics, cheerleading, music, art, drama or any other activities where the student represents the school publicly.

***CCHS Rule*** - If a student’s UGPA is below 2.0 at the end of a grading period, the student will be ineligible until the mid-term progress report of the next quarter, at which time the UGPA for the current grading period will be checked. If a student’s UGPA is 2.0 or above, the student will become eligible to participate in a sport or event. If the student’s UGPA is below 2.0, the student is ineligible for the remainder of the grading period.

***FHSAA Rule***- If a student’s cumulative UGPA is below 2.0, the student is ineligible for the entire following semester and must have a cumulative 2.0 GPA before resuming athletics.

# Exam Exemption

Students may qualify to exempt up to two exams per semester if they maintain a grade of “A” for the class each quarter of the semester, and have 5 or fewer absences in that class for the semester. Students may not exempt the same subject exam both semesters. AP and Dual enrollment classes may not be exempted. Second semester Seniors may exempt up to four exams.

# Exam Schedule

Students are to take exams at the scheduled time. Teachers must not grant students the privilege to take an exam during an alternative time. Only administration can approve alternate exam times.

# Failed Courses

Students earning an "F" (0-59) for a subject may only receive credit for the couse by one of the following methods:

* Repeat the course and earn a passing grade (Scheduling may not permit this option).
* Make up course through Florida Virtual School. A failure in any required subject must be made up prior to graduation.

# Grading/Grade Book

Teachers are responsible for maintaining grades in RenWeb. Teachers are expected to enter grades in RenWeb promptly to support a current, accurate reflection of students’ performance in a class.

Teachers are expected to identify course standards for every lesson plan, assignment, and assessment in RenWeb. Teachers are to enter standards for lesson plans in the lesson plan section of RenWeb. Teachers are to enter standards for assignments and assessments in the grade book in RenWeb.

Teachers will plan and mark formal assessments within Grade Book in advance of the assessment.

* To mark and assessment, select “Mark as Test” when creating a formal assessment.
* ***Assignments***

Teachers should utilize assignments effectively for teaching the course standards. Teachers are expected to identify course standards for every \ assignment. Teachers are to enter standards for assignments and assessments in the grade book in RenWeb.

The following policies will guide out-of-class assignments.

* ***Homework***
  + Homework assignments are to be posted in RenWeb and updated promptly--should class time provoke a change in the assignment.
  + Homework is due on the due date and time.
  + Homework turned in one day after the due date can receive only up to 60% of the grade.
  + Homework turned in more than one day after due date will receive a zero for the grade.
* ***Projects***
  + Projects (assignments given with at least two weeks to complete) are due on the due date regardless of absence or illness.
  + Projects are due prior to the beginning of school on the due date.
  + A 20% grade reduction will be given for each day a project is turned in late.
* ***Grading Scale***

The following grading scale must be used by all teachers:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

I = Incomplete

An “Incomplete” is given when requirements are lacking. Teachers may not assign an “Incomplete” without administrative approval. Unless the requirements are met within two weeks from the end of the grading period, the grade will be changed to an "F" in RenWeb.

* ***Make-up Work***

Students who are absent from school for any reason are required to make up work missed. This policy relates to parent-initiated/approved absences, as well as school-initiated/approved absences for an activity or event.

* + A student will be given a total number of days to turn in his/her work equal to the number of days absent. It is the student's responsibility to make sure the work is done before the deadline expires.
  + Any assignment given before the student was absent and coming due during the absence will be due the day the student returns (with the exception of extended absences as determined by the administration).
  + A student in class the day before an assessment is scheduled and is absent on the day of the assessment must promptly communicate with the teacher and be prepared to take the assessment upon his/her return to school. It is not the teacher’s responsibility to schedule a make-up assessment.
  + A 20% reduction will be given for each day an assessment is not completed during the scheduled make-up time.
  + Any exception to this policy requires administration approval.
* ***Technology Difficulties***
* Technical difficulties of any kind will not be accepted as an excuse for missing or late work.
* Teachers may not print work for students. The copier in the Library is available for students to print assignments. A student not arriving in time to print the assignment in the Library prior to coming to class is subject to the assignment being submitted late.
* ***Assessments***
* NOTE: *This is an internal policy and is not intended to be published on classroom materials or communicated directly to students* (e.g. syllabus). Each teacher must adhere to the following guidelines when planning assessments.
* Formal Assessment Definition: A graded assessment that is in-class, individual, and unassisted.
* Only plan formal assessments on the days allotted to your department.
* Do not plan more than one formal assessment per week.
* Plan and mark formal assessments in the RenWeb grade book before administering the assessment.
  + To mark and assessment, select “Mark as Test” when creating a formal assessment.
* Teachers are responsible for monitoring students continuously during formal assessments.
* ***Assessment Schedule:***
* Monday - English/Science/Math
* Tuesday – World Languages/Bible/Fine Arts/Health/Technology
* Wednesday - Science/ /Social Studies/Math
* Thursday – World Languages /English/Bible/Fine Arts/Health/Technology
* Friday - Social Studies/Bible

# Grade Forgiveness

Students may retake up to two semesters (this can be a one-year class, or 1 semester each of up to two different classes) for a course he/she earned an F in during their tenure at CCHS for grade forgiveness. Students may retake the class at CCHS if scheduling permits, or if taken in the summer, the class must be offered by Florida Virtual School. Students seeking grade forgiveness (for an F or a D) must meet with school administration and at least one parent to sign-up for the class and to sign a contract that outlines the agreed upon timeline. The student’s transcript will reflect the original class and grade with “not calculated” indicated. The GPA for the original class will not be calculated in the students GPA. The transcript will reflect the FLVS class with the notation “re-taken” and the grade earned will be calculated in the students GPA. If the student does not meet the contract deadline, the original grade will stand.

# Hall Passes

Teachers should discourage students from leaving the classroom to take care of business in the office, use the restroom, etc. during class time. If it is necessary for a student to leave the classroom, students are required to have their planner with the appropriate destination and designation from the teacher granting permission for the student to be out of classroom.

All employees are expected to ask a student to see his/her planner when observing a student out of the classroom during a class period.

# Help Classes

Teachers are expected to hold a weekly (3:10 – 3:40 PM) Help Class for students wanting/needing additional assistance in his/her academic classes. Students involved in extra-curricular activities are permitted to miss a practice without a penalty to attend the 30 minute Help Class . The Help Class schedule is:

* Monday: World Languages
* Wednesday: Science
* Thursday: Math
* Friday: English

\*Any courses not listed above will have help sessions by appointment.

***Help Class Policies and Procedures***

* Help class will be structured to address specific questions students pose and review drafted solutions. (Encouraging students to arrive prepared in this way reinforces the school's mission of preparing students for independent success beyond high school.)
* Students may be timid about attending help class because they are unsure of the questions to ask. Teachers may need to encourage students to just attend the first time and teach them how to prepare questions that relate to where they may need help.
* Help class is not to be used as a study hall (e.g. students using the time and place to work on any school work without teacher assistance or working on school work in the teacher’s presence in the chance that a question should come up as they work).

# Honor Courses

Teachers assigned to teach Honors courses will enact instruction that aligns with the CCHS Honors course distinctions and honors course standards.

* Honors Course Overview”
  + “Honor” implies a type of learning that sets one apart.
  + Students in Honors courses will be challenged to become proficient with content to the point of evaluation and creation.
* Honors Courses include:
  + Goals and objectives emphasizing scholarship that is distinct from Traditional courses.
  + Distinctions from Traditional course requirements in homework, activities, tests, and other assessments. These items focus on bringing students to a point of proficiency with the content with the ability to form novel thought.
  + One major project each semester that includes writing.
  + At least one major reading assignment each year in Math, Science, History, and Foreign Language courses and at least one major reading assignment each 9 weeks in English courses.

# Instructional Delivery

The following principles guide the teacher in developing and delivering effective instructions.

* Teachers will enact instruction that meets the CCHS Mission Statement.
* Teachers will enact instruction that employs an “emphasis on technology” as defined by CCHS. Teachers will identify this emphasis by explaining how they are incorporating a combination of cutting edge tools and critical thinking processes.
* Teachers will utilize all instructional technology available at Calvary effectively (e.g. RenWeb, Moodle, iPads, Apple TV, Smart technology).

# Instructional Minutes

Every effort should be made to protect instructional time during each class period. Teachers should begin class promptly and keep students engaged in meaningful activities throughout the class period. Administration will make every effort to schedule activities to minimize interruptions to the instructional class time.

“A smoothly functioning classroom is a prerequisite to good instruction and high levels of student engagement. Teachers establish and monitor routines and procedures for the smooth operation of the classroom and the efficient use of time. Hallmarks of a well-managed classroom are that instructional groups are used effectively, non-instructional tasks are completed efficiently, and transitions between activities and management of materials and supplies are skillfully done in order to maintain momentum and maximize instructional time. The establishment of efficient routines, and teaching students to employ them, may be inferred from the sense that the class ‘runs itself.’” (Danielson, 2013).

# Lesson Plans

Purpose of Lesson Plans

* To identify instructional objectives and assessment for the teacher’s professional focus with CCHS Philosophy and Mission
* To communicate instructional objectives and assessment with administration.

Teachers will post lesson plans for each week to RenWeb by the first day of the working week at 7:30a.m

All lesson plans are to meet the CCHS Lesson Plan Format requirements.

***\*See “Lesson Plan Format” information on Moodle for specific details.***

# Library

The school Library provides a comprehensive collection that includes curriculum materials and resources, as well as recreational reading. The library collection strives to maintain a collection that strongly represents the school’s biblically-based tenants of faith, but also introduces students to intellectual and cultural values of varying historical and contemporary viewpoints. A technological emphasis toward information literacy is placed on the Library’s digital content and web-based accessibility to resources. When possible, electronic resources are purchased over print format and made available on the Library’s website to students and faculty. Books are primarily being purchased in electronic format only. Math books and a small collection of recreational reading are purchased in print. Print books will be collected only if no e-book option is available.

Teachers are encouraged to use the Library as a learning resource center for their classes. A separate handbook guides and governs the use of the Library and accesses the available resources. Please see the Appendix D for the complete handbook.

# Parent-Teacher Conferences

As we fulfill our mission in “partnering” with parents, parent-teacher conferences are effective in communicating student information. Teachers have the freedom to request a conference with the parents of a student to communicate information on academic, behavior, social, and/or spiritual progress. The teacher may request a member of school administration be present during the conference. Likewise, a parent may request a conference with their child’s teacher to discuss academic, behavior, social, and/or spiritual progress. The parent may request a member of administration be present during the conference. To accomplish these goals, an appointment must be scheduled for the conference so all individuals may attend.

# Parent-Teacher Relationships

Teachers at CCHS are to understand that, Biblically, parents have the ultimate responsibility of educating their children. They have given you the privilege to teach their child by placing him/her in the school. Parents, therefore, are reasonable in their expectation to be informed of all aspects of their child's education. Satisfied parents are informed parents. If a parent requests you call them or request a conference with you, you are obligated to honor their request. On the other hand, parents do not have the right to treat you unprofessionally. If a parent comes to your classroom during the school day without permission from school administration, then you must contact school administration immediately. Parents do not have the right to verbally abuse you. If you believe a conversation is turning negative, please excuse yourself as courteously as possible and notify school administration. Parents do not have the right to any information about any student other than their own.

It is the responsibility of teachers and administrators to maintain a high standard of professional ethics. There are written and unwritten principles of conduct, which teachers and administrators must abide by to accomplish the mission of Calvary Christian High School. We believe we strengthen the “partnership” with parents and enlist their support in training their children when we follow these guidelines for professional teachers:

* A professional teacher should not discuss student problems with others, including other teachers, unless the teachers are involved directly with the student and his problem.
* A professional teacher should not discuss home situations, good or bad, with others who are not directly involved.
* A professional teacher should in no way undermine a parent's authority for academic, spiritual, or other reasons.
* A professional teacher should be very careful concerning his/her involvement in any outside activity unrelated to church or school. Sound discretion must be used in this area. This applies to societies, clubs, organizations, and other employment. (A CCHS teacher may not have outside employment without the knowledge and consent of the school administration.)
* A professional teacher should not use his position at school to further his own progress in any outside occupation or organization. This includes the dissemination of political and philosophical information.
* A professional teacher must use precise and proper speech, avoiding slang and inappropriate expressions.
* A professional teacher suggests ways to solve problems if possible; if you do not have a solution, refer the parent to school administration.
* A professional teacher does not apologize for any school policy.
* A professional teacher will not be pressured by gifts or favors from parents. These are acceptable, but should never influence your training of a student.

# Partisan Politics in the Classroom

The classroom is not a forum to promote partisan politics. This does not mean that political matters are never discussed. They should be discussed. Christian school students should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage based on Biblical principles.

# Study Hall

Students may select a study hall as one of their class periods for a school day. The ***purpose of Study Hall*** is to provide time within the academic school day for students to make progress on school related, academic tasks. Teachers will be assigned to supervise study hall classes.

Teachers can choose how they would like to create an environment that accomplishes the purpose of study hall; however, the following are required rules for study hall:

* Students are to come to study hall prepared to study. Students will not be permitted to leave the classroom to collect materials to study once the bell has sounded.
* Students may not miss study hall unless for academic/school-related reasons. Missing study hall for a non-academic purpose may occur once per quarter per student. To be granted permission to miss in this way study hall, students must have a note from the faculty/staff member requesting their presence. .
* Study hall is considered an academic responsibility for teachers. Study hall is not a dedicated teacher-planning period. Teachers are to be intentional about helping students use the study hall time for academic progress.

# Supervision in the Classroom

Teachers are responsible to supervise students in the classroom. Teachers must remain with their students for the entirety of each class period. If a teacher needs to step away from the classroom for an emergency, he/she must arrange for another CCHS staff member to supervise his/her class.

If a teacher wants to take students away from the scheduled class meeting space, the teacher must request administrative approval in advance.

# Syllabi

Teachers are responsible to develop a course syllabus for each assigned class. The following items need to be included on all course syllabi:

* Course Title
* Course Description
* Teacher Contact Information
* CCHS Mission Statement
* Each policy with an asterisk (\*) –as listed in the CCHS Instructional Expectations (Honors Course Distinctions; Homework, Projects, Make-up Work; Technology; Help Class). Please make sure to remove wording that is addressing teachers only.
* Course Materials
* Any other global information related to the class.

# Substitutes

When permission has been granted for a teacher absence, the teacher will prepare the following documents for his/her substitute(s) and present them in a professional manner (e.g. polished writing, labeled folders for collecting work from students, etc.)

* Attendance rosters for every class.
* Seating charts for each class.
* Lesson plans with procedural details.
* A detailed agenda of the day including attendance for T.A’s, when to leave the room for a floating teacher, etc.
* Contact information for Department Head, Director of Instruction, Faculty Coordinator, and other personnel who may be of assistance to the substitute during the school day.

Each teacher must prepare these documents within the first two weeks of a new semester, and must routinely update the documents to be prepared in case a need for a substitute arises unexpectedly.

# Telephone Usage by Students

Students are not to use the telephones located in offices and/or classrooms. Student calls are to be made from a designated phone in the school office, and for emergencies only.

# Textbooks

Teachers are provided with textbooks and the necessary instructional resources to equip them to provide the necessary instruction to meet the instructional objectives for the course. When a textbook is adopted for a course, each student must purchase the textbook. A student may not be in the class without the required textbook. To ensure the school is using the best textbook resources available for quality instruction, the following textbook review cycle will be used for the core subjects taught at CCHS.

2017 Social Studies & Core Subject Electives

2018 World Languages & Mathematics

2019 English/Language Arts & Science

# Tutoring

When a teacher believes a student needs tutoring in a subject, he/she should meet with the Director of Academics or his/her designee to discuss the need before contacting the parents of the student about the tutoring need. The Director of Instruction or his/her designee will review the request and discuss a plan that involves:

* Contacting the Parents
* Recommending a Tutor
* Assisting with develop a plan for the Tutor

If a teacher is approached by a parent of a student to provide tutoring services, the teacher should consult with the Director of Instruction or his/her designee. If approved to provide tutoring services for a student, the teacher must disclose the arrangement, including fee charges, to the Director of Instructor or his/her designee.

# Appendix A

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**Employee Handbook**

**Acknowledgement Form**

The Calvary Christian High School Employee Handbook contains important information for the efficient operation of the school. My signature below acknowledges I have read the handbook in its entirety and understand that I should consult with school administration regarding any questions not answered in these policies. Since the information, policies, and benefits described in the handbook are necessarily subject to change, I acknowledge that revisions to the handbooks may occur, except to the Calvary Christian High School’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Head of School or his delegated representative has the ability to adopt any revisions to the policies in his handbook.

I have read the Employee Handbook and understand that it is my responsibility to comply with the policies and procedures contained in the handbook and any revisions made to it.

Employee’s Printed Name:

Employee’s Signature:

Date:

# Appendix B

# FCIS Code of Ethics

* The basic criterion for all decisions in the school is the student’s welfare.
* A school will not discriminate on the basis of race, religion, national or ethnic origin in the administration of its admission or hiring policies. Sex and religious discrimination will be avoided except where services to children are enhanced or stated admission dictates it.
* A school will meticulously carry out all promises made to students, patrons, teachers, staff members or any other person, school organization or the general public.
* A school will carefully avoid misleading statements about its philosophy, stated mission and status.
* A school will make clear all dates concerning the admission procedure and adhere to those dates. A candidate for admission and the parents will be informed of the complete costs of the forthcoming school year and the applicable payment schedules.
* A school will not knowingly initiate attempts to bring about the transfer of a student from another independent school.
* A school recognizes the right of its enrolled students or families to visit and consider other schools without notifying the present school. It also recognizes and respects the right of another school to hold preliminary discussions about the possibility of admission without notifying the present school.
* A school will not accept a student for enrollment without first requesting from the current school all pertinent information concerning the student’s academic and personal records and the reason for transfer. The transfer of students from another city, state or country may be an exception.
* Upon receipt of a request for information or for a transcript from a recognized or FCIS member school, the FCIS School will comply promptly. If compliance is not possible or advisable, the reason will be given.
* A school will allow each candidate for admission reasonable time to accept an offer of a place or properly notify the candidate of existing time constraints.
* A school recognizes its obligation to keep, protect and preserve the records of a student’s attendance and achievement. A school will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning the students and parents.
* When awarding financial aid based on need, reasonable efforts should be made to ensure that such an award does not exceed the demonstrated need of the family, and an FCIS school is encouraged to require adequate documentation of family financial resources.
* A school respects the right of a teacher to visit and consider employment in another school without notifying his/her present school, and it recognizes and respects the right of another school to hold preliminary discussions about the possibilities of employment without notifying the present school. No binding contractual arrangement should be formalized, however, without communication with the current employer.
* Officials (Trustees and Administrators, as well) of a school will not seek to encourage a teacher or administrator from another school to break a contract.
* Performance appraisal and teacher’s qualification should be supplied by one head to another, upon request, and such information should be considered confidential within the prescriptions of the law. The head of school, and by extension his/her designee, bears the ultimate responsibility for fulfilling these principles of good practice. The Florida Council of Independent Schools encourages ongoing communication among member schools to ensure compliance with the spirit of this Code of Ethics.

# Appendix C

# Acceptable Use Policy – Technology

Calvary Christian High School recognizes that the use of technology enhances the academic environment for students, teachers, parents, and staff. Calvary Christian High School also acknowledges the dangers of unrestrained use of technology. The use of these technological resources, which includes computers, audio-visual media, and Internet resources, is a privilege and must be used only for educational and instructional purposes and other purposes consistent with the educational mission of this school. This Acceptable Use Policy establishes the guidelines for the use of technology in this organization.

While e-mail accounts should be generally considered confidential, the administration reserves the right to log, monitor and review Internet, Email and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a school computer by the use thereof agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, E-mail or other network usage while on campus. s. Users should expect that files stored on school servers or computers will not be private. The administration does not maintain archives of all E-mail messages.

The school employs the use of an Internet filter. The Filter may be disabled or permissions modified by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.

Administrators and teachers who use the Internet, Email and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the Calvary Christian High School Technology Access Agreement ("Agreement"), which is attached to this Policy as Appendix A.

**Acceptable Use Policy:**

* Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the school. With respect to all users, the following are expressly prohibited:
  + Use for inappropriate, illegal or criminal activity
  + Use for commercial, private advertisement or for-profit purposes.
  + Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
  + Transmission of messages that contain hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communication on the network.
  + Use to access, view or obtain material that is pornography or child pornography.
  + Use to transmit material likely to be offensive or objectionable to recipients.
  + Use to obtain, copy or modify files, passwords, data or information belonging to other users or to misrepresent other users on the network.
  + Use to disrupt the privacy or work of other people including the tampering of hardware or software.
  + Use to upload, create or attempt to create a computer virus.
  + Use for purposes of accessing, sending, creating or posting, materials or communications that are contrary to the school or its mission.
  + Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines. (Copies of the Fair Use Guidelines are available upon request from the network administrator.)
  + Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.
  + Any attempt to circumvent or disable the Filter or any security measure.

**Security**

Security on any computer system is a high priority especially when the system involves many users. Each user is required to report any security problems to the System Administrator. The problem is not to be demonstrated to other users.

**Consequences of Inappropriate Use:**

The user shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access to the Internet and E-mail, suspension, or dismissal. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The administration reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

**Other Issues:**

A. Disclaimer. Calvary Christian High School makes no warranties of any kind, whether express or implied, for the service it is providing. The school is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the school’s computers is at the user's risk. The school disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.

B. Charges. The school assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

**Employee Technology Acceptable Use Policy**

**Acknowledgement Form**

I acknowledge that I have read and agree to abide by the Technology Acceptable Use Policy of Calvary Christian High School. As a statement of my commitment to personal righteousness and purity, I will allow unrestricted access to the computers and stored files that I use as part of employment at Calvary Christian High School to the Head of School or anyone he identifies as his designee

Employee’s Printed Name:

Employee’s Signature:

Date:

# Appendix D

# School Library Policies & Procedures

# Overview

The Dr. William E. Anderson Library offers resources and a collection of materials that are spiritually-oriented for the college preparatory curriculum at Calvary Christian High. The Dr. William E. Anderson Library supports the conservative and evangelical mission of the school and also is consistent with the dynamic nature of the student population.

# Mission

The mission of the Dr. William E. Anderson Library is to uphold the purpose of Calvary Christian High School by partnering with the Christian home and the church and providing informational resources for a challenging college preparatory Christian education.

The Dr. William E. Anderson Library strives to provide a friendly and supportive learning environment that equips students to live successfully according to God’s plan for our lives. The Library serves students by confirming the school’s strong biblical program through its collections, resources and policies, always aiming for excellence in every aspect of service.

The educational foundation of the Dr. William E. Anderson Library is a collaborative effort that is fully integrated into the school's curriculum and is central to the learning process.  It ensures that the entire school community effectively uses research, the exchange of ideas and information, enabling each to be fully-productive and independent members of an educated society with God as the solid foundation. The desired goal is that students become effective communicators, self-directed learners, technologically literate, complex thinkers, and community contributors within the framework of a Christ-centered life.

The following are essential aspects of the Dr. William E. Anderson Library’s mission:

* To be responsible for teaching information literacy to students and faculty including how to access, evaluate and use scholarly information.
* To serve as a resource center for class assignments, striving to support and enhance educational goals as outlined in the school’s curriculum.
* To provide guidance and advice to students in their academic endeavors, offering access to local, regional, national and global resources that expose learners to ideas, experiences and opinions.
* To promote the ethical use of information and intellectual property through education and is an example of academic honesty.
* To evaluate current technological advancements and incorporate appropriate innovations into the library program.
* To foster an interest in the pursuit of knowledge and train students to efficiently and effectively conduct academic research, as a launch into higher education.

# Collection Development Policy

***Scope***

The Dr. William E. Anderson Library provides a comprehensive collection that includes curriculum materials and resources, as well as recreational reading. The library collection strives to maintain a collection that strongly represents the school’s biblically-based tenants of faith, but also introduces students to intellectual and cultural values of varying historical and contemporary viewpoints.

***Format***

A technological emphasis toward information literacy is placed on the Library’s digital content and web-based accessibility to resources. When possible, electronic resources are purchased over print format and made available on the Library’s website to students and faculty. Books are primarily being purchased in electronic format only. Math books and a small collection of recreational reading are purchased in print. Print books will be collected only if no e-book option is available.

The Library will make every effort to collect electronic resources that include: e-books, encyclopedias, subscription databases that contain keyword-searchable articles in full text and links to educator-approved websites. All electronic resources are web-based and available 24/7 to students and faculty under the academics tab on the school’s website.

Students and faculty will receive periodic training to learn how to effectively access resources, evaluate information sources and conduct academic research.

***Method***

The Library Media Coordinator will primarily select materials and resources that support and enrich the educational philosophy of Calvary Christian High School. Considerations are based on recommendations from faculty and students; reviews in reputable media, e.g. *School Library Journal;* and the subject knowledge and expertise of the faculty. Selection of materials is based on an evaluation of the existing collection, the curriculum requirements, and the diverse needs of students and faculty. Suggestions for new purchases are solicited on the library’s website via email.

Gift materials are accepted at the discretion of the librarian and judged by the selection criteria in this policy.

Selection is an ongoing process of continuous review, evaluation, and weeding. It includes the removal of resources and materials no longer appropriate and the replacement of lost/worn materials of educational value. Disposition of discarded items is under the direction of the librarian. Material is weeded using one or more of the following criteria:

* Misleading, outdated and/or inaccurate
* Worn or damaged beyond repair
* Superseded by newer edition
* Lacking in discernible literary or scientific merit
* Irrelevant to needs/interests of school community

# Requests for Consideration of Removal of Library Material

All criticism of library material will be taken seriously and an examination of the material under review will be completed in a timely fashion. The complaint against library material must be made in writing using the “Request for Consideration” form. It must be signed and completed in its entirety and submitted to the school office.

Within two weeks, the Library Media Coordinator will review the material and respond to the request in writing. If agreement is reached regarding the material’s disposition, the decision will be carried out and a written report will be given to the complainant and the School Administrator. If an agreement cannot be reached, the School Administrator and a committee of school personnel will be appointed to re-evaluate the materials challenged and make appropriate recommendations. During the process, the item in question will remain in circulation. Another report will be completed within two weeks and given to the complainant.

# Circulation Policy

***Hours***

Dr. William E. Anderson Library regular operating hours during the school year:

Monday – Friday: 7:30 am – 4:00 pm

Changes in library hours will be posted. Any special requests for longer hours during exams or times of heavy research need approval from the Library Media Coordinator.

***Circulation***

All students and faculty have been issued an ID number from the school that is to be used as the library bar code number to circulate materials. If a student forgets his/her ID., library staff may use Renweb to find student photos to confirm identification if needed. No patron is allowed to circulate items for another user or use another user’s name.

Books and e-books circulate for 14 days and may be renewed twice. Items that have been renewed are subject to call back if another user is waiting for the material. Library users are encouraged to access their accounts frequently to locate their circulation information, including items checked out, holds, and overdue items. There are no fines for overdue print materials. Faculty may request special circulation privileges for one-time class assignments.

All materials can be returned to the either the library book drop outside the main door or left on the circulation desk. At the end of the school year, all materials must be returned prior to final exams. Grade clearance will not be given for any students with overdue materials.

***Confidentiality***

Every effort is made to adhere to patron confidentiality regarding all private library records pertaining to circulation, items on hold, and research requests. If a student or faculty has an item on hold, the material is placed in a secured envelope and the patron is notified via email.

# Copyright Laws

The Dr. William E. Anderson Library will not knowingly violate any copyright in regards to any materials acquired or an existing part of the collection, nor will the staff be a party to or aid any library user in such misuse.

Library users will be informed regarding such laws and will be, after such a warning, individually responsible for any violations made on their part in the course of their use of the library or its materials.