

# West-Mont Christian Academy



## Personnel Policies

(Revised as of June 20, 2018)

## **Introduction**

West-Mont Christian Academy was established in May of 1980 as a ministry of Pottstown Youth Centre. As the school grew, the need for a separate incorporation and an independent 501(c)3 Internal Revenue Service determination became evident. The School Board filed for and received its present corporate status in 1995. West-Mont Christian Academy is a registered, religiously-affiliated school in the Commonwealth of Pennsylvania.

West-Mont Christian Academy has established a policy manual to provide guidance to its constituents in determining proper procedures for carrying out day-to-day activities associated with the school. A continuous ongoing process has been established to permit updating of this manual through the School Board (the Corporate Board). The School Board annually publishes an updated version to the website, including all resolutions that have been passed regarding policy issues. Policy becomes effective at the passing of a resolution by the School Board though it may not yet be included in the following volumes. An official updated copy of the policy manual is located in the school administration office and duplicate copies are held by the Board Secretary and the School Administrator off premises.

To clarify the structure of this policy manual, the School Board elected to create four volumes (and an appendix):

- I. The School Board Policies and Bylaws,
- II. Financial Policies,
- III. Personnel Policies, and
- IV. Parent/Student Policies.

Volumes III and IV respectively serve as the Personnel Policy Manual and the Parent/Student Handbook. Two numbers, separated by a period, identify articles or sections. The first number communicates the volume number and the second communicates the order of placement in the volume. (i.e. Article 3.04 would be the fourth article in the third volume, Personnel Policies.)

## **Personnel Policies**

### **3.000 INTRODUCTION TO VOLUME III**

This volume is to be used as the Personnel Handbook. Though the volume may be published in a different format (i.e. using an index, different headings to clarify material, etc.) the material is essentially the same. Though the Corporate Board (School Board) may make changes throughout the year to this volume, the Personnel Handbook will be published one time during the school year (typically in the month of February) with a statement to clarify the potential lack of additions from the Corporate Board.

Except where noted, all material contained in this volume shall apply equally to administrative staff, professional staff, and non-exempt staff. Volunteers shall follow separate guidelines but also shall basically follow the guidelines presented in this volume as it applies to the given areas of service.

These Personnel Policies represent the personnel policies of West-Mont Christian Academy. We retain the absolute right to modify or alter these policies based upon professional and business concerns we consider to be in the best interest of all involved, including management and employees.

These Policies do not represent an employment contract. They are designed to enhance our School's operation. They may be changed with or without notice, although we will endeavor to keep you abreast of any changes necessary.

No member of the administration has the authority to establish policy for West-Mont Christian Academy, Inc. Policy shall be established only by the Corporate Board (School Board).

West-Mont Christian Academy will make every effort to provide secure employment and rewarding careers to its employees. However, West-Mont Christian Academy makes no guarantee regarding the length of employment or advancement. Further, we expect both length and advancement will be impacted by employees' adherence to the standards of performance and conduct in these Policies.

### **3.001 Foundational Documents**

#### **A. STATEMENT OF FAITH**

1. We believe in the verbal, complete, and inerrant inspiration of the Bible in its original writing.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”

—2 Timothy 3:16-17

2. We believe in the tri-unity of God, eternally existent in three persons-Father, Son, and Holy Spirit.

“Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit,” -Matthew 28:19

“For there are three that testify.” -1 John 5:7

3. We believe in the deity and virgin birth of Jesus Christ.

“In the beginning was the Word, and the Word was with God, and the Word was God. He was with God in the beginning...The Word became flesh and made his dwelling among us...” –John 1:1, 14

“This is how the birth of Jesus Christ came about: His mother Mary was pledged to be married to Joseph, but before they came together, she was found to be with child through the Holy Spirit... ‘The virgin will be with child and will give birth to a son, and they will call him Immanuel’ - which means, ‘God with us.’” Matthew 1:18, 23

4. We believe that all have sinned and are in need of salvation. Salvation is secured only through a personal faith in Jesus Christ as both Lord and Savior.

“For all have sinned and fall short of the glory of God.” -Romans 3:23

“Jesus answered, I am the way and the truth and the life. No one comes to the Father except through me.” -John 14:6

“For it is by grace you have been saved, through faith and that not from yourselves, it is the gift of God—not by works, so that no one can boast.” – Ephesians 2:8,9

“That if you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved. For it is with the your heart that you believe and are justified, and it is with your mouth that you confess and are saved.” –Romans 10:9,10

5. We believe God created humanity, male and female, reflecting the image and likeness of God. Each person's biological sex has been sovereignly appointed by God and is an irreversible aspect of his or her nature. It is our assertion that a rejection of one's God-ordained biological sexuality reflects a rejection of God's plans and purposes.

"In the beginning God created the heavens and the earth... 'Then God said, “Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals, and over all the creatures that move along the ground.” So God created mankind in his own image, in the image of God he created them; male and female he created them.'" Genesis 1:1, 26-27

"It is God’s will that you should be sanctified: that you should avoid sexual immorality;"

## 1 Thessalonians 4:3

"As for you, you were dead in your transgressions and sins, in which you used to live when you followed the ways of this world and of the ruler of the kingdom of the air, the spirit who is now at work in those who are disobedient. All of us also lived among them at one time, gratifying the cravings of our flesh and following its desires and thoughts. Like the rest, we were by nature deserving of wrath. But because of his great love for us, God, who is rich in mercy, made us alive with Christ even when we were dead in transgressions—it is by grace you have been saved. And God raised us up with Christ and seated us with him in the heavenly realms in Christ Jesus, in order that in the coming ages he might show the incomparable riches of his grace, expressed in his kindness to us in Christ Jesus. For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:1-10

"For although they knew God, they neither glorified him as God nor gave thanks to him, but their thinking became futile and their foolish hearts were darkened. Although they claimed to be wise, they became fools and exchanged the glory of the immortal God for images made to look like a mortal human being and birds and animals and reptiles. Therefore God gave them over in the sinful desires of their hearts to sexual impurity for the degrading of their bodies with one another. They exchanged the truth about God for a lie, and worshiped and served created things rather than the Creator—who is forever praised. Amen. Because of this, God gave them over to shameful lusts. Even their women exchanged natural sexual relations for unnatural ones. In the same way the men also abandoned natural relations with women and were inflamed with lust for one another. Men committed shameful acts with other men, and received in themselves the due penalty for their error. Furthermore, just as they did not think it worthwhile to retain the knowledge of God, so God gave them over to a depraved mind, so that they do what ought not to be done. They have become filled with every kind of wickedness, evil, greed and depravity. They are full of envy, murder, strife, deceit and malice. They are gossips, slanderers, God-haters, insolent, arrogant and boastful; they invent ways of doing evil; they disobey their parents; they have no understanding, no fidelity, no love, no mercy. Although they know God's righteous decree that those who do such things deserve death, they not only continue to do these very things but also approve of those who practice them." Romans 1:21-32

6. We believe in the redemptory work of Christ, His blood that had to be shed for salvation, His death, His burial, and His resurrection.

"For what I received I passed on to you as of the first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures." -1 Corinthians 15:3,4

"In him we have redemption through his blood, the forgiveness of sins, in accordance with the riches of God's grace" -Ephesians 1:7

7. We believe the Holy Spirit permanently indwells the body of each believer. He seals, enlightens, instructs and guides every born-again person.

“And do not grieve the Holy Spirit of God, with whom you are sealed for the day of redemption.” -Ephesians 4:30

“And I will ask the Father, and he will give you another Counselor to be with you forever—the Spirit of truth. The world cannot accept him, because it neither sees him nor knows him. But you know him, for he lives with you and will be in you...But the Counselor, the Holy Spirit whom the Father will send in my name, will teach you all things and will remind you of everything I have said to you.” -John 14:16, 17, 26

8. We believe in the eternal salvation of the believer; and the eternal judgment of the lost.

“God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.” -John 3:16

“I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life.” -John 5:24

“This will happen when the Lord Jesus is revealed from heaven in blazing fire with his powerful angels. He will punish those who do not know God and do not obey the Gospel of our Lord Jesus. They will be punished with everlasting destruction and shut out from the presence of the Lord and for the majesty of his power on the day he comes to be glorified in his holy people and to be marveled at among all those who have believed. This includes you, because you believed our testimony to you.” -2 Thessalonians 1:7-10

9. We believe in the imminent return of Jesus Christ.

“We believe that Jesus died and rose again and so we believe that God will bring Jesus those who have fallen asleep in him. According to the Lord’s own word, we tell you that we who are still alive, who are left to the coming of the Lord, will certainly not precede those who have fallen asleep. For the Lord himself will come down from heaven, with a loud command, with the voice of the archangel and with the trumpet call of God, and the dead in Christ will rise first. After that, we who are still alive and left will be caught up together with them in the clouds to meet the Lord in the air. And so we will be with the Lord forever.” -1 Thessalonians 4: 14-17

10. We believe in the need for spiritual growth and separation from all sinful worldly practices and a need to commit to a local assembly of believers.

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.” -2 Peter 3:18

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” -2 Timothy 2:15

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.” -Romans 12:1,2

“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the day approaching.” -Hebrews 10:25

### Use of the Statement of Faith

The Statement of Faith shall be given to every Board member, employee, and non-paid staff member (inclusive of coaches, club leaders, lunchroom monitors, and any volunteer in a designated leadership responsibility over students or school functions). They must affirm the Statement of Faith as their own. If a person changes beliefs with respect to the Statement of Faith, he/she will be required to resign from that position, employ, or service to the Academy.

The Administrator shall annually summarize our doctrinal statement at the initial orientation meeting of the staff each school year.

WCA seeks to honor God throughout its educational program. Occasionally, controversial information may be presented via guest speakers, pamphlets, textbooks, media center resources, etc. WCA Staff will seek to use such opportunities to promote truth and a Christ-centered worldview. Staff members in conjunction with the Administrator, shall also make notations of apparent discrepancies for the benefit of successive personnel.

## **B. WCA'S PHILOSOPHY OF EDUCATION**

West-Mont Christian Academy believes that education is a life-long process through which individuals grow in their knowledge, wisdom and understanding of truth. Truth is absolute. Truth is infallible. Jesus Christ is the Truth (John 1:1-2 and John 14:6). Jesus Christ never fails (Psalm 36: 5-9).

West-Mont Christian Academy believes that Jesus Christ is revealed to men through the Bible, the Holy Spirit (John 15:26), the creation (Romans 1:20), and through God’s servants (Matthew 28:19, 20). Wholesome education requires that we both seek and grow in each of these pathways to truth. Toward that end, West-Mont Christian Academy seeks to both establish and promote truth in the heart and mind of each student by providing a program that builds Godly character, academic success and a Christ-centered world view.

West-Mont Christian Academy believes that God has given parents the responsibility of educating their children (Proverbs 4, Ephesians 6:4, Deuteronomy 6:6-9), and that the school functions as an augmentation and extension of the training begun in the Christian home. The family, the church and the Christian school are to be complementary in educating and training the student for a life of fellowship with God and service to man (Matthew 22:37-38.).

West-Mont Christian Academy believes that, by the grace of God, teachers and school-staff members are accountable before God to exemplify and promote a high moral standard based upon a Biblical value system (Titus 2:6-8).

West-Mont Christian Academy believes that a climate of love, understanding and mutual respect between student and teacher will nurture a student's self-worth through an appreciation of one's infinite value to God (Matthew 6:26, 10: 29-31).

### **C. MISSION, VISION, CORE VALUES, & GOALS OF WCA**

The purpose of West-Mont Christian Academy is to assist parents in the training of their children to honor God, by providing a quality educational and spiritual environment where Godly character and unity in Christ can flourish in order to develop productive servants for the Lord, who will impact their world through biblical thought and action.

This purpose statement is condensed into the **WCA Mission Statement**:

*“Bringing God’s Truth and Purpose Into the Lives of our Students”*

This ideal is further understood through the **WCA Vision Statement**:

*“West-Mont Christian Academy desires to produce graduates who are prepared for Christ's service and utilize their God-given gifts and abilities to fulfill His purpose. We seek to accomplish this through mentoring and innovative methods so that the Academy, with the partnership of the WCA Family, will develop each student into exceptional learners and worshippers who glorify God with their whole heart.”*

### **Core Values**

West-Mont Christian Academy, with a commitment to a Christian worldview, seeks to maintain the following Core Values:

**Christ-Centered Education** - We seek to provide discipleship and mentoring to our students with biblically founded truth at the heart of all instruction.

**Excellence In Mission** - We seek to offer a wealth of wholesome learning opportunities to our students, providing instruction with innovative and effective delivery so that each student achieves to their own level of excellence.

**Each Student Is Unique** - We seek to develop the God-given abilities and passions of each student, allowing them to discover God's individual purpose for their lives. This is carried out through the belief that every individual has infinite value and bears the image of Christ, since they are created in God's likeness.



Leadership - We seek to mentor each of our students as servant-leaders by providing focus to the role model of Christ Jesus.

Serving the Community - We seek to develop strong relationships between faculty, parents, and students, striving to meet each other's needs, which will naturally be demonstrated in an evangelical outreach to the surrounding community.

Partnering with Parents - We seek develop a strong collaboration between faculty/staff and parents, under the guidance of the parent-elected West-Mont Christian Academy School Board, to nurture our students, allowing us to function as an extended WCA family.

### **Christian School Goals**

1. Spiritual Goals – To provide a quality educational and spiritual environment where Godly character and unity in Christ can flourish.
  - a. To have students come to know God as their loving Father, Jesus Christ as their Savior and Lord, and the Holy Spirit as their constant companion and guide into all truth.
  - b. To teach the Bible as God’s Word for today – speaking to all of our needs, giving the basis for our morals, and giving the foundation for understanding all other subjects.
  - c. To provide guidelines for spiritual growth toward maturity.
  - d. To make students aware of the world around them and their Christian responsibility to that world.
  - e. To teach that all students should yield themselves whole-heartedly to God, lovingly obeying all of His will, and willingly expending themselves in service.
2. Educational Goals: To assist parents in the training of their children to honor God by providing a quality educational and spiritual environment where individuals can grow in knowledge, wisdom, and understanding of the truth.
  - a. To promote high educational standards within the potential of each student as uniquely created by God, and to help him or her realize their full potential.
  - b. To help students gain the ability to communicate effectively through the development of their listening, speaking, reading, and writing skills.
  - c. To teach and encourage the use of good study skills.
  - d. Within the context of a Christ-centered world-view, to develop creative and

critical thinking.

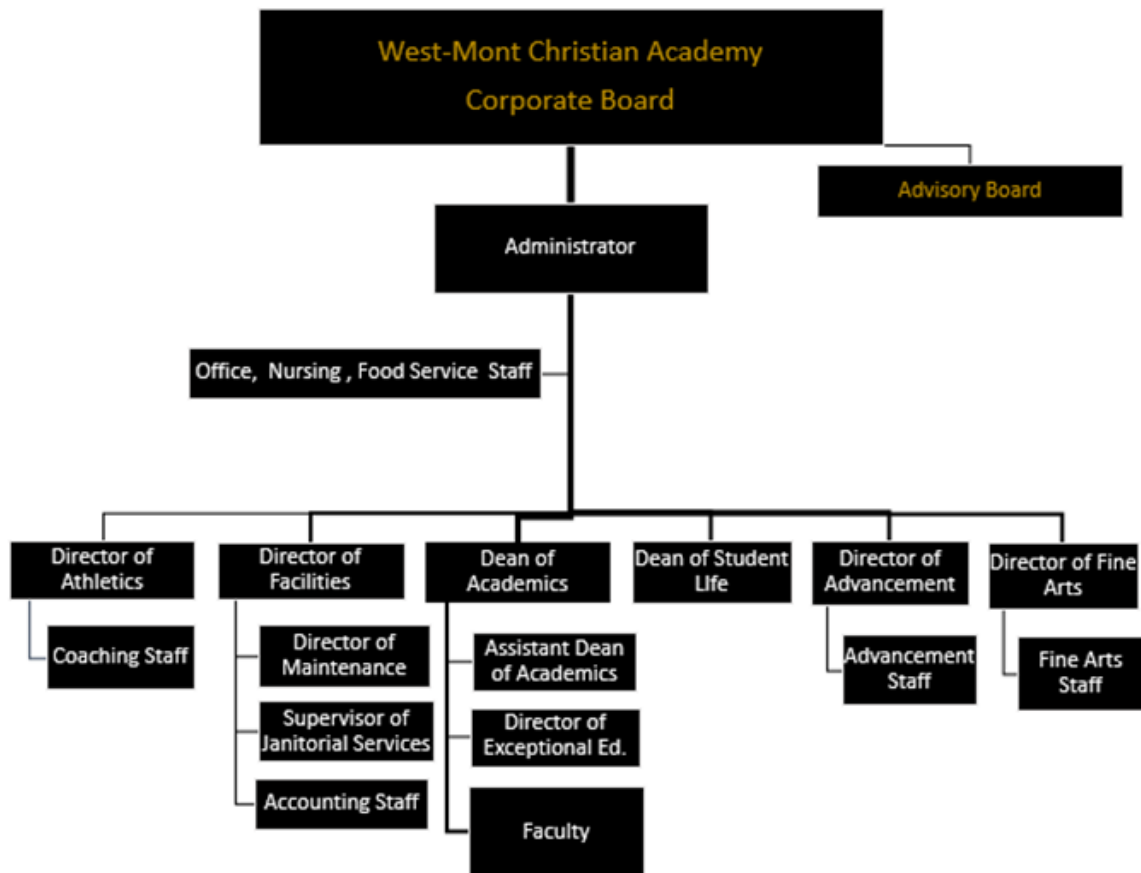
- e. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibility to use and preserve it properly.
3. Personal and Social Goals: To develop productive servants for the Lord who will impact their world through Biblical thought and action.
- a. To understand, accept, and use their God-given capabilities in the pursuit of unselfish and constructive life-goals.
  - b. To develop God-honoring personal relationships.
  - c. To learn stewardship of possessions, with a knowledge of worthwhile ways of sharing.
  - d. To use leisure time in a wholesome way, with an understanding of the proper balance between work and recreation.
  - e. To acknowledge Godly authority, accept responsibility, and recognize opportunity, experiencing true satisfaction in worthwhile accomplishments.
  - f. To appreciate that our physical bodies are a gift of God requiring proper care and stewardship.

### **Controversial Information**

WCA seeks to honor God throughout its educational program. Occasionally, controversial information may be presented via guest speakers, pamphlets, textbooks, media center resources, etc. WCA Staff will seek to use such opportunities to promote truth and a Christ-centered worldview.

### Organizational Chart

The following organizational chart serves as a model for positions and their order in the corporate organization if West-Mont Christian Academy were fully staffed. Due to various circumstances, a position's responsibilities may be covered (or partially covered) by other employees.



3.003

#### Notice of Nondiscrimination

West-Mont Christian Academy admits students of any race, color, national origin, or sex to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. It is West-Mont's policy to make this notice of nondiscrimination available to any interested parties through various means such as: advertisements, brochures, and catalogs published by the Corporation. West-Mont Christian Academy does not discriminate in its hiring practices on the basis of race, color, national or ethnic origin, sex, or disability.

3.004

#### Recruitment and Selection

West-Mont Christian Academy assumes no obligation to advertise an available position to the general public, however, any and all applicants for a given position will be considered. All applicants must submit a resume and cover letter stating their religious orientation, background of training, experiences, and personal references. Resumes and Cover letters shall be submitted to the West-Mont Christian Academy's Administrator along with permission to have all information verified. The submission of a resume does not guarantee an interview. West-Mont Christian Academy will assume reasonable expenses in verifying information.

Upon tentative acceptance to a position by the Administrator, the applicant shall complete a FBI Finger Printing scan through Cogent, the Request for Criminal Record Check form (SP4-164), a PA Child Abuse History Clearance form (CY113), and Employment Eligibility Verification form (I-9), and submit these forms to the Administrator.

On final acceptance of an employee to a given position, the employee shall review and sign the contract offered by the West-Mont Christian Academy School Board and submit a W-4 form. WCA administration will also conduct an Act 168 ("Don't pass the trash" legislation) search of the applicant's past employers (or places of volunteer) as per federal or state regulations.

Employment shall require a successful review of all employment and volunteer history checks. Continued employment is contingent upon regular updates (as determined by federal or state legislation) of the employee conduct checks.

Copies of the above mentioned forms shall be retained in the employee's personnel record.

3.005

#### General Qualifications for Employment

1. Acceptance of Jesus Christ as Lord and Savior. (Romans 10:9-10)
2. Demonstration of a firm commitment to involvement in Christian school ministry.
3. Demonstration of a consistent outward evidence of an inward Christian character. (I Corinthians 7:21-24; Hebrews 12:1-2)

4. As a role model, the employee maintains a regular and contributory involvement in a local church having a doctrine that is in the mind of the Board in agreement with the School's Statement of Faith and which is scripturally sound in its teaching. (Hebrews 10:24-25)
5. A conviction of the importance of prayer and a daily time of meditation in the Word of God and the active pursuit of a relationship with God. (Psalm 42:1-2)
6. Demonstration of spiritual maturity, a teachable spirit, and a clear conscience before God and man. (Titus 2:2-8)
7. Consistent practice of the communication principles put forth in Matthew 18:15-17.
8. Must be in agreement with West-Mont Christian Academy's Philosophy, and its Statement of Faith.
9. Must demonstrate a personal commitment to be a role model to all students and the community. (I Timothy 4:12)
10. Must meet and maintain the minimum requirements of the particular job description.
11. Must be willing to submit to the God-given authority of the School. If, after following the Biblical directions, and if necessary, an appeal to a jointly-approved ministerial committee on arbitration, a satisfactory agreement is not forthcoming, to peaceably and in dignity remove one's self from the position. (Ephesians 4:29-5:2; 5:21)

3.006

#### Contracts of Employment

1. All contracts shall be for the specified times of the contract and are not to be construed as being automatically renewed.
2. All employees shall notify the School Board in writing (via an *Intent to Return* form) by March 1 as to their intent to return for the following year.
3. West-Mont Christian Academy will make its best effort to notify employees in writing by May 1 or earlier if their services will not be required for the following school year.
4. Annual contracts shall be issued on or about May 1.
5. Contracts not signed and returned within 30 calendar days of issuance shall be considered rejected; but does not preclude the issuance of a new contract.
6. The School Board retains the right to withdraw an offer any time prior to its acceptance.

3.007

#### Tenure

West-Mont Christian Academy does not operate a tenure system for its employees nor are placement decisions based on seniority.

3.008

Fiscal Year Contracts (12 month employment)

The fiscal-year contracts will run with the fiscal year (July 1 to June 30). These staff members shall serve according to the individualized contracts which will spell out paid holidays and abbreviated time schedule.

3.009

Non-Fiscal Year Contracts (10 month Employment)

The non-fiscal year contracts will run with the 180-day school calendar year plus time for orientation, in-service training and for closing (not to exceed 10 days).

3.010

Salaries

New position allocations and allocations for raises shall be reviewed by the Finance Committee and approved by the School Board at its March meeting.

3.011

Certification and Salary Policy

Any professional employee progressing to an Association of Christian Schools International (ACSI), National Institute for Learning Development (NILD), or Pennsylvania Teacher's Certificate shall receive an additional stipend in the succeeding years. Teachers who permit such certifications to lapse shall likewise lose the given stipend, effective with the signing of the new contract. (Note: Due to our accreditation status with ACSI, it is expected that all faculty obtain and maintain a current ACSI teaching certificate.)

3.012

Credit for Teaching Experience

Teachers serving at West-Mont Christian Academy will receive 1 year of credit for each full year of service at West-Mont Christian Academy (or other Christian school) and receive ½ year credit for each full year of service outside of WCA in an appropriate field of study as determined by the Administrator. Leave time shall not be credited towards the years of service. Part-time teachers receive service credit on a pro-rated basis.

3.013

Employee Leave of Absence

All full-time employees shall be granted 10 privilege days of paid absence per year. Part-time

employees shall be granted a pro-rated amount. These paid absences are based on the combination of any or all of the following reasons:

1. Jury Duty

Employees summoned to jury duty shall be granted a paid (pro-rated for hourly or part-time employees) leave of absence while fulfilling jury duty assignment unless that assignment can be fulfilled during non-school time. The leave shall not be counted against the service credit (see 3.012). Employees shall reimburse the school for any jury duty stipend, excluding any travel or other reimbursements (Part-time employees should reimburse a pro-rated portion). Employees shall notify the Administrator immediately upon receipt of jury duty assignment. Time for jury duty shall not be counted against privilege days. West-Mont Christian Academy's reimbursement of the employee pursuant to this section shall be limited to a period not to exceed 10 days of jury duty per contract year.

2. Emergency Civic Duty

Until substitute supervision can be secured, no volunteer emergency workers are permitted to leave their assignments. If substitutes are available, volunteers shall be paid for reasonable service time (not to exceed 10 days per contract year). Emergency civic duty time does not count against privilege days.

3. Military Service Leave

Under normal circumstances, employees are responsible to arrange schedules so as not to conflict with school scheduling. Employees must make a written application to the Administrator for such leaves of absences. Where conflicts do occur, no reimbursement shall be made for military leave. In the case of national emergencies, the position will be held open (without pay) for up to 90 days after the employee could logically be able to return to service. In such cases, salary will resume when the employee resumes responsibilities. Where disability occurs and the employee no longer is able to fill the position, as per the job description, the position will cease to be held open. For military service duty, employees are permitted to apply for up to 10 paid privilege days on a one-for-one basis.

4. Funeral Leave

Employees shall make application for funeral leave establishing, if possible, in advance the number of days desired. Such absences shall be counted against the 10 day privilege days.

5. Sick Leave

Employees must give the Administrator notification no later than 6:30 am on the day of sick leave. Such employees shall also give notification before 3:30 pm on given day of their status for the following day. The school reserves the right to require a report from a physician to permit credit for a privilege day. Sick days constitute personal sickness or sick care for an individual(s) who is dependent on the employee. Such absences shall be counted against the 10 privilege days.

## 6. Medical/Maternity/Family Leave

Employees may apply to the Administrator for medical, maternity, and family leaves of absences. Because of the duration of contracts established as 1 year or less, no leaves shall be granted beyond the expiration date of the existing contract. There is no reimbursement for the leave. Except in emergencies, request for such leaves should be made to the Administrator a minimum of 30 days in advance.

## 7. Personal Days

Personal days are to be used for reasons other than those listed above. Typical personal days (or parts thereof) would be shopping, non-emergency visits to doctors, dentists, family business, birthdays, and non-scheduled holidays. Application must be made to the Administrator a minimum of 1 week prior to the personal day. Personal days are calculated as follows: one (1) personal day is counted as two (2) privilege days; a half personal day counts as 1 privilege day. Minimum requests shall be for  $\frac{1}{4}$  day. Requests will be honored only when such time, as determined by the Administrator, does not seriously impair the academic excellence of the classroom setting or seriously hinder the general operation of the school.

## 8. Unpaid Leave Time

It is assumed that the privilege days provide sufficient time for employees to meet their extra needs. However, in rare cases additional time may be needed. Such leaves may also include job-related activities such as participating in a teaching ministry associated with a missions program. Except in the case of emergencies, requests for such time must be made 30 days in advance and will be granted by the Administrator only when such time does not seriously impair the academic excellence of the classroom setting.

## 9. Unused Privilege Days

Unused privilege days may be carried over to the following contract year to a maximum of 20 privilege days or redeemed at a rate of 1 day's pay for every 2 privilege days remaining at the end of the contract year. If a new contract is not issued, redemption for unused days shall automatically take place.

3.014

### Employee Benefits

## 1. Tuition Discounts



Children of full-time employees are eligible for 100% tuition discount (up to a maximum value of the tuition for three regular education students). Children of part-time (less than 35 hours per week) employees are eligible for pro-rated discount. In all cases the discount does not include registration, book fees, lunch fees, field trip fees, etc. Enrollment of school-age children of full-time employees in West-Mont Christian Academy is required. Exception to this rule shall be by Board action. No reimbursement shall be made for children not enrolled in West-Mont Christian Academy.

2. Tuition Assistance for Employee Education

All educational reimbursement must be pre-approved by the Administrator. Employees are eligible to apply for a 50% tuition reimbursement (up to \$1,000.00 per year) for successfully completed educational courses taken in their field of responsibility. Additional reimbursements may also be given for courses that, in the mind of the Administrator, would enhance the program of West-Mont Christian Academy. Reimbursements are made after the course is successfully completed (grade "C" or higher).

3. Health Insurance

Full-time employees (35 or more hours) are entitled to the health insurance offered by the school, subject to the eligibility requirements of the program. Coverage paid by the school is only for the employee (Health insurance providers often require a waiting period for coverage to be in effect). Insurance is paid for the effective period of the contract (dates of employment). Thereafter, employees (1) completing their contract and not signing a new contract, or (2) employees on unpaid leave time, or (3) employees choosing to terminate during the contract period, relinquish their benefit of paid health insurance coverage. Those covered via signing a new contract and thereafter withdrawing from the contract during the summer months are expected to reimburse the school for such coverage. Additional coverage for family members may be secured via a deduction from wages. No reimbursement is made for employees who waive their coverage. New employees will not be covered until the insurance company's waiting period has been fulfilled.

4. Term Life Insurance

Full-time employees (35 or more hours) receive a \$30,000 term life insurance policy, subject to the eligibility requirements of the program, as long as they remain employed at West-Mont Christian Academy on a full-time basis.

5. Vehicle Liability Insurance

The school maintains liability insurance for all of its school-owned vehicles. Any privately owned vehicles used for the school are covered as a secondary carrier. Anyone using private vehicles for official school business must have a signed waiver form on file from the owner of the vehicle for any damages and liability. Only vehicles having valid insurance may be used for school activities.

6. Comprehensive General Liability Insurance

Comprehensive general liability insurance is maintained to cover employees while performing assigned responsibilities on behalf of West-Mont Christian Academy.

7. Worker's Compensation

The School participates in a mandatory worker's compensation insurance. All injuries due to the employee's work must be reported to the office within 1 day of injury or illness. The School must make a written report of the injury or illness within 120 hours to our insurance company, and a phone call within 24 hours. Because we desire a safe working environment for you and our rate is based on our safety record, we encourage employees to avoid unsafe activities and report any unsafe working conditions to the office immediately.

8. Social Security

The School matches payments for social security withheld from wages as per the Internal Revenue Service mandates.

9. Retirement

All employees are eligible to participate in a Board-approved 403-B retirement plan through payroll deductions.

10. Additional Benefits

Employees who serve under fiscal year contracts receive additional individualized benefits as stipulated in their contract.

11. Holidays and Vacations

Individualized contracts will spell out applicable holidays and vacation time. Under normal circumstances, the following are considered as holidays: Independence Day, Labor Day, Thanksgiving, Thanksgiving Friday, December 24, 25, 31, January 1, Martin Luther King Jr. Day, President's Day, Good Friday, and Memorial Day. Holidays that fall on a Saturday or Sunday will be taken on the Monday following the holiday unless the school calendar provides an alternative day for the celebration of the holiday. Reservations for guaranteed vacation time shall be made with the Administrator no later than May 15. Such reservations will usually be granted on a seniority basis. Thereafter, reservations shall be made with the Administrator on a first-come, first-served basis and shall be made no later than 30 days in advance. In all cases, vacations are guaranteed only after approval by the Administrator.

12. Mentoring/Instructional Supervision

Support for teachers and teaching methods will be provided in the following ways:

- a. During the first year of teaching a mentor teacher will monitor classes to help the incoming teachers maintain progress on their Personal Improvement Plan. The Personal Improvement Plan (PIP) includes administratively-approved goals in the areas of spiritual and education maturity. These goals, which are established at the beginning of the school year, may also include areas of physical, emotional, and social maturity.
- b. During the year, one weekly staff meeting per month will be set aside to allow peer-groups to meet for evaluation of each staff member's progress towards the accomplishing of the their PIP goals.

- c. Three times during the first year a substitute replacement will be provided for the mentor teacher to give opportunity for classroom observations.
- d. The mentor through the year will review lesson plans, discuss school policies, review field trips and generally encourage the new teacher.
- e. Near the close of the year, an annual evaluation form will be provided by the mentor to both the new teacher and the Administrator. This evaluation will be reviewed with the teacher by the Administrator.
- f. Thereafter, additional evaluations will be conducted annually and opportunity given to set goals for the new year if a new contract is offered.
- g. Teachers failing to meet satisfactory evaluation goals will be placed on probation and a mentor teacher will be assigned. In addition the Administrator will meet with the teacher on probation a minimum of three times annually.
- h. To protect teachers from continued failure and discouragement, new contracts will not be given if there are two successive years of unsatisfactory evaluations.
- I. In all cases, all faculty are part of assigned peer-group evaluation teams which evaluate each other. An observation form is completed by each team member and the results are placed in the observed teacher's file. All observations are done on a rotating rather than reciprocal basis.

### 13. Evaluation of Non-Instructional Staff

All non-instructional staff shall be evaluated annually by the Administrator (or the direct supervisor of the employee). This evaluation will take place after receiving an "Intent to Return" form from the employee and prior to offering a new contract.

## 3.015

### Policies on Termination of an Employee

#### 1. Termination during Contract Period

To protect the dignity of a given employee except for cases of outright insubordination or situations in which the reputation of the school is at stake, written dialogue will be provided between the Administrator and the employee to correct areas of deficiency. When, in the mind of the Administrator, corrections are not forthcoming in the manner expected, the Administrator reserves the right to terminate said employee any time during the year. The employee may on such notice appeal to the Grievance Committee following the guidelines of "General Qualifications for Employment". If the Grievance Committee deems it advisable, the grievance may be presented to the Board but presentation of a grievance does not guarantee presentation to the Board.

#### 2. Voluntary Termination

Employees who decide to leave West-Mont Christian Academy are expected to give at least 30 days' notice. Those who fail to do so may forfeit any accrued pay for the entire year. Failure to give proper notice will also become part of the employment record and

will be noted in any reference request, notwithstanding the provisions contained in these policies. Employees who resign voluntarily are asked to complete an “exit interview” that will help West-Mont Christian Academy pinpoint areas of employee dissatisfaction.

### 3. Remuneration for Those Resigning Or Who Are Dismissed

All wages due such employees shall be paid at the next pay period. If there are any encumbrances against that individual it shall be deducted from the employee’s paycheck. Health insurance coverage will cease but the employee may continue the insurance under the COBRA law by signing a proper form provided by the school or insurance company. Pro-rated unused privilege days (calculated as personal days) and/or vacation days shall be considered in the final payment. Such payments shall be made only for those employees who are dismissed without cause. Days used in excess will be charged against the final payments. All resignations must be in writing and given to the Administrator preferably with sufficient notice to give adequate time for a replacement.

### 4. Exit Interview

An exit interview with the Administrator and the Chairman of the Board, or another Board member is offered to those who resign or are dismissed. At that time, the extension of benefits through the COBRA law shall be presented.

### 5. Giving References

WCA has a policy of giving only limited information in the event an employee who separates from employment of WCA requests an employment reference. WCA shall respond to such inquires in writing as set forth on the material below:

West-Mont Christian Academy has a policy of furnishing a brief employee history in response to all reference requests. This policy was adopted entirely for business reasons and relates to all references and is not intended as a negative reference for an employee or employees.

Pursuant to that policy, the following information is furnished:

Employee Name: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Position Held at Time of Termination: \_\_\_\_\_

If authorized in writing by the former employee, WCA will also provide that employee’s earning-rate at the time of termination.

## 3.016

### Staff Conduct

#### 1. WCA Statement of Policy Prohibiting Sexual Harassment in Employment

West-Mont Christian Academy pledges its best efforts to ensure that no employee, volunteer, student, or job applicant is subjected to sexual harassment or discrimination.

Employees, volunteers or students who engage in conduct which is sexually harassing, or who contribute to a hostile, oppressive, intimidating, or offensive work environment, will be dealt with strictly. Such conduct will not be tolerated or condoned and will be grounds for immediate dismissal.

#### A. Objectives

1. To prohibit all verbal, physical, and visual sexual harassment, as well as uninvited sexual advances.
2. Ensure a work environment which is free from any hostile, oppressive, intimidating, or offensive elements of sexual discrimination, or which otherwise interferes with employees' or students' well-being or the ability to perform one's work.

#### B. Examples of Prohibited Conduct Which May Constitute Sexual Harassment

The following list illustrates samples of conduct which will not be permitted in the workplace and which may constitute grounds for disciplinary action up to and including dismissal:

1. Making unwanted sexual advances;
2. Making or threatening reprisals after a negative response to sexual advances;
3. Offering employment benefits in exchange for sexual favors;
4. Visual conduct -- e.g., leering making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct -- e.g., making derogatory comments, epithets, slurs, jokes, unwanted verbal sexual propositions, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
6. Physical conduct -- e.g., assault, touching, impeding, or blocking one's movement.

#### C. Complaint Procedures to Identify and Remedy Instances of Sexual Harassment

1. Applicants, employees, and students are encouraged to assist the employer in eliminating sexual harassment by promptly reporting any instance of alleged or potential harassment.
2. All complaints of sexual harassment will be investigated seriously by West-Mont Christian Academy. Complaints will be processed in a manner which protects the complainant and maintains to the greatest extent possible the individual's confidentiality.
3. Applicants should report instances of alleged discrimination or harassment to the Administrator.

5. In any instance in which the relevant complaint procedures requires (or may involve) an individual who the complainant believes or suspects may be involved in the alleged sexual harassment, the complainant is relieved of any obligation to exhaust that stage of the complaint procedure. In such an event, the complainant is encouraged to report the situation to the next higher level of authority.

I, (the employee's name), do hereby acknowledge receipt of West-Mont Christian Academy's Policy on Sexual Harassment. I hereby agree to comply with the terms and provisions of the Policy.

## 2. Teacher Ethics and Conduct

### 3. Staff/Student Communication Policy

1. Staff should refrain from sending or receiving text, or social media, messages to/from students. If absolutely necessary, texting is not to be of a personal nature and will only be regarding coursework, practice, changes to game schedules, etc.
2. Messages must always be copied to at least one other person who is a parent or administrative staff member when sending a text to a student.
3. Students are not to text staff members.

1. All school business must be conducted using assigned school email accounts.
2. A parent or an administrative staff member must be copied on any email sent to a student.

1. Staff are not to post comments, pictures, or any other content on any social

media that does not reflect the values of WCA, or that would undermine professional credibility, the reputation of the school, or do harm to the testimony of Christ.

2. Staff should never privately comment or post to a student on social media, or a minor that was previously a student at WCA.

#### 4. No Solicitation Policy

Contributions may not be solicited on company property without the permission of the Administrator. Solicitations should be kept to a minimum because they often prove embarrassing to employees who cannot or do not wish to contribute. No pressure to make a contribution should ever be put on any employee. Requests for such permission must be made through the Administrator.

These other guidelines should be followed:

- A. Distribution of written materials or solicitation by non-employees on school premises is prohibited.
- B. Distribution of written materials by employees is prohibited in working areas or during working time.
- C. Solicitation by employees is prohibited during working time or in student/parent service areas. An employee may not engage in solicitation of other employees during their working time.

#### 5. Health Requirements

To protect the health of our students and staff, all employees are required to comply with the guidelines set forth by the School District and County Department of Health at the location of their service to the Academy. CPR training will be offered on a periodic basis. Exposure control procedures against blood-borne pathogens will be strictly enforced. There are two groups of protection:

- A. Group One Employees: (Physical Education teachers, staff responsible for first aid, janitorial and maintenance staff, and coaching staff). These employees must complete appropriate training to handle exposures and must complete pre and post procedure forms. The school will provide, at no charge to the employee, the Hepatitis B Vaccination Series.
- B. Group Two Employees: (All other employees) These employees must complete post exposure forms if they come in physical contact with potentially infectious substances. If the need for treatment of a patient is obvious, they shall seek the help of a "group one employee" or call for emergency help.

#### 6. Employee Dress Code

Employees are expected to be neat, clean, modest, and professional in appearance, recognizing that such apparel communicates the desired image of the school. During school hours, off-duty staff members shall observe the neat, clean, and modest dress code while in the building recognizing that they are role models to the students.

Women are expected to wear professional style clothing (dresses, skirts, or loose fitting dress slacks) that will clearly glorify the Lord.

Both men and women shall limit their shoe attire to a professional dress style, which is comfortable, but not extreme. In all cases, socks or nylons shall be worn at all times. Sneakers may only be worn for a particular occasion when permission is granted by the Administrator.

Men are expected to wear a form of professional dress style that will clearly identify them as representative of the testimony of the Gospel.

Determination of "acceptable attire" shall be made by the Administrator who reserves the right to permit exceptions to the above material for medical reasons.

It is vital that staff members maintain a cooperative and approachable attitude with the decisions of the Administrator.

At the beginning of the school year at a staff orientation meeting, the Administrator shall review the guideline for expected dress codes.

## 7. Supervision of Students

At no time are students to be left unsupervised in a classroom or on the playground. Supervision may be transferred only to authorized adults (see certification of volunteers). Students will not be permitted outside of their classroom except with a "room key" or "hall pass" signed by the teacher. Teachers must immediately notify the school office of any "room key" or "hall pass" violations. Employees are required to report any visible or audible signs of abuse (sexual, emotional, or physical) to the Administration immediately. Based on the laws of Pennsylvania, failure to report such situations may be interpreted as the teacher being "party to the abuse". Employees are not permitted to practice corporal punishment. In like manner, employees must maintain "Discipline with Dignity". No aggressive handling of students, vindictive berating (public or private), or permitting situations which will bring potential harm to the students are permitted. Where a student is aggressive, defensive restraint is permitted. Discipline designed to publicly humiliate pupils shall be avoided (ex: putting gum on the end of a student's nose, dunce hats, nose against blackboard). Staff members are required to maintain supervision of students at all times that the students are on campus. Special precaution must be made to guard against unauthorized pickup of children (see student files for legal limitations). Due to the debatable effectiveness of corporate punishment, teachers are encouraged to individualize punishments.

## 8. Enforcement of Safety Regulations (Medical Procedures)

All personnel shall be totally knowledgeable of the safety regulations and shall abide by them at all times. Teachers shall insure that their classes cooperate in all emergency drills as directed by the Administrator. The Administrator shall conduct an annual safety seminar during the teacher orientation.

A. In the case of a fire or fire drill, teachers are to:



1. Secure the student roster.
2. Assign students to close windows, turn off lights, and close classroom door after verifying that all students have left the classroom.
3. Exit the students from the building in an orderly fashion via the assigned route from the classroom. This shall be accomplished via the use of a designated student leader(s). To insure that all students have left the classroom, the teacher shall be the last individual exiting the room.
4. Direct the students to the designated external area and remain with the students until directed by the Administrator (or his designee) to return.
5. Check the student roster to verify that all students are in the designated area.
6. Remain with students until the drill is complete. The teachers shall be prepared to report the name of any student(s) who appears to be missing to the Administrator when he/she requests the roster report or to rescue workers when they arrive. Under no circumstance shall a teacher reenter the building until permitted.
7. In the case of an actual fire, maintain a spirit of calmness, especially guarding that no student reenters the building or is put in jeopardy from emergency vehicles or the fire itself.

B. Upon notification from the administration concerning other emergencies, the same procedures should be used to exit students from the building.

C. In the case of the need for an evacuation of the region (i.e. radiation leak, gas line eruption), teachers shall follow the instructions (located in the school office) provided by the Chester County Emergency Evacuation Authority. Appropriate announcements will be provided to the staff through the public address system in the event of an emergency. Students shall not be permitted to telephone parents until they arrive at their safe destination. They shall not be permitted to evacuate in any other manner than the prescribed procedure. These procedures will be discussed during the annual staff orientation week.

D. In the case of potential hostage settings or threat inside the building, teachers shall keep all students in their classrooms with doors locked until the Administrator (or his designated building supervisor) communicates directly to the teacher that they should exit the facility.

E. In the event there is the potential of a threatening individual outside the building and the administrator or local authorities call for a "Lock In". Students may move freely from room to room within the building but no one may enter or exit through any entrance or exit leading to the exterior of the building.

F. Teachers are to ensure that only approved individuals pick up children from the school. If no court order is on file in the school office (which is the responsibility of the student's parent to provide to the school), any parent, grandparent, step-parent (or other individual designated by a parent) is permitted to pick up a child. In all cases, the school follows the directive of a court order.

G. In the event of an injury on school premises, employees shall not make statements to persons other than authorized personnel of WCA regarding the events leading to the injury without first consulting with the Administrator or his designee. An Accident Report shall be completed within 24 hours. In the event that an employee(s) is injured, the injured employee shall complete the Accident Report, if possible. If this is impossible, the supervisor shall complete the Accident Report. In the event of a student injury, the employee on duty in the area at that time shall complete the Accident Report.

H. In emergency situations, all employees and volunteers are not permitted to make unauthorized statements to the media. Only the Administrator and his designee(s) shall be permitted to represent the school.

I. Assigned staff members shall use every precaution possible to guarantee that all students safely embark and disembark vehicles.

#### J. Accident Procedures

##### Minor Accidents/Injuries/Illnesses

1. The student shall be taken to the school office for needed assistance by a responsible person.
2. The school office personnel shall evaluate the student's condition.
3. The school office personnel shall tend to the immediate needs of the student and then attempt to contact the student's parents and/or guardian informing them of the illness/injury. Parents and or guardian will be requested to pick up the student promptly if the student is unable to comfortably return to class.
4. If the parent and/or guardian are unreachable, or cannot come to the school, those listed on the Emergency Information Card shall be notified.
5. If no one can come for the student, the student shall remain at the school and be made as comfortable as possible.

##### Serious Illness/Injured Student

1. Staff member notifies the office immediately (through call bell or walkie-talkie).

2. The Administrator (or designated employee) shall go to the location of the ill/injured student to ascertain the severity of the situation.
3. If possible, other students should be removed from the room/area.
4. At the request of the Administrator (or designated employee) the office personnel shall call 911 for an ambulance, if required.
5. The office personnel, at the request of the Administrator (or designated employee) shall notify the parents and/or guardian and/or the student's physician (if this information is indicated on the student's record.)
6. The Administrator (or designated employee) shall remain with the student until the parents and/or guardian, and/or ambulance arrives.
7. If the parents and/or guardian are unavailable, the Administrator (or designated employee) shall go with the student to the hospital, taking with him/her the student's emergency data information.
8. The Administrator (or designated employee) shall remain with the student at the hospital until the parents and/or guardians arrive.

Injury/Illnesses after School Hours or Off School Property (Sporting Events, Field Trips, etc.)

1. The supervising staff member shall assess the need of the student and call 911 if necessary.
2. The supervising staff member shall notify the School Administrator and contact parents and/or guardians according to the emergency card information.
3. Coaches shall retain a copy of the emergency cards throughout the season for injury situations. Teachers shall obtain a copy of the emergency card for field trips that extend beyond the school day or include important information on the permission slip. (If an emergency situation occurs during a school day trip, the supervising teacher shall notify the school office, which will fax a copy of the emergency card to the designated hospital.)

Follow-Up Actions

1. In all instances the appropriate staff member shall enter the incident into the student's computer medical record. The supervising staff member shall complete an Incident Report Form if injury, or the possibility of injury, has occurred.
2. Staff shall clean up the area (if needed) as quickly as possible. Note: If blood is

evident, only Class 1 Employees are to clean up the area (See blood-borne pathogens policy).

#### Medication/First Aid Administration

1. Students are not permitted to carry medications with them during the school day (unless required by a physician and approved by the Administrator).
2. Students needing medications throughout the school day will be required to drop off medicine at the front desk along with written instructions for administration of the medicine.
3. Medications will be stored in the office and be given, according to the instructions, to the student(s) at the designated time(s) by the office personnel.
4. A record will be kept to document the administration of the medication.
5. Students with minor symptoms may be given according to manufacturer's recommendations Tylenol, antiseptic cream/lotion (for scrapes and minor cuts), and antacids (for stomach aches) without written permission\instructions from the parents or physician. Parents will be contacted in the event that such items are given to the student. Parents may give permission to school personnel for ongoing ailments to provide such medications, at which time; no parental contact will be required. This communication should be documented in the student's medical history record. If school personnel change the dressing on a previous injury, no contact will be required.
6. If a student vomits, no medications shall be given. The student's parents and/or guardians will be contacted for prompt pick up of the student.
7. Staff will not attempt to remove embedded splinters, staples, pencil points, etc. (Under some definitions this is considered a surgical procedure.) Parents must be called.

#### Related Information

1. Posted in the main office(s) is a list of emergency telephone numbers, as well as, Material Safety Data Sheets (M.S.D.S) information.
2. As part of routine medical protocols, each teacher will be provided information about any student in his/her classroom having special medical or physical needs and the procedures that the teacher may follow in the event of a medical episode. These conditions might include: allergies, fainting, seizures, diabetes, etc.

## 9. Debatable Topics

Out of respect for the teachings in the home and in the local church of the student, employees are encouraged to avoid giving personal opinions on highly debatable topics on which the school has not taken a position (the School has taken a position on its Statement of Faith, Policy Manual, and WCA Publications).

#### 10. Endorsements

While WCA looks favorably on many ministries and other organizations beyond WCA, our official stance is not to publicly endorse any ministry or organization other than those selected by the Administrator or the Board for particular participation in such school-related activities as deemed advisable.

Staff members are requested to refrain from making any stated or implied recommendations in the name of WCA and are expected not to make the names of WCA students available to such non-authorized groups.

#### 11. Public Statements

Since all employees and volunteers are not permitted to make unauthorized statements related to the Academy, the only person that is to make public representations on behalf of the West-Mont Christian Academy is the Administrator or his designee(s). In the absence of the Administrator, the assigned designee will communicate with the School Board President prior to issuing any public statement.

#### 12. Faculty/Staff – Student Dating Policy

As an educational institution dedicated to fostering the dignity and educational growth of each person, West-Mont Christian Academy strives to encourage learning and promote the individual. West-Mont seeks to create an environment that is free of exploitation and unlawful harassment or discrimination that undermines the integrity of the institution.

West-Mont prohibits consensual relationships of a dating, intimate and/or sexual nature between faculty or staff and any student, or parent/legal guardian of any student currently enrolled at West-Mont. This policy is rooted in the recognition that these relationships may be inherently unequal and contain an element of superiority or power. Consensual relationships between faculty or staff and students (or parents/legal guardians of such students) may give rise to the perception by others that there is favoritism or bias in educational decisions affecting students. These perceptions undermine the spirit of trust and mutual respect that is important to West-Mont's environment. This policy further strives to provide an environment that is free from sexual harassment.

##### Definitions Related To Policy:

**Consensual Relationship** – Refers to amorous or romantic relationships, and is intended to indicate conduct which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship. Dating and/or sexual relationships willingly undertaken by the parties.

**Faculty /Staff** – Any employee of West-Mont including, but not limited to a Teacher, Teaching Assistant, Administrative Faculty, Coaches, Administrative Staff, Custodial / Janitorial Staff, and any other individual performing services on behalf of West-Mont.

Student – An individual enrolled, or eligible to continue, in any full-time or part-time program of West-Mont.

(The Faculty/Staff - Student Dating Policy does not alter, but is in addition to all federal and state laws regulating interpersonal conduct.)

3.017

### Field Trips

1. Teachers are encouraged to take their classes on educational field trips throughout the year. All field trips must have educational/spiritual objectives.
2. The following format shall be followed for all field trips:
  - A. The responsible teacher must gain preliminary approval from the Administrator at which time the anticipated cost of the trip (including transportation and entrance fees), nature of the trip, approximate date of the trip, and mode of transportation should be given.
  - B. Upon Administrator approval, reservations shall be made.
  - C. Upon completion of reservations a permission slip must be sent to the parents of all students attending (including notification to registered home school students). The notice should include: the nature of the trip, all costs, date of trip, expected times of departure and return, appropriate dress, request for chaperones/drivers (if needed), and any other pertinent information.
  - D. Teachers must verify with the office that all chaperones/drivers have completed qualifications for volunteers (3.016-11)
  - E. No student is permitted on the trip without a proper-signed permission slip (and a medical release form for overnight trips). Under normal circumstances, when a student is unable (or not permitted) to attend the field trip, the teacher shall be responsible for arranging substitute activities and supervision.
  - F. Partial participation on school sponsored events\field trips is not permitted without the Administrator's approval.
  - G. If a private individual's vehicle is used for the trip, the owner and driver of the vehicle must sign a vehicle-waver form.
  - H. Teachers are expected to take every precaution to maintain the safety of students at all times. Drivers shall not drive faster than the posted speed limit. All passengers will use seat belts on equipped vehicles. No vehicle will exceed manufacturer's passenger limitations. For longer trips, individual drivers may not exceed 10 hours of driving within any 24 hour period.
  - I. All field trips require a minimum of two adults (students 18 years of age do not qualify.)
  - J. At the completion of the trip, the teacher should evaluate positives and negatives experienced on the trip and should give these to the office for future planning of trips to

the same destination. The teacher should consider sending thank-you notes to individuals involved in the field trip (drivers, chaperones, etc.)

3.018

### Miscellaneous Expectations

#### 1. Assignment and Placement

All employees shall be assigned by the Administrator. Assignment shall be based on the needs of the school. Requests for alternate assignments may be granted if, in the mind of the Administrator, it will enhance the effectiveness of the school. In such decisions, assignments, revisions in assignments, or additions to given assignments shall not be based on national and ethnic origin, color, or race of the employee. All employees, regardless of assignment at the time of contracted agreement are subject to revisions at the discretion of the Administrator. Under normal circumstances a 30-day notice will be given for major revisions during which time, if the employee is dissatisfied with the revision, appeal should be made first to the Administrator, and if needed, thereafter in writing to the Grievance Committee.

#### 2. Attendance at Meetings and Extra-Curricular Activities

All employees are required to attend staff meetings and, if so directed by the Administrator, extra-curricular activities. There is no additional compensation for such attendances. Typically, meetings would be Parent Association Meetings, Parent-Teacher Conferences, Annual Faith Banquet, assigned Teachers' Conventions, Open Houses, Graduations, and Musicals related to the grades involved and after school meetings or evaluations. Part-time employees must attend only the first staff meeting of each month but are expected to fulfill extra curricular activity assignments as directed by the Administrator.

#### 3. Length of School Day

Unless stated otherwise in the contract, employees are required to be present daily at 7:30 AM and will not leave the premises before 3:20 PM. Exceptions to the above may be secured but employees are reminded that late arrival or early dismissal for non-emergency situations may be counted against personal time. Emergency absences shall be counted against privilege time. All employees are expected to attend the daily opening devotional time unless written excuse is presented to the Administrator and granted.

#### 4. Right to Inspect Files

Employees shall have the right during office hours to inspect their own personnel file. To assure both parties that nothing has been removed from the file, the Administrator shall establish a witness to be present during the inspection. The file is the property of the school. At the discretion of the Administrator, copies of material included in the file may be copied for use by the employee. If, in the mind of the employee, any material should be removed, and if, in the mind of the Administrator, it should not be, the employee has the right of appeal to the Grievance Committee. In addition, at the Annual Evaluation, all file contents for the past school year shall be reviewed with the employee. Mentors (assigned

by the Administrator), the Board, or individuals assigned by the Board may have access via the Administrator to the files.

5. Evaluation of Student Work

Staff members shall follow the procedures of "Grading", "Report Cards", and "Homework" in the Student Handbook. Papers or tests will be graded and posted online by teachers in a timely manner. Tests and homework should be graded within two school days, and must be graded within one school week. Major papers or projects should be graded within one school week and must be graded within two school weeks. Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates.

6. Yearly Lesson Plans

Teachers are to prepare a general yearly plan for each subject taught. The plan shall be based on the curriculum provided by the Curriculum Committee. Each plan shall be presented in outline form, establishing monthly objectives for the course/subject. For high school and middle school level courses, these plans should be included in the course syllabi. The yearly plan is to be submitted to the administration for approval prior to the orientation week scheduled at the beginning of the school year.

7. Weekly Lesson Plans

Teachers are required to maintain current weekly lesson plans and post them online.

8. Preparing for Substitute Teachers for Planned Absences

It is the duty of the classroom teacher to personally communicate to the assigned substitute, no later than 48 hours prior to the absence, the needed information to maintain continuity. This shall include:

- A. Detailed Lesson Plans
- B. Seating charts
- C. Discipline expectations
- D. Listing of individualized needs of students (i.e. medical concerns, learning disabilities, etc.)
- E. Homework expectations
- F. Visual/auditory aids (i.e. experiment materials, overheads, etc.)
- G. Explanation of extra responsibilities outside of classroom (i.e. lunch duty, recess duty, etc.)
- H. Typical schedule of the day.



I. Instructions for emergency procedures.

9. Preparing for Substitute Teachers for Unexpected Absences

It is the duty of the classroom teacher to prepare and maintain on a semi-monthly basis a substitute teacher's file in the school office. This file should communicate all of the expectations found under the above section for planned absences with the exception that lesson plans will be more general in nature. These lesson plans must be related to the present assigned unit but need not be in direct continuity.

10. Use of Resource Materials/Outside Speakers

Any games, visual aids, etc. used in the classroom must be in keeping with West-Mont Christian Academy's Philosophy of Education. Any videotapes, DVDs, online video clips, music, or guest speakers used at WCA must be pre-approved by the administration. All titles of video tapes, DVD's, and hyperlinks of video clips must be listed in the daily lesson plans that are posted online.

11. Guidelines for Use of Volunteers to Assist Teachers within the Academic Setting

No volunteer may be used in a capacity requiring contact with students unless he/she is approved through the volunteer screening process that includes: an interview with a supervisory staff member, that includes a review of the expectations of the volunteer position, a completion of the FBI Finger Printing Report, a SP4-164 (Request for Criminal Record Check) form, a CY113 (PA Child Abuse History Clearance) form, and a signed volunteer contract. (These clearances must be updated by the volunteer as required by federal or state legislation.)

Teachers may request the volunteer services of a professional (degreed individual) or non-professional individual to work with them in the following areas:

- A. Correct workbook pages. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)
- B. Make Copies (in main office) or construct learning materials, games or reinforcement materials.
- C. Drill students in math, phonics, etc., as modeled by the teacher.
- D. Read to students or help them find or check out library books.
- E. Create materials for teachers (not data entry).

Teachers may also request the services of volunteer professionals to additionally serve in the following areas:

- A. Provide some instruction that is planned by the teacher.

- B. Answer student's questions or help students complete seatwork assignments.
- C. Monitor independent activities to keep students on-task.
- D. Take language experience dictation and complete follow-up language experience activities.
- E. Supplement direct teacher's instructions with additional controlled practice.
- F. Direct learning centers. (For example, teach and play assigned games.)

## 12. Handling Threatening Situations

Teachers should be aware that in the event a student feels threatened in or out of the school situation and fears to remain in the school situation, the student is permitted to go without permission to the school office to report his/her fears. If, after due evaluation by the Administrator, it is deemed that the threat is probably unfounded, the student is usually requested to resume school activity. If the threat appears to be legitimate, the Administrator shall take appropriate action.

3.019

### Substitute Teachers

#### 1. Definition of Substitute Teachers

A substitute teacher is an approved individual hired (non-exempt status) to fill in for a contracted teacher. All such individuals must be in accord with the doctrinal position (see Statement of Faith) and Philosophy of Education of West-Mont Christian Academy (as determined by an interview with the administration.) These individuals are expected to maintain the same standards of conduct as required of contracted teachers.

#### 2. Selection of Substitute Teachers

Priority and selection will be given as follows:

- A. Qualified individuals in the field required for substitution,
- B. Adults with college degrees,
- C. Adults not having completed their degree.
- D. In exceptional cases, adults with a high school diploma may be used.

Student Teachers

West-Mont Christian Academy, in its desire to advance the cause of Christian education across the country, is active in the developing of new teachers. West-Mont Christian Academy also recognizes its need to faithfully present a quality educational program to the families that send their students to its system for training. Thus, the following corporate policies are in effect as it relates to the use of student teachers.

- A. Student teachers must be in accord with the doctrinal position (see Statement of Faith) and Philosophy of Education of West-Mont Christian Academy (as determined by an interview with the administration.) These individuals are expected to maintain the same standards of conduct as required of contracted teachers.
- B. No teacher with less than three years of actual classroom teaching experience is to be assigned a student teacher.
- C. No teacher in his/her first year with West-Mont Christian Academy is to be assigned a student teacher even though he/she might meet the three-year teaching experience requirement.
- D. All prospective student teachers are to be interviewed by the Administrative Staff responsible for that area of teaching. They must complete all applicable forms. They must be filed with the school office. Final approval shall be by the Administrator.
- E. No teacher in the school system is to have a student teacher more than once a year.
- F. Each student teacher is to have direct control of the class no more than three weeks out of his/her time within our system. During the three weeks that he/she has actual classroom control, the coordinating teacher is to be in the classroom.
- G. Each student teacher is to have Policy Manuals III & IV reviewed with him/her on the first day of the student teaching assignment.

Substitute Employees (Non-Teaching Positions)

## 1. Definition of Substitute Employees

Substitute employees are those individuals hired on a temporary basis to fill needed ministries other than teaching positions. Because substitute employees are usually seen by the students in the same light as the regular employees, they are required to meet the same standards for regular employees.

## 2. Payment of Substitute Employees

Substitute employment payment shall be based on the current reimbursement rate for the position as established by the Administrator but shall not be less than the current minimum wage. Substitute employees are not entitled to the benefits made available to the position's

regular employee other than: matching payments into Social Security, Worker's Compensation Insurance, and Coverage under the general liability insurance.

3.022

Extra-Curricular Activities

1. Teachers or other staff (paid or volunteer) supervising students at extra-curricular activities are responsible to insure that students' behavior is respectful, safe, and represents WCA and Jesus Christ well. After the activity is over, the designated supervisor for the activity must stay with the student(s) until the last student is picked up.
2. The designated supervisor is responsible to insure that the building is secured (if needed) at the close of the activity.
3. Unless otherwise specified by the Administrator, teachers or supervisory staff are to come fifteen minutes before a program or activity begins, or a vehicle(s) is scheduled to leave to supervise students arriving for or being transported to an event.
4. All individuals responsible for the supervision of students must be at least twenty-one years of age and must be approved by the Administrator.