



# FACULTY AND STAFF HANDBOOK 2022-2023



# TABLE OF CONTENTS, Section 1.1-3.14

## 1. Identity and Organization of Plymouth Christian Academy

1.1 Mission Statement.....	7
1.2 PCA's Core Values.....	7
1.3 Our History.....	7-8
1.4 Purpose Statement.....	9
1.5 Statement of Faith.....	10
1.6 Christian Philosophy of Education.....	11
1.7 Expected Student Outcomes.....	11-13
1.8 Shared Responsibilities of Education.....	12,13
1.9 Organization.....	13
1.10 Governance.....	14
1.11 Accreditation.....	14
1.12 Membership.....	14
1.13 Faculty and Staff, Substitute Teachers.....	14
1.14 Parent Teacher Fellowship.....	14
1.15 Booster Board.....	14
1.16 Volunteer Policy.....	15,16

## 2. Admissions Process

2.1 Admission Requirements.....	16
2.2 Admission Priorities.....	17
2.3 Admission Procedures.....	17
2.4 Parent Agreement.....	18
2.5 Standard of Conduct.....	18,19
2.6 Re-Admittance Policy.....	19
2.7 Enrollment Probation Policy.....	19
2.8 Withdrawing From PCA.....	20
2.9 Tuition Policy.....	20,21
2.10 Variable Tuition.....	21
2.11 TRIP Procedures.....	21,22

## 3. Programs, Curriculum and Instruction

3.1 Bible Class.....	23
3.2 Master Calendar.....	23
3.3 Elementary Academic Policies.....	23
3.4 Class Grades Within Quarter.....	23,24
3.5 Procedure for Grade Reports.....	24
3.6 Honor Roll.....	24
3.7 Make-Up Policies.....	24
3.8 Homework.....	24
3.9 Cheating.....	24
3.10 Extra Credit.....	24
3.11 Communication With Families.....	25
3.12 Documentation.....	25
3.13 Textbooks Policy.....	25
3.14 Promotion Policy.....	26

## **TABLE OF CONTENTS, Section 3.5-4.27**

3.15 Visitation Policy.....	26
3.16 Retention Policy.....	26
3.17 Attendance Policy.....	26
3.18 Academic Probation Policy.....	26
3.19 Elementary Specials.....	26
3.20 Use of Movies.....	26
3.21 Elementary Accommodations.....	26
3.22 Elementary Discipline Procedures.....	26
3.23 Secondary Academic Policies.....	26,27
3.24 Assignments and Homework.....	27,28
3.25 Procedures.....	28
3.26 Honor Roll.....	28
3.27 Examinations and Tests.....	28
3.28 Cheating.....	28
3.29 Eligibility for Athletic and Co-Curricular Activities..	29
3.30 Use of Resources for Secondary.....	29
3.31 Curriculum Review Cycle.....	29,30
3.32 Pledges.....	30

### **4. Personnel**

4.1 Line of Responsibility.....	30
4.2 Employment of All Personnel.....	30,31
4.3 Christian Teacher Job Description.....	31-33
4.4 Teacher Contract.....	33
4.5 Professional Development,Evaluation Procedures	33,34
4.6 Substitute Teachers.....	34
4.7 Payroll Process.....	34,35
4.8 Shared Time.....	35
4.9 Fringe Benefits.....	35,36
4.10 Termination of Personnel.....	36,37
4.11 Severance Policy.....	37
4.12 Leave of Absence, Family Medical Leave Act.....	37-39
4.13 Personal Leave of Absence.....	39
4.14 One Year Leave of Absence.....	39
4.15 Substance Abuse.....	40,41
4.16 COBRA Continuation Coverage Rights.....	41-43
4.17 Personnel Files.....	43
4.18 Employment Verification.....	43
4.19 Anti-Harassment Policy.....	43-45
4.20 Classification of Employment.....	45
4.21 Equal Employment Opportunity.....	45
4.22 Americans With Disability Act (ADA).....	45
4.23 Guidelines for Appropriate Employee Conduct.....	45,46
4.24 Safe Workplace Place Policy.....	46,47
4.25 Employee Safety and Health.....	47

4.26 Outside Employment.....	47
4.27 Solicitations and Distribution of Literature.....	47,48

## **TABLE OF CONTENTS, Section 4.28-6.3**

4.28 Weapons.....	48
4.29 Smoking.....	48
4.30 Use of Communications Systems.....	48
4.31 Internet Code of Conduct.....	48,49
4.32 Plymouth Christian Website and Blog.....	49,50
4.33 PCA Social Media & Communication Policy.....	50-52
4.34 Plymouth Christian Property.....	52
4.35 Management of Public and Media Relations.....	52
4.36 Communications Directory.....	52,53
4.37 Dogs/Pets on Campus.....	53
4.38 Child Protection Policy.....	53
4.39 Non-Custodial Parents Rights and Responsibilities	53,54
4.40 Resolving Conflict As Christians.....	54
4.41 Criminal Background Checks for All Employees	54,55
4.42 Non-teaching Staff Stipends.....	55
4.43 Use of Personal Cell Phones.....	55

### **5. Teachers and Classroom**

5.1 Professional Standards.....	55-57
5.2 Teacher Liability.....	57,58
5.3 Elementary Student Behavior.....	58
5.4 Elementary Classroom Teacher Responsibilities	58,59
5.5 Secondary Teacher Responsibilities.....	59-61
5.6 Homework Guidelines for Secondary.....	61,62
5.7 Tests and Exams.....	62,63
5.8 Testing - Elementary and Secondary.....	63
5.9 Community Instructional Resources.....	63
5.10 Parent Teacher Conferences.....	63
5.11 Role of Secondary Department Heads.....	63,64
5.12 Role of Secondary Class Sponsors.....	64
5.13 Chapel Guidelines.....	64
5.14 Lunchroom Times and Regulations.....	65
5.15 Lunch Arrangements for Church Funeral Dinners	66
5.16 Parental Medical Responsibilities.....	66
5.17 Administering Medication.....	66-69
5.18 Guidelines to Reduce Risk.....	69-71
5.19 Class Field Trip and Class Social Procedures.....	71-73
5.20 Supervision of Faculty and Staff Children.....	73
5.21 Consequences for Students without Gym Attire...	73
5.22 Student Tutoring.....	73,74

### **6. Emergency Procedures**

6.1 Emergency Procedures.....	74
6.2 School Security.....	74
6.3 Pesticide Notification.....	74

# TABLE OF CONTENTS, Section 7.1-10.16

## 7. Parents and Community

7.1 Borrowing School Textbooks.....	74
7.2 Written Communication Representing PCA.....	74
7.3 Elementary Room Parent Guidelines.....	75
7.4 Concerts and Concert Etiquette.....	75,76
7.5 Keys.....	76
7.6 Press Releases.....	76
7.7 Parent Drivers for School Events.....	76
7.8 Unscheduled School Dismissal.....	77
7.9 Notice of Injury.....	77

## 8. Facilities and Support

8.1 Church Auditorium Use Guidelines.....	77
8.2 Building Security - Sonitrol.....	77,78
8.3 Building Security - Radios.....	78
8.4 Library Policies and Procedures.....	78
8.5 Copiers and Laminating.....	78,79
8.6 Computer Support.....	79
8.7 Inventory.....	79
8.9 Church/Level 3/Barn.....	79,80
8.10 Maintenance/Janitorial Needs.....	80

## 9. Business Administration

9.1 Fundraising Policies.....	80-84
9.2 Donations.....	84,85
9.3 Fundraising Events.....	86
9.4 Purchasing Books, Equipment and Supplies.....	86,87
9.5 Gift Card Policy.....	86,87

## 10. Exhibits

10.1 Volunteer Application, 1.16	
10.2 Parent Agreement, 2.5	
10.3 Student Code of Conduct, 2.5	
10.4 Elementary Grading Scale, 3.4	
10.5 Parent Conference Form, 3.12	
10.6 Textbook Cost Request Form, 3.13	
10.7 Extended Absence Notification Form, 3.17	
10.8 Absence Notification, 3.17	
10.9 Elementary Specials Classes, 3.19	
10.10 Code of Conduct For Athletes, 3.29	
10.11 Lifestyle Statement, Teacher Contract, Arbitration Agreement, 4.2	
10.12 Textbook Inventory, 4.3.33	
10.13 Framework for Evaluation, 4.5	
10.14 PLC Calendar, 4.5	

- 10.15 Tuition Reimbursement Form, 4.8
- 10.16 Request For Time Off, 4.9

## **TABLE OF CONTENTS, Section 10.17-10.52**

- 10.17 Mileage Log, 4.9
- 10.18 Employee Exit Interview, 4.10
- 10.19 Personnel Status Report, 4.17
- 10.20 Disciplinary Action Plan, 4.23
- 10.21 Outside Employment Form, 4.26
- 10.22 Faculty/Staff Internet and Computer Acceptable Use Policy and Agreement, 4.31
- 10.23 Technology Acceptable Use Policy for Grades K-12, 4.31
- 10.24 BYOD Student/Parent Agreement, 4.31
- 10.25 PCA's Social Media Communication Policy (Students/Staff), 4.33
- 10.26 Elementary Behavior Expectations/Rubric, 5.3
- 10.27 Secondary Behavior Rubric and Discipline Notice, 5.3
- 10.28 Secondary Chapel Seating Chart, 5.13
- 10.29 Elementary Chapel Seating Chart, 5.13
- 10.30 Field Trip/Social Event Proposal, 5.19
- 10.31 ElementaryField Trip Example, 5.19
- 10.32 Pre-Excused Absence Form, 5.19
- 10.33 ElementaryField Trip Example, 5.19
- 10.34 Tutoring Request Form, 5.22
- 10.35 Lender's Agreement, 7.1
- 10.36 Teacher/Staff Favorite Things, 7.3
- 10.37 Teacher Wish List Form, 7.3
- 10.38 Unscheduled School Dismissal, 7.8
- 10.39 Notice of Injury, 7.9
- 10.40 Book Fine Notification, 8.4
- 10.41 Copyright Policy Quick Guide, 8.5
- 10.42 PCA Building Use Agreement, 8.9
- 10.43 Campus Usage Request Form, 8.9
- 10.44 Campus Project Proposal, 8.9
- 10.45 Maintenance/Janitorial Request Form, 8.10
- 10.46 Fundraising Proposal Form, 9.1
- 10.47 Green Form, 9.1
- 10.48 Tax Exempt Form (Example), 9.1
- 10.49 Cash Collection Form, 9.1
- 10.50 Deposit Form, 9.2
- 10.51 Donor Receipt, 9.2
- 10.52 Communications Directory, 4.36

# 1. Identity and Organization of Plymouth Christian Academy

PCA is a caring community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ. Every student has eternal value and we are privileged to partner with the home to cultivate the Christ-like character students need to influence a culture and thrive for His glory. The principles contained in these pages are far beyond mere words. We are passionate about developing students into the young men and women God designed for them to be. The PCA handbook is guided by the school's mission and reflects our desire to provide a safe, loving environment conducive with an engaging curriculum where all students receive a well-balanced education.

PCA's handbooks are designed to better acquaint you with our policies and guidelines. This material not only provides explanation, but the underlying the purposes behind those policies. This is the most up to date document and overrides any former Plymouth Christian Handbook. Please know that we have made every effort to maintain fair and consistent policies. We are happy to discuss any concerns and desire strong communication between home and school.

## **1.1 Mission Statement**

Plymouth Christian Academy, in partnership with parents, educates students from a biblical worldview and equips them for a lifetime of learning, leadership, and service.

## **1.2 PCA's Core Values**

### **C**hrist Centered

Jesus Christ is central to all academic, spiritual and physical instruction. We actively share the gospel message of salvation, by grace through faith in Jesus Christ alone, with our school community and around the world.

### **A**cademic Minded

Because we believe that the Bible is the inerrant, literal and the source of absolute truth, it provides the foundation for all that we do. The school is focused academically in providing a strong college preparatory program as well as general education through curricular and extra curricular programs. Parents and teachers demonstrate the importance of inquiry, investigation, discovery, study, critical thinking, problem solving, creativity, and diligence in the pursuit of daily learning.

### **R**elationally Focused

We are made in the image of God and as we recognize and respond to the truth of Scripture. We embrace diversity, demonstrate compassion, show respect, and offer forgiveness as part of the body of Christ.

### **E**xcellence Driven

We believe that we are called to do all things with excellence as we strive to advance each student in four life areas: spiritual, academic, social and physical.

### **S**piritual Unity

The family and school work together, with like-minded devotion, to support the intellectual and spiritual growth of the student for the purpose God has for their lives.

### **1.3 Our History**

The story of Plymouth Christian Academy's history is an account of God's faithfulness, provision, and blessing. PCA opened in 1976 with 50 students in the pre-school and 64 students in grades K-7. A library was started during the second year, with its card file in a shoebox.

#### **1978-1979**

At the close of the 1978-1979 school year, the school accommodated grades K-9 with a total of 310 students and a faculty and staff of 20 people. PCA began a soccer team and its first junior varsity basketball team.

#### **1980**

In October 1980, the newly constructed school building was dedicated. The faculty, students, and staff of Plymouth Christian Academy had their own building and would no longer have to rent space from other schools.

#### **1985**

The class of 1985 had 24 graduates and the library boasted 3,579 volumes. By 1986, enrollment in preschool through grade 12 had increased to 504 students with a staff of 31. Space continued to be a problem with not enough room for music or science classes. The small gym in the church building could hardly accommodate P.E. classes and necessitated "begging and borrowing" gyms for games. Fields for soccer, baseball and softball were also rented.

#### **1993-1994**

The church and school began the "Lifetime Stewardship" campaign to fund a four-classroom addition and the construction of a new school gymnasium. In the fall of 1993, the new classrooms and gymnasium were dedicated. When the building was complete, the total construction cost of \$1.3 million was paid in full. The school and church families had witnessed God's miracle of a large, beautiful facility.

#### **1994**

In the summer of 1994, the Lord provided four modular classrooms. Designated for secondary usage, the modular buildings were moved to an area behind our gymnasium and were renovated with a great deal of "elbow grease" from staff, board members and parents. The school earned North Central Association (NCA) accreditation in the spring of 1994. The nationally recognized NCA seal of approval is awarded to schools that meet a rigorous set of education standards.

#### **1995-1996**

During the 1995-1996 school year, PCA began a six-classroom addition to the elementary wing, an expansion of the library, and the installation of cables throughout the campus for a school-wide computer network.

#### **1996**

During the summer of 1996, a new playground was installed. The library moved to a newly renovated "Media Center" for the 1997-1998 school year.

#### **1999-2000**

The 1999-2000 school year started with the construction of new additions – a weight and locker room were added to the athletic facility along with the multipurpose room (now known as the Activity Center). The large multipurpose room would serve as a much needed second gym and secondary lunchroom and would be flanked by four first floor classrooms.



## **2000-2002**

In the spring of 2000, God opened the door for the purchase of the 19 acres adjacent to the school. A baseball field, a softball field, and soccer field have been constructed on the property. In 2002, the property to the south of the campus became available and once again God blessed our school and enlarged our borders with the purchase of that property. The total church and school campus now covers 44 acres.

## **2009-2011**

In the fall of 2009, swings and basketball hoops were installed near the baseball field. The fall of 2010 brought the opening of our new nature trail with a ribbon cutting ceremony, followed by our first 5K run on Saturday, October 2, 2010. The summer of 2011 was marked by more construction as a new athletic wing and locker room were built.

## **2012**

In March of 2012, we earned Association of Christian Schools International (ACSI) accreditation. As stated on the ACSI website, this accreditation is used to validate PCA's quality and verify that PCA is striving for excellence based on a solid Christian philosophy of education foundation.

## **2014**

During the spring of 2014, PCA received certification from the U.S. State Department to serve as a school for foreign exchange students. This certification allows us to reach out to students around the world who would like to attend Plymouth Christian during their high school years. We are excited about the worldwide reach and ministry that this program brings to PCA.

## **2014-2015**

The 2014-15 school year was marked by a tremendous gift and investment in technology at PCA as we launched the "Bring Your Own Device" program. Every incoming 9th grader during this year received a device from the school. The 10th-12th grade students were required to bring their own device and our teaching staff began to integrate technology into their classrooms to enhance learning.

## **2015-2016**

PCA underwent the re-accreditation process with ACSI during the 2015-2016 school year. The accreditation process is rigorous and required a huge team of administration, faculty, staff, students and parents. PCA received a very strong report and a five-year accreditation certificate, the longest time frame available.

## **2016**

In the spring of 2016, the PCA security system installation began with the addition of security doors in the church building leading to the Frank Smith Lunch Room and the lower level classrooms. In the secondary building, security doors were added, providing lock down capabilities for all classrooms. Staff were provided key cards for entry.

## **2016**

Construction on a new secondary science lab began in the summer of 2016 thanks to a very generous donation from a faithful PCA partner. This space will serve as the biology lab to further prepare PCA students for the challenges ahead during their college years.

## **2017**

During the summer months of 2017, the elementary computer lab was converted and became home to the PCA Elementary STEM Lab. Two elementary computer carts were also purchased, allowing greater flexibility for our elementary computer teacher and classroom teachers. This process has given PCA elementary students the great opportunity to visit the STEM Lab on a weekly basis, expanding their hands-on STEM activities, all taught through the lens of the truth of God's Word.

## **2017-2018**

The need for a new school logo was recognized and work with a graphic designer and the PCA Advancement Team began during the 2017-18 school year. This project, lasting several months and traveling through a variety of committees, ended with the adoption and introduction of a new school brand for the fall of 2018. New school signage was purchased for the exterior of the secondary building and Joy Road. Signage updates continued throughout both buildings, bringing an updated look with the new school logo becoming prominent.

## **2018**

Security doors with a card pass system, further securing both buildings, were added in the winter of 2018. Staff and students quickly adapted to this increased layer of security.

## **2018-2019**

During the spring of 2018, PCA began working with Enrollment Catalyst, Dr. Rick Newberry. By putting in action many of his recommendations and the grace of God to bless that work, the fall of 2018 brought a 14% increase in enrollment. The Variable Tuition model was adopted, a full-time Enrollment Coordinator was hired, and a new website was built.

Several upgrades were made within our athletic department, with new signage, and new scoreboards.

Over the span of four days in April 2019, 550 PCA students and staff traveled over 600 miles across Metro Detroit to serve at food banks, shelters, fire departments, senior centers, and much more.

## **2019-2020**

When PCA students returned to campus in the fall of 2019, they found several campus upgrades that had occurred over the summer months. The elementary playground had a fresh, new look. Gone was the chain-link fence, and instead there was a new brick sidewalk and new planter boxes with trees. A few new pieces were added to the playground structure, as well. Once school began, the purchase of benches for the playground and picnic tables for the swing area took place to finish this portion of the project.

Entrance ramps into the church building were refinished, providing easy access for all families and guests. In September, parking lot banners and new building signage were installed.

The year 2019 brought the 10th anniversary of PCA's Homeschool Partnership Program. 2019 also introduced a new event into the life of our school; the induction of members into the Athletic *Forever an Eagle* Hall of Fame. Born out of a vision of the Athletic Booster Board, Steve Bauslaugh, Rod Windle, Leigh Nowicki, and Roland DeRenzo, were the inaugural inductees into this hall of fame.

Winter of 2020 brought changes that no one could have predicted when the news of a spreading virus became the headline on news reports around the world. This virus would quickly grow into a global pandemic, forcing the shutting down of entire nations, including the United States. Thankfully, the Lord had prompted the hearts of PCA administration to begin preparations that would position the school to be ready to transition from in-person instruction to online instruction over a weekend. PCA students never lost a day of school during the school closure that lasted throughout the entire spring semester. Our hearts broke for the Class of 2020, the seniors who lost the most during that spring. That May, the idea of a Senior Parade through Plymouth was born and quickly became one of the bright spots for every member of that class.

## **2020-2021**

When school began on August 24, 2020, PCA staff, faculty, and students were back on campus for the first time together in 163 days. Teams had worked tirelessly over the previous five months to prepare to return safely to school in the midst of the continuing pandemic. Public schools surrounding PCA remained online or with hybrid schedules, making PCA a very hopeful place for parents who wanted their students to attend school in person. Over 150 new students were welcomed to the PCA family this year, causing many classes to reach their capacity limits, and creating waiting lists for the future.

In addition to the safety measures added over the summer, several technology upgrades were added as well. Cameras were added to every classroom, giving the capability of live-streaming classes to students

who decided to enroll in our brand new online option, *Eagles at Home*. All faculty and staff transitioned to Google classroom, further streamlining our learning management system.

Throughout the summer months, major athletic improvements including new baseball and softball dugouts, permanent softball fencing, and a new baseball backstop were installed.

Weeks prior to returning to campus, the PCA parking lot was resurfaced; a much needed and greatly celebrated campus upgrade!

## **2021-2022**

The 21-22 school year saw God's blessing of 273 new students, increasing our enrollment to 718 students in preschool through 12th grade. In October 2021, we were saddened by the sudden retirement of Mrs. Caryn Huntsman due to health concerns. As a school, we were able to honor her 30-year example of servant leadership. Mr. Dan Arbitter and Mr. Michael Warmbier, Regent Co-Chairs, stepped into the Superintendent role as interim leaders while a national search for the next leader for PCA was underway.

## **45 years**

Truly we have God's faithfulness, provisions, and blessings during these 45 years! We look forward to seeing how He will lead in the future.

## **1.4 Purpose Statement**

Plymouth Christian Academy is a school that must be distinctly and thoroughly Christian and one that exists to produce certain results in the lives of its students. We strive to produce students who are **matured** in their love for God. This begins with faith in Christ because all intellectual endeavor is for naught if one gains the world and loses his soul (Mark 8:36). We want our students to come to know Christ, and then to grow in maturity—to become more like Him daily. Just as we work to produce students who have achieved a certain academic level and are ready for new heights, so we work to produce students who are matured spiritually, living transformed lives (Galatians 5:22-23; Romans 12:9-21), and ready to "step it up" as they leave PCA for college or the workforce.

A second piece of PCA's purpose is to produce students who are **steeped** in the Word of God. Merriam-Webster is helpful here when it comes to steeped: *"to saturate with or subject thoroughly to (some strong or pervading influence)."* Every part and parcel of what we do as a school must be saturated with the truth of God. This is not something limited to Bible class, chapels, or spiritual life retreats. Every minute of every school activity, curricular and otherwise, must project the *"strong and pervading influence"* of Scripture in order for PCA to produce students who can apply Biblical knowledge to their lives. Living lives that honor God and allow one to enjoy Him can only come from knowing His word well.

Because we are a school, academic achievement is a big deal, and it is a third piece of PCA's purpose: to produce students who are **educated** about His world. There is not a choice to be made, or a balance to be sought between the spiritual and the intellectual. It is not a tradeoff! We are driven to academic achievement and excellence because of who we are in Christ. Educating our students about God's world means we demand of our students all they are capable of producing because it honors and glorifies God when they fully develop their intellectual giftedness. Intellectual sloppiness or laziness is therefore unacceptable because Christ is dishonored. Science, art, mathematics, literature, languages, history, geography, and every other academic discipline belong to God and we push our students to excel within their God-given abilities. Anything less is not worthy of our Savior. Let us not forget that His name is on the door!

The fourth piece of the purpose statement is producing students who are **dedicated** to lives of service and learning. Producing students who are *"zealous for good works"* (Titus 2:14), who are devoted to serving others at the expense of self goes directly to the heart of God. Jesus Christ made it clear that He came to serve and not to be served and He has commanded us to do the same—to follow His example (John 13). Also, students who are committed to being lifelong learners, growing in Christ and

in the profession to which He has called them, is a critical piece of PCA's purpose. Just as we cannot accept intellectual sloppiness or laziness from our students, we must ingrain in them a passion for growing in knowledge and wisdom that will carry them through all of their days.

Finally, and alluded to above, PCA must be about the business of producing students who are **prepared** to fulfill their calling in His kingdom. Only the Lord knows how and where He will use His people and our role is to prepare them fully, within the parameters of their capabilities, to be useful and productive servants of the King. Whatever God calls a student to pursue is a vocation, a calling from God, so whether the call is industry, government, the military, education, the home, or the church (and related ministries), our purpose as a school is to produce students ready for the next phase of God's plan for their lives.

What is the purpose of Plymouth Christian Academy? To produce students matured in their love for God, steeped in His Word, educated about His world, dedicated to lives of service and learning, and prepared to fulfill their calling in His kingdom. By His grace and for His glory we strive to this end, never forgetting that Christ is our strength and confidence and that He alone is responsible for results. Each division of the PS-12 program {Preschool (3/4 year old preschool and Begindergarten), Elementary (K-6), Middle School (7-8), and High School (9-12)} will provide its students with the proper foundation and education base for success in the next division of formal training.

9

## **1.5 Statement of Faith**

**THE HOLY SCRIPTURES** We believe that all Scripture is given by divine inspiration of God and that this divine inspiration extends equally and fully to both the Old and New Testaments. (II Timothy 3:16). They are complete and are of supreme and final authority in faith and life (Mark 12:26, 36).

**THE GODHEAD** We believe that God, the Supreme, Eternal, and Unchangeable One has revealed Himself in Three Persons, the Father, the Son, and the Holy Spirit and that these three are one God (John 10:30); having the same nature, attributes, perfections and commanding the same worship, confidence, and obedience. (II Corinthians 13:14)

**THE LORD JESUS CHRIST** We believe in the deity of Jesus Christ (John 1:1, 2, 14; 10:30) that He was begotten of the Holy Spirit (Matthew 1:20), and born of the virgin Mary (Matthew 1:21) and is very God and very man (Colossians 1:15). We believe that His death on the cross was substitutionary and representative (Romans 5:6-8), and sufficient payment for the guilt of all men (Romans 6:10, 14, 17, 18). We believe that He was raised from the dead in bodily form (Matthew 28:5-7) and ascended into heaven (Acts 1:9-11) where He lives to make intercession for us (Hebrews 7:22-25). We believe in the personal, bodily and pretribulational return of our Lord Jesus Christ for His Church (I Thessalonians 4:13-18; Revelation 3:10), and after the Tribulation, His return with the company of redeemed to judge the nations (II Thessalonians 1:6-10) and establish worldwide kingdom of righteousness and peace (premillennial, Revelation 11:15-19).

**THE HOLY SPIRIT** We believe in the divine personality concerning the Holy Spirit (John 14:16; 15:26) that He represents the Lord Jesus Christ in His absence (John 16:13, 14), and that His ministry consists of convicting the world of sin, righteousness and judgment (John 16:8-11), that He is the source and power of all acceptable worship and service (John 15:26, 27). We believe that He takes up His residence within the believer at the moment of salvation (I Corinthians 6:19), baptizes the believer into the Body of Christ (I Corinthians 12:13), teaches scriptural truth (John 14:26) and enables the believer to live a godly life (Galatians 5:22, 23).

**CHURCH** The Universal Church, which began at the day of Pentecost and will continue to the Rapture, is made up of born again believers. At the Rapture, Christ, who is the Head of His Church, will come to take away His Bride (I Thessalonians 4:16, 17). The Holy Spirit baptizes each believer at conversion into His Church, the Body of Christ (I Corinthians 12:13), and imparts to each believer a certain gift or gifts for His service (I Corinthians 12:11). The Universal Church is instructed to allow the Holy Spirit to

produce His fruit both collectively and individually so that the unsaved will see the transformation of their lives as well as hear the claims of our Lord Jesus Christ presented as mankind's only hope of salvation.

**ORDINANCES** We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Table (Communion). We believe the obedient believer publicly identifies with the Lord's death, burial and resurrection (Romans 6:3- 11) by immersion in the water in the name of the triune God (Matthew 28:19, 20). We believe that the Lord's Table was instituted by Christ (Matthew 26:26-29) for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of our Lord Jesus Christ. (I Corinthians 11:23-26)

**SALVATION** We believe that our salvation is solely by the grace of God, through personal faith in our Lord Jesus Christ. It was not accomplished by anything we have done (Ephesians 2:8, 9). We believe that Jesus Christ paid the complete penalty for all the sins of mankind through the shedding of His blood on the cross of Calvary. (I Peter 1:18-20; 2:24). We also believe that the salvation of all believers is sealed by the Holy Spirit (Ephesians 4:30), and is so secure that nothing can separate the believer from the love of God. (Romans 8:35-39)

**MAN** We believe that man was created in the image of God by a direct act of creation (Genesis 1:26, 27); that he sinned (Genesis 3:6) and thereby incurred not only physical death, but also spiritual death, which is separation from God (Romans 6:23). As a consequence of this disobedience, all mankind is declared by God to be totally depraved, having inherited a sinful nature and become sinners in thought, word and deed. (Romans 3:10-23) We believe that there is the absolute necessity of the new birth for an individual's salvation. (John 3:3, Galatians 3:22).

## **1.6 Christian Philosophy of Education**

Let us begin with the ultimate reality which we recognize as God, who is the source of all truth and the ultimate measuring rod to determine what is truth. God has specifically revealed Himself to man in special revelation and general revelation. God's special revelation of Himself comes to us through the Living Word, Jesus Christ Incarnate and through the written Word found in the Old and New Testaments. God's general revelation is in the form of the world as we observe it, which includes the natural and social sciences as properly interpreted through God's special revelation.

The result of our view of God as the source of all truth is that our Christian education must be an outgrowth of God's revelation. Truth must, therefore, begin in faith, be developed through reason, and then be measured by God's revelation to discern its accuracy. The goal of Christian education is to teach the student to view everything through the lens of God's Word. The purpose of education is to reveal God, with the curriculum having God's revelation at its very heart.

The biblical, historical, Christian world-view acknowledges God as the direct Creator and Sustainer of life through His Son, Jesus Christ, with man and the world being created to glorify God who is the center of man's life. Man, however, rebelled and sinned against God and is, therefore, not capable in himself of glorifying or knowing God. It is for this reason that God purposed before eternity to have His Son take on human flesh and become the God-Man, Jesus Christ, the Savior and Lord of rebellious man. When man has been recreated by means of the new birth and is in the process of being transformed by the renewing of his mind, he is then able to glorify God. The process of education will result in seeking to restore the student to a position of true knowledge, righteousness and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. All of God's truth will therefore be interpreted and integrated with God's special revelation, the Bible. The Word of God clearly indicates that it is the responsibility of the parents to train up a child in the ways of the Lord. The school, therefore, functions as an extension of the home as a means to aid Christian parents in giving their children biblical, quality education. This is not an option, but a command of the Lord.

The Word teaches that we are to be in submission to those in authority over us in the political realm on a national, state, county, and local level. Students will be taught the truths of the Constitution of the United States of America. They will be taught to love and uphold the freedoms and responsibilities laid down in the state constitution. Our political government is established by God over man; we are to be submissive and loyal to that government. God has particularly blessed us in this country with some very

unique privileges and responsibilities. It is our biblical and political responsibility to perpetuate these freedoms for which our forefathers fought and died over two hundred years ago. Our philosophy requires that we begin with the standards set down by the Michigan State Department of Education. As we correlate our curriculum and integrate all our material with the Word of God, we will surpass the standards set by the world. The educational process requires that students become independent readers and thus able to read the Word of God as well as other good literature, being able to properly function in contemporary society and able to properly discern when confronted with a difficult decision. The school is expected to work in conjunction with the home, teaching the child to find creative ways to solve problems using the Word of God as a measuring rod to determine the Biblical accuracy of his or her thinking solutions and working processes. The school, as well as the student, is expected to strive for the prize of the high calling of Christ Jesus, which is excellence in every realm: mental, social, spiritual, and physical. The school and the faculty will use their technological training and experience to enable each child to progress and perform to the greatest potential possible.

## **1.7 Expected Student Outcomes**

We aspire to graduate students with a Christian worldview who live out expected student outcomes. These outcomes reflect the core values and mission of Plymouth Christian Academy and serve as a foundation for life.

### **Academic Preparedness:**

- Educated in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking (AP.1)
- Possess and apply vocabulary appropriate for effective communication and understand the significance of speech as we communicate with others and with God (AP.2)
- Demonstrate content mastery in each subject area to allow critical thinking, higher order inquiry and further learning in preparation for post education endeavors (AP.3)
- Demonstrate the use of technology to communicate, find, analyze and evaluate information in a God- honoring manner (AP.4)
- Appreciate literature and the arts and understand how they express and shape their beliefs )

### **Spiritual Foundation:**

- Trust Jesus Christ as personal Savior (SF.1)
- Personally, act upon and share the Good News of salvation throughout our community and in the world ● Apply biblical principles for conflict resolution God's way (SF.2)
- Understand the worth of every human being as created in the image of God and care for the needs and feelings of others (SF.3)
- Evaluate and articulate the distinctions among competing worldviews and evaluate them in terms of a biblical perspective (SF.4)
- Know, understand, and apply God's Word in daily life (SF.5)
- Possess and practice apologetic skills to defend their faith (SF.6)
- 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 (SF.7)
- Actively involved in a church community, serving God and others (SF.8)
- Evaluate strengths and weaknesses and recognize and develop Godly character and leadership skills, first in themselves, then within our community (SF.9)
- Rely on Christ as THE Example (SF.10)

### **Social Interaction and Global Engagement:**

- Express a knowledge and an understanding of people, events, and movements in history and engage with others in our community and world in a culturally sensitive manner (SI.1)
- Summarize the influence of the Christian faith throughout the history of civilization and culture and explain how the person of Jesus Christ impacted the course of history (SI.2)
- Demonstrate ability to actively listen to others and demonstrate effective interpersonal skills (SI.3)

### **Critical and Creative Thinking**

- Recognize and evaluate his/her own learning styles and set goals to improve one's ability to gain, process and assimilate information (CC.1)
- Compare, contrast and apply biblical principles and beliefs in a variety of fields (CC.2)
- Select and evaluate appropriate evidence to support or discredit an argument or position (CC.3) ● Construct a persuasive argument and apply sound reasoning, support and evidence of such (CC.4) ● Demonstrate creative problem-solving skills

## **1.8 Shared Responsibilities of Education**

### **The home**

- Parents are responsible for the upbringing and education of their children.
- God has placed the parents as guardians over their children.
- Children are to be brought up in the nurture and admonition of the Lord.
- Parents are to apply the Matthew 18 principle when resolving disagreements and to exhibit the values of Christ and the Bible both in word and in conduct.
- Families are asked to pray for Plymouth Christian Academy.

### **The school**

- The school is to be an extension of the home.
- The school is to be made up of the body of believers (At least one member of every school family must be a professing Christian).
- The school will consistently present the gospel so that children will hear God's plan for salvation. ● The school will derive its standards and values from the Bible.
- The school will provide an atmosphere conducive to learning.

### **The teacher**

- The teacher must present a vibrant and growing personal relationship with Jesus Christ.

12

- The teacher must exhibit the values of Christ and the Bible both in word and in conduct and be a Christian example to the students.
- The teacher will seek to know and follow the truth of God's Word.
- The teacher will pray for the students and families represented at PCA.
- The teacher will be a student him/herself.
- The teacher will adhere to the prescribed curriculum for each course.

### **The student**

- The student is to submit to the authorities that God has placed over him/her.
- The student must apply him/herself diligently to his academic endeavors.
- The student is to pray for the school family.
- The student is to respect all members of the school community as unique creations of God.

## **1.9 Organization**

The Board of Regents as an arm of the church has the responsibility and authority for the establishment, function, and maintenance of Plymouth Christian Academy's programs and facilities that are offered from preschool through adult ages.

The Board of Regents has the authority to enter into contractual agreements with the certified teaching faculty, in consultation with the Board of Trustees. They will establish formal policies, as necessary, to carry out that purpose. The membership of the Board of Regents will consist of a minimum of eight (8) mature Christians who are members of Calvary Baptist Church including one (1) Regent from the Trustee Board appointed annually by the Co-Chairs of the Board of Trustees. Neither the Superintendent nor the Elder Regent Co-Chair positions will be counted as part of the (8) member minimum. The Nominating Committee will present names for Regents from CBC membership for consideration at the annual election for vote by the church membership. The Board of Elders may additionally appoint up to four (4) mature Christians representing the constituency of Plymouth Christian Academy to serve on the Board of Regents. At all times, a minimum of two-thirds (2/3) of the membership of the Board of Regents will be members of Calvary Baptist Church.

Potential Board members from other churches must:

- Be born again believers in Christ who are in agreement with the CBC Statement of Faith as defined in Article III, Sections I through VIII. Differences will be permitted in baptismal practices, communion doctrine and eschatology (a person must affirm the second coming of Christ while differences in rapture, tribulation and millennial convictions will be permitted). The magnitude of differences will be determined by the Board of Elders and outlined in the Policy and Procedure Manual including a formal application and interview process for Non CBC candidates conducted by the Elders (additional information available from board members).
- Be a member in good standing within a "like minded" church whose Church's Statement of Faith is aligned to CBC's Statement of Faith consistent with qualifications described in the preceding paragraph above.
- Agree to support CBC's Statement of Faith on board decisions related to doctrine and theology during their term of service.

The Board of Regents will choose their officers in accordance with the Regent Board Policy. A Co-Chairman of the Board of Regents, will at all times, be an elected Lay Elder. The second Co-Chairman will be an elected Regent and selected by the Regent Board. The non-Elder Regent Board Co-Chairman will be a member of Calvary Baptist Church.

The Superintendent and Principals of Plymouth Christian Academy will be members of Calvary Baptist Church. The Superintendent will be a nonvoting member of the Board of Regents. The Regent Board has the authority for hiring and terminating the Superintendent.

The Regent's tenure will be arranged so that one-third (1/3) of the terms will expire annually with a three (3) year term of office for each member. The Elder Board may appoint qualified members from the congregation to fill vacancies. The appointment will last until the next annual church election of officers. After a term in office a Regent (CBC member or Non- CBC member) may be reappointed by the Board of Elders for a second term after which a one (1) year period must elapse before such a person will be eligible to serve on the Board of Regents again.



## **1.10 Governance**

PCA is administered by the Superintendent, who reports directly to the Regents Board. The faculty and staff work directly under the leadership of the Superintendent, who is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating teachers, office, kitchen, and support staff; authorizing and monitoring student activities, interacting directly with parents; and aiding parent organizations (Parent Teacher Fellowship, Athletic Booster Board, and Fine Arts Booster Board).

## **1.11 Accreditation**

PCA is certified by the State of Michigan and is fully accredited by AdvancED (North Central Association Commission of Colleges and Schools or NCA). The nationally recognized NCA seal of approval is awarded to schools who meet a rigorous set of educational standards. Plymouth Christian Academy has also received accreditation by the Association of Christian Schools International (ACSI).

## **1.12 Membership**

PCA is a member of the following:

- Association of Christian Schools International (ACSI)
- AdvancEd
- Michigan High School Athletic Association (MHSAA)
- Michigan Independent Athletic Conference (MIAC)
- Council of American Private School Education (C.A.P.E.)
- National Council for Private School Accreditation (N.C.P.S.A.)
- Association of Secondary School Principals
- State of Michigan licensed preschool and after school care program; recognized

by the State of Michigan.

## **1.13 Faculty and Staff | Substitute Teachers**

Faculty and staff are carefully screened by the Administrative Team. All applicants must meet stringent guidelines designed to assess spiritual maturity and commitment, academic qualifications and experience, and an obvious concern for the development and discipleship of students. All faculty hold a minimum of a B.A. or B.S. degree and meet all certification standards set forth by AdvancED. Most faculty are also certified by the State of Michigan where applicable. All substitute teachers hold a minimum of 60 college hours and most are certified as substitutes by the State of Michigan.

Substitute teachers are employed by the school to carry on the educational program during the absence of the regular classroom teacher. A substitute teacher is the teacher of record during the school day. It is the expectation of the administration and faculty that students will be cooperative and supportive of the substitute teacher.

## **1.14 Parent Teacher Fellowship**

The Parent-Teacher Fellowship's mission is to provide opportunities for parents to serve and encourage the faculty and to support the ministry of Plymouth Christian Academy. The goals of the group are to encourage every parent to get involved, to support the faculty in both personal and professional ways, and to build community and school spirit. The mission and goals are achieved through service teams which parents are encouraged to become involved in to help strengthen the ministry of PCA. The following service teams have been developed: prayer, hospitality, encouragement, event preparation, and grounds.

## **1.15 Booster Board**

The Athletic Booster Board and Fine Arts Booster Board provide volunteer support to the PCA Athletic Department and Fine Arts Department. Through participation in the Booster Board, funds are provided for athletic needs and Fine Arts needs. The booster board also provide much needed volunteers for Fine Arts events such as drama productions and athletic events. Additional benefits include the friendships fostered through participation in school endeavors.

14

## **1.16 Volunteer Policy**

In an effort to maintain a safe, caring environment for our students, our administrative team has developed Volunteer Guidelines for any individual desiring to work directly with any student at PCA from preschool through twelfth grade. We appreciate all of the amazing volunteers we have here at PCA and by supporting this process, we are showing due diligence in caring for your children.

All those who desire to volunteer in our classrooms, on our campus, on field trips or directly working in *any* way with our children or youth, to submit a volunteer application each school year. Applications are available in both offices and are included in the school's June and August mailing to parents. When completing your application, please be sure to include your date of birth and a driver's license number. We will be conducting a criminal background check on each potential volunteer. This information will be kept in a confidential file which is renewed each fall. Thank you for your support as our ultimate goal is the safety and protection of our students.

During the month of September, PCA families and friends are welcome to volunteer as they have in the past. It is our goal to have all applications processed by the end of September. Please know that you are approved unless you receive notification from administration. Please see the information provided below for more detailed examples of volunteer activities. We look forward to working with our volunteers to give our students the best education possible in a caring, orderly, and Christ-honoring environment! This list is intended to provide various examples of volunteer activities and is not all inclusive.

Examples of Volunteer Activities:

- Any elementary or secondary classroom volunteers, speech coaches, room parents, helpers, school store staff, judges, auction, fund-raisers, special projects, field trip volunteers.
- Anyone volunteering for the athletic department, ticket sales, concession stands, field days, fun run, coaches, drivers, etc.
- Volunteer office staff, special projects, desk coverage, computer work, lunchroom helpers, playground helpers, service projects, spelling bee and math events, library helpers, art presenters, special days, international days, Olympic field day, etc.

## **Guidelines For Volunteers**

We make decisions based on what is in the best interest of all **students**. We uphold **honesty** and **integrity** from a **biblical perspective** as our guiding principles. We treat one another with **respect**. We set **high expectations** and desire quality performance. We take **responsibility** for our actions and are **accountable** for the results. We foster a **safe, orderly, Christ-honoring** environment. We value **diversity** and the strength of individual differences. We provide a **positive**, caring and supportive climate. We work as a **team** to accomplish our mission.

## **Our Responsibility:**

The work of volunteers is essential to the successful accomplishment of the school's mission. The management policies and procedures employed to supervise the work of volunteers must be in keeping with the mission. Therefore, in selecting individuals for volunteer positions, only persons who support the mission of Plymouth Christian Academy will be recruited.

## **Objectives and Procedures:**

- Plymouth Christian Academy desires to make its educational environments free from abuse to all students. To achieve this goal in its educational programs, the following objectives and procedures have been developed for implementation at PCA.
- It is the responsibility of Plymouth Christian Academy to select, screen and manage trustworthy individuals to fill volunteer positions at PCA.
- PCA will take reasonable steps to safeguard children engaged in school-sponsored activities by choosing individuals with high spiritual and moral backgrounds as leaders and participants in programs for students.
  - PCA believes that it is important to take these decisive steps to ensure that, to the best of their ability, the school and the programs it sponsors are safe and provide a joyful experience for children and youth.
  - All volunteers should submit to a screening procedure that will include the completion of a signed **Volunteer Application. (Exhibit 10.1)**
  - The information received concerning individuals who volunteer their services will be maintained on a confidential basis at all times by Plymouth Christian Academy.

## **Volunteer Code of Conduct:**

- You are responsible to sign in when you enter the school and sign out when you leave.
- Wear the Visitor I.D. provided for you throughout your visit.
- Serve as a positive role model.
- Maintain confidentiality of any information regarding a student's academic progress, behavior, or school related incident or medical information.
- Stay calm in emergencies.
- Be warm, friendly, and courteous at all times.
- Do your best to keep your commitment to the volunteer program and be on time.
- If you can't come, please call the school, 734.459.3505, x3159, and leave a message.
- A neat and clean appearance is encouraged. Dress appropriately for the school setting and task.
- As a volunteer, you will be a part of the staff. All students should treat you with respect and you will treat students with the same respect.
- Smoking is not allowed in our building, on our campus or in the presence of students.
- Loss of temper and use of inappropriate language is not acceptable.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues. Any issues must be directed to school personnel.
- Volunteers must refrain from talking about teachers to students or discussing school problems on field trips or in the presence of students.
- In an effort to limit distractions in the classroom, a preliminary meeting or phone conversation with the classroom teacher and volunteer should be conducted regarding duties to be performed.
- Volunteers should be supportive of goals and objectives of the school and promote safety among all students.
- All volunteers will deal with PCA students in a gentle manner. Please do not grab the arm of a student to get their attention. In addition, please keep hugs brief and "shoulder-to-shoulder" or "side-to-side" rather than directly from the front. When taking students to the restroom, please stand outside the restroom and wait for the student.
- Volunteers may not administer prescription or over-the-counter medications to students at any time. Discipline problems should be directed to the

attention of an available staff member or administrator immediately.

- Volunteers will review and act in accordance with the Volunteer Policy, Statement of Faith, Emergency Procedures, and any applicable sections included in the Elementary and Secondary Handbooks.
- Volunteers are prohibited from bringing any drugs, alcohol, or weapons to any school sponsored activity or onto school property.

## 2. The Admissions Process

The Word of God teaches that the responsibility of a child's education rests with the parents (Proverbs 22:6, Deuteronomy 6:4-12, Ephesians 6:14). Plymouth Christian Academy has been established to provide Christian families with a quality, Christ-centered education.

Plymouth Christian Academy admits qualified students as required by law, without regard to race, color, gender, national or ethnic origin, to all the rights, privileges, programs, and activities generally made available to students at the school.

### 2.1 Admission Requirements

All admission and re-enrollment decisions are within the sole discretion of the Administrative Team.

Plymouth Christian 16

Academy will generally consider the following non-exclusive qualities:

- **Christian:** Views the Bible as God's word and authority for all living; trusts in Christ for salvation; responds spiritually; active in local church; demonstrates a desire to be a disciple of Christ
- **Academic:** Exhibits satisfactory scholastic preparation through previous school performance and scores on the Admission Test
- **Self-Disciplined:** Completes work regularly, displays responsibility
- **Obedient:** Respects authority, responds to discipline
- **Cooperative:** Desires to attend Plymouth Christian Academy and be involved in school activities
- **Respectful:** Values others, authority, and school property

Married students will not be enrolled and will be terminated from enrollment should they get married during the school year. Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor be permitted to continue attending PCA.

### 2.2 Admission Priorities

Assuming the student is qualified and otherwise meets Plymouth Christian Academy requirements, the following priorities will generally apply:

- Children of families with students currently enrolled in Plymouth Christian Academy
- Children or siblings of PCA graduates
- Calvary Baptist Church members
- New applicants

Review of applications will be on a first-come first-serve basis for open enrollment. Applications are accepted at any time during the year.

## **2.3 Admission Procedures**

All application forms, with supporting documentation, must be filled out completely and application fee paid to begin the enrollment process.

- All applications will be reviewed by an administrator. See Family Handbooks for Enrollment Steps. • Students will be tested with an admissions exam to determine achievement levels in Math and Reading. • The student and family will be scheduled for an interview with the appropriate administrator.
- The administrator will explore areas beyond the application pertaining to school expectations and student success at Plymouth Christian.
- Recommendation forms from former teachers, a counselor or administrator, and a pastor are required for all students entering grades 7-12.
- The Administrators make the final decision regarding enrollment.
- All students enter on a probationary status for the first semester.
- When a student is offered enrollment at Plymouth Christian Academy, the family must make the appropriate tuition payments according to the tuition schedule.
- Math Policy: All new incoming 9th grade students who have already taken high school Algebra 1 or Geometry are required to take a Math Test. Students are required to receive an 80% or above on the test in order to not take the class at PCA. Taking a test helps ensure that students have mastered the course. A transcript, showing credit given from the prior school, is required in order for the student to have high school Algebra 1 or Geometry transferred to his/her high school transcript.

Some students will be admitted on a probationary status at the discretion of the Principal and Counselor for either academic or behavioral issues. Conditions of the probation will be detailed in writing and signed by the parent(s) and the administrators. Probation status will be discussed near the end of the probationary period to determine the next steps to take.

## **2.4 Parent Agreement**

Both parents must sign the Parent Agreement as part of the Admission Procedures as well as during the annual Re enrollment Procedures.

1. We understand that Plymouth Christian Academy has been established for the purpose of providing a Christ-centered education for its students. We further understand that the proper spirit, attitude, and commitment of each parent and student are vital to the achievement of that purpose.
2. We understand that God has ordained authority and discipline as a necessary part of life to guide and control behavior. As a parent, we agree to cooperate with the faculty and administration by learning, supporting and obeying the policies and procedures pertaining to student life as well as parental responsibilities, Code of Conduct, and standards of Plymouth Christian Academy. We further understand that any violation of these policies and procedures will result in appropriate action by proper school personnel.
3. We understand that the consistency of personal behavioral standards is vitally important for the reputation of the individual as well as Plymouth Christian Academy. Therefore, the behavioral standards that students hold at school must extend to their life away from school as well. We are aware that any student use of, or involvement on or off campus, with tobacco, drugs, alcohol, profanity, immorality, possession/use/or threat of the use of weapons", or unchristian behavior may result in dismissal from Plymouth Christian Academy. Our child will show honor to the Godhead, the Word of God, and to the United States of America. "This prohibition on possession or use of weapons does not include such possession or use for off campus, adult supervised hunting in compliance with all applicable laws and licensing requirements.
4. We believe that the Bible is the inspired Word of God. We agree that this strong belief in God's Word leads to the conviction that sexual immorality and homosexuality are sinful and that such behaviors are therefore unacceptable for all parents, staff and students (I Corinthians 6:18-20; I Thessalonians 4:3; I Corinthians 11:3, Romans 1:24, 32).

5. We pledge to resolve school-related conflicts by applying the Biblical principles and procedures in accordance with the teaching of Matthew 18.
6. We understand that attending Plymouth Christian Academy is a privilege and that while our student is in attendance we will promote and encourage academic excellence, observance of all school policies and procedures, and maintain a cheerful and cooperative attitude with the faculty, administration, and other parents. Plymouth Christian Academy reserves the right to terminate this enrollment agreement during the term of the agreement according to the school policies.
7. We pledge to meet all of our financial obligations to PCA, including financial obligations that remain after our child graduates or is withdrawn from PCA, and understand that delinquency in payments may result in student records, attendance at school, and/or re-enrollment being withheld from the student.
8. We pledge permission for Plymouth Christian Academy to teach all elements of the Statement of Faith to our children, and we are willing to support the school in its endeavors to encourage and guide our child in applying those doctrines to everyday living.
9. We affirm that all of the information contained in this application is true and accurate to the best of our knowledge. We understand that providing any false information is sufficient grounds for the rejection of the applicant or expulsion/withdrawal of the student.
10. We pledge that when we are no longer in a position to honor one or more of the above pledge commitments, the only solution may be for the home/school relationship to be terminated. In accordance with the tenor and teachings of God's Word, we pledge that the termination of this relationship will be handled in a manner pleasing to our Lord and Savior, Jesus Christ.

## **2.5 Standard of Conduct**

Plymouth Christian Academy was founded upon the conviction that young people should be able to gain a quality academic education in an environment that is conducive to spiritual growth. The school holds that the **Bible** is the sole authority on all spiritual matters and that spiritual growth begins with the initial act of saving faith and continues throughout life. Bible study is a required part of each student's curriculum and the students are required to attend Chapel services. As a part of its basic philosophy of education, PCA also recognizes that the **home** is primarily responsible for the development of Christian character, and that the **school** is responsible for building on this foundation.

In order to do this, PCA must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. We believe in a Standard of Conduct based upon biblical principles of Christian living. The school, therefore, expects each student to maintain Christian standards of **courtesy, kindness, morality, and honesty**. The school further requires each student to **refrain** from **profanity, indecent language, gambling, cheating, stealing, and use** of any type of **tobacco, drugs, alcohol, and pornographic materials**, and from participation in **unlawful, violent or destructive acts both within and outside the school environment**.

Students are expected to abide by these standards throughout their enrollment at Plymouth Christian Academy. **This includes both in-school and out-of-school activities**. Students found to be out of harmony with the PCA Christian principles may be withdrawn from PCA whenever the general welfare of the student body demands it at the sole discretion of the administration. It should be understood that this is a **joint agreement** between the **school, the parent, and the student**. Both the school and the parent must enforce these standards while the student is associated with PCA.

Both parents and ALL 7th-12th grade students must sign the **Parent Agreement/Student Code of Conduct** as part of the Admission Process as well as during the annual Re-enrollment Procedures. (**Exhibit 10.2, Exhibit 10.3**)

## **2.6 Re-Admittance Policy**

A student, who has been expelled or voluntarily withdrawn from PCA due to a breach of the student enrollment agreement, is eligible to apply for re-admission to Plymouth Christian Academy under the following guidelines:

1. Re-admission will be considered after no less than ninety (90) school days from the date of dismissal or withdrawal.
2. They must meet all criteria under "New Student Enrollment".
3. The student will be placed on "Enrollment Probation" for no less than one semester. (See Enrollment Probation Policy below).

4. The student (and parent(s)/guardian) will be required to interview with an administrator and provide the following materials:
  - a. Documentation that all legal obligations, if any, have been met.
  - b. Evidence of current, active involvement in a church youth group or Christian youth program with a written recommendation from the sponsor of that program.
  - c. Written recommendation from a non-related Christian adult.
  - d. Student improvement plan - the student will identify, in writing, personal and educational goals and an action plan for attainment.

Students who voluntarily withdraw from PCA without a breach of the student enrollment agreement and want to return mid term will be required to meet with the secondary principal. They must meet all criteria under "New Student Enrollment". The student may be required to remain in his/her current school program until the end of the semester before returning to PCA.

## **2.7 Enrollment Probation Policy**

Enrollment probation will be used for those students who have voluntarily withdrawn or have been expelled from Plymouth Christian Academy or another school for disciplinary action or a breach in the school's code of student conduct. This policy also includes those students who have a prior history of drug or alcohol use, or other illegal activity. The student will remain on probation for no less than one semester.

- The student will identify, in writing, personal and educational goals and an action plan for attainment. • The student will be required to meet every two weeks with the school counselor and an administrator to review the • personal action plan.
- The student will be required to maintain a minimum grade point average of 1.7 (70% or C-).
- The student will be prohibited from participation in athletic, extracurricular, and social activities for 30 days. • The student will be subject to random drug screening at the discretion of the school administration. Parent(s)/guardian(s) will be responsible for the cost of the drug testing.

## **2.8 Withdrawing From PCA**

A parent must contact either the elementary or secondary office to initiate a student's withdrawal. Upon turning in all books and equipment and paying required tuition and fees, withdrawal can be completed within two business days. PCA will hold school records until all of the above have been completed. No records will be sent to the new school until all fees and fines are paid.

## **2.9 Tuition Policy**

The current school year's Tuition and Fee Schedule determines tuition, fees and payment terms under PCA's financial contract. PCA has financial and contractual arrangements with faculty, staff, and vendors, which are made in the spring and summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments through a contract with the Tuition Office.

PCA reserves the right to hold transcripts, report cards, and all student records until all tuition and fees are current. It is further agreed that all payments due hereafter will be paid in a timely manner in accordance with the agreed upon payment plan selected at the time of enrollment. Continuing enrollment may be forfeited if tuition is not kept current.

### **Tuition is payable by the following options:**

- Full payment (tuition and fees): Due in the spring based on next year's tuition schedule available in the office. Payment is made electronically through checking, savings or credit card (2.75% convenience fee) through the FACTS program. If full payment is made, a prepayment discount will be offered.
- Semi-annual payment (tuition and fees): Both payments will be made by electronic transfer through the FACTS program. The first payment is due by September and the second payment is due by April. If both payments are paid by September, a prepayment discount will be offered.
- Monthly payment (tuition and fees): Monthly payments will be made by electronic transfer through the FACTS program. There are several options, including method of payment, length of payment terms, and payment dates. • A student's

account must be current by the first day of school, and at least 1/2 the balance paid off by the end of the first semester in order to continue attending school. By graduation, the account must be current to complete graduation and receive student records.

- If a student withdraws *after entering classes* (on the student's/family's initiative), the student will be charged for any portion of a month that the student attends PCA. Tuition will be prorated based on the 10-month school year (September through June) but all fees will be held.
- Should a student withdraw *after being accepted but prior to the beginning of the school year*, the application fee will be held, but the tuition and all other fees will be refunded.
- Should a *re-enrolled student withdraw prior to the beginning of the school year*, the tuition and all other fees will be refunded.
- Returned checks will carry a \$30.00 processing fee.
- Records and transcripts will be forwarded to another school or college for students whose tuition, fees, and fine accounts are current. An Incomplete will be applied to a student's courses if his/her account is not current.

#### **Tuition Discounts:**

- Prepayment Discount; 2.5% discount if payment received in the Spring (contact tuition office for exact date) ● Multiple Child Discount; \$150 discount for the 2<sup>nd</sup> child, 10% off for the 3<sup>rd</sup> child, and 50% off for the 4<sup>th</sup> or more child(ren) ● CBC Member Discount; 9.0% discount for CBC members who regularly attend CBC, consistently and faithfully contribute to the CBC General Fund, and support CBC ministries through personal involvement by volunteering their time and talents. To be eligible for this discount, please complete the CBC Member Form available in the tuition office.
- Full Time Ministry Discount for full time ministry personnel; To be eligible for this discount, please complete the Ministry Discount Form available in the Tuition Office.

#### **FACTS Policies:**

- Most banks charge a fee for NSF
- FACTS charges a \$30 NSF fee
- Customer service for FACTS is 800-624-7092
- Parents can go to <http://online.factsmgmt.com> to access their account
- General information can be found at [www.factsmgmt.com](http://www.factsmgmt.com)

Contact the Tuition Office at 734-459-3505 x 3156 if you have further questions.

### **2.10 Variable Tuition**

The PCA Regent Board recognizes that there will always be a need for financial aid. Therefore, the following policy will assist those who choose to apply for tuition assistance:

1. To ensure confidentiality, PCA has chosen to use an outside firm to evaluate all financial aid applications to determine family eligibility. This firm, hereby called "evaluator," helps PCA maintain a uniform methodology and acts as an impartial third party to assess each family's request for financial aid.
2. To qualify, families desiring financial aid must go through an application process and meet the qualifications set by the evaluator
3. Applications can be obtained through the school website or <http://online.factsmgmt.com>.
4. The financial aid amounts will generally range up to 50% of full tuition amounts based on need. 5. Based on the evaluator's recommendations, the applicant will be notified of the dollar amount of financial aid 6. granted, if any, by the school Tuition Office as soon as available.
7. The financial aid amount will be set for a period not to exceed one school year. Recipients must reapply each year. 8. Financial aid may be revoked if a student fails to maintain a 75-academic average and/or demonstrates 9. unacceptable conduct as determined by the Administration.
10. Any intent to mislead or defraud the evaluation process will make the applicant ineligible for financial aid. 11. Until a financial aid package is approved, full monthly tuition is due.



## **2.11 TRIP Procedures**

The Tuition Reduction Incentive Program (TRIP) is intended to provide additional support to families in the payment of their tuition. Participation is open to all parents, grandparents, relatives, friends and anyone in the community who wishes to support tuition reduction at PCA.

The TRIP program purchases gift cards/certificates from Shop with Scrip, who supplies cards for various restaurants, grocery stores, retail stores, and service businesses. There are hundreds of retailers with rebates ranging from 2% - 16%. Keep in mind these are monies you would already be spending, but with a little planning, you can significantly reduce your tuition.

Your tuition reduction rebate can be applied to your individual account, another family's account or the PCA Scholarship Fund account.

**Registering for TRIP:** Families can register online directly by going to [www.shopwithscrip.com](http://www.shopwithscrip.com) and registering with Plymouth Christian Academy - code # **EFDF95AE21** L.

**Ordering Gift Cards** Orders are placed weekly using the following methods.

- Option 1 (**In person**): Bring in your completed order form with a check made out to PCA for the amount of your order on Tuesday mornings between 7:45 a.m. and 9:00 a.m. Pick up your order the following Tuesday morning
- Option 2 (**Order online, pay in person**): Bring in a purchase order printed from [www.shopwithscrip.com](http://www.shopwithscrip.com) with a check made out to PCA on Tuesday morning between 7:45 a.m. and 9:00 a.m. You can go online to [www.shopwithscrip.com](http://www.shopwithscrip.com), fill out an order form, print it and bring it in with your check. Pick up your order the following Tuesday morning. This method saves administration time and ensures total accuracy of your order being placed. Payment must be received before order is submitted. School ID Code=EFDF95AE21 L
- Option 3 (**Order online, pay online with PrestoPay**): You must have a PrestoPay account set up through 21

[www.shopwithscrip.com](http://www.shopwithscrip.com). This will save you time and you can reload certain cards online when you need them. Having a PrestoPay account is required to use the "ScripNow!" online ordering. Orders placed by 9:00 a.m. Tuesday morning will be delivered to the school for your pick up the following Tuesday. There is a minimal fee of 39 cents on orders paid online.

Finally, you will be able to track your orders and rebates online. Please remember when you run a report it will show a total rebate amount and you will keep 100% of the total rebate.

### **TRIP Policies**

1. All orders must be received and paid in full by 9:00am Tuesday morning. Any cards that are ordered that do not have payment will not be filled.
2. Orders that have not been picked up on Tuesday mornings between 7:45am and 9:00am will be held in the secondary office for pickup.
3. Order pickup: If you want your child or another adult to take your cards to you, please notify the Tuition Office. Mailing will not be an option due to the risk of sending cards through the mail since they are like cash.
4. If an overpayment is made a credit will be issued to the family for use against future orders. Credits must be used

in the current school year.

5. Any errors in the order must be reported to the school within a 48-hour period.
6. Anyone writing a non-sufficient fund check will incur a \$30 fee. The fee will have to be paid to TRIP or deducted from your TRIP earnings before your next order will be processed. If two N.S.F. checks are entered on your TRIP account in the same school year, your ordering privileges will be suspended for a two-month period.
7. Rebates are credited to tuition account on a quarterly basis. Families who have prepaid their tuition will earn the rebates throughout the year and the total will be applied to the following year's tuition.
8. If you pay your tuition in full, your tuition credit will be held in your account until the end of March, at which time will be applied to the following year's tuition.
9. TRIP certificates are the same as cash. We will NOT accept responsibility for lost or misplaced cards. We cannot take back or refund any ordered certificates.
10. Any unused rebates will be credited to the PCA Scholarship fund.

Please contact the TRIP coordinator if you have any questions; Crystal Edwards  
(crystal.edwards@plymouthchristian.org) 734-459-3505 ext. 3156.

## 3. Programs, Curriculum and Instruction

The educational philosophy dictates that Plymouth Christian Academy will seek to educate qualified, mission-appropriate students in a Christian environment, with an emphasis on a college preparatory program. Therefore, each division—Preschool (3/4 year old Preschool and Begindergarten), Elementary (K-6), Middle School (7-8), High School (9-12) will provide its students with the proper foundation and education base for success in the next division of formal learning by:

- Correlating and integrating curriculum methods with the Word of God
- Guiding students to integrate the Word of God in our contemporary society
- Working in conjunction with the home
- Striving for excellence in every realm: mental, social, physical and spiritual
- Follow the approved curriculum and the prescribed scope and sequence for each course taught.

We believe that the instruction given by our teachers should be carried out with the same high expectations we have for our students. As the Apostle Paul said, "Follow me as I follow Christ." As much as our carefully chosen curriculum provides important information, the Bible does not say when our students become adults they will be a "walking storehouse of knowledge." Instead, it says that they will be just like their teachers (Luke 6:40). We expect our teachers to present themselves as godly adults who teach their students how they process information using their critical thinking skills. This is a very serious responsibility (James 3:1) and a challenging opportunity to invest in these precious lives.

### 3.1 Bible Class

The Chapel program at Plymouth Christian provides a Christ-centered atmosphere of belonging and community that allows students to grow and flourish in their walk with Christ. The Spiritual Life Director organizes weekly programs that are led by guest speakers, PCA faculty and alumni, pastors, and students. Elementary chapels, (K-6) are held every Tuesday with CONNECT Prayer Groups meeting once per month. Campus-wide chapels take place in the auditorium throughout the year. Parents are invited to attend the chapel services, as well as other school events, such as performing arts programs or awards ceremonies that take place throughout the school year. Every student attends a daily Bible class. All subjects are taught as God's truth and are integrated with biblical teachings. Human relationships (student/teacher and student/student) are built on the basis of God's teachings, whether in the classroom, on the athletic field, or in a social situation. Every Christian is "God's workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them." (Ephesians 2:10). Although there will be opportunities for student groups to go out from the school to present programs, to participate in chapel services at the school, etc., we would encourage each student to be active in his/her home church and in a neighborhood ministry. Students are also encouraged to form prayer groups during the school year.

### 3.2 Master Calendar

The Master Calendar of all school activities and other activities affecting utilization of the school or the school building is posted by the designated Administrative Secretary to avoid unnecessary conflict of activities. All requests for posting on the calendar will be presented to Administration.

### **3.3 Elementary Academic Policies & Programs**

The following is a list of academic policies that, as teachers, you come in contact with on a regular basis. Please review each one carefully and make each a part of your classroom procedures. Please note that these are standardized policies to which all teachers should adhere.

### **3.4 Class Grades Within the Quarter - Elementary Grading Scale (Exhibit 10.4)**

#### **Kindergarten**

- Grading Scale
  - + =Independently and consistently performs at or above expected levels
- =Performs at expected level
  - ✓=Approaching expected level
  - =Not performing at expected level
  - NC =Not covered/evaluated this marking period
- Kindergarten Report Cards consist of a checklist for letters and numbers so that parents will know which letters and numbers the child has mastered.
- Kindergarten report cards are not available on ParentPortal.

#### **Elementary Grading:**

- 1st-6th Grades; Each nine/ten week marking period must be recorded using the PCA grading scale.
- Calculations of grades must be able to be justified via a numerical equation and converted into a percent (where applicable) for the report card.
- It is suggested that teachers utilize a point system of 100 pts /100%.
- The school grading scale utilizes the 100 point percent scale.
- The point scale offers an easy way to weigh assignments (i.e., homework 10 points, quizzes 20 points, book reports 40 points, tests 100 points, etc.).
- The point scale offers a fair and easily justifiable equation for the determination of final marking period grades (points obtained divided by points possible). Example:  $427/500=85\%$
- The point/percentage system allows students to convert any numerical grade into a percent or letter grade (points obtained divided by points possible). Example: 13 points obtained divided by 20 points possible = 65% or a D.
- Teachers should have a minimum of 10 grades per subject, at least 4 of which should be tests, for the calculation of a nine week grade. Teachers should record at least one new grade and post to Portal each week. Exceptions are permissible, but must be approved by the Principal.
- The year-end grade will be a reflection of the actual grade.

#### **Report Card Grading Policy:**

- Year-End Grade – The lowest percentage that can be given for a year-end elementary grade is 48%, regardless of the actual grade percentage.

#### **All Class Assignments:**

- All major assignments (tests, book reports, projects, etc.) should receive the actual percent grade earned by the student.
- A retake may be given in *extreme* circumstances when a child had an extremely serious illness or death in the family.
- The student will be given the best out of the two grades.
- Please verify the reason for retake with the principal before giving it.

### **3.5 Procedure for Grade Reports**

- Please be careful when calculating grades. Grade changes are complicated and time consuming.
- Please avoid incompletes whenever possible. Incompletes are for extreme circumstances and prolonged illnesses. Incompletes must be approved by the Principal.

- Be sure to use the Comments Section. Comments must be used for any grade that falls below 70%.
- Be sure to use the school scale when computing your grades.
- Remember, all grades are to be marked with both a letter grade and a percentage (Grades 3-6).
- Kindergarten report cards will not be available on ParentPortal.
- The highest percentage that can appear is 100%. The lowest percentage that can appear is 0%.
- All grade changes must be filed with the principal in the elementary office. Remember, all grade changes or incompletes must be made up within a one-week period of time after the close of the marking period.
- A student must complete all incomplete work in that one-week grace period or will receive a zero.
- Year-end Grade; All 1st-6th elementary core courses must receive a year-end or final grade. The year end grade is a simple average of the four grade reports.
- All 3<sup>rd</sup>-6<sup>th</sup> grade elementary teachers are to update their grades on ParentPortal before leaving on Friday.

### **3.6 Honor Roll**

The recognition of good work is found throughout the Bible, from the writings of Solomon (Proverbs), to Paul's letters in the book of Romans, Ephesians and I Timothy). We endeavor to recognize those students accomplishing the necessary prerequisites to receive the applicable award/ honor in areas including academics, athletics, art, music, ACSI competitions, National Honor Society (NHS), and other awards as appropriate. Parents are encouraged to attend award assemblies. See Elementary Family Handbook for criteria. See Secondary Handbook for NHS honor/high honor criteria

### **3.7 Make-up Policies**

See Elementary Family Handbook

### **3.8 Homework**

See Elementary/Secondary Family Handbooks for grade level expectations and 3.24 for overall homework philosophy and guidelines.

### **3.9 Cheating**

See Elementary Family Handbook for Student Expectations Behavior Policy which includes c

### **3.11 Communication with the Family**

PCA uses a variety of communications methods to keep parents fully informed of student progress. Open, honest, biblically based communication is strongly encouraged. All communication should be respectful and in the spirit of cooperation. Please reference the **Communications Directory** referenced in **4.36** for a complete list of communication paths available to our families. **(Exhibit 10.52)**

#### **Below are listed some ways to keep families informed:**

- Good news phone calls strengthen the home and school partnership.
- If there is an issue of concern, call and inform the parent or request a conference with the student's parents. Always convey a sincere desire to help both the parent and student achieve and remember to find something positive to begin and end the conversation.
- Present facts only and avoid giving your opinion or viewpoint. Never assume the student will relate the incident accurately or even at all.
- Faculty should respond to parent telephone calls or email messages within 36 hours.
- Formal parent-teacher conferences are offered during the year.
- Conferences should be arranged as needed for any student who is experiencing academic and/or behavioral difficulties.
- If a parent and teacher cannot resolve a difficulty, the principal may be contacted.
- Faculty should address parents in a polite manner via email, phone call, written form and in person.
- If all methods of contacting the home have failed, let the principal know and he/she will assist in making contact.
- Teachers should email parents. Teacher to student emailing is not allowed. This protects you and the student. Please

email the parents only.

### **3.12 Documentation**

- It is imperative and required that you document the procedure you have gone through as you deal with each student.
- The following are some guidelines to keep in mind:
  - **Complete the Parent Conference Form** when meeting with parents or while conducting a phone meeting. Always date and put the time that you have called a parent. **(Exhibit 10.5)**
  - When dealing with a student, **keep either a file on each student** or an electronic file on each student. This will make it easier to keep track of:
    - The date of the conference
    - Disciplinary steps taken
    - The time/date parents were contacted
    - The result of the conference or discipline administered
  - **Always write down what the next step or course of action** will be and retain this information. ○ In situations that seem to be escalating, **keep your principal informed** as to the steps taken, the results, and the next course of action.

### **3.13 Textbooks**

All textbooks are loaned by the school.

- **On the day of issuance**, the name of the student should be written on the inside cover of the book and the book number and student's name in the teacher's record book.
- **Books are to be handled with care** and kept in good condition, free from any marks. Any damage and/or replacement should be reported to the principal for a decision on whether the student should replace the book or not. Damage will be determined according to a formula taking into account the life expectancy of the textbook. **Textbook Cost Request Form (Exhibit 10.6)**
- **Textbooks are required to have book covers.** Book covers may be purchased or paper bags may be used to cover books. We ask that students not use adhesive covers on textbooks.
- **We do not allow teacher manuals to be borrowed without the Principal's permission.**

### **3.14 Promotion Policy**

See Elementary Family Handbook

### **3.15 Visitation | "Shadowing" Policy**

Parents and friends of students who are seriously interested and considering PCA are welcome to spend a ½ day visiting the school for grades 1<sup>st</sup> – 6<sup>th</sup>. Arrangements are to be made well in advance of the visit and the administration reserves the right to choose the appropriate day. Below is the procedural format for visitation privileges.

- A note granting permission to visit PCA is required from the visitor's parent as well as a note from the parent of the student bringing the visitor.
- The note is to be submitted to the school principal for approval and the date for the visit will be arranged.
- The parent or adult bringing the child must complete an emergency card before the child can stay at school that day.
- Visiting students must comply with all policies of the school.
- Visiting students must check in at the main office upon arrival to the school to secure a pass for a ½ day visit.
- Although we would like to accommodate all requests for friends to visit our school, the above stated reasons will be the only ones accepted unless specifically waived by the Principal.

### **3.16 Retention Policy**

See the Elementary Family Handbook

### **3.17 Attendance Policy - Extended Absence Notification Form (Exhibit 10.7); Absence Notification Form (Exhibit 10.8)**

See the Family Handbook

### **3.18 Academic Probation Policy**

See the Family Handbook

### **3.19 Elementary Specials - Elementary Specials Classes (Exhibit 10.9)**

### **3.20 Use of Movies in the Elementary Classroom**

Purpose and Rationale: If a teacher wants to present a video/DVD for class reward or for entertainment, please use the following guidelines:

A. **Preview the video/DVD** for content, language, and appropriateness. Story should be supportive of Christian moral values. "G" rated movies are to be shown in Elementary classes unless otherwise pre-approved by administrator. PLEASE preview the movie. If there is even ONE questionable word...Don't use it!

B. **Notify parents** in advance of the use of the video/DVD.

\* If a parent disagrees on the choice of a 'reward' or 'entertainment' video/DVD, then it will not be shown.

C. **Discuss with your class** the story from a Christian perspective.

### **3.21 Elementary Accommodations for Students**

See the Elementary Family Handbook

### **3.22 Elementary Disciplinary Methods**

See the Elementary Family Handbook

### **3.23 Secondary Academic Policies**

- **Teacher Portal:** Gradebook is the FACTS SIS system used to inform parents of grading. This tool must be used.

- **Number of grades:** All teachers of academic subjects (excluding instrumental/choir, aides, study skills) should have a minimum of ten grades, three of which should be considered major grades (tests, paper, report, etc.) for the calculation of a nine week grade. Exceptions must be approved by the superintendent.

- **Calculations of grades** must be able to be justified via a numerical equation and converted into a percentage for the report card.

- **All grades during the quarter period must be recorded using a percentage.** It is suggested that teachers utilize a point/percentage system. This system has several benefits:

- The school grading scale utilizes the 100 point percent scale.

- The point scale offers an easy way to weigh assignments (i.e., homework 10 points, quizzes 20 points, major test 100 points, research paper 150 points, etc.)

- The point scale offers a fair and easily justifiable equation for the determination of final marking period grades (points obtained divided by points possible). Example:  $427/500=85\%$
- The point/percentage system allows the students to convert any numerical grade into a percent or letter grade (points obtained divided by points possible). Example: 13 points obtained divided by 20 points possible = 65% or a D.
- **All student grades are considered confidential.** Student grades should not be shared publicly, verbally or in writing. Students will not have access to a teacher's grade book or other students' graded work.
- **Quarter Grades**
  - An average of all grades will determine the final grade for the year. 60% is passing. All grades will be reported in percentages so that a true reflection of student work will be evidenced.
  - (9<sup>th</sup>-12<sup>th</sup>) Students will be given the actual grade earned in all four quarters.
  - **Exam Grade** (9-12) The grade will be the actual percentage exam grade earned by the student.
- **Semester Grade;** The grade will be the actual percentage exam grade earned by the student.

### **3.24 Assignments/Homework Policies**

- **Purposes**
  - Teachers may assign homework to students at any appropriate time.
  - Homework assignments should be utilized to develop initiative, responsibility, and self-learning.
  - Students need some amount of extra practice in new concepts, skills, or facts. In certain subjects, i.e., math or language arts, there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice, or to correct any wrong answers on assignments or tests.
  - Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
  - Parental oversight of homework completion enables parents to be informed concerning current topics of study in the class. All work submitted for grading (including homework) should be the work of the student. Outside help, including parents and tutors, should be limited to providing materials, resources, or typing.
  - Homework is the responsibility of the student and reinforces the development of good study habits.
- **Grading:**
  - Assignments must be turned in on time to receive full credit.
  - Individual teacher's policies must conform to the general school policy and also note that the written policies of the department/teacher must be adhered to unless there are extenuating circumstances.
  - An overdue assignment may be required to be completed without credit.
    - An assignment is due on its due date at the beginning of the period during which the class usually meets.
    - **If an assignment is turned in one day late, the grade will be reduced by 25%. (i.e.  $80\% \times .75 = 60\%$ )**
    - **If an assignment is turned in two days late, the grade will be reduced by 50%. (i.e.  $80\% \times .50 = 40\%$ )**
    - **If an assignment is turned in three or more days late, the student will receive a zero.**
    - Students absent on the due date of a project or assignment and that day only, are responsible to hand that assignment in on the day they return.
    - Students who are absent for more than one day prior to the due date of the assignment, must arrange a new date with the teacher.
    - Students are responsible to monitor their Google Classroom for assignments and due dates.
- **Makeup Policies**
  - The student will have one (1) school day for every day of absence to a maximum of five (5)

days to complete make-up work.

- Students absent on the day of a test must schedule a make-up day as soon as they return, **but are not expected to take the test on the day they return.**
- On partial day absences, should a student arrive during the day of a test, the student should

find the teacher to

make up the test on that same day.

- **Except in extreme cases, tests must be made up within a five-day period of time from the date of absence.**
- Unless authorized by the administration, no tests may be made up after the close of the marking period.

### **3.25 Procedures**

#### **General Information**

- Please be careful when calculating grades. Grade changes are complicated and time consuming.
- When computing grade averages, do not round up a grade unless the average is greater than .4 (i.e., 70.5-71.4=71%; 71.5-72.4=72%)
- Non-academic classes, office and preschool aides, and International Bible class will be graded on pass/fail basis.
- Please avoid incompletes when possible! Incompletes are for extreme circumstances and prolonged illnesses. The **School Counselor or HS Principal** must be consulted if an incomplete is being considered.
- Return Verification Forms in a timely manner.

#### **Calculating Report Card Grades**

- Quarter Grades – a straight percentage: Highest – 100% The quarter grade is the actual earned grade.
- Semester Exam
  - Actual grade earned; highest – 100%
  - Exempting students from exam is not permitted. Students must take the exam on the scheduled day. Exemptions from semester exams are not allowed for AP classes during the second semester.
  - Semester exam grades are computed like any other test grades.
  - 7th-8th grade semester exam grades are computed as a test grade within the 2nd and 4th quarters..
  - The Superintendent or Principal must approve of the change in a test date/time.
- **FACTS Reporting**
  - FACTS is a secure communications service to improve the flow of information to parents, students, and teachers. In the continuing process of bringing leading technology solutions to our teachers and families, in addition to email, parents will be able to view current grades and class information securely over the Internet using FACTS.
  - Parents log on once and get instant access to relevant information about each of their children. manages user authentication and displays to each user only the information which they are permitted to see, such as their child's current grades.
  - **It is a requirement of each teacher that Rediker be updated each Monday prior to school starting.**
  - Teachers must post all tests on the Outlook Calendar at least one week in advance.

### **3.26 Honor Roll**

See Secondary Family Handbook sections “Academic Policies – Honor Roll.”

### **3.27 Examinations and Tests**

- **Daily Test Schedule;** (This includes major tests/assignments). We will attempt to manage our test schedule so that students do not take more than 3 tests per day. Within this limitation, oral and/or written tests will be given at the time teachers feel they will best assist in the learning process.
- **Semester Exams** will be scheduled in the academic subjects at the Secondary division.



- Major assignments include tests, quizzes (10 points or less), projects and class presentations. • Tests and quizzes must be posted on the Test Calendar.

### **3.28 Cheating**

See Secondary Family Handbook sections “Code of Conduct/Discipline Policies,” sub-section “Categories of Serious Discipline Offenses,” “Academic Dishonesty.”

### **3.29 Eligibility for Athletic and Co-curricular Activities**

See Secondary Family Handbook sections “Extra-curricular Activities” and “Athletic Competition.” **Code of Conduct For Athletes (Exhibit 10.10)**

### **3.30 Use of Resources for Secondary**

To protect the testimony of Plymouth Christian Academy, we want to be careful in what we select to use in any presentation whether in the classroom, gymnasium or church auditorium. As we ask our Lord for discernment, we also want to use the following guidelines in the selection process (I Peter 5:8). Please exercise discernment with supplemental materials, sources and outside activity.

- Whether it is an out-take, excerpt of a quote, it is important to determine whether the context from where it was taken is appropriate for our school or is it dishonoring to our Lord. Even if the outtake, excerpt or quote is innocent enough, it can be contaminated.
- In any performance, skit, or dance routine by our staff or students used to entertain an audience, any gestures, motions or costumes must also be appropriate for a Christian school who desires to please our Lord in everything that we do (I Corinthians 10:31).
- Since entertainment venues change so often, it is important to have the appropriate administrator or staff sponsor verify the wisdom of the choice made for the particular setting. It is always better to err on the side of caution.
- There are many scriptural guidelines that should be used in seeking that which is fitting for followers of Christ. An excellent one is found in I John 2:28 where John says that we abide in Christ (this includes being sensitive to the Holy Spirit on this issue) and that we will be confident and won't be ashamed of what we are doing if He returns right then.
- This is a sensitive issue that produces many different opinions. We can't be satisfied in pleasing the majority of people if it goes against these guidelines. We must pray hard and often for wisdom, discernment and for the courage of our conviction (I Peter 1:16-17).
- **Teachers are to notify the parents** that media with questionable content (the teacher is tentative about showing) is being evaluated for viewing and advise them of the issue that challenges the worth of showing. Give them a week to respond with their advice and please give a lot of weight to their reasoning. Usually one negative comment tips the scale.
- Internet use should be strictly monitored for appropriate content, i.e., commercials, etc.
- During classroom work study or study halls, teachers are allowed to play appropriate Christian or classical music.

### **3.31 Curriculum Review Cycle**

Our mission, to educate students from a biblical worldview and equip them to be lifelong learners, leaders and servants for Christ, defines the heart of who we are and guides all review processes. From this mission we have developed Expected Student Outcomes, including an assessment chart and timeline to ensure that we consistently review and achieve these outcomes.

Working collaboratively, the school researches, selects and implements a curriculum that is designed to meet or exceed the

state and national standards while also ensuring our outcomes are met and does not conflict with our mission statement and goals as a Christian school. PCA's Curriculum Review and Adoption Cycle is every five years. In order for the curriculum to be considered for adoption, it must contain best practice tools and strategies, and materials to meet diverse learning needs. The school's Administration, Faculty, Department Heads, and Educational Services Team collaborate and review the instructional program and supporting curriculum based on the research and recommendations as it relates to copyright dates, standards and assessment results. PCA's curriculum review cycle addresses one subject area every year.

#### **Review Process Includes:**

- Identify subject areas to be reviewed based on the yearly review cycle.
- Collect input on strengths and weaknesses of the present program.
- Review ESO's, MAP results and compare to present program.
- Determine needs.
- Evaluate potential programs and materials related to the subject area.
- Contact publishers for presentation of materials.
- Gather Faculty Feedback.
- Team evaluates all programs/faculty feedback forms.
- Identify faculty members to pilot lessons from the various programs.
- Select curriculum based on all the available information.
- Present proposal.
- List materials needed to implement program and review budget.
- Purchase materials and plan for training, support and implementation.
- Investigate potential staff development needed to implement program.
- Implement program and evaluate progress and effectiveness with staff on a regular basis through the implementation year.

#### **Curriculum Review Cycle:**

- 2021-2022; Science
- 2022-2023; Social Studies
- 2024-2025; Bible
- 2025-2026; Math
- 2027-2028; Language Arts

\*Courses of study are considered living documents and are reviewed and updated in alignment with this cycle.

### **3.32 Pledges**

#### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

#### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands; one Savior, crucified, buried, risen, and coming again with life and liberty for all who believe.

#### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its Word in my heart that I might not sin against God.

# 4. Personnel

## 4.1 Line of Responsibility

- All employees of the Academy are responsible to the Board through the Superintendent. Matters requiring administrative action will be referred to the supervisor immediately in charge of the area in which the problem arises. The supervisor will refer such matters to the next higher authority as deemed necessary.
- All employees will have the right to appeal any decision made by an administrative officer to the next higher authority when necessary through appropriate successive steps to the Board.

## 4.2 Employment of All Personnel

• **All employees who are offered a contract must agree with the Doctrinal Statement of PCA.** • All employees who are offered a contract must be **regular attending members of a church of similar Statement of Faith.**

- All employees who are offered a contract must agree with the **Lifestyle Statement** of PCA. **(Exhibit 10.11)**
- Substitute teachers must be regular attendees of a church of similar Statement of Faith.
- The Superintendent will actively seek applicants for open positions. The applicant will interview with the appropriate administrator. The administrator will submit the names of recommended applicants to the Superintendent who will then present them to the Regent Board for approval.

• **Instructional Personnel Application Process:**

- Prospective teacher applicant reviews PCA Teacher Employment Packet containing PCA Current Staff Needs and Salary Scale, Christian Teacher Job Description and Teacher Application.
- Applicant completes the Teacher Application and it is forwarded to the appropriate administrator. Applicant must give proof of certification or that he/she is certifiable for the position to which he/she is applying
- The administrator reviews new applications and either proceeds with the interview process or responds to the applicant by phone or in writing about the unavailability of any position.
- The administrator acquires references for the employee, validates no record of unprofessional conduct, and instructs the applicant to obtain the necessary fingerprints for a background check by the Michigan State Police and the FBI.
- If applicant is selected, Administrator and/or Finance Office reviews the contract, salary, and benefits

package.

## 4.3 Christian Teacher Job Description

- The teacher will prayerfully help students learn attitudes, skills and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- The teacher will be a born-again, college graduate, certified or certifiable for the position for which he/she has been hired, who feels called of God to the teaching profession. Other qualifications may be added by the Board of Regents as deemed appropriate.
- The teacher will supervise students, as well as possible student teachers, aides, and volunteers. • Teacher performance will be evaluated in accordance with the provisions of the Regent Board's policy on Evaluation of Professional Personnel and this job description.
- **Required Personal Qualities:**

1. The teacher has received Jesus Christ as his/her personal Savior.
2. The teacher believes that the Bible is God's Word and standard for faith and daily living.
3. The teacher is a Christian role model in attitude, speech and actions toward others.
4. The teacher will be actively involved and faithful in attendance and stewardship at a local evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. The teacher will show, by example, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. The teacher will be in wholehearted agreement with the school's Statement of Faith and Christian Philosophy of Education.
7. The teacher will have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

● **Additional Personal Qualities:**

1. The teachers will recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. The teacher will demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self control, perseverance, and punctuality.
3. The teacher will meet everyday stress with emotional stability, objectivity and optimism.
4. The teacher will maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. The teacher will use acceptable English in written and oral communication and will speak with clear articulation.
6. The teacher will respectfully submit and be loyal to designated authority.
7. The teacher will notify the administration of any policy he/she is unable to support.
8. The teacher will refuse to use or circulate confidential information about students, parents, or other staff members inappropriately.
9. The teacher will place his/her teaching ahead of other ministry jobs.
10. The teacher will make an effort to appreciate and understand the uniqueness of the school

community. 31

● **Essential functions:**

1. Be familiar with Expected Student Outcomes and reflect those outcomes in Curriculum Trak. We seek to lead all students toward God and help them become more Christ-like. Expected Student Outcomes (ESO) are a school-wide, cross-curricular set of expectations and outcomes that all faculty and staff are committed to helping students achieve. PCA realizes that while all ESO's are to be measured, some are better assessed by the student and his/her family. ESO's should be included in Curriculum Mapping and communicates our heartfelt desire to equip our graduates to reach these goals.
2. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Regent Board and Administration in implementing all policies, procedures and directives governing the operation of the school.
5. Teach classes assigned following prescribed scope and sequence as scheduled by the Superintendent.
6. Integrate Biblical principles and the Christian Philosophy of Education throughout the curriculum and activities.
7. Demonstrate mastery of the subject material.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Maintain a clean, attractive, orderly classroom.
10. Use Curriculum Trak to plan broadly through the use of semester and quarterly plans and objectives.
11. Prepares and submits weekly lesson plans for the Principal's review by Monday at 9:00am.
12. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
13. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
14. Prepares students for learning by establishing a positive learning climate, gaining students' attention, and clearly stating what is to be learned.
15. Employ 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.

16. Uses questions which require application, evaluation, and analysis.
17. Involves students' responses and contributions during lessons.
18. Plan through approved channels the balanced classroom use of field trips, guest speakers and other media.
19. Use homework effectively (clearly defined purpose) for drill, review, enrichment or project work. 20. Assess the learning of students on a weekly basis and contact student parents 1-2 times a quarter with appropriate positive feedback and updates on student progress.
21. Contact parents of students (within 48 hours) who earn a "C-" or below on major assignments and tests.
22. Daily effective use of technology including a variety of media (i.e., SmartBoard powerpoint slides, Smart Notebook live-streaming videos, etc.)
23. Post Daily Office Hours on Parent Portal, syllabus and outside the classroom.
24. Daily maintain electronic attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
25. Recognize the need for good public service. Represent the school in a favorable and professional manner to the school's constituency and the general public.
26. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and respectful consideration.
27. Follow the Matthew 18 principle in dealing with students, parents, staff and administration. 28. Seek the appropriate counsel of the Superintendent or colleagues or parents while maintaining a teachable attitude as the situation warrants.
29. Attend and participate in scheduled devotional, supervision assignments, PLC's, retreats, committee and faculty meetings.
30. Know and follow the approved procedures for dealing with issues of an emergency nature.
31. Inform the administration in a timely manner if unable to fulfill any duty assigned.
32. Prepare adequate information materials for a substitute teacher.
33. Keep an accurate, up-to-date inventory of all textbooks (submitted at the end of the year). **Textbook Inventory (Exhibit 10.12)**
34. Maintain security of the assigned keys and security information.
35. Update test calendar with quizzes, field trips and major projects.

● **Supplemental functions:**

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. All teachers will be assigned to an Accreditation Team and Professional Learning Community/Vertical Team.
3. All full-time teachers will be required to participate in at least one of the following activities or duties:
  - Elementary NON-OPTIONAL duties, i.e., morning or recess duties
    - After School Care Assistant/Supervisor
      - Organize and lead a club (during or after school); i.e., chess, robotics, debate, etc.
    - Assist in a school drama production
    - Assist in NHS leadership
    - Department Chair
    - Auction Team Member or Chair
    - Lunchroom duty (no stipend, free lunch)
    - Senior Project Chair
    - Ministry Team Head
    - Class Sponsor (stipend)
    - Academic Study Hall (no stipend)
    - Coaching/Assistant Coach (stipend may apply)
4. Utilize educational opportunities and evaluation processes for professional growth.
  - All 7<sup>th</sup> – 12<sup>th</sup> grade teachers will be issued a tablet and will receive training with expected key outcomes and learning milestones.
  - All teachers will receive ongoing technical professional training and support.
5. Provide input and constructive recommendations for administrative and managerial functions in the school.

6. Support the broader program of the school by attending extracurricular activities when possible. ● **Structure of the School Day**

- Secondary school hours: 7:25am-3:00pm
  - Secondary teachers arrive daily at 7:15am.
  - All secondary teachers will have one prep day.
  - Department Chairs will receive one extra prep period per day.

- Elementary school hours: 8:00am- 2:55pm
  - Elementary teachers arrive daily and report for assigned duty at 7:15am.
- All teachers must choose 2 days to post office hours/student support until 3:30pm.
- All teachers must choose 2 days to post office hours/student support until 4:00pm.
- All teachers are required to attend designated “All Faculty” meetings, such as PLC, Department or Grade Level meetings (schedule will be available at the beginning of the school year): Wednesdays, 3:15pm-4:15pm.

#### **4.4 Teacher Contract | Arbitration Agreement (Exhibit 10.11)**

#### **4.5 Professional Development and Evaluation Policy**

The professional development of the school faculty is important to the growth and vitality of the school. Professional development offers teachers opportunities to grow, to learn new skills, and to maintain their enthusiasm and commitment to teaching. With this in mind, all avenues for faculty development are encouraged. **Professional days** may be granted to accommodate faculty members seeking to attend workshops, school visitations, etc. Approval from an administrator is required prior to a professional day.

- **Framework for Evaluation (Exhibit 10.13); The purpose of faculty evaluation is two-fold.** The first is to measure the extent to which faculty members implement the program set forth by the school and to ensure the success of that implementation. The second purpose is to assist the teacher in the identification of professional strengths and weaknesses.
  - **10.13.1 Form A - Professional Growth Plan (August);** All teachers will set goals for the upcoming school year using the Professional Growth Plan.
  - **10.13.2 Form B - First Semester Observation For New Teachers (November);** Please note: \*Teachers who have been at PCA for 2 years or less must complete and submit this form.
  - **10.13.3 Form C - Progress Update on Professional Growth Plan Goals Mid Year (November);** All teachers will submit an update on the progress of their goals so far this school year.
  - **10.13.4 Form D - Spiritual Self-Assessment (December);** All teachers will complete the teacher Spiritual 33 Self-Evaluation Checklist.
  - **10.13.5 Form E - Peer Reviews (January/February);** All teachers will participate in peer reviews. The peer review process will include teachers observing another teacher, completing the Peer Review Form and a follow-up meeting after the observation.
  - **10.13.6 Form F - Parent Participation Survey;** Parent perception surveys (Form F) will be sent home. ○
  - **10.13.7 Form G - Student Input Survey (March/April);** Student input surveys (Form G) will be conducted. ● **Formal Observation Plan:** An administrator will be contacting each teacher to schedule one observation per semester. All teachers will be observed by the administration.
    - **10.13.8 Form H - Pre-Observation Form (Teachers)**
    - **10.13.9 Form I - Self Assessment Worksheet (Teachers)**
    - **10.13.10 Form J - Post-Observation Form (Teachers)**
    - **10.13.11 Form K - Classroom Observation Record (Administration)**
    - **10.13.12 Form L - Walk Through Checklist (Administration)**
    - **10.13.13 Form M - Professional Growth Plan End of Year Assessment**
    - **10.13.14 Form N - Evaluation Rubrics**
    - **10.13.15 Form O - Summative Report (Administration);** The Administrator will complete the administrator’s summative report and review it with the teacher.
- **Professional Learning Communities Calendar (Exhibit 10.14)**
- **Contract renewal is based on the following criteria:**
  - Actively supports the philosophy, doctrinal statement, and goals of PCA;
  - Uses appropriate discipline management techniques to maintain an orderly classroom atmosphere conducive to learning;
  - Sets the stage for good student discipline by being regular in attendance and on time;
  - Performs duties in a manner evidenced by adequate preparation, appropriate resource materials, and relevant assignments;
  - Complies with campus and PCA school policies, rules, regulations and directives;

- Teaches to the standards of performance required by PCA for a college preparatory program.
- Serves as an appropriate role model in accordance with the standards of their profession and the Christian faith.

## **4.6 Substitute Teachers**

- **A substitute** is required to have a minimum of 60 semester hours from an accredited 4-year college or university, and meet application requirements of Plymouth Christian Academy.
- **A certified substitute** is an individual who has had or has a state (MI or other state) teaching license.

## **4.7 Payroll Process**

- All employees beginning employment with PCA will complete the new hire packet given them at the time of hire. The completed packet and any signed/approved offer of employment is to be sent to the Finance Office when completed. No employee may be paid without this documentation. Once the above information has been received by the Finance Office, the employee will be added to the payroll system. Employees are then paid on the 15<sup>th</sup> and the 30/31<sup>st</sup> of each month.
- Time sheets should be completed weekly by the employee and submitted to their supervisor for approval the following Monday. Approved timesheets must be forwarded to the Finance Office by the end of the day on Tuesday in order to be paid for that current payroll. The supervisor should sign off on the timesheets to note their approval. Any logs/sheets received after the deadlines will be processed on the next payroll. Salaried personnel do not need to turn in timesheets unless they are using vacation/personal/sick time.
- Paychecks are distributed on the pay dates. If the pay date falls on a weekend or holiday, checks will be available on the closest following business days. Checks will be placed in the employee's mailbox unless otherwise directed. They will not be available prior to that due to processing requirements. Direct Deposit is available to all employees and can be facilitated via the Payroll Direct Deposit Form. No employee should be set up for this without the completed form and any necessary input/confirmation.
- Any changes to the employee's pay rate, address, withholdings, hours, needs to be noted on a Personnel Status Report. The form should be completed by the appropriate supervisor and forwarded to the Financial Office. Verbal notification is not sufficient—this form will be the standard form used in all cases.

## **4.8 Shared Time**

- In 1998, the State of Michigan recognized that parents sending their child to a private school were paying state taxes on top of paying tuition. The state decided to take 6% of the total dollars allocated to Public Schools for education and set aside a fund for private schools. This fund would help private schools get highly qualified teachers by providing the school a highly qualified teacher or paying the teacher in place at the school. In return, the public school district is able, under the law, to count the students under this teacher's oversight as part of their enrollment for acquiring state funding. This is seen as a win/win in the sight of the state. Under this Shared Time arrangement, the school district gets more state dollars and the private school gets the dollars for a highly qualified teacher.
- The South Redford School District and Oxford Virtual Academy is partnering in the Shared Time initiative with PCA. Non-core and elective area teachers for grades 1-12 would be subcontracted to South Redford. The non-core areas include: art, computers, world language, music, physical education, and other additional electives, such as advanced placement courses. PCA teachers will use their own curriculum along with Michigan State Standards. South Redford School District will pay full time PCA teachers their current full pay. If they teach one class, South Redford pays 1/6 of their PCA salary. If they teach two classes, they pay 1/3 of their PCA salary. If they teach three classes, 1/2 of their PCA salary is paid. A full health benefit package will be offered to Shared Time teachers who teach 21 or more hours up to FTE (Full Time Employee). Shared Time employees will not need to pay up front for health insurance. Shared Time will pay for that. All other benefits are through PCA (See Section 309 below). If for any reason a teacher does

not want to participate in the retirement fund, they will be able to opt out when they sign up for Shared Time.

## **4.9 Fringe Benefits**

- **Hospitalization, Vision, Dental, and Supplemental Coverage**

- (Information is available from the Finance Office)

- **Continuing Education Tuition Reimbursement**

- All returning staff (those who have completed one full year at PCA) are eligible for reimbursement of courses approved in advance by the appropriate principal. The courses must also be beneficial and job-related. ○ The course grade must be a “B” or better in graduate work. **Tuition Reimbursement Form, Exhibit 10.15**). The maximum reimbursement (per individual – per year) is 50% of the tuition with a ceiling of (\$1,000 per fiscal year (July 1- June 30).

- **Personal/Sick Day**

- **Full-time Teaching Staff**

- Full-time teaching staff are given ten (10) paid personal/sick days per year.
- Part-time teachers will be prorated based on their teaching schedule.
- Any days beyond those allowed each year will result in loss of pay for the number of days absent. ■ Days may be accumulated and carried over to the following years. Any of the ten (10) days given each year that are not used during that year will be accumulated up to 30 days. Those teachers hired prior to 2000 will retain all of their current accumulated days.

- **Requesting Personal/Sick Days**

- Personal Days are not to be taken in conjunction with school vacation days.
- A request for a personal/sick day must be submitted in writing to the appropriate administrator in advance. **(Request for Personal/Professional Day, Exhibit 10.16)**.

- **Personal/Sick Days for Support Staff**

- Personal/sick days for support staff are prorated based on their individual work schedule.
- These days may not be accumulated nor may they be carried over at the end of the year.
- Any days beyond those allowed each year will result in loss of pay for the number of days absent.

- **Jury Duty**

- Employees of the Academy who are called for Jury Duty, of five (5) days or fewer, will be paid their wages during their service to the community. Prolonged jury duty will be reviewed by the Superintendent and appropriate administrator to determine fairness to the employee.

- **Bereavement Days**

- A staff member will be allowed five (5) paid absence days for bereavement in the death of a father, mother, father-in-law, mother-in-law, spouse, child, brother, or sister, or a relative other than those already mentioned who lived in the home and was dependent on the staff member for support. Additional considerations may be granted at the discretion of the appropriate administrator.

- **Tuition Discount**

- Both full and part-time staff members are eligible for a tuition discount for their children and legal dependents who attend PCA. Information is available in the Finance Office.

- **Vacation for Full Time Support Staff**

- Annual vacation with pay is provided each full time support staff employee, and employees will arrange to take regular vacations on a scheduled basis.
- The school plan provides that one day (not to exceed two weeks) of vacation time will accrue to each secretarial, custodial, and salaried employee for each calendar month of employment, thereby providing two weeks vacation annually for the first ten years of service.
- After ten years of service, employees are entitled to three weeks vacation with pay.
- Vacations exceeding two work weeks cannot be taken except by special arrangement.
- When a holiday falls during vacation period, the employee is entitled to add the holiday or take another day later.
- Employees, during their first year’s service with the school will not be entitled to vacation privileges except after



- the first six months; and then in the amount of accrual accomplished during their initial time of employment. ○ As early in each calendar year as possible, the vacation schedule will be determined so that vacations may be arranged in a manner to interfere the least with school operations. Employees will be given their choice of periods whenever possible, and in the case of conflicts, the employee who has been with the school the longest periods of time will have the choice of periods.
- Exceptions to any provisions of this vacation policy will be handled on an individual basis with the approval of the Supervisor and Superintendent.

- **Unemployment Compensation**

- Unemployment Compensation is not available for employees of PCA. (1970 Amendment, Federal Unemployment Tax Act, PL 91-373)

- **Retirement Plan**

- Information on eligibility requirements and investment options are available through the financial office. The Plan includes discretionary match on contributions up to specified amounts. The retirement plan match is discretionary based on the organization's finances.

- **Reimbursement for Mileage; CBC/PCA Mileage Log (Exhibit 10.17)**

## **4.10 Termination of Personnel**

- **Employee's Contract (Exhibits)**

- "The employment relationship established hereby may be terminated by either party upon fifteen days written notice to the other. Such written notice is to be hand delivered or delivered by certified mail. This provision notwithstanding, the School may, at its option immediately terminate the employment of any Employee who, in the opinion of the school has breached any employee guidelines, including, but not limited to, those set forth in Section 9 of this Agreement, or who demonstrates behavior or conduct which, in the sole opinion of the School, is contrary to the biblical principles upon which the School is established."

- **In the event that an employee of the Academy is deemed to be unsatisfactory due to incompetence, insubordination, and/or immorality, the following procedure will be instituted:**

- The charges against the employee will be presented in writing to or by the immediate supervisor. ○ The Superintendent will conduct an investigation to determine the veracity of the charge.
- If the charges are verified, the Superintendent will discuss them with the employee in a private conference. ○ If the Superintendent determines that the only solution to the problem is termination, he/she will recommend to the Board in writing.

36

- The Board will conduct a hearing for the employee against whom the charges have been brought. The Board may request witnesses as necessary. The hearing may be private or public at the option of the employee being charged.
- The Board will render its decision in writing within fifteen (15) days after the close of the Hearing. ○ An Exit Interview will be conducted by the immediate supervisor. **Employee Exit Interview (Exhibit 10.18)** ● Nothing contained herein will be construed to deny any employee/others their rights and privileges under the policies of the Board, rules and regulations of the Administration and statutes.

## **4.11 Severance Policy**

The policy is put into effect for staff that leaves PCA involuntarily on good terms. The policy is initiated on a case by case basis by the Superintendent with advice and/or consent of the Regent Board as necessary.

Procedure:

1. When a PCA faculty or staff member leaves, they may be eligible for a separation allowance, at the discretion of CBC-PCA. In addition, the separated employee can apply for COBRA health care benefits at the PCA group rates plus administrative cost as allowed by law. PCA will pay the COBRA health care costs for one month for each year of service at PCA, up to three months of subsidized health care coverage. COBRA provisions allow the employee to extend their coverage for a total of 18 months beyond the end of their employment.
2. The separation allowance will be one week of salary for each year of service at PCA, up to a maximum of 6

weeks' salary.

3. The employee will have 21 days upon presentation of the separation agreement to sign and return to the CBC-PCA Business Manager. The 21 day time period adheres to a 1989 federal ruling regarding discrimination type claims on workers age 40 and above.
4. In exchange for the separation allowance and benefit extension, the PCA employee will provide a signed release of any legal claim against PCA. Claims will include, but are not limited to, disputed wages or bonus, wrongful discharge, and discrimination.
5. From time to time there may be unusual circumstances which justify exceptions to the above procedure. In such situations the Superintendent must first give approval for special handling. Details will then be established by the Deacon Finance Committee with advice from the Regent Board.

#### **4.12 Leave of Absence - Family and Medical Leave Act (FMLA)**

- **An employee may be eligible for a job-protected, unpaid leave of absence for up to 12 weeks in any 12-month period** measured forward from the date any employee's first leave begins, subject to certain rules applicable to leave taken near the end of an academic year, and be restored to the same or equivalent position upon return from leave, if the employee:
  - Has been employed by PCA for 12 months (the months need not be consecutive);
  - Has worked at least 1,250 hours of service in the 12 months immediately preceding the leave and ○ Is taking the leave for a qualifying reason.
- **Reasons for Leave**
  - Family Medical Leave Act ("FMLA") leave may be taken for any of the following reasons: .
    - Birth of a son or daughter and in order to care for such child;
    - Placement of a son or daughter with you for adoption or foster care;
    - To care for your spouse, son, daughter or parent ("covered relation") who has a serious health condition; or
    - Employee's serious health condition renders him unable to perform the functions of his job.
    - Leaves to care for a newborn son or daughter or due to the placement of a foster or adopted child (must conclude within 12 months of the birth or placement).
  - Definitions:
    - "son or daughter" includes a biological, adopted, foster or stepchild (or legal ward) who is under 18 years old. Children over 18 who are incapable of self-care because of physical or mental disability are also included.
    - "parent" includes biological parent or person who stood in the position of parent as a child.
    - A "serious health condition" triggering an FMLA leave is defined by federal law and includes illness, injury, impairment or physical or mental condition which requires:
      - Inpatient care in a hospital, hospice or residential medical facility, including any subsequent incapacity or treatment in connection with inpatient care; or
      - If no inpatient care, a condition which requires continuing treatment by a healthcare provider, including:
        - a period of incapacity of more than 3 consecutive calendar days and subsequent treatment (2 or more times by a health care provider or a regimen of continuing treatment by a health care provider);
        - any period of incapacity due to pregnancy or for prenatal care;
        - a period or incapacity due to a chronic serious health condition;
        - a period of long-term or permanent incapacity due to a condition for which treatment may not be effective; or
        - absences to receive multiple treatments by a healthcare provider.
- **FMLA leaves are generally unpaid.** However, PCA may, at its option, require that the employee substitute any accrued paid leave for unpaid leave under the following circumstances:
  - If requesting a leave because of the birth, adoption or foster care placement of a son or daughter, any accrued vacation or similar leave will be substituted for unpaid FMLA leave;
  - If requesting leave due to their own serious health condition, including any temporary disability caused by the birth of a child, any accrued paid sick days will be substituted for accrued paid sick days will be substituted for unpaid FMLA leave and then any accrued vacation will be unpaid FMLA leave;
  - If requesting leave to care for a covered relative with a serious health condition, any accrued paid vacation or similar leave will be substituted for unpaid FMLA leave;

- The employee is entitled to up to 12 weeks of FMLA leave which will run concurrently with any absence pursuant to the Michigan Workers' Disability Compensation Act when the injury results in a serious health condition.
- The substitution of paid leave for unpaid FMLA leave does not extend the 12 week maximum period of FMLA leave.

- **Notice of Leave**

- If the need for FMLA is foreseeable, an employee must give PCA (through the supervisor) at least 30 days advance notice of the leave. If the need for FMLA leave is not foreseeable, the employee must give PCA notice as soon as practical, generally within 2 business days after the need for leave becomes known. Failure to give the required notice may result in the delay of leave.

- **Medical and Family Certificates**

- If an employee requests leave due to self or a covered relation's serious health condition, the relevant health care provider must supply an appropriate medical certification to PCA. The employee may obtain Medical Certification Forms from his supervisor or the principal. Generally, any required medical certification must be provided before the leave begins unless it is impractical to do so, in which case a medical certification must be provided as soon as possible. Failure to timely provide a medical certification may result in the denial or delay of leave.
- PCA may, at its expense, require a second examination by a health care provider designated by PCA. If the second health care provider's opinion conflicts with the first, PCA may, at its expense, require a third mutually agreeable health care provider to conduct an examination and provide a binding opinion.
- If the leave is for the birth or care of a covered relation, PCA may require that the employee to provide reasonable documentation or a statement of a family relationship. Failure to timely provide the requested documentation may result in the delay of leave.

- **Reporting During Leave and Upon Return From Leave**

- If an employee takes an FMLA leave due to his own or a covered relation's serious health condition, PCA may require that medical recertification, at the employee's expense, at reasonable intervals.
- If an employee takes an FMLA leave for any reason, he must periodically (generally every thirty (30) days) report on his status and intent to return to work. If the circumstances precipitating the need for an FMLA leave change while he is on leave, and such changes are foreseeable, he must promptly (generally within two (2) business days) notify PCA of those changes. Unless otherwise required by law, PCA will require him to provide a certificate of fitness to return to work, at his expense when the leave was due to his own serious health condition. A fitness to return to work certificate will not be required if the leave was taken on an intermittent or reduced schedule basis.
- Failure to timely provide the above status reports, recertification or fitness to return to work certificates may result in the delay or denial of leave or restoration to his position.
- The employee may not perform work for any other employer during a FMLA leave without prior written consent of PCA.

- **Medical and Other Benefits During Leave**

- During an approved FMLA leave, PCA will maintain the group health benefits as if the employee continued to be actively employed. If he does not return to work at the end of the leave period, he will be required to reimburse PCA for the cost of the premiums paid by PCA for maintaining coverage during the unpaid leave, unless he cannot return to work due to a serious health condition or other circumstances beyond his control. All fringe benefits accrued at the time his leave commences (other than group health benefits outlined above) will be carried over to the time of his return to work. No vacation, holiday, personal or sick days will accrue during a leave of absence.

- **Intermittent and Reduced Schedule Leave**

- Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the customary hours of work) if medically necessary or to provide care or psychological comfort to a covered relation with a serious health condition. If the leave is unpaid, PCA will reduce the salary based upon the amount of time actually worked.
- While on intermittent or reduced schedule leave, PCA may temporarily transfer the employee to an available alternative position (with equivalent pay and benefits) that better accommodates his leave.

- Any questions regarding eligibility for FMLA leave are to be referred to the Business Manager. The employee's eligibility for leave and right to restoration to his job will be determined according to law.

### **4.13 Leave of Absence - Personal Leave of Absence**

Other than a family or medical leave described above, PCA may, in its sole discretion, grant an unpaid personal leave of absence for a limited time as determined by PCA in its sole discretion. PCA may require appropriate certification to support such leave request. Reinstatement to an employee's same or similar position will be attempted, but cannot be guaranteed.

### **4.14 Leave of Absence – For One Year**

- Plymouth Christian Academy may grant a one-year leave of absence without pay or benefits to no more than one teacher each year according to the following guidelines. The primary purpose of all leave applications should be for professional development of one's gifts in teaching children at Plymouth Christian Academy.
  - Ordinarily to qualify, an applicant must have at least five years of teaching experience at this school. ○ An applicant must submit a written application to the Superintendent by February 1 before the school year for which the teacher desires the leave.
  - The proposal for a leave must include:
    - The reason and the length of the leave,
    - A listing of the benefits to the school and the teacher.
  - In considering the leave request, the Superintendent may require the following:
    - A signed agreement from the teacher to teach at Plymouth Christian Academy for at least one year after the leave,
    - A stipulation that the teacher can only be assured a position in the general area in which he/she has taught previously, and
    - An assurance that the administration can find a suitable replacement for the teacher.
    - The Superintendent will forward the request of leave to the Education Committee of the Regent Board.
    - The Education Committee may request an interview with the applicant in considering the request. ■ The Education committee will submit its recommendation to the full board, which will notify the applicant in writing of its decision. The committee will consider both the needs of the applicant and Plymouth Christian Academy in making its decision.
    - Any applicant's request for a second consecutive leave must follow all the requirements of this policy

### **4.15 Substance Abuse**

Calvary Baptist Church/Plymouth Christian Academy (church/school) are committed to providing safe transportation and a safe workplace that include appropriate safeguards for employees, volunteers, students, and families. This commitment gives rise to a policy objective of having a workplace free from substance abuse (i.e. the illegal or illicit use of drugs and abuse of alcohol). The church/school believes that all employees and volunteers should abstain from the use of tobacco, illegal or illicit drugs and alcohol (1 Thessalonians 5:21-24; Titus 2:6-8).

All employees and volunteers are expected to be an example of the believer in all things to students, co-workers and the church/school families: to be governed by scriptural standards as a Christian role model in attitude, speech, and actions toward others; to be fit for duty and capable of performing their assigned responsibilities in a safe and productive manner. The church/school will take action and implement programs to effectively meet this objective.

- **Policy:**

- The use, possession, manufacture, distribution, dispensing, transportation, promotion or sale of illegal drugs, drug paraphernalia or otherwise legal but illicitly used substances, by anyone while on church/school business or premises is prohibited. These prohibitions also apply to alcohol except where explicitly authorized by the

administration.

- Employees are prohibited from being at work, or on church/school business while impaired by alcohol or with illegal or illicit substances present in their systems. This prohibition includes prescribed or over-the-counter drugs not being used as intended and authorized.

● **To Further this Policy:**

- Reasonable searches may be conducted of individuals, their personal vehicles, effects and other areas under the individual's control while on the church/school premises or engaged in church/school business.
- Substance abuse testing (i.e. drug and alcohol testing) will be required when workplace factors, such as physical appearance, behavior, other job-related circumstances (e.g. absence problems, erratic job performance), reliable information of drug use or alcohol abuse or possession where knowledge can't be proven give good faith reason to question whether the employee may be in violation of this policy.
- Employees/volunteers in the following positions are subject to random testing:
  - Drivers of school buses in compliance with DOT regulations.

● **The following is expected of employees/volunteers pursuant to this policy:**

- All employees/volunteers will comply with all aspects of this policy as a condition of employment or volunteer service.
- All employees are strongly encouraged to seek professional help whenever there is a possibility of substance abuse. Employees who inform the church/school that they have a substance abuse problem and complete a church/school approved treatment and rehabilitation program will be permitted a second chance, provided that
  - A self-referral request is not made at the time they are notified of being subject to a substance test, and
  - They have not tested positive subsequent to the first self-referral.
- Self-identifying employees must cooperate with and complete the prescribed treatment and are subject to periodic/unannounced follow-up testing for four years after return to work (i.e., employees eligible for a second self-referral will be subject to periodic/unannounced follow-up testing for four years following return to work from the second rehabilitation).
- Discipline, appropriate for an employee's conduct, cannot be avoided by a request for assistance.
- Employees/volunteers subject to random testing will advise the church/school if they begin treatment for substance abuse by a licensed professional or care provider.
- All employees/volunteers will cooperate with searches.
- Employees/volunteers covered by the criteria for testing outlined above will allow church/school initiated drug and alcohol tests. Prior to being tested, an employee must sign a written consent prepared by the church/school to the test procedure and to the restricted release of the test results.
- Employees/volunteers who test positive or self-identify a substance abuse problem, when employment is continued, and as a condition thereof, must comply with church/school medical evaluation, rehabilitation, follow-up requirements and must release pertinent information related thereto.
- Employees/volunteers convicted of a criminal drug violation must notify the church/school prior to reporting to work but no later than five days following conviction. Those convicted of felony drug violations should understand they will be subject to disciplinary action up to and including termination.

● **Guidelines for disciplinary action:**

- Where violations of this policy occur, the church/school will apply the following guidelines:
  - The terms of this policy are a condition of employment or voluntary service and any violation of this policy is grounds for disciplinary action up to and including termination.
- Termination of employment or volunteer service will normally occur in the following circumstances:
  - Failure to cooperate with a search.
  - Refusal to consent to a substance abuse test or evaluation and the church/school requirements for release of the results.
  - Failure to comply with rehabilitation and/or other follow-up requirements (e.g. further medical evaluation, treatment and/or counseling).
  - In the event of a first time positive test result, where considering the circumstances that led to the test there is justification for termination.
  - A second positive test following a prior church/school initiated positive test where employment has been continued.

- If there is a positive test or return to substance abuse after an earlier identification of a substance abuse problem, except as provided in section C-2 above.

## **4.16 COBRA Continuation Coverage Rights**

### **• Consolidated Omnibus Budget Reconciliation Act**

- On April 7, 1986, the Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) was signed into law. Under COBRA, most employers sponsoring group health plans must offer covered workers and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. This Notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the COBRA law. Both you and your spouse, if you are married, should take the time to read this Notice carefully.
- If you are an employee of Plymouth Christian Academy (PCA) covered by their group health plan (the “Plan”), you have a right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for any reason other than gross misconduct on your part). Likewise, if your family members are covered by the Plan at the time of such reduction of hours termination of employment, they also may elect to receive continuation coverage.
- In addition, if your spouse or dependent children are covered by the Plan, they will have the right to elect to receive continuation coverage if they lose group health coverage under the Plan for any of the following reasons:
  - Your death;
  - Your divorce or legal separation;
  - Your entitlement to Medicare; or
  - Failure of your dependent child to meet the definition of a “dependent” under the terms of the Plan.

### **• Notice Requirements and Electing Continuation Coverage**

- Since the Company will generally be aware of your reduction in hours of employment, your termination of employment, or your death, you do not need to notify the Academy of those events. The Academy has the responsibility to notify the Plan Administrator of your death, termination of employment or reduction in hours, or entitlement to Medicare.
- However, the Academy may not be aware of your divorce or legal separation, or of the loss of dependent status of a child. Therefore, the law requires that you, the covered employee, notify the Plan Administrator, in writing, of your divorce or legal separation, or of any event that results in a child’s loss of dependent status under the terms of the Plan. This notification must be sent within 60 days of any such event.
- If the Plan Administrator is not notified in writing within this time period, the individual who loses health coverage under the Plan because of a divorce, legal separation or loss of dependent status, will not be entitled to elect continuation coverage.
- Health care continuation rights also are available to covered retirees, their spouses, and widows or widowers of covered retirees, if they should lose group health coverage in the event that the Academy should ever file for bankruptcy.

**• Once notified** that one of the triggering events described above has occurred, the Plan Administrator will provide you and any other eligible qualified beneficiary with a notice of continuation coverage rights and obligations. ○ You or the qualified beneficiary will have at least 60 days from the date you would lose coverage because of one of the triggering events described above to inform the Plan Administrator that you or the qualified beneficiary is electing continuation coverage. If an election to receive continuation coverage is not made within this 60 day period, group health insurance coverage for you or the qualified beneficiary will end as of the date of the triggering event.

- If you or another qualified beneficiary elects to receive continuation coverage, the Academy is required to provide coverage which, as of the time coverage is being provided, is identical to the type of coverage being offered to similarly situated individuals who have not incurred a triggering event.
- If you elect coverage, you will be permitted to drop any “non-core” coverage options that you had at the time of the triggering event.

### **• Duration of Continuation Coverage**

- The COBRA law requires that you be afforded the opportunity to maintain continuation coverage for 36

months, unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. The 18-month period may be extended to 36 months if a second triggering event (e.g. divorce, legal separation, death, or Medicare entitlement) occurs during the initial 18-month period. Moreover, the 18-month period may be extended for an additional 11 months for a total of 29 months, if an individual is determined to be disabled (under the rules for Social Security disability benefits) and the Plan Administrator is notified of that determination within 60 days. The affected individual also must notify the Plan Administrator when it is determined (for purposes of Social Security disability benefits) that the individual is no longer disabled.

○ The law further provides that continuation coverage for you or any other qualified beneficiary will be terminated if:

■ The Academy no longer provides any group health coverage to any of its employees.

■ The premiums for continuation coverage is not paid within the time periods provided below. ■ You or any other qualified beneficiary electing continuation coverage become covered under another group health plan, provided the other plan does not contain any exclusion or limitation with respect to any pre-existing condition; or

■ You or any other qualified beneficiary electing continuation coverage become entitled to Medicare; ■ There has been a final determination that an individual previously determined to be disabled is no longer disabled.

■ If the Plan is terminated, continuation coverage will terminate for you and each qualified beneficiary.

● If any of the other events occur, coverage will terminate only for the individual who fails to make timely payment, becomes covered under another group health plan or becomes entitled to Medicare.

○ If the Plan permits covered individuals to convert their group health coverage to individual coverage, you or any other qualified beneficiaries will be given the same conversion privilege with respect to your continuation coverage.

● **Premium Payment Requirements**

○ Your cost for continuation coverage will ordinarily be the group rate charged to the Academy plus a 2% administrative fee.

○ However, if the continuation period is increased from 18 months to 29 months because of a disability (as described above), your cost will increase to 150% of the Academy's group rate for each month of coverage after the 18th month.

○ Your initial premium payment for continuation coverage will be due on the 45th day following the date of your election to receive coverage. Because continuation coverage is designed to prevent any gaps in your health insurance coverage; the first premium payment is for coverage that includes the period before the election to receive coverage is made. No qualified beneficiary will be entitled to any continuation coverage unless this

initial premium payment is made by such date described above.

○ After the initial premium payment is made as provided above, subsequent periodic payments are

required. If a 42

periodic premium payment is not made within 30 days of its due date, continuation coverage will end retroactive to the first day of the premium period. Once continuance coverage stops due to failure to pay premiums on a timely basis, it will not be reinstated.

○ The cost to anyone electing continuation coverage may change if the premium cost to PCA increases or decreases. Likewise, the cost may change if the continuation coverage period is extended because of a disability, as provided above.

● If you have any questions about your rights and obligations regarding continuation coverage, or about the rights and obligations of your family members, please contact the Business Manager. If your marital status changes, if a dependent ceases to a 'dependent child' under the Terms of the Plan, or if you or your spouse has changed addresses, please notify the Finance Office.

## **4.17 Personnel Files**

The Financial Office and the PCA Administrative Office each maintains a personnel file on every employee. An employee may review his personnel file upon request and in the presence of authorized personnel. If an employee is interested in reviewing his file, contact the Superintendent to make arrangements.

- Items contained in the Finance Office include:
  - W-4 forms
  - I-9 Forms
  - Employee application (copy)
  - Insurance enrollment/waiver forms
  - FMLA forms and related correspondence
  - COBRA—related forms and correspondence
  - Emergency Contacts
- Items contained in the Administrative Office include:
  - Application
  - References
  - Certification
  - Transcripts
  - Disclosure of Unprofessional Conduct
  - Contract
  - Annual Evaluations (and observations) by Administrator
  - Background Check

To ensure that the employee's personnel file is up-to-date at all times, the employee should notify his supervisor or the Financial Office of any changes in name, telephone number, home address, marital status, number of dependants, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, etc. in writing using the **Personnel Status Report Form (Exhibit 10.19)**.

## **4.18 Employment Verification**

All employment verification or reference requests on current or former employees are to be referred to the Financial Office. The Financial Office will normally only release last title and dates of employment. All other requests for information on current or former employees should be referred to the Superintendent who will consider and respond to the request.

Requests for employment verification for credit or mortgage purposes should also be referred to the Financial Office. Certain information will be provided only if the employee has executed a release.

## **4.19 Anti-Harassment Policy**

It is the policy of PCA to maintain a working environment which encourages mutual respect promotes respectful and congenial relationships between employee and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or students or student's families. Harassment in any manner or form is expressly prohibited and will not be tolerated by PCA. Accordingly, PCA administration is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within PCA.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, PCA will immediately take appropriate disciplinary action, including written warnings and possible suspension, transfer and/or termination. PCA will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an



individual's race, religion, sex, sexual orientation, age, national origin, or disability. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where; • Submission to such conduct is an explicit or implicit term or condition of employment;

- Employment decisions are based on an employee's submission to or rejection of such conduct; or, • Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
- The term "harassment" may also include conduct of employees, supervision, vendors and/or students or student's families who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of PCA.

#### • **Complaint Procedure**

- PCA provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels that they have been or are being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not possible, the employee should immediately report the complained-of conduct to the Superintendent. The report should include all facts available to the employee regarding the harassment.

#### • **Confidentiality**

- All reports of harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured.
- PCA will conduct an investigation of any complaint which will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

#### • **Investigative Procedure**

- Once a complaint is received, PCA will begin a prompt and thorough investigation.
- The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.
- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred; prompt, remedial action will be taken. This may include some or all of the following steps:
  - Restore any lost terms, conditions or benefits of employment to the complaining employee.
  - Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.
  - If the harassment is from a student or student's family PCA will take appropriate action to stop the complained-of conduct.

#### **Duties of Employees and Supervisor**

- All employees of PCA, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. PCA strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.
- All PCA supervisors and managers are expected to adhere to the PCA anti-harassment policy. The evaluations of employees who have supervisory responsibilities will include an assessment of their efforts in following and enforcing this policy.
- All administrators and supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, administrators and supervisors are to act promptly to notify the Superintendent of the complaint so an investigation can proceed. If an administrator or supervisor fails to follow this policy they will be disciplined. Such discipline may include termination.

## **4.20 Classification of Employment**

Determination of full-time or part-time status will be made when contracts are offered/signed each year. Should an employee fail to meet the requirements for full time status for two consecutive months, their status will be changed to part time unless prior approval is obtained from the Business Manager and PCA Administrator. For purposes of salary administration and eligibility for overtime payments and employment benefits, PCA classifies its employees as follows:

- **Full-Time Regular Employees** – Employees hired to work PCA’s normal, full time, thirty-two hours or more work week on a twelve-month basis
- **Part-Time Regular Employees** – Employees hired to work fewer than thirty-two hours per week on a twelve-month basis.
- **Temporary Employees** – Employees engaged to work full time or part time on the PCA payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered, and may accept, a new temporary assignment with PCA and thus still retain temporary status.)
- **Teaching Personnel**—Teaching Personnel will be considered full time if they work a minimum of 25 contract hours per week. This is an average of 5 hours per day Monday—Friday of classroom instruction, teacher preparation periods, and other on-site assigned duties. Time spent away from school on grading, class preparation, and the like will not be used in calculating “contract hours.”

#### **4.21 Equal Employment Opportunity Policy**

PCA provides equal employment opportunities to all employees and applicants without regard to race, color, sex, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. In addition, PCA complies with applicable state and local laws governing nondiscrimination in employment in every location in which PCA has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

#### **4.22 Americans With Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities, unless it would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities

If you require an accommodation you must inform your supervisor that there is a need for an adjustment or change at work for a reason related to a medical condition. We will respond promptly and to the best of our ability to accommodate the needs of all employees.

#### **4.23 Guidelines for Appropriate Employee Conduct**

Each PCA employee is expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that he refrains from any behavior that might be harmful to himself, his co-workers, PCA or that might be viewed unfavorably by current or potential students and their families or by the public at large. His conduct reflects on PCA. Each employee is, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that PCA considers inappropriate include, but are not limited to, the following;

- Falsifying employment or failing to complete the required employment documentation;
- Violating PCA’s nondiscrimination and/or anti-harassment policy;
- Soliciting or accepting gratuities from students or their families;
- Excessive absenteeism or tardiness;
- Violation of any local, State, or Federal laws.
  - Excessive, unnecessary, or unauthorized use of PCA property and supplies, particularly for personal purposes;
  - Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs;
  - Bringing or using alcoholic beverages on PCA property or using alcoholic beverages while engaged in PCA business off the PCA premises;
  - Fighting or using obscene, abusive, or threatening language or gestures;
  - Theft of property from co-workers, students or their families, or PCA;
  - Unauthorized possession of firearms on PCA premises or while on PCA business.

- Disregarding safety or security regulations;
- Insubordination;
- Failing to maintain the confidentiality of PCA, student, or family information; and
- Failing to follow the approved curriculum and the prescribed scope and sequence for each course taught.

Should the employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other PCA policies, rules, or regulations, he will be subject to disciplinary action, up to and including termination

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Where appropriate, a policy of progressive employee discipline will be followed by supervisors. Major elements of this policy include:

- **Oral Reprimand.** The first step in PCA's progressive disciplinary policy is the "oral reprimand." This is an oral warning to an employee that his conduct is unacceptable, and that repeated or continued failure to conform his conduct or performance to PCA standards will result in more severe disciplinary action. Before receiving an oral reprimand, an employee will be counseled by his supervisor and told what improvements are necessary and expected to correct any performance deficiencies. A record of the notice of the oral reprimand may be made and retained in the employee's personnel file.
- **Written Reprimand and an Action Plan.** The second step is a "written reprimand." This reprimand will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. A copy of the written reprimand and improvement plan will be retained in the employee's personnel file. **Disciplinary Action Plan (Exhibit 10.20)**
- **Suspension.** Suspension of the employee's employment may, at the sole discretion of PCA, be used as a third step. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his conduct or performance to the standards of his position, or for a single serious offense. A record of the suspension will be retained in the employee's personnel file
- **Termination.** The final step in the disciplinary procedure is the termination of the employee. If an employee fails to conform his conduct or performance to the standards required by PCA, PCA may, in its sole discretion, terminate the employee's employment. The employee may also be terminated due to failure to complete the Performance Improvement Plan.
- Notwithstanding the foregoing progressive disciplinary procedure policy, PCA reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the progressive discipline procedure.

#### **4.24 Safe Workplace Policy**

It is the intent of PCA to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for students and others with whom we do business. PCA has a no tolerance guideline for violent acts or threats of violence.

PCA expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on PCA premises will be subject to immediate discharge. If an employee, while engaged in PCA business off the premises, commits or threatens to commit a violent act, that employee will be subject to immediate discharge if the threat of a violent act could adversely affect PCA or its reputation in the community.

Employees within PCA share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, will immediately report this information to their supervisor or an administrator. Employees should not assume that any threat is not serious. If you as an individual feel threatened and need protection, do not hesitate to report the situation to a supervisor. Any threat reported to a supervisor should be brought to the attention of the Superintendent. All reports will be carefully investigated by the Superintendent, and employee confidentiality will be maintained to the fullest extent possible.

## **4.25 Employee Safety and Health**

It is the policy of PCA to provide its employees a safe and healthy workplace and to follow procedures aimed at safeguarding all employees.

Safety is everyone's responsibility and includes;

- Keeping work areas clean and free from slipping or tripping hazards.
- Knowing emergency procedures.
- Correcting or reporting unsafe conditions.
- Promptly reporting every accident and injury including completing notice of injury report.
- Being attentive to security of campus from intruders.
- Knowing the Campus Security Plan. **(Emergency Response Plan, Section 6)**

## **4.26 Outside Employment**

A full-time employee who desires to engage in any type of employment outside PCA during the regular school year must have the approval of the Superintendent prior to accepting such employment. The request for approval must be submitted in writing to the Superintendent. Approval must be obtained for each school year, and approval for one school year does not automatically extend to future years.

### **Outside Employment Form (Exhibit 10.21)**

In determining whether or not to grant a request for outside employment, the Superintendent will consider the following:

- Whether the nature of the outside work is consistent with Biblical principles.

- Whether the time spent in the outside work interferes with the employee's job performance at PCA.

The Superintendent retains the prerogative to deny a request for outside employment if the answer to either of these questions is not satisfactory.

- All employees will be evaluated by the same performance standards and will be subject to PCA's scheduling demands, regardless of any existing outside work requirements.

- If PCA determines that an employee's outside work interferes with performance or the ability to meet the requirements of PCA as they are modified from time to time, the employee may be asked to terminate the outside employment if he wishes to remain with PCA.

- Outside employment will present a conflict of interest if it has an adverse impact on PCA.

- Any teacher who has been given written notice by the Superintendent that he/she is on probation due to inefficiency or ineffective teaching will not be eligible for approved outside employment. If the Superintendent lifts the probation in writing, the employee may make a request for approval for outside employment as described above.

- Employees not on twelve-month contract are free to accept employment outside the school without approval during summer vacation. The nature of summer employment must be consistent with biblical principles.

## **4.27 Solicitations and Distribution of Literature**

It is the intent of PCA to maintain a proper educational environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

Group meetings for solicitation purposes, distributing literature, circulating petitions during work hours or in work areas at any 47

time are prohibited unless it is approved by the Superintendent. The following guidelines will apply throughout PCA:

- 

- Employees will not engage in any solicitation of other employees for any purpose whatsoever during working hours or in work areas.

- PCA's facilities may not be used as a meeting place which involves solicitation and/or distribution of literature.

- Trespassing, soliciting or distributing literature by anyone outside PCA is prohibited on PCA premises.
- Advertising and solicitations from individuals/organizations (other than CBC and PCA) for fundraising is not permitted.

## **4.28 Weapons**

It is the intent of PCA to provide a safe and secure workplace for employees, students, families of students, visitors, and others with whom we do business. PCA expressly forbids the possession of firearms, weapons, explosives, or ammunition on company property unless given permission by Superintendent. PCA property includes, but is not limited to, all vehicles, and equipment, whether leased or owned by PCA. In addition, firearms in employee-owned vehicles parked on company property are strictly forbidden. Replicas approved by the Superintendent for instructional purposes are permissible.

The possession of firearms on PCA property may be cause for discipline including immediate termination of employment.

## **4.29 Smoking**

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in/on the school offices, facilities, and surrounding grounds/parking lot is strictly prohibited.

## **4.30 Use of Communication Systems**

It is the intent of PCA to provide the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems including but not limited to the telephone, email, and voicemail. The communication systems are owned and operated by PCA and are to be used for the business of PCA. Employees should have no expectation of privacy of any correspondence, messages, or information in the systems.

## **4.31 Internet Code of Conduct**

Access to the internet has been provided to staff members for the benefit of the organization and its clients. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance PCA's public image, the following guidelines have been established:

### **• Acceptable Use**

- Employees accessing the Internet are representing PCA. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner.

### **• Unacceptable Use**

- The internet should not be used for personal gain or advancement of individual views. Solicitation of non-PCA business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the PCA network or other users. It must not interfere with the employee's productivity.

### **• The PCA website is not available to outside organizations or community groups for posting announcements, events, or solicitations of any kind.**

- The school's website is limited to school-related materials and events.

### **• Communications**

- Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. All messages communicated on the Internet should have your name attached. Employees who wish to express personal opinions on the Internet are to use non-PCA internet systems.
- There should be no expectation of privacy in email communications that are accessed or delivered through the school network.
- File sharing by students and staff is prohibited.

### **• Software**

- To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval. Users are not to tamper with hardware, software or desktop configurations nor attempt to fix problems on their computer or others. Users are prohibited to download games, media players, or other forms of entertainment without the specific permission of the network administrator.

- **Guidelines**

- Teachers are expected to keep their grades up-to-date on Rediker on a weekly basis and to post their grades to ParentPortal at the designated time.
- Teachers are required to use the computer network help desk procedures to report computer or Internet connectivity problems. No one, other than the network administrator or his designee is to make changes to staff workstations or network connections.
- Both students and staff must not use their home computers to disparage the school (or church) or convey threats to students, staff members, or school or church officials.
- Internet filters are not a substitute for the teacher's diligent monitoring of students' computers and Internet use. Students should be appropriately monitored to ensure that they are complying with the school's acceptable use policy.

- **Copyright Issues**

- Copyrighted materials belonging to entities other than PCA may not be transmitted by staff members on the Internet.
- One copy of copyrighted material may be downloaded for use in research.
- Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action.
- Copyright law extends to all original works of authorship, including software programs, CD-ROMS, and web pages. However, the fair-use doctrine provides that the "fair use of a copyrighted work, including such use by reproduction in copies or phono-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright."
- Teachers may generally read, perform, or display copyrighted material in a "face-to-face" address. Non-dramatic literary or musical work for nonpublic performances that are not for monetary gain are permissible.

- **Security**

- All messages created, sent or retrieved over the Internet are the property of PCA and should be considered public information.

- **Faculty and Staff Internet and computer Acceptable Use Policy and Agreement (Exhibit 10.22) ●**

- **Technology Acceptable Usage Policy for Grades K-12 (Exhibit 10.23)**

- **Student/Parent BYOD Agreement, (Exhibit 10.24)**

## **4.32 Plymouth Christian Website/Blog**

Teachers, Staff, Coaches, and Administrators of Plymouth Christian Academy (PCA) who maintain personal websites or weblogs, or who are considering beginning one, must be in compliance with the following policy. In general, the school views personal websites and blogs positively, and it respects the right of Teachers, Staff, Coaches, and Administrators to use them as a medium of self-expression.

If an employee chooses to identify him/herself as a PCA employee or to discuss matters related to the school's business on his/her website or blog, the employee must bear in mind that, although he/she and PCA views the website or blog as a *personal* project and a medium of *personal* expression, some readers may nonetheless view it as a *de facto* spokesperson for the school. In light of this possibility, we ask that the employee observe the following policy:

- Websites and blogs and other forms of online discourse are individual interactions, not school communications. Teachers, Staff, Coaches, and Administrators are personally responsible for their posts. The employee is to be mindful that what is written will be public for a long time – the employee is exhorted to protect his/her privacy. ● The employee is to make it clear to his/her readers that the views expressed are those of the employee alone and that they do not necessarily reflect the views of Plymouth Christian Academy and Calvary Baptist Church. Part of being an employee of PCA is agreeing to the fact that he/she is expected to be an example in word and deed, whether it is inside or outside the classroom. Parents expect employees to be (1) excellent educators, and (2) excellent role

models. To help reduce the potential for confusion, employees are to put the following notice in a prominent place on their site (e.g., at the bottom of the “about me” page):

- *The views expressed on this website/blog are mine alone and do not necessarily reflect the views of Plymouth Christian Academy or Calvary Baptist Church.*
- If placed on your site, it needn't put it on every page, but the employee must use reasonable efforts to draw attention to it on the home page of his/her site.
- The employee is not to disclose any information that is confidential or proprietary to the school or to any third party that has disclosed information to us. Consult the school's confidentiality policy for guidance about what constitutes confidential information, such as students' last names, address, phone numbers and grades.
- The employee should know that employment documents give the school certain rights with respect to concepts and developments produced that are related to the school's business. The employee must consult the Superintendent if he/she has questions about the appropriateness of publishing such concepts or ideas related to the school's business on the employee's site. The school may request submission of the employee's website or blog URL (address) to the Superintendent as a condition of employment at PCA.
- Since the employee's site or blog is a public space, the employee must be as respectful of the school, teachers, staff and administrators, families, partners and affiliates, and others (including other Christian schools) as the school itself endeavors to be.
- The employee may provide a link from his/her site to the school's website, if he/she wishes. The Advancement Department has created a graphic for links to the school's site, which may be used for this purpose during the term of employment (subject to discontinuation at the school's discretion). Employees should contact a member of the Advancement Team for details. Employees are not use other school trademarks on their site or reproduce school material without first obtaining permission. See Brand Guide.
- Finally, employees must be aware that PCA may request that he/she temporarily confine his/her website or blog commentary to topics unrelated to the school (or, in rare cases, PCA may temporarily suspend the employees website or weblog activity altogether) if PCA believes this is necessary or advisable to ensure compliance with securities regulations or other laws.
- Should the employee have any questions about these guidelines or any matter related to his/her site that these guidelines do not address, please direct them to PCA's Superintendent.

### **4.33 Plymouth Christian Academy Social Media & Staff/Student Communication Policy**

#### **(Exhibit 10.25)**

1. Definition of Social Media – For the purposes of this policy, social media should be understood to include any website or forum that allows for the open communication on the internet including, but not limited to:
  - a. Social Networking Sites (LinkedIn, Facebook, Instagram, Pinterest, etc.)
  - b. Micro-blogging Sites (Twitter)
  - c. Blogs (including company and personal blogs)
  - d. Online Encyclopedias (Wikipedia)
  - e. Video and photo-sharing websites (YouTube, Vimeo, SnapChat)
2. Think Before Posting – In general, employees should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, employees cannot always be sure who will view, share or archive the information that is posted. Before posting anything, employees should remember that they are responsible for what is posted online. Employees should carefully consider the risks and rewards with respect to each posting. Employees should remember that any conduct, online or otherwise, that negatively or adversely impacts the employee's job performance or conduct, the job performance or conduct of other co-workers or adversely affects students or parents or associates of Plymouth Christian Academy (PCA) or PCA's legitimate business interests may result in disciplinary action, up to and including termination. If employees have any doubt about what to post online, it is probably better not to post, since once something is placed in cyberspace, it is often difficult to retract the information. Employees should use their best judgment and exercise personal responsibility when posting to any social media websites.
3. Staff/Student Contact via Social Media - Plymouth Christian Academy does not endorse personal social media relationships between staff and students, with the exception for personal family friends. Example: You are a PCA staff

member with a current PCA student. Your child's friend is your friend on Facebook. This social media friendship allows you to monitor your child's activity and does not hamper your role as a parent. Once a general student graduates from PCA, staff can befriend them on social media. PCA does endorse the use of our professional social media pages (PCA's FB, Twitter, Instagram, etc.) and classroom and team pages for interaction with students.

4. All social media sites using PCA's name and/or school logos or brand (contained within PCA's Brand Guide) must be submitted and approved by the PCA Advancement Department before going live. The Social Media Request Form needs to be submitted for this purpose. See page 4. If you are currently maintaining an official PCA social media site, please submit the forms at the end of this policy so that an accurate record is maintained of all PCA sites.
5. Staff/Student Texting -Texting is allowed between staff and students if it is about PCA assignment-related issues, PCA sport-related issues, PCA Student Clubs (NHS, Student Council, German, etc.), PCA Student Government, PCA Class-related issues. Text communication by staff must be in line with school policy concerning professional conduct and staff-student relationships. Texting should be within reasonable time bounds (i.e., office hours until 5pm).
6. Using Social Media at Work – Employees should attempt to limit their use of social media during working hours or on equipment provided by Plymouth Christian Academy, unless such use is work-related or authorized by PCA administration or the Academic Department Head. Employees should attempt to avoid using PCA provided email addresses to register on social networks, blogs or other websites for personal use.
7. Employer Reserves the Right to Monitor - Where applicable law permits, the employer reserves the right to monitor the employees use of social media, and take appropriate action with respect to inappropriate or unlawful postings, or any postings that do not abide with the standards of this policy.
8. Employees Are NOT Authorized to Speak on Behalf of the Employer, Unless Explicitly Given Permission –Employees should express only personal opinions online and an employee should never represent himself or herself as a spokesperson for PCA or other co-workers, students, parents, or other individuals who work on behalf of or who are associated with PCA. If an employee chooses to post online content relating to PCA, the employee should make it clear that he or she is not speaking on behalf of PCA. Any online activity relating to or impacting the employer should be accompanied by a disclaimer stating that “the posting on this website are my own and do not necessarily reflect the views of PCA. This disclaimer should be visible and easy to understand.
9. Do Not Post Confidential Information – Employees should aim to protect PCA's private, confidential and proprietary information. PCA's confidential and proprietary information is defined as student academic, social, and personal info, including but not limited to, Grades, Discipline, IEP Reports, testing, and financial information.
10. Be Mindful of Copyright and Intellectual Property Laws – Employees should be careful to comply with all copyright, trademark and intellectual property laws.
11. Act appropriately – Employees should act appropriately when posting online. Appropriate behavior should be that of a reasonable employee in the same or similar circumstances. Any online behavior should be consistent with the employer's policies and practices with respect to ethics, confidential information, discrimination and harassment. Because online tone can be interpreted in different ways by readers, employees should not engage in any online conduct that would not be acceptable or appropriate in the workplace, including derogatory or discriminatory remarks, threats, intimidation, harassment, insults, slander, defamation or pornography.
12. Demonstrate Respect – When posting online, employees should always be fair and respectful to coworkers, students, parents, colleagues, and other individuals who may work on behalf of Plymouth Christian Academy. Employees should demonstrate proper respect for the privacy of others. If an employee decides to post a complaint or criticism, the employees should avoid using any statements, photographs, video, or audio that may be viewed as malicious, obscene, threatening, harassing, or abusive of co-workers, clients, customers, colleagues, or other individuals that work on behalf of or are associated with PCA.
13. Be Accurate and Honest – Employees should always be accurate and honest in posting any news of information to social media and quickly correct any mistakes or errors. Employees should never post any information, which is known to be false about PCA or any co-workers, clients, customers, colleagues, or other individuals that work on behalf of or are associated with PCA.
14. Business-Related Social Media Accounts- All business-related social media accounts and related postings maintained by employees for marketing and/or networking purposes remain the property of PCA. No employee has the right to use the account after termination of employment. The account name, login, and password information need to be on file in the PCA Advancement Department.
15. Retaliation Prohibited- PCA prohibits taking adverse action (i.e., discipline, transfer, fire) against any employee for reporting a possible violation of this social media policy or cooperating in any investigation with respect to a potential



social media policy violation. Any employee who retaliates against any employee for reporting a possible deviation from this policy or for cooperating in any investigation will be subject to disciplinary action, up to and including

termination.

16. Legal Liability – Employees can be legally liable for what is written or posted online. The employer also reserves the right to discipline employees, up to and including termination, for any commentary, content, or images that are pornographic, harassing, and libelous or for anything that creates a hostile work environment based on race, sex, religion, or any other protected class.
17. By signing this document, you are acknowledging that you have fully read all its contents and that you fully understand each section.

**Employee Printed Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_; Taken from XpertHR.com Social Media Policy;

[http://img.en25.com/Web/XpertHRUS/FC0024\\_XHR\\_201210.pdf](http://img.en25.com/Web/XpertHRUS/FC0024_XHR_201210.pdf)

#### **4.34 Plymouth Christian Academy Property**

PCA reserves the right, on reasonable suspicion that PCA policy is being violated, to conduct searches or inspections of employees and their desks, personal effects, lockers, lunch boxes, purses, baggage, and any other property located on PCA premises or work sites, their private vehicles, if parked on PCA premises, or work sites. Entry on PCA premises or work sites constitutes consent to searches or inspection.

#### **4.35 Management Of Public And Media Relations**

Management of the public and media relations is a function of the Advancement Department of PCA. Opportunities to put the PCA name before the public, whether at a public gathering, through television, radio or in the print media must be coordinated by Advancement and Superintendent to ensure an approach to public relations that is in line with the PCA mission.

Anyone desiring to distribute material on campus must have the approval of the Administrative Team.

#### **4.36 Communications Directory (Exhibit 10.52)**

Plymouth Christian Academy is committed to keeping open lines of communication with its families. Many communication tools are in place to enable parents to know what is going on at PCA. It is the parents' responsibility to utilize these communication channels and acquaint themselves with pertinent information. They are as follows:

- ParentPortal
  - All PCA families are equipped to view their student's information, Report Cards, Attendance, etc. on ParentPortal. Login information is sent to families via email. Please contact dan.hammar@plymouthchristian.org for login information or assistance gaining access.
- StudentPortal
  - Secondary students are eligible to access OneNote to view homework, assignments, syllabus ●
- PCA Student/Family Directory
  - Available in school offices.
- Parent Newsletters (Elementary/Secondary)
  - Emailed/printed each Friday
  - Weekly Classroom Updates (Elementary) / Student Planners
- Superintendent UpLink
  - Quarterly communication via Constant Contact
- Eagle Vision Campus Magazine
  - Spring/Winter Edition emailed to PCA families, grandparents, alumni, alumni parents, stakeholders ○
  - Accessible on the school's website
- Mass Notification Alert System
  - Texts communicating school closings, delays, or activity cancellations

- Web Site – [www.plymouthchristian.org](http://www.plymouthchristian.org)
- Social Media: PCA maintains an active presence on several social media platforms. In addition to the following accounts, you can find team and class-specific accounts:
  - PCA Facebook: [facebook.com/PlymouthChristianAcademy/](https://facebook.com/PlymouthChristianAcademy/)
  - PCA Instagram: [instagram.com/plymouthchristianacademy/](https://instagram.com/plymouthchristianacademy/)
  - Twitter: [twitter.com/EaglesofPCA](https://twitter.com/EaglesofPCA)
  - YouTube: Plymouth Christian Academy
  - Athletic Instagram: [www.instagram.com/plymouthchristian\\_athletics/](https://www.instagram.com/plymouthchristian_athletics/)
  - Athletic Twitter: [twitter.com/AthleticsPCA](https://twitter.com/AthleticsPCA)
  - Athletic Facebook: [www.facebook.com/AthleticsPCA/](https://www.facebook.com/AthleticsPCA/)
- Parent Handbooks
  - Available in print at Orientations and also for viewing on the PCA website
- E-mail & voicemail for each faculty and staff member

### Communication Events

- Parent Orientation: Thursday, 3rd week of August
  - 6:00pm: New Parent Orientation & Preschool Orientation
  - 7:00pm: All Parent Orientation
- Parent-Teacher Conferences
  - Scheduled twice a year in the fall and spring
- Student Trip & Student Grade Level Meetings (please check the master calendar for all details) ● Coffee & Conversations -Stay tuned to weekly newsletters for announcements of Grade Level Coffee & Conversations

### 4.37 Dogs/Pets On Campus

Dogs and other pets are *not allowed* in the school or classroom unless they are serving as a bona-fide service dog to a staff member, parent, child, or visitor, or the dog is serving as a canine detection dog for prohibited items. In such cases, an up-to date vaccination record must be provided (when requested) for the animal. Classroom pets must have the approval of an administrator and the pet's presence cannot cause irritation to students.

Dogs and other pets **are not allowed** on campus at any time. This includes all athletic events, including those on the soccer fields or ball fields, as well as during After School Care hours, and after school hours. During drop-off and pick-up of students, dogs *must* be left in the vehicle. Parents are asked not to bring their dog outside of their vehicle to the pick-up area where there are children.

### 4.38 Child Protection Policy

If a school employee knows of or suspects abuse or neglect of a PCA student then they are obligated to report it to the school administration. The administration has a duty to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion will be reported immediately to the administration.
2. If necessary, the administrator will examine the student and document findings.
3. The administrator will meet with appropriate parties to discuss findings in order to conduct a CPS investigation.
4. The administrator will immediately report what is known to the appropriate state agency.
5. School officials will cooperate to the extent required by the state agency.
6. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

#### **4.39 Non-Custodial Parents Rights and Responsibilities**

- Divorced and separated families are realities of contemporary life which affect PCA's responsibilities to its students. The following general guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child as well as situations where separated or divorced parents share custody of a student. Unless otherwise required by law, PCA has the discretion to modify these general guidelines in individual cases where it is in the best interest of the student or the school. PCA will comply with any valid court order concerning custody issues. Unless PCA is notified in writing to the contrary, it will assume that a parent is a custodial parent.
- "Non-custodial" means a parent who does not have any custody rights, joint or otherwise, concerning the student. A non-custodial parent will not be allowed access to the student or student records unless the school receives a valid court order or specific written permission of a custodial parent and/or legal guardian.
- "Custodial" parent is defined as any parent/guardian with joint or full custody. Generally, unless a valid court order specifically provides otherwise, in joint custody situations, both custodial parents have access to the student, both are permitted to participate in teacher conferences and both will receive report cards. PCA expects that the parents sharing custody will work out among themselves school issues (for example, who will attend conferences) so as to not disrupt school procedures.
- Parents sharing custody are both required to sign the enrollment and re-enrollment documents. This will indicate that both parents are in agreement with enrollment at PCA.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the discretion to restrict access by such parent(s) or take other necessary action, including but not limited to, terminating the enrollment agreement and seeking the withdrawal of the student.
- If a student activity requires parental consent, the school will accept consent only from a custodial parent. In joint custody situations, consent is required only from one custodial parent. Generally, both custodial parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. If PCA does not have a valid court order, non-custodial parents will be denied access to student records.

#### **4.40 Resolving Conflict As Christians**

We realize that there will be disagreements even among Christians, but the difference is in how we resolve them in a way honoring our Lord. God's Word gives certain principles to bring about the restoration of a healthy relationship (Matthew 5:23-24, 18:15-17; Ephesians 4:17-32).

- The following procedure should be undertaken by the parties in the conflict:
  - Keep the conflict limited to the parties directly affected to avoid the sin of gossip (II Corinthians 12:20). ○ The parties involved (students, parents, teachers, administrators) should meet and pray for an honorable resolution, a mutual understanding and respect for each side's perspective. Our Lord promises us wisdom when we ask in faith for it (James 1:5,6).
  - If there is not any reconciliation of the problem, the parties are encouraged to bring the conflict to the next level of authority for counsel.
  - When the problem or conflict is finally resolved, the necessary apologies should be made and efforts made to assure that future conflicts of this nature will be avoided.

## **4.41 Criminal Background Checks for All Employees**

The MI legislature passed and the governor signed into law on Sept. 29, 2005 numerous changes to the MI School Code, especially section 380.1230, concerning the fingerprinting of school employees.

- **Prior Requirement:** Schools must conduct criminal history checks through the criminal records division of the State Police and the FBI. This was done upon initial offer of employment for teachers and administrators.
  - **New Requirement:** Effective 1/1/06 the new policy extends the criminal background checks (both criminal history and criminal records check) to:
    - Any individual seeking full or part-time employment with a local education agency, and
    - Any individual assigned to regularly and continuously work under contract in one or more schools.
  - **Reports Disclosing Conviction:** If a report discloses that an individual has been convicted of a *listed offense*, the school will not employ the individual in any capacity or allow the individual to regularly and continuously work under contract in any of its schools. If a report discloses that an individual has been convicted of a felony other than a listed offense, the school will not:
    - Employ the individual in any capacity or
    - Allow the individual to regularly and continuously work under contract in any
    - Approve of the employment or work assignment in writing.
  - **Required Criminal Background Checks—Existing Employees:**
    - Schools must request both types of criminal background checks (criminal history and criminal records) for every individual who, as of January 1, 2006 is either a full or part-time employee or is assigned to regularly and continuously work under contract in any school
    - All employees and all persons who are assigned to regularly and continuously work under contract in a school must provide written consent for the criminal background checks and submit fingerprints.
    - This is to be accomplished not later than July 1, 2008.
    - Substitute teachers and other contracted workers are also included under this requirement.
  - **Personnel Charged With Criminal Activity:**
    - Whenever an employee, an applicant, or a contract worker is charged with a crime listed on the Offense List, that person must report that fact to the Department of Education and to the local educational agency within three days after being arraigned for the crime. Failure to properly report the charge is itself a crime.
    - If the person is subsequently not convicted of any crime after the completion of judicial proceedings resulting from the charge, then the person may request the Department of Education and the local school to delete the report from the records.
    - If the person either enters a plea of guilt, enters a plea of contest, or is found guilty by a judge of any crime after having been initially charged with a crime, then the person must immediately disclose to the court that the person is employed by or working under contract in a local education agency.
  - **Suspension of Teaching Certificate and State Board Approval:**
    - Persons holding teaching certificates or state board approval and who are convicted of certain crimes may have their teaching certificate suspended.
    - There is also a list of crimes for which *discretionary suspensions* may be made, subject to a hearing.
- Fees: Fees for fingerprinting are the responsibility of the school.

## **4.42 Non-teaching Staff Stipends**

Any non-teaching staff who teaches a class at either the elementary or secondary level will be paid a stipend of \$1,000 per semester in addition to their salary for their primary position. This will include but is not limited to administrative personnel, support staff, maintenance, head librarian, director of IT, director of campus services, and any church staff.

The approval of the Elder Board is needed for any church staff asked to teach classes. Any exceptions to the above compensation arrangement must be approved in advance by the Business Manager and Superintendent. For information on all other stipends please see your administrator.

## **4.43 Use of Personal Cell Phones**

So as to maximize student oversight and instruction, teachers and staff are asked to please refrain from cell phone and text messaging usage during class time. Such activity is best kept for breaks, lunchtime and before or after school.

# **5. Teachers and Classroom**

## **5.1 Professional Standards**

The following standards are to be adhered to by each member of the Plymouth Christian Academy faculty:

### **1. Elementary**

- a. School Day Hours: 8:00am-2:55pm
- b. Arrival: No later than 7:15am
- c. Media Center/Elementary Lunchroom supervision: 7:15am-7:50am
- d. After school supervision: 2:55am-3:10pm.
- e. All staff members are expected to remain at the school until 3:30pm. Exceptions must be cleared by the appropriate administrator.

### **2. Secondary**

- a. Staff members are to arrive at school no later than 7:00am.
- b. As a professional courtesy, let the office know when you are leaving the campus between 7:15am-3:10pm and for approximately how long you will be gone.
- c. All staff members are expected to remain at the school until 3:30pm. Exceptions must be cleared by the appropriate administrator.

### **3. Teacher Office Hours**

- a. Teachers are expected to choose 2 days to post office hours/student support until 3:30pm.
  - i. All teachers are expected to choose 2 days to post office hours/student support until 4:00pm.
  - ii. Exceptions must be cleared by the appropriate administrator.

### **4. Teacher Meetings**

- a. A year-long schedule will be distributed at the beginning of the school year which details all teachers' meetings that will be held on Wednesday from 3:20pm-4:20pm.
- b. These meetings may involve all faculty, only elementary/secondary teachers, PLC/Vertical Teams, and AdvancEd committees.

### **5. Teacher Absences**

- a. When teachers find it necessary to be absent from school due to illness, it is important that the following steps be taken:
  - i. Call the contact person as soon as you know of a pending absence.
  - ii. Please call by 10:00pm. or by 6:00am. If you do not reach the contact person at home in the morning, be sure to call the appropriate administrator as soon as possible.
  - iii. The contact person will assume you are returning the following school day if he/she does not hear from you.
- b. For an anticipated absence (for scheduled medical absence or personal business) fill out the Request for Personal/Professional Day form (Exhibit R; Section 4.9), give it to your Administrator for approval, and let the CONTACT PERSON know as soon as possible that you may be absent pending your Administrator's approval.

### **6. Substitute Folders**

- a. All teachers must prepare and maintain an up to date folder for substitute teachers which includes: *\*These are to be completed and ready for use by the end of the first week of school.*
  - i. Substitute Lesson Sheet
  - ii. Location of Lesson Plan Book
  - iii. Seating charts with detailed instructions for role checking protocols and lunch counts, etc
  - iv. Any necessary computer passwords

- v. Daily schedule
- vi. Class rules and consequences – Behavior Rubrics
- vii. Names of one or two reliable students
- viii. Names of teachers (and room numbers) from whom substitute can get help.
- ix. An activity any substitute may use to supplement the lesson plan.
- x. When calling in sick, be prepared to give any current study activities for the substitute if there is a change from the weekly lesson plan that was previously filed.
- xi. Emergency Procedures (Red Folder), fire drill, etc.
- xii. Where to find student hall passes, attendance roles, supplies, teacher's editions of textbooks, other important items.
- xiii. End of day procedures.

### **7. Faculty-Staff Confidences**

- a. It is vital that issues related to school families, policies, and decisions be discussed only with people directly involved.
- b. If you have a disagreement, it should be discussed only with person(s) with whom you disagree. Practice Matthew 18 to resolve conflicts.

### **8. Dress**

- a. Staff dress is to reflect a professional appearance and as role models for our students. Staff members should dress attractively and modestly. Therefore, these guidelines should be followed:

#### **b. All Staff (Elementary and Secondary)**

- i. Male staff should wear a collared shirt or a professional looking collared polo shirt or PCA logo shirts with dress or Dockers –style pants. No athletic or cargo pants. Jeans may only be worn on Jeans Days unless they are approved for a field trip or outing. Polo shirts should not have logos and must be tucked in. Flip flops and sandals must have a strap which is more than 1" wide. Male P.E. teachers may wear athletic wear shorts and shirts.
- ii. Female staff should dress attractively and modestly. Tops should not be low-cut (no cleavage should be seen) and should not be too tight or clingy. Tops should have at least cap-sleeves or have a shirt worn over them. Women are encouraged to wear dresses or skirts at a modest length that would be appropriate with business (without slits in the front or sides). Dress style pants may also be worn. Dress style Capri outfits may be worn September-October and April-June. Tight-fitting stretch pants or casual sporty type capris are not allowed. Jeans may only be worn on Jeans Days unless they are approved for a field trip or outing. Flip flops and sandals must have a strap which is more than 1" wide. Female P.E. teachers may wear athletic wear shorts/pants and shirts.
- iii. Our first responsibility in assisting students in their compliance with the dress code is to model appropriate professional dress ourselves. If we model a positive attitude in our compliance, then students are much more likely to willingly comply with the dress code.

### **9. Staff Interpersonal Relationships**

- a. Staff members should model propriety and discretion in their interpersonal relationships.
- b. Staff members who are not married to each other should refrain from behaviors that would provoke an air of suspicion of inappropriateness (flirting, pairing off together, spending an inordinate amount of time together socially, riding in a car together with no one else present).

## **5.2 Teacher Liability**

### **• Basic Responsibilities of Supervision and Student Safety**

Due to our 'litigation motivated' society, it is critical that we, as teachers, strictly adhere to our responsibilities in the area of supervision and student safety. Following is a brief listing of teacher responsibilities in this area: a. Supervisory Activities: Supervision is vital for the protection and safety of our students. Teachers who are assigned a supervisory task, must be present in the assigned room or student supervision area during the **entire** assigned time. Never leave students unsupervised. This would include 'duty areas' such as lunch, chapel, practices, walking your class to specials, and other assigned responsibilities. Please be sure you are on time for your duty for the well being of our students.

- b. Classroom Supervision: Teachers must NEVER leave their classroom unsupervised. This would include responsibilities of getting to class on time, not leaving your students during class, and not leaving class until the end of the period. Please use your radio to call for assistance in the event that you need to leave your class.
- c. Teachers with first period classes are to be in their rooms no later than 7:00am.
- d. Corporal Discipline: Teachers and administration are expressly forbidden from ever physically disciplining a student. The use of physical restraint in the case of a fight between students, or a student attacking a teacher is permissible. Even though you do not intend for your action to be taken as 'assault,' it may very well be perceived and interpreted that way by the student and the parent.
- e. Coaches' Responsibilities: Coaches represent the most susceptible group of faculty in regard to areas of litigation. Litigation involving coaches does not center on injury to a student as much as it focuses on the neglect of a coach in areas of instruction, equipment, and facilities. Following is a brief overview of precautions a coach should take as she/he assumes their coaching responsibilities:
- f. Insurance - The school suggests a coach secure some type of malpractice insurance. Such insurance is usually available through your sports' journal or athletic association. The school, in consultation with the coach, will pay for a fair and reasonable cost of this insurance.
- g. Coaches must have all parents sign a Statement of Liability and Insurance before a student can participate in a sport. This includes participation in practice. Be sure to follow these guidelines:
  - Inform your team of the hazards of your sport.
  - Provide proper instruction in performing the skills of your sport.
  - Provide a safe playing environment.
  - Provide adequate supervision for your practices/games.
  - Never leave your team unattended in the gym, on the field, or in the parking lot waiting for parents. • Provide safe and adequate equipment.
  - In case of an injury during practice or a game situation, it is the coach's responsibility to obtain prompt and adequate emergency care for the player.
  - In regard to transportation, it is the coach's responsibility to be sure students are well-behaved and in their seats at all times during a trip.
  - All coaches and/or bus/van drivers must be certified.
  - Only school-authorized transportation can be used in the transportation of athletes.
  - Remember, when dealing with students, you cannot be 'too safe.'

### **5.3 Elementary & Secondary Student Behavioral Expectations and Rubric - (Exhibit 10.26, Exhibit 10.27)**

### **5.4 Elementary Classroom Teacher Responsibilities**

#### **School Day:**

1. **Grades K-6** will run from 8:00am to 2:55pm during a regular day.
  - a. A half-day will be from 8:00am to 11:00am.
2. **Pre-School** will have class sessions as follows:
  - a. AM Session: 8:00am-10:45am
  - b. PM Session: 12:00pm 2:45pm
3. **Begindergarten**: 11:45am-2:55pm
4. **Kindergarten and Begindergarten** Optional Enrichment Friday:
  - a. In addition to the core curriculum school days, families may choose to add enrichment time in the classroom on Friday.
  - b. Enrichment activities will expand on the weekly curriculum as well as allow children time to explore other areas of interest. This day will include both structured and free choice activities. Families must apply for the enrichment days and tuition is a set yearly fee. No refunds are available for days when the student is not in attendance.

## 5. Morning Responsibilities

- a. Classroom teachers must have their classroom doors unlocked and be in the room no later than 7:30am. Teacher punctuality to the classroom is important.
- b. Classroom teachers need to: Check for Dress Code violations. Please be conscious of looking for violations in the student dress code. (Check Your Land's End Book and the Parent Handbook for Guidelines) specifically:
  - i. Boys and girls shirts must have a collar, shirt tails tucked in, and hats off
  - ii. Girls' dresses must be approximately knee length -- appropriate slacks
  - iii. Girls blouses are to be appropriately modest and not "revealing"
- c. Teachers, please let the Principal know (daily) of any dress code infractions.
- d. Teachers are responsible to conduct prayer/devotional time before class begins.
- e. Teachers are responsible to coordinate any distribution and/or collection of school information as requested by the office or staff member.
- f. Teachers are responsible for keeping the official record of attendance and tardies on Rediker. **6.**

## Afternoon Responsibilities

- a. Rooms must be straightened, chairs stacked, and trash picked up before you leave.
- b. Lights off, windows and doors locked when you leave.
- c. Do not allow students to play on the playground or in the building from 2:55pm-3:10pm.
- d. Walk your students out and wait until all your students have been picked up. Any remaining students (after 3:10pm) should be walked to the Elementary Office.

## 7. Dismissal of Bus Students

- a. To ensure proper supervision of bus students in meeting their buses after school, it is vitally important that you do not dismiss any of the bus students before 2:30pm. We do not provide supervision before 2:30pm. b. Also note the importance of enforcing no playing on the playground equipment while waiting for the bus or after school. This rule is for the protection of the students from injury and to keep them ready to meet the bus promptly. Any student who cannot abide by this 'no play on the equipment' expectation must be referred to their respective administrator for disciplinary action.
- c. Preschool children are allowed to play on the playground equipment if parents are present.

## 8. Inclement Weather

- a. In case of inclement weather (such as excessive winds, extreme wind chills, heavy rains or thunderstorms) at dismissal time, the Principal or one of the elementary Administrative Secretaries, will contact all classroom teachers to send students to the following areas:
  - i. Band & music students must pack up 5 minutes early and go back to their classrooms.
  - ii. K-6 will stay in classrooms.
  - iii. Bus students will walk to the playscape/6<sup>th</sup> grade doors and stand with an administrator until busses arrive and they are called out to their bus.

## 9. Weekly Responsibilities:

- a. Lesson Plans
  - i. Lessons planning is vital for teacher direction, for use by the substitute, and for classroom visitation. ii. Lesson plans should contain the objectives/standards being taught and the activities, methods, and materials to be used. In addition, lesson plans should indicate biblical integration and Essential Student Outcomes where appropriate.
  - iii. A copy of each week's lesson plans must be submitted by 9:00am Monday morning.
- b. Friday Clean-up Routine: Clean student desks, clear teacher's desk top, straighten room and desks.
- c. **ParentPortal must be updated prior to leaving school on Fridays.**

## 5.5 Secondary Teacher Responsibilities

### 10. All First Period Teachers

- a. First period teachers must have their classroom door unlocked and be in the room by 7:00am each morning unless on duty. Teacher punctuality to the classroom is essential.
- b. Conduct a dress code check. Send students with a violation to the main office with completed discipline form.



## 11. Attendance

- a. Teachers are responsible to submit attendance to FACTS each period.
- b. The teacher's computer record is the official record of tardies and absences.
- c. If your 1st period clock is not in "sync" with the bell at 7:25am, please adjust the clock.
- d. First period teachers are required to take attendance and submit absences and tardies to secondary receptionists via Rediker.
- e. The office will compile an attendance list including absences, early release and late arrivals. This list will be on "Unity" for the teachers to view as soon as available (usually by the beginning of 2<sup>nd</sup> hour). In addition, the announcements will be on "Unity" at the beginning of the day.
- f. Hours 2-8, teachers are required to take attendance on Rediker listing absent and tardy students. Teachers are also responsible to check the office attendance sheet checking for absent students on the list. g. If a student is absent in class but does not appear on the absent sheet, the teacher must notify the office, via phone from the portables, or note if in the school building. This information will allow the office to locate these students quickly.
- h. Regular and consistent attendance is such an important factor in students' academic success, and so PCA's attendance requirement is 90% which **allows for a maximum of 10 absences in each semester**. The teacher's record book is the legal record of attendance. All absences from individual classes shall be recorded by the classroom teacher and become a part of the students' permanent record.

## 12. Lesson Plans

- a. Lesson Plans are to be **up to date for the week in Google Drive before school starts** on Monday morning.
- b. The purpose of lesson plans is for teacher direction, for use by the substitute, and for classroom visitation.
- c. Lesson plans should contain the objectives/standards being taught and the activities, methods, and materials to be used. In addition, lesson plans should indicate biblical integration where appropriate.
- d. Lesson plans must be up to date at all times.

## 13. Guidelines for Study Hall

- a. All students must be seated at a desk or table. No one should be on the floor or out of his seat. Formulate a seating chart that will facilitate a well-managed classroom.
- b. Do not allow students to study together in the classroom or in the hallway. Suggest that they get together after school for that activity.
- c. Do not allow students to "visit" with you or with each other. Tutoring by the teacher is appropriate. There should be minimal talking in study hall. Maintain a testing atmosphere.
- d. Teachers are expected to keep moving around the room to make sure students are studying or reading. Everyone should have a book to read with him at all times. Do not allow students to look at magazines, play games, or draw during study hall. Study hall is for the completion of homework. If students say they are finished with homework, they should be reviewing or reading.
- e. Students may be allowed to leave the room to go to the media center, restroom, or water fountain. Allow students to leave the room one at a time only. They must have a hall pass stating the date, destination, time of departure.

## 14. Enforcement of Student Dress Code Policy

- a. Our first responsibility in assisting students in their compliance with the dress code is to model appropriate professional dress ourselves. If we model a positive attitude in our compliance then students are much more likely to willingly comply with the dress code. PCA's dress code is designed to serve as a guide to students and their parents on the proper attire for our student body. Knowing how to present oneself properly within the school community prepares students for future professional environments. Our desire is to partner with families to instill this important life skill.
- b. The biblical principles of Christlikeness, modesty, purity, obedience and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us (Romans 12:2).
- c. First period teachers should make it part of the morning routine to be aware of each student's attire. Inappropriate dress should be dealt with at the beginning of the school day.

- d. Dress code violations will fall into two categories requiring two different types of responses.
- i. The first category is one of marginal or questionable areas.
  - ii. Clothing which may be inappropriate (i.e., skirts or jumpers which are perhaps too short, boys' hair which is almost too long, not specifically forbidden in the dress code, etc.).
  - iii. Our response in these instances should be of a counseling nature. If in doubt, involve another faculty member in the discussion (without making a spectacle of the student). If still unsure, involve the dean of students and/or the secondary principal.
  - iv. If the violation is only of a marginal nature, counsel the student to not wear that particular article of clothing again. Notify parents of the warning.
  - v. Record each of these "warnings" so that you can follow up if necessary (i.e., if hair goes uncut from a warning on Monday until Friday). Repeat occurrences or failure to obtain necessary haircuts fall into the second category, clear violations.
  - vi. Clear violations are those which are repeat occurrences of marginal violations for which the student has been counseled or clear violations of items specifically mentioned in the student dress code.
  - vii. These situations should be referred to the dean of students and/or the secondary principal. Students with violations will be issued a detention and not be permitted to return to class until the violation is corrected.
  - viii. When confronting a student who is in dress code violation or you think maybe in violation use the following approaches:
    1. "Please show me on the approved dress code list where your outfit is listed."
    2. "That is a nice looking outfit you are wearing today but it is not dress code.
    3. I need to have you change before you can return to class." (Avoid making character judgments about the individual or arguments about the dress code.)
- e. Referrals to the dress code supervisor should include a pass to the office with a note indicating the violation or need for dress code interpretation.

### **15. Prayer to Begin Each Class**

- a. All secondary teachers are responsible to lead their classes with a brief time of prayer at the beginning of each class/period.

### **16. Daily Announcements**

- a. Daily Announcements are to be made at the beginning of the 1st period.
- b. Each day's announcements will be on "FACTS" at the beginning of the day.
- c. Announcements that you want to be put in the "Dailies" must be into the office by 3:30pm of the previous day.
- e. Daily announcements are also posted in the secondary office.

### **17. Testing Environment**

- a. A strict testing environment must be maintained for all class testing situations.
- b. Teachers are responsible to actively proctor exams.
- c. A no-talking rule must be in effect until all papers have been turned in.
- d. On test days, a student is not allowed to have any books and/or papers on his/her desk. Books and

other

items are to be left in an area designated by the teacher.

- e. The best deterrent to cheating on a multi-section test is to design a different test for each section. If this is not possible, a second suggestion is creating a pool of multiple choice questions for a test, but requiring different sections to answer different questions (i.e. if you only wish to have 15 multiple choice questions include 25 on the test and vary what questions the class is responsible to answer.) Remember: The best deterrent to cheating is the teacher and his/her careful preparation for a testing environment free from temptation.

## **18. Test Schedule**

- a. We will adhere to a 2-3 test per day, per student policy in grades 7-12. This will apply to all tests (chapter, unit, section, quarter, and final exams).
- b. To facilitate the implementation of this policy, faculty must record their test dates, subjects and grades which are involved in the test on the master calendar (found on Outlook).
- c. Conflicts in scheduling should be resolved between teachers and students.
- d. Department heads can assist in this area.
- e. If a resolution cannot be reached among faculty members, please consult with an administrator.
- f. It may be necessary for students who are making up exams missed during an absence to take more than the desired number of exams in one day. We should work together and with the individual student in determining the best schedule for make-up exams.

## **19. FACTS Portal**

- a. Must be updated before leaving school on Fridays.

## **20. Special Responsibilities (General)**

- a. Provide noon recess and student work room supervision.
- b. Provide student supervision until a parent picks up a student from any school activity ending after regular school hours. Attend and provide supervision at Christmas and Spring concerts. Please do not ask to be excused from these events.
- c. Attend Fall/Winter Prospective Family Open House.
- d. Attend all other school evening events scheduled by administration including Back to School Picnic and the Fall Auction.

## **5.6 Homework Suggestions for Secondary**

### **1. Basic Philosophy**

- a. It is important to begin to train students how to study independently at home and there will be many times that homework is necessary for practice, review, etc.

### **2. Purposes of Homework**

- a. The danger is that a teacher will begin to depend on homework assignments and not plan the daily work in the classroom to meet the needs of the students. Consider some of the purposes for homework:
  - i. To establish the habit of studying at home and responsibilities connected with taking a school assignment home and bringing it back to class completed.
  - ii. To practice and apply some of the skills being learned in the classroom.
  - iii. To acquaint the parent with student work.
  - iv. To provide for a wise use of leisure time.
  - v. To participate in activities that further challenge the abilities of the pupil.

### **3. Suggested Amount of Homework in Secondary**

- a. Grades 7-12: Homework load will be heavier in a departmentalized situation. Students should be prepared for this type of load. However, the individual teachers should attempt to coordinate their assignments so there are no assignments from all subjects at once.
- b. NOTE: Keep assignments interesting and stimulating. Parents should be apprised of homework policy and they should be encouraged to respond if assignments are taking much longer than suggested. Amount of time will also depend on how quickly a student works as well as how classroom time is used. At the lower levels, students should be encouraged to read orally and study math facts on a regular basis. Special long-range assignments such as research projects may take extra time in upper Elementary and Middle School grades.

### **4. Suggested Homework Assignments for Secondary**

- a. Complete work began, but not finished at school. Make sure assignments are not too long. If this type of homework is consistent perhaps the daily assignments for school are too long.
- b. Reading – Current reading from a textbook. Recreational reading such as library books, book reports, and current events.
- c. Spelling and word study

- d. Arithmetic drill and practice: (Make it short and to the point.) It should not be hours of tedious work on the same type of problems. NEVER send home math assignments that have not been carefully introduced in the classroom.
- e. Written assignments in the various school subjects such as language, science, and social studies.
- f. Research
- g. Science experimentation
- h. Creative writing
- i. Preparation of collections and exhibits
- j. Arithmetic used around the home – marketing, figuring paint or materials used in home projects, materials used in sewing, cooking, etc., how Dad uses math in his job, how Mom uses math in her job or at home.
- k. Evaluation of radio and television programs. (Care must be taken here as to the time of the program and the content.)
- l. Bible memory work
- m. Interviewing persons
- n. Homework and projects should not be assigned over breaks. AP classes are excluded.
- o. Please refrain from making due dates the week before breaks.

#### **5. Standards for Homework**

- a. Homework should tie in directly with class work.
- b. It should not take TOO much time and effort on the part of parents.
- c. It should be sufficiently taught and previewed so that the pupil understands what is expected.
- d. It should never be busy work or punishment.
- e. No assignments should be made for the weekend at the elementary level. Middle and High School students may have some weekend assignments or long-range assignments which may be done on weekends.
- f. Teachers are not to assign extensive new homework on Wednesday nights. As a Christian school we want to encourage Wednesday night attendance in church programs.
- g. All homework exercises/projects should be recorded in the Rediker student/parent calendar.

#### **6. Substitute Teacher Instructions:**

- a. When calling in sick, be prepared to give any current study activities for the substitute if there is a change from the weekly plan that was previously on file with your Administrator.
- b. Identify the location of your Lesson Plans.
- c. Provide seating charts with detailed instructions for role checking procedures and lunch counts, etc.
- d. Daily schedule should be visible.
- e. Display classroom rules and discipline (Behavior Rubrics).
- f. Provide the names of 1-2 reliable students who can help.
- g. Supply names of teachers and room numbers from whom the substitute can get support.
- h. Have an extra activity on hand in the event the substitute teacher needs to supplement the lesson.
- i. Emergency Procedures Folder (red) must be in a prominent, visible area.
- j. Provide materials for student halls passes, teacher editions, etc.
- k. List end of day procedures and duty assignment if applicable.

### **5.7 Tests and Exams**

1. Written and oral tests over work covered, should be given as often as will benefit the class or group within the class.
2. Tests should be the product of careful preparation and study.
3. They must be typed and have a minimum of two versions of test for different sections or make-up.
4. Instructions for the completion of tests should be clearly written on the exam or made clear by the teacher. Each test should have a title (i.e., Chapter 15 World History Exam)
5. We must realize our limitations and weaknesses as teachers. There will be times when our class as a whole performs poorly on a test. This should tell us that the test was too hard, we did not communicate what we thought we had taught or it could mean we failed to teach certain ideas, concepts, or understanding. Do not hesitate to acknowledge the failure of the test. Do not record the grades. Start over by reviewing and re-testing.

6. No testing program is of value unless it helps answer at least one of the following questions:
  - a. Given a student of average capability, has his/her achievement while under my instruction been such as to keep him/her progressing at least at an average rate?
  - b. Which students in my class are “under-achievers” and how you I stimulate them to a neutralized effort.
  - c. Which areas in each child’s achievement are weakest and how can I strengthen those areas?
7. All student cell phones will be collected by the teacher on the day of the test and returned at the end of the hour.

## **5.8 Testing-Elementary and Secondary**

### **1. K-8<sup>th</sup> grade**

- a. NWEA’s Measures of Academic Progress (MAP) tests will be given at the beginning of the school year to help establish a baseline to measure growth over time, independent of grade level.
- b. K-6th grade MAP tests will also be given mid-year and at the end of the year to measure growth over time. 7-9th grade will take the MAP test at the beginning and end of the year only.
- c. MAP is aligned to state standards and the Common Core, yielding deep insight into student placement, proficiency, instructional needs as well as the effectiveness of programs.

### **2. 10<sup>th</sup> grade**

- a. Pre ACT tests will be given in the fall in preparation for the ACT/SAT as a junior.

### **3. 11<sup>th</sup> grade**

- a. PSAT tests will be given in the fall in preparation for the ACT/MME tests which are given in the spring.

## **5.9 Community Instructional Resources**

- If the teacher determines that a video/DVD or speaker warrants inclusion, approval must be secured from the Department Head.
- A decision to approve the instructional resource will be based upon the following criteria:
  - Quality of film or qualifications of guest speaker.
  - Appropriateness of film or guest speaker in meeting the learning objective,
  - Suitability of the film or guest speaker for students’ level of maturity, and
  - Amount of class time that will be utilized.
- If approval is denied, the teacher will substitute an appropriate learning activity.

## **5.10 Parent-Teacher Conferences**

Parent conferences may be needed or requested by the parents. Anytime a parent conference is held, please document in the Documentation Notebook. Please notify the Principal if necessary.

## **5.11 Role of Secondary Department Heads**

1. Designated Master Teacher in particular department.
2. Provides academic and administrative leadership and management to the department within the context of the school’s goals. This would include responsibilities in the following areas:
  - a. The strategic direction of the department and implementing change.
  - b. The development and management of the department’s budget.
  - c. The encouragement of excellence in teaching and assessment practices.
  - d. The encouragement of collaboration with other departments.
  - e. Assisting the administrators with the recruitment, selection, and evaluation of staff performance and grievances.
  - f. Help with making agendas for faculty meetings.

- g. Represents the principal who is ultimately responsible for the supervision and implementation of curriculum in the following:
    - i. Supervisor of the supplies, textbooks, equipment and copier use for the particular department.
    - ii. Guardian of adherence to the curriculum guides in the discipline areas.
    - iii. Mentor of teachers to insure content mastery, instructional skills and classroom management.
      - Substitutes are available to free Department Head during class time.
    - iv. Visionary who looks for innovative ways to enhance instruction. The principal encourages trying new methods under his/her supervision.
3. Attributes, Characteristics and Skills of Department Head:
- a. A strong academic record respected by the Department Head's peers.
  - b. A capacity to provide effective academic and administrative leadership.
  - c. An ability to communicate with a wide range of people.
  - d. Strong interpersonal and representation skills.
  - e. Effective academic planning.
  - f. Remuneration: Reference Extra-Duty Stipend sheet.

## **5.12 Role of Secondary Class Sponsors**

1. The class sponsors will give guidance and supervision to class activities in order to provide the best opportunity for our students to have great memories of their high school experience.
2. Sponsors are expected to help organize and supervise class fund-raisers.
3. Sponsors are expected to help organize and supervise class meetings. This includes the election of class officers, helping to establish the agenda and helping to keep the meeting running smoothly.
5. Sponsors are expected to help organize and supervise class competitions.
6. Junior sponsors are expected to help organize and supervise the annual Junior/Senior Banquet.
7. Senior sponsors are expected to help organize and supervise the senior trip. They are also responsible for securing the senior class composite photograph for the school. And to help arrange for the graduation speaker and organist.
8. Freshman and sophomore sponsor remuneration: see Extra-Duty Stipend sheet.
9. Junior and senior sponsor remuneration: see Extra-Duty Stipend sheet.
10. Any changes in sponsors during the school year will be prorated as to time served. In addition, each senior sponsor, along with the necessary chaperones, will attend the senior trip with his/her class at the expense of the senior class.
11. Class Sponsor Supervisor assists the sponsors and provides guidance as needed. Remuneration: Reference Extra-Duty Stipend sheet.

## **5.13 Chapel Guidelines**

### **1. Teacher Responsibilities**

- a. Please note that all teachers are required to attend chapel and sit in the designated areas. Please check the seating assignment chart. Do not sit in the back rows.
- b. Elementary and 4<sup>th</sup> Hour teachers: You are responsible for the behavior and deportment of your class during chapel. Please adhere to the following:
  - i. Please come to chapel with your class.
  - ii. Please make sure your class sits in the proper rows (take attendance).
  - iii. Please keep an eye on your class and discipline them as needed.
  - iv. Do not let groups or 'personalities' sit together if they are disruptive.
- c. Discipline Procedures:
  - i. Misbehavior, such as bringing other items to chapel, talking, disrespect, slouching, feet on pews, etc. should not be tolerated and asked to be stopped by the teacher.
  - ii. If the behavior continues, the student should be referred to the Elementary or Secondary Principal.
  - iii. Students are not allowed to bring their cell phones out during chapel.

## **2. Secondary Chapel Seating Chart (Exhibit 10.28)**

## **3. Combined Elementary Chapel/Assembly Seating Chart (Exhibit 10.29)**

### **5.14 Lunchroom Times and Regulations**

#### **Lunch Periods:**

- **Elementary:**
  - Grades K-3 (11:30am-12:00pm)
  - Grades 4-6 (12:00pm-12:30pm)
- **Secondary**
  - Monday/Wednesday/Friday:
    - Middle School (11:02am-11:28am)
    - High School (11:55am-12:21pm)
  - Tuesday:
    - All (12:14pm-12:39pm)
  - Thursday:
    - 1<sup>st</sup> and 3<sup>rd</sup> week of month – use MWF schedule
    - 2<sup>nd</sup> and 4<sup>th</sup> week of month – use Tuesday schedule

#### **Elementary Lunchroom Rules:**

- Students in K-3rd may choose where they would like to sit each quarter and then remain at that table for the entire quarter. Each quarter, students are welcome to switch tables.
- Students in 4th-6th may choose to sit anywhere they like at their gender tables that have been assigned. Sitting with a friend is a privilege. If lunchroom rules are broken, the supervisor may move the students who are disrupting lunch. ● It is a privilege to eat in the lunchroom. Rules for the lunchroom are as follows:
  - Students will use inside voices.
  - Students will remain seated at the table unless permission is given to get up. (Reasons for moving around the lunchroom include: visit restroom, go to the microwave oven or purchase food items. Students may not go to the office
  - before, during, or after lunch without permission.) Students caught in the hall or parking lot will be assigned a detention. Those caught off school property should be referred to the administrator. Eating is confined to the lunchroom only.
  - Students will walk at all times.
  - Students will be polite and kind to others.
  - Students will use good table manners.
  - Students will clean up after themselves. This includes cleaning up the table area and throwing away lunch bags, etc.
    - During the first 15 minutes all students are welcome to purchase food or microwave their lunches without permission. After the first 15 minutes, all students must ask permission to be out of their seats.
  - Restroom permission must be granted by the supervisor during the entire lunch session.
  - When their table is cleaned and the students have settled down, students will be dismissed by lunchroom supervisors from their tables to go to recess or their classrooms.

#### **Duties of Lunchroom Supervisor:**

- Be on time for your duty. Check the rest rooms at the beginning and end of each lunch period to be sure that everything is in order. Note any problems and communicate them to the principal as soon as possible on the same day.
- Actively monitor the lunch tables and restrooms
- At dismissal, elementary teachers with recess duty will meet their students inside the lunch room. ● One supervisor should remain to insure that all student clean-up personnel are on the job, finish, and leave on time.

## Elementary Recess

Grades K-3 (12:00pm-12:30pm)

Grades 4-6 (11:30am-12:00pm)

## 5.15 Lunch Arrangements for Church Funeral Dinners

If the church is asked to serve a funeral dinner, the church kitchen will not be available to prepare school lunches. The lunch menu will switch to a **“Pizza Day”** and students will be offered pizza instead of the regularly scheduled menu. You may be asked to announce this information to the students.

It would be most unusual for the church to serve a funeral dinner over 60 people but if they do, Level 100 will be required to serve the people, superseding the school's use of the lunchroom. In this event, teachers will be given 24-hour notice and students will be asked to eat their lunches in the classroom. We will need to ask teachers to supervise the students in their classrooms and arrange for pizza to be served in the classrooms.

## 5.16 Parental Medical Responsibilities

See Elementary Family Handbook

## 5.17 Administering Medication, First Aid, and Medical Emergencies

1. **Universal Precautions** – A simple set of Safety Rules that can protect you from Infectious disease. a. It is school policy that all Plymouth Christian Academy employees practice “Universal Precautions” when dealing with body fluids:
  - b. Assume all body fluids are infectious - regardless of whose blood or body fluid it is.
  - c. Always wear gloves when you are doing something likely to bring you into contact with another person's blood or body fluid.
  - d. Dispose of contaminated disposable latex gloves and other contaminated materials in plastic-lined waste containers.
  - e. When you have finished, carefully remove your gloves and wash your hands vigorously with lots of soap and running water.
  - f. Wash your hands immediately if accidental contact with blood or body fluids from any patient occurs. g. Avoid punctures from objects that may be contaminated with blood. Never pick up broken glass with your bare hands; always use a dustpan and brush.
  - h. Dispose of trash that contains sharp objects carefully. Use hard-sided containers that cannot be broken or penetrated by a sharp object rather than plastic bags. If you ever come into contact with an uncapped hypodermic needle, handle it with extreme care. Use a dustpan and brush to pick it and dispose of it in the used sharps container. If not, place it in a hard-sided receptacle. Never bend, break, or recap needles.
2. **PCA Policy for Students Diagnosed as Being Infected with (AIDS)** - The policies presented below apply to students known to be infected with HTLV-III/LAV, or testing positive for the presence of antibodies to the AIDS virus. These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC), United States Public Health Services, in the August 30, 1985 issues of “Morbidity and Mortality Weekly Report.” The CDC developed these guidelines after consultation with various organizations representing public health officials, educators, and concerned parents.
  - a. **Confidentiality**
    - i. Persons involved in the education and care of AIDS-infected students must respect the student's dignity by maintaining confidential records. The number of personnel who are aware of the child's condition should be kept at the minimum necessary to assure proper care and supervision of the infected student, while at the same time providing for the safety and good health of other students and teachers in the school.
    - ii. No information about an AIDS-infected individual may be released publicly without prior approval from the Regent Board.



- iii. The school administrator shall report absenteeism of an infected student to public authorities in accordance with the applicable provisions of state law, if any.

**b. Admission**

- i. Each AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school

66

environment and the probability of contagion will likewise be considered in this decision.

- ii. A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed at least of the student's physician, a public health expert or consultant chosen by the school administrator, the student's parents, and the school administrators. If no agreement is reached by the screening committee, the matter should be referred to the Regents Board for further consideration and a decision after consultation with appropriate medical experts and the child's parents.
- iii. The parents or guardians of an infected student who has been permitted to attend school are responsible for securing such regular medical evaluations, as determined by the school administrator, as to permit a reliable assessment of any change in their child's condition which might affect attendance. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the child's continued enrollment.
- iv. A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

**c. Placement**

- i. First consideration should be given to placing the infected student in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow student or others connected with the school.
- ii. A student infected with AIDS and unable to attend classes as determined by the screening committee, supported by appropriate data and rationale, shall be assisted by the school administrator in securing alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law.

**d. Exclusions**

- i. Short-term exclusions may be used where, either, in the judgment of the screening committee there is a need for additional medical diagnostic appraisals, or, in the judgment of the administrator there is a situation of such a serious, and urgent nature temporary removal of the infected person from the educational environment is in the best interest of all concerned.
- ii. More extended exclusions may be necessary where the child, based on the best medical advice available, presents a risk of infection to others, or would himself/herself be subjected to serious risk of infection from others. Where either short-term or more extended exclusion is required, school administrators should do everything possible to maintain confidentiality in the entire procedure and to deal with the student and his or her parents or guardians in a way that exemplifies Christian education.
- iii. Schools should strive to provide appropriate information to teaching staff, parents, and students regarding the nature of AIDS and its transmission. Information should reflect Christ's teaching regarding care and concern for the ill and the afflicted and should emphasize Christian responsibility for one's own health and for the health of others.
- iv. Effective educational efforts and the development of a Christian outlook, well in advance of any possible crisis situation, are the best assurance that an actual crisis, if it occurs, will be dealt with rationally and without panic.

**e. Evaluation**

- i. These policies will be reviewed regularly by the Regents Board to seek to assure that they are based on the latest and most reliable medical information reasonably and generally available regarding management of AIDS cases.
- ii. They may be modified at any time based on new findings and recommendations from medical and health agencies.

### **3. Medical Emergency Procedures - Asthma**

- a. Asthmatic Reactions usually occur in two phases:
  - i. an immediate phase that includes symptoms such as rapid breathing, coughing, and sometimes wheezing,
  - ii. a delayed phase that is more serious and involves shutting down of the airways.
- b. Medical staff at Philadelphia's Alfred I. duPont Hospital for children says each asthma case has its own pattern, but, in terms of severity, each fits one of four categories:
  - i. Mild intermittent asthma – brief episodes of wheezing, coughing, and shortness of breath occur no more than twice a week.
  - ii. Mild persistent asthma – the same symptoms occur more than twice a week but less than once a day.
  - iii. Moderate persistent asthma – symptoms occur daily and require daily medication.
  - iv. Severe persistent asthma – symptoms occur continuously and may require emergency treatment and hospitalization.
- c. Serious Symptoms
  - i. Asthma can be deadly, so teachers and others in school should be on constant alert for signs that students need help. Here are some serious symptoms that call for quick medical attention:
  - ii. The child's breathing gets worse after waiting five to ten minutes for medicine (such as an inhaled bronchodilator) to take effect.
  - iii. The child has trouble breathing, but there is no wheezing sound. This symptom usually indicates that the child is in extreme bronchial distress.
  - iv. The child's peak-flow rate gets lower, or does not improve, after administering a bronchodilator. The peak-flow rate drops to 50% of the child's personal best reading.
  - v. The child has trouble walking or talking, stops playing, and cannot resume activity.
  - vi. The child's chest and neck are strained with each breath.
  - vii. The child's lips or fingernails turn gray or blue. If this symptom appears, the child needs immediate emergency care. Source: "Asthma Alert for Teachers," American Lung Association, July 25, 2000. [www.lungusa.org/school/asthma\\_alert.html](http://www.lungusa.org/school/asthma_alert.html)
  - viii. All users of an inhaler must be documented on a medication record sheet provided by the office. Either the office or teacher needs to contact the parent immediately.

### **4. Suicide Crisis Response** - All staff members have the responsibility to help keep students safe and intervene when students exhibit any warning signs of suicide.

- a. Identification of a risk of suicide
  - i. The following signs may indicate that a student intends to commit suicide. A student who exhibits some or many of these signs may be suicidal.
  - ii. Affective signs. Frequent crying or sadness, depression, hopelessness, moodiness, extreme irritability or agitation, and severe mood swings.
  - iii. Behavioral signs. Sudden behavioral changes, recklessness, impulsiveness, withdrawal from friends, giving away possessions, threats to hurt oneself, neglect of appearance, increased use of alcohol and drugs, impaired school performance, and frequent tardiness/absences.
  - iv. Cognitive signs. Preoccupation with death, writings or artwork about death or suicide and impaired concentration.
- b. Notification, Referral, and Intervention
  - i. If any staff member observes any of the above signs in a student or hears a report or concern of a student's suicide threats or acts, he or she must immediately notify the Superintendent or a school administrator of the potential risk for a student suicide.
  - ii. The administrator shall then notify the student's parents or legal guardians and the school counselor. The student will stay with the administrator or a counselor until the parents or guardians arrive.
  - iii. The administrator and the counselor will have a conference with the parents to discuss whether to take the student home or to treatment.

- iv. The principal and the counselor will supply the parents with a list of possible outside referrals sources and assist parents in obtaining immediate intervention.
- v. In addition, the administrator and the counselor shall inquire about whether a gun is present in the home, and if so, advises the parents to lock up the gun.

## **5. Administering Medications**

- a. In compliance with the Michigan School Code Section 1178 regarding medication:
  - i. Parents must provide written authorization, giving permission to the school to administer the medication. Medication includes prescription and non-prescription (Tylenol, cold medications, etc.) ii. Signature must be in ink and dated.
  - iii. The authorization is valid for one school year or until medication is changed, whichever is first. iv. Directions for administering medications should be in the form of **written orders** from the "licensed prescriber".
  - v. "Licensed prescriber" includes: M.D., D.O., dentist, podiatrist and R.N. or physician's assistant with delegation from the M.D. or D.O.
  - vi. Under no circumstances should any school employee attempt to suggest a diagnosis or prescribe to give medicine of any kind, including aspirin, to a student.
- b. "Who can administer":
  - i. School administrator
  - ii. Teacher or other school employee designated by the school administrator
  - iii. "In the presence of another adult":
    - 1. The second person needs to be able to verify that you gave that particular medication to that particular person. In other words, they need to know how to administer medications also.
    - 2. The second adult needs to initial and sign the log for verification of the person administering the medication to receive the liability protection.
  - iv. "In an emergency that threatens the life or health of the pupil": In such an emergency, the second adult is not necessary.
    - 1. "Pursuant to written permission of the pupil's parents or guardian"
    - 2. Parents must provide written authorization, giving permission to the school district to administer the medication.
    - 3. Signature must be in ink and dated.
    - 4. The authorization is valid for one year (usually the current school year) or until medication is changed, whichever is first.
  - v. "In compliance with the instructions of a physician":
    - 1. Instruction should be **written instructions** (Attorney General opinions #5679 of 1980 and #6476 of 1987) refer to the need for **written instructions**.
    - 2. MASN requires that instructions be in the form of **written orders** from the licensed prescriber. An R.N. can only give or delegate medications if there is a **written order** by the physician/licensed prescriber.
    - 3. Licensed prescriber is typically acceptable. They include: M.D. (medical doctor), D.O. (doctor of osteopathy), dentist, podiatrist, and R.N. or physician's assistant with delegation from the M.D. or D.O.
  - vi. "Act or omission amounting to gross negligence":
    - 1. Conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
  - vii. "Willful and wanton misconduct."
    - 1. An intentional wrong or reckless and heedless disregard for another's safety.

## **5.18 Guidelines to Reduce Risk When Working With Students**

### **Reducing the Risk** - (adopted from the ACSI legal publication and Fisher & Phillips LLP)

As employees of a Christian educational institution, you are held to a higher standard by parents, students, colleagues, members of the public, and our Lord. We support and endorse a strict policy of respect toward students and expect employees to act at all times as adult role models. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, you should ensure that you do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

1. The following are examples of inappropriate interactions and communications with students. This list is not all inclusive, and other, similar activities should also be avoided:
  - a. Calling students on their cell or at home for non-school related matters
  - b. Encouraging or allowing students to call you by an inappropriate nickname
  - c. Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional
  - d. Giving your phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons
  - e. Making too personal comments to students
  - f. Being alone with a student in a room, vehicle, or other area. When tutoring, make every effort to have other students present. If this is not possible or practical then select a "public setting" where people passing by can observe you.
  - g. Permitting or inviting students to sit on your lap
  - h. Sending emails, texts, or writing notes to students of a personal nature
  - i. Teachers may only give rides to students if not alone with the student in the vehicle.
  - j. Engaging students to complete personal errands for you
  - k. Discussing the personal affairs of other students or your colleagues
  - l. Speaking with innuendo to suggest a relationship or sexual subjects
  - m. Using the boys' or girls' restrooms when students are present
  - n. Flirting
  - o. Visiting students to "hang out" in their hotel rooms when on field trips, class trips, or sporting events
  - p. Swearing, making inappropriate sexual or racial/ethnic comments
  - q. Communicating with students on a social networking site. If you use these sites to communicate with a current PCA student then you will require a PCA staff member to be your accountability partner for that social network site. (Exhibits)
  - r. Telling off-color jokes
  - s. Dating or engaging in consensual relationships with students

In addition, employees should never physically move, grab, or touch a student, or grab something from a student, with aggression or because of frustration. You should never treat a student with anything less than respect and dignity. If a student does not follow directions as expected, you should communicate clearly your instructions, and, if the student does not listen or respond appropriately, you should take appropriate action, which could include any number of responses, such as separating the student from the group; walking up to the student and ensuring that the student clearly sees you communicate with him/her; removing the student from the activity; communicating with the parent after the event; writing a counseling or behavioral (detention) report; etc.

Moreover, if you are an employee who is also a parent of a student at PCA, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the appropriate administrator. Do not take personal action to address the situation. We certainly encourage close relationships between faculty and students. However, all after-school and away-from-campus contact with students (including transporting students in a staff member's vehicle, babysitting, going to dinner, etc.) must first be cleared with the Superintendent in each specific instance.

All employees are responsible for the welfare of our students. If you observe any employee engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to your principal and/or Superintendent. Maintain confidence at all costs when dealing with abuse allegations. If there is an appearance of any impropriety or an accusation made about the inappropriateness of a relationship between a staff member and a student, a fact-finding investigation will begin immediately to understand the possible extent and/or nature of the concern raised. The staff member, and possibly the student, will be interviewed to gain his/her perspective of the allegations. Counseling will be given and if corrective steps are demanded, they will be carried out.

Any employee who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment.

### **Students At Risk**

- The following signs may or may not indicate a serious problem; avoid inappropriately labeling or stigmatizing individual students because they appear to fit a specific profile or set of early warning indications; staff and students use the early warning signs for identification and referral purposes only.
  - Social withdrawal
  - Excessive feelings of isolation and being alone
  - Excessive feelings of rejection
  - Being a victim of violence
  - Feelings of being picked on and persecuted
  - Low school interest and academic performance
  - Expression of violence in writings and drawings
  - Uncontrolled anger
  - Patterns of impulsive and chronic hitting, intimidating, and bullying behavior
  - History of discipline problems
  - Past history of violent and aggressive behavior
  - Intolerance for differences and prejudicial attitudes
  - Drug use and alcohol use
  - Affiliation with gangs
  - Inappropriate access talk, possession of, and use of firearms
  - Serious threats of violence.
  - Imminent Warning Signs
  - Serious physical fighting with peers or family members
  - Severe destruction of property
  - Severe rage for seemingly minor reasons
  - Detailed threats of lethal violence
  - Possession and/or use of firearms and other weapons
  - Other self-injurious behaviors or threats of suicide
  - Has presented a detailed plan, time, place, method) to harm or kill others
  - Is carrying a weapon, particularly a firearm, and has threatened to use it

## **Procedures for Reporting Suspected Child Abuse**

### **• Statement of Policy**

- “In accord with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made.
- School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.”

### **• Procedure**

- Staff should contact the Principal who has the responsibility of contacting authorities with you.

## **5.19 Class Field Trip and Class Social Procedures**

All field trips are under the direct supervision of teachers. Trips will be well organized and well managed to provide enrichment and safety for students. Teachers will set the guidelines for all trips and will manage chaperones and their responsibilities with students. Any off-campus or after hours class activities including, but not limited to, field trips, class socials (i.e., pool party), fundraisers (ie. car wash), etc. involving PCA faculty/staff and deemed PCA-sponsored MUST have an administrators approval and WILL require a PCA permission form. For all PCA-sponsored activities, the school dress code policy will be the standard and NO exceptions to this policy are allowed without prior approval from an administrator.

### **• Procedures for Scheduling a Field Trip and Securing a Bus**

- Check on the availability of a bus with the Athletic Secretary.
- Check with the Director of Transportation to avoid conflicts.
- Fill out a **Field Trip/Social Event Proposal Form (Exhibit 10.30)**. Obtain approval.
- Reserve Bus: Secure Certified Bus Driver – List available in the office.
- Submit required field trip info to the secretary by designated deadline to be printed. **Elementary Field Trip Form Example (Exhibit 10.31)**
- Send home information and permission forms with students at least 2 weeks prior to trip.

### **• Guidelines for Field Trips and Socials**

- All requests must be submitted to the administrator at least two weeks before the event.
- All requests must be coordinated with the school and Director of Transportation.
- Field trips should not be scheduled for the week of a music concert, festival or drama production. ○ Chaperones must be provided for all school outings. There should be one chaperone for every 10 high school students; one chaperone for every 8 middle school students; one chaperone for every 5 elementary students and one for every four-five preschool and kindergarten students. All school activities must include a faculty sponsor.
- The person in charge of the field trip or social may not leave until all students have been picked up. ○ The person in charge should always have additional money to handle any emergency.
- School trips that are scheduled over a Sunday should make a provision for worship service. Attempt to find a church that parents can give permission to attend, or the sponsors of trip must organize a time for group worship/devotion.
- The teacher in charge on a field trip must have a cell phone and make sure the appropriate office personnel have the cell phone number. The teacher in charge should also have all the cell phone numbers of the chaperones in case of an emergency.

- **Additional Secondary Guidelines:**

- At least one week notice shall be given to the staff of all the proposed students attending. Each student must have all of his/her teachers initial a **Pre-Excused Absence Form (Exhibit 10.32)** reflecting that NONE of the following are true in this class:
  - a. The student does not have an attendance problem.
  - b. The student is presently passing.
  - c. The student has received all of the class work, homework, projects, etc. prior to the date of the absence.
  - d. The student's attitude and/or behavior in this class warrants this privilege.

- No field trip may be scheduled after the middle of May unless approved by your Administrator. ○ All trips are to be approved by the Department Head before any request is given to the Administrator. ● **Guidelines for Transportation**

- Bus drivers must be certified and approved by the administration.
- Only school-approved transportation can be utilized for field trips and socials. If choosing to use alternate transportation (ie. Privately owned motor coach), please check the MDOT Directory of Michigan Bus & Limo Carriers website to make sure the company and its drivers meet DOT standards.  
<http://mdotwas1.mdot.state.mi.us/public/licensedcarriers/carriers.cfm?type=B>
- Church or school vehicles used for transportation must be thoroughly cleaned and filled with gas at the conclusion of the trip. Required checklists, receipts, and monies should be turned in to the Athletic Secretary. ○ Provide a map to the field trip location for drivers. Also provide money for lunch and an itinerary. ○ Teachers are responsible for the behavior of students on the bus. Students are to be facing the front and sitting on the seat.

- **Reminders for Parental Information/Permission Form**

- A parental information letter/list/memo must be designed and submitted to the administrator before being sent home to parents. It should include the following information:
  - Group sponsoring event
  - Faculty member in charge
  - Chaperones
  - Time: when to meet at school and when parents should pick students up. Please be realistic in your estimate
  - Cost: Cost considerations should include gas, admission, food, souvenirs, misc. costs, etc. ■ A brief description of your itinerary, location, and purpose of trip
    - A statement concerning behavior, expectations, i.e., no radios, special instructions, etc.
    - Instructions in case of inclement weather
    - A list of things students need to bring
    - A statement stating that students must return the permission slip to attend the event (no phone permissions given)
    - Any special instructions
    - Deadline for the return of the permission slip

- **Standard Permission Slip for Elementary**

- Please include the standard permission slip in addition to your notice. The office secretary will provide the permission slip. **Secondary Permission Form Example (Exhibit 10.33)**
- Please be sure to note when it must be returned.
- Be sure to take all permission forms with you.

- **Additional Information**

- Make sure and take medicines for children/students taking medication during the school day. ○ Have a written list of which students are riding with whom and check it each time the students 'load up.' ○ Count your students and give the driver the number every time you board the bus.
- If the date of your trip has changed and you have already sent out forms, you must resend new notes with corrected date for parents to sign.

- **Class Parties for Elementary Students**

- In elementary grades, socials will be held during the school day with the assistance of room mothers. Exceptions are to be cleared through the principal.

- To avoid excessive disruption of the school program, the following special occasions may be celebrated: ■
  - Thanksgiving (optional)
  - Christmas - a party will be held in which a spirit of giving, other than between students, will be stressed. Each class will determine an appropriate expression of this spirit.
  - Valentine's Day - a party will be held to provide the children with an opportunity to exchange valentines.
  - Birthdays - Some of the children enjoy bringing a simple treat for their classmates on their birthday. Treats should be for the students of that class only and teachers are to make parents aware of any allergies of students in the class. If children desire to invite friends to their birthday party, they are to invite the whole class or mail to a few individuals. This will ensure kindness to all students.
  - Gifts may be given to individual students in the parking lot or off campus. Gifts given to one or two anytime of the year in class can cause hard feelings. Please refrain from bringing individual friend's gifts to class. Gifts may be given to every student with the permission of the teacher.

## **5.20 Supervision of Faculty and Staff Children**

Faculty and staff students must be supervised before and after school. At 7:30am all faculty and staff students must be in the designated waiting areas. After school, faculty/staff children must be supervised in the parent's classroom, work area or the classroom or work area of another PCA or CBC employee. **Due to issues of liability, no students should ever be playing in the gymnasium, or on the playground without adult supervision.**

## **5.21 Consequences for Students not having Gym Attire on Gym Days**

The following offenses apply per semester:

- **Level 1 Offense:** The first time a student forgets his/her gym attire the student will receive a warning but will be allowed to participate in gym class.
- **Level 2 Offense:** The student will not be allowed to participate in gym class and will sit out and watch the class. ●
- Level 3 Offense:** The student will not be allowed to participate in gym class and the P.E. teacher will contact the parent.
- **Level 4 Offense:** The student will not be allowed to participate in gym class and will be referred to the principal who will assign a detention during the student's lunch and recess.
  - Next offenses will repeat Level 3, Level 4, etc.
  - After serving 3 detentions in any one semester, the student will serve a one-day at-home suspension. ○ After serving 3 suspensions during the school year, the student will be expelled for the remainder of the school year.
  - If the student seeks re-entry to PCA for the following year, the application will be reviewed by administration before re-entry is allowed. The student's P.E. teacher will keep a record of the offenses.

## **5.22 Student Tutoring**

Teachers, school staff and parents with intentions to tutor Plymouth Christian Academy (PCA) students *must* register in our Tutoring Directory and take the following steps to be in compliance with school policy: **Tutoring Request Form (Exhibit 10.34)**

- Register with the appropriate administrator and provide contact information with the subject and grade level to be tutored.
  - Tutor agrees to be in the Plymouth Christian Academy Tutor Directory and allow his/her phone number to be made available to interested parents.
  - Tutors who are not current employees or students must submit to a fingerprint and background check. ● Tutors agree to provide *all* tutoring on our PCA campus in a location approved by an administrator with another individual monitoring all sessions.
  - Tutors and individuals monitoring sessions must sign the tutoring log in the office each session. ● Tutors who do not abide by this policy will be subject to disciplinary action up to and including dismissal.



## **Tutoring Form Information**

- Teacher/Staff. I understand that if I am tutoring one student at a time; I will tutor them in the PCA Media Center between the hours of 2:55pm-6:00pm. I also understand that if the PCA Media Center is not a conducive environment, I may also tutor in another classroom with another individual present. If tutoring two or more students, I may tutor in my own classroom (with special permission from administrator) while maintaining open view with windows and doors open (weather permitting). I understand that I may not tutor students for compensation during my contracted instructional period. I also understand that all tutoring must take place on campus.
- Parent Volunteer. In addition to the above teacher/staff requirements, I understand I must submit to a fingerprint and a background check.
- Student. In addition to the above teacher/staff requirements, I understand that I may only tutor students under PCA staff supervision. I understand that I may only tutor students when recommended by a teacher and approved by PCA.

# **6. Emergency Procedures**

## **6.1 Emergency Procedures**

Refer to Red Emergency Folder

## **6.2 School Security**

Refer to Red Emergency Folder

## **6.3 Pesticide Notification**

Families may request individual notification by filling out a pesticide notification request.

These forms are available in the school office. Pesticides will typically be applied on the first Wednesday of each month.

# **7. Parents and Community**

## **7.1 Borrowing School Textbooks**

The elementary and secondary school will loan school textbooks at the discretion of the teacher and administrator for a designated period. The borrower must agree to replace lost, broken or damaged textbooks.

**Lender's Agreement (Exhibit 10.35)**

## **7.2 Written Communication Representing PCA**

- When sending written communication to parents, community, or school related business contacts, you must use the following guidelines:
  - Have approval from the appropriate supervisor.
  - Have an Administrative Assistant proofread the material for content, spelling and grammar. It is important that all communication be well written and well presented.
  - Use PCA envelopes or stationary.
  - Black and white: Use for most communications.
  - Color: Use for formal communications.
  - If you are unsure which to use, please consult an Administrative Assistant.

## **7.3 Elementary Room Parent Guidelines**

The following are some general guidelines we would like to share with you to help your year to be successful:

### **● General Information**

- Make all parents, especially new parents not familiar with how things are done, feel welcome. ○ Periodically, ask the teacher if there are any ways you and others can support him or her during the year. ○ Upper elementary teachers sometimes do not need as much support and may wish to conduct their class parties in a different way. Please be understanding and allow the teacher to make decisions concerning class parties.
- We ask that room parents do not collect money or gift cards as gifts for teachers, privately or corporately. Although many parents love contributing to a group gift, some parents cannot afford to do so. We ask that all parents honor this request so that all staff are treated equally. If a parent wishes to remember a teacher at their birthday, the teacher's birthdates are available in the school office. **Teacher/Staff Favorite Things Form (Exhibit 10.36); Teacher Wish List (Exhibit 10.37)**

### **● Class Parties**

- Usually, the class celebrates the Fall season, (*this excludes Halloween*), Christmas and Valentine's Day. Please contact the teacher about what day and theme would be best to celebrate these special events. ○ If a communication is being sent to the parents, please check with the elementary coordinator first. They will look over the content and give help however they can.
- Please welcome help from any parents who offer. Please allow them to help at the party. We can never have too many parents. Please allow all who wish to participate to do so.
- Please check with the teacher about allergies of students.
- If families wish to express their appreciation to the teacher, they will be encouraged to give individual gifts rather than having the room mom collect for the group. This will take the pressure off of the families who wish to express their appreciation individually and also financially help out the families with multiple children in the school.
- Teacher Appreciation Week is a nationally celebrated week in May where students can, if they choose to, show his/her appreciation to their teacher any way the family may choose. This does not fall under room parent obligation and will not be celebrated as a class. The school provides a lovely luncheon to show the teachers they are appreciated. Families are welcome to individually show appreciation if they so desire.

### **● Special Events**

- Thanksgiving Breakfast (K-3 Room Parents): We will need your support in helping us organize the food that will be coming into school the day before and the day of the breakfast. Parents will be encouraged to fill out a note or call you with what they will be willing to buy. We will also need support in cooking breakfast, setting up the placemats, plates, utensils, and clean up. Your help is deeply appreciated.
- Fall Auction Items (Pre-school-12<sup>th</sup> grade): Your support and help will be deeply needed by our teachers in this area. Please see your child's teacher immediately about how you can help.

### **● Parent Mentor Program**

- To help our new families feel welcome, we ask for at least one returning parent to volunteer to be a parent liaison for the new families in their class.

### **● Making Phone Calls**

- In case of emergency or if the teacher needs to give information to parents immediately, a room parent may be asked to call families.

### **● PCA's Responsibility**

- Provide you with a class list of phone numbers.
- Provide you with a "Teacher's Favorite Things" List (Exhibit 10.36). This will give you some Christmas and birthday ideas for the teacher.
- Offer you as much advice, support and help that you need. Do not hesitate to contact the elementary principal about any aspect of this job! We appreciate you so much! Thank you! Thank you!

## **7.4 Concerts and Concert Etiquette**

Vocal and instrumental concerts will be held throughout the year for the school families and friends. The primary events are the

Christmas Concert in December and the Spring Concert in May. Guidelines are as follows:

- There are other band concerts throughout the year.
- Students are expected to participate in both concerts. Attendance is part of a students' music grade. • Please talk with students ahead of time to help them know they will need to sit with you until it is their turn to perform on the stage.
- Help your students learn good concert etiquette by training them, ahead of time, when it is appropriate to clap and or sit quietly while others perform. (Quiet wiggles are to be expected!) In a full auditorium, it is easy to begin talking to the friends around you – even for adults. Help us teach the children to appreciate the hard work and ministry of their fellow students by respecting their performance.
- Please do not enter or exit the auditorium while a group is performing.
- Many families have younger siblings who may not be able to sit quietly at even the most interesting concert. If a younger child becomes restless, please respect others around you by taking him/her out of the auditorium. Also, please be aware that children or adults talking out loud or babies crying in the lobby can be heard by people in the rear of the auditorium, even with the doors closed.
- Please keep aisles clear. It is a fire hazard.
- Please turn off all pagers and cell phones during the concert.
- Please do not come past the front row during the concert to take pictures of your children.

## **7.5 Keys**

Please follow the guidelines below:

- Staff members are responsible for the keys issued to them.
- Staff members are not to give their building key to anyone for any reason.
- **NO DUPLICATE KEYS WILL BE MADE EXCEPT BY THE OFFICE.** If a key is lost, please report this loss to the office immediately. It will be the responsibility of the staff member who lost the key to pay for a replacement. • All keys must be returned at the close of the school year unless otherwise instructed.
- Lock all doors when not in use.

## **7.6 Press Releases**

Management of the public and media relations is a function of the Superintendent. Opportunities to put the PCA name before the public, whether at a public gathering, through television, or in the print media must be discussed with the Superintendent. All school related contacts with, or press releases to the media must be coordinated by the Superintendent to ensure an approach to public relations that is in line with the PCA Mission and Vision.

## **7.7 Parent Drivers for School Events**

The church/school's insurance policy through Brotherhood Mutual does not extend coverage to the driver/owner of a vehicle not owned or rented by the church/school from an entity in the business of renting vehicles. The insurance for the owner or the driver of the vehicle's auto insurance would cover the owner/driver and the church/school if something were to happen while driving for a church/school event. The church/school's insurance would provide excess coverage for the church/school only.

As a risk management tool, Brotherhood recommends that staff communicates the following criteria for drivers of insured vehicles and ask them to refrain from driving for church/school events if they do not meet the criteria:

- Be properly licensed for the vehicle
- Continuously licensed (no suspensions) for the past 3 years.
- No more than one at-fault accident in the past 3 years.
- Not more than one minor moving violation in the past year or 2 minor moving violations in the past 3 years.
- No major moving violations in the past 3 years. Major violations include speeding more than 10 MPH over posted limit, reckless or careless driving, driving with defective equipment, driving while impaired or under the influence, leaving the scene of an accident, and improper passing.
- Must be between the ages of 21 and 70 to operate a van or car and between the ages of 25 and 65

### **7.8 Unscheduled School Dismissal (Exhibit 10.38)**

### **7.9 Notice of Injury (Exhibit 10.39)**

## **8. Facilities and Support**

### **8.1 Church Auditorium Use Guidelines**

The combined ministries of CBC and PCA result in considerable shared use of the church auditorium. It is necessary that we constantly observe a number of guidelines which will make the shared use more efficient and compatible as well as preserve the facilities in good condition for the greatest length of time.

#### **• General Guidelines**

- Movement of all sanctuary furniture, plants, instruments and equipment will be cleared through the property manager prior to movement/use.
- All sanctuary furniture, plants, instruments and equipment will be moved only by adults (CBC staff or PCA faculty/staff). Youth/students are not to move sanctuary items. The only exception to this is the movement of the choir chairs. These may be moved without prior approval and adult supervision.
- After use, all sanctuary furniture, plants, instruments and equipment will be returned to their normal Sunday morning placement immediately following their use unless otherwise arranged. A diagram will be provided.
- Only approved personnel may operate the auditorium stage curtain and sound system.

#### **• Piano**

- Avoid running over the mic cords with the piano so as not to cut them.
- The humidifier must always be plugged in to extend the life of the piano.
- The piano light should remain on top or beside the piano at all times.
- For protection, the black cloth cover must be on top the piano when it is not in use.

#### **• Carpet**

- For marking floor positions, please use chalk. DO NOT use masking tape or duct tape.
- Vacuum the carpet to remove chalk immediately after the event.

#### **• Flags**

- Flags may be moved for special events, but must be returned to proper locations.

## **8.2 Building Security- Sonitrol Security System**

- **Code In (Disarming the system):**

- Upon entry through a delayed perimeter door, the KEYPAD will beep to tell you that a code-in is required immediately.
- Press Arm/Disarm button, Enter the four-digit KEYPAD # and the two-digit employee #, or use your Sonitrol fob, and press ENTER.
- If the KEYPAD stops beeping before you have coded in, an immediate code-in avoids a police dispatch and silences the siren. If you cannot code in immediately, notify the Central System.

- **Code Out (Arming the system):**

- All compressors, air conditioners, loud blowers, horns, sirens, machinery and lights should be turned off before arming the system.

All doors and windows must be closed. All employees should be prepared to leave immediately. The display on the alarm panel should read "Disarmed: Ready"

Press Arm/Disarm button, Enter the four-digit KEYPAD # and the two-digit employee #, or use your Sonitrol fob, and press ENTER.

The alarm will start to beep and you will have 60 seconds to exit the building.

- **DO NOT LEAVE UNTIL THE KEYPAD BEGINS TO BEEP!**

If the KEYPAD beep stops before you have exited, please call the Central Station to avoid a false alarm dispatch.

- **Calling the Central Station**

- Please ask the School Office to call if someone is available.
- If no one is available, call 1-800-589-2600. Give your name and the name of the school and tell them the issue you are having.

They will ask you for your I.D. #, which is the last 2 digits of your 6 digit code

**Most days the school is disarmed by 7 a.m. and rearmed after 9 p.m. If you need to get in on the weekend or holidays, it would be wise to check with the building administrator before, to be sure you know the correct procedure. False alarms are costly to the school**

## **8.3 Building Security – Radios**

Two-way communication via radios is provided for emergency communication and general school business. It is the responsibility of the faculty and staff to secure and have available the walkie talkie for regular use. The radio/walkie talkie must be charged daily and kept on while on duty. Any problems with your radio should be reported to the elementary or secondary administrative assistant. When using radios please keep communication clear and concise. For best results, hold the radio to the side instead of speaking directly into the mic. This will help ensure that the conversation is clear. When attempting to reach someone, please identify the party that you wish to reach, and then yourself (for example: If Caryn is trying to reach Ryan, she would say " Ryan from Caryn on channel 1"). Please make all efforts to keep radio communications professional, as you may never know who could overhear.

- Secondary Building stays on Channel 3.  
Upper Elementary stays in Channel 4.
- Elementary Building stays on Channel 2.
- Channel 1 is for Administration. In the event that we need to reach you, we will call you on your respective channel and ask you to go to Channel 1 for secure communication. Switch your radio to Channel 1 if you need to reach an administrator. This practice frees up chatter on Channel 2 and 4.

## **8.4 Library Policies and Procedures**

The library is open for student use everyday from 7:30am to 3:00pm, Monday, Tuesday, Thursday, and Friday. Grades K-6 come to the library on a regular basis, once each week. Grades 3-6 are welcome at anytime, and may, as the need arises, schedule a specific time for a library visit. The number of books a student may check out will be determined by grade: •

K-1st grade: 1 book at a time

- 2nd-3rd grade: 2 books at a time
- 4th-12th grade: 4 books at a time

Before a K-1st grader will be allowed to check out another book, the one he/she already has must be returned. However, if you should receive a letter telling of a long overdue book, a \$1.00 fine will be charged, and must be paid even when the student's library record is cleared. If a book is damaged beyond repair or lost, the student/parent must pay for a replacement copy. We will refund your money within a year's time if the book is found in good condition. **Book Fine Notification (Exhibit 10.40)**

## **8.5 Copiers and Laminating**

### **• Preschool, Begindergarten, Kindergarten, First and Second Grade**

- One copier is located in the Teacher's Lounge in the Church Building
- Each grade has a user code for each machine.
- Obtain your user code from the Elementary School Office
- Instructions for use are posted above each machine.
- Copies cost \$.05 each and are charged to your class budget
- White paper is included in the \$.05 cost and is supplied.
- If you have a parent or helper do your copying, please be sure they are trained to use the machine and will ask for help if jams occur.
- Please report any problems or ask for assistance from the Elementary Office.

### **• Third through Twelfth Grade**

- One copier is located in the Teacher's Workroom.
- A second copier is located in the Secondary Office.
- Each grade or department has a user code that is the same for both of the main copiers.
- Obtain your user code from the Secondary School Office.
- Instructions are the same for both machines.
- Copies cost \$.05 each and are charged to your class budget
- White paper is included in the \$.05 cost and is provided.
- If you use a student helper or aide, please be sure they are trained on the machine and will ask for help if jams occur. Student aides can only use the copier in the Secondary Office. Students are not to use the copier in the Teacher Lounge.
- Please report any problems to the Secondary Office.

### **• Print Media Copyright Policy**

- As Christian educators, we are required to be leaders of the utmost integrity in a society where stealing other people's creativity is a common practice. Even our own students do not see the moral issue when they download music or make their own private collection of CDs and videos at minimal cost. This cost effectiveness also presents a strong temptation for teachers when they consider things like running copies of a workbook instead of purchasing one for each student or videotaping something off television rather than purchasing an expensive copy. Besides financial considerations, many believe the chance of being caught by the "copyright laws" is worth the risk of infringement.

### ● **PCA Copyright Policy**

- It is the intent of Plymouth Christian Academy to, with the best of our ability, adhere to the provisions of the United States Copyright Act (Title 17 or the U.S. Code) and congressional guidelines. We do not condone the illegal use or reproduction of copyrighted materials in any form. The school administration will make every reasonable effort to inform and encourage compliance of copyright and fair use laws. Employees who willfully disregard the PCA Copyright Policy and infringe on these laws or choose to not make any effort to determine if their proposed actions would be a violation, do so at their own risk and assume the liability.
- Copyright Policy Quick Guide and information sheets on Copyright and Fair Use (**Exhibit 10.41**) are applicable to academic institutions. This information came from Stanford University's copyright reminder to their staff written in Spring 2002.

### ● **Procedure for Laminating Requests**

- Request lamination for items by placing them in the designated plastic bag in the elementary teacher lounge or by placing them in the interoffice box in the secondary office to be sent over to the CBC building. ○ Laminating is done once a week and will be returned to you.
- The cost for laminating is \$.25 per foot. This will be applied to each appropriate class budget at the end of the year.
- If you have questions, contact the Elementary Office.

## **8.6 Computer Support**

Faculty and staff should attempt to learn about solving problems encounter **problems occur outside of class time. Staff should attempt to solve problems by spending a little while looking up their issue using Google before submitting a help ticket.**

**For staff of Plymouth Christian Academy to request help, when possible they should email [techops@cbcjoy.org](mailto:techops@cbcjoy.org). When this is not possible, they can also call 734-862-4950 during active hours. This number goes directly to technology support staff, and in the event they do not receive an answer, a copy of their voicemail is sent to [techops@cbcjoy.org](mailto:techops@cbcjoy.org) allowing rapid response to their needs. Emailing other email addresses, or texting and emailing individual staff are not part of our process for requesting help.**

**PCA's technology support team is staffed on school days between 7 am and 4 pm from Monday to Friday. Outside of these hours, including during holidays, support is not guaranteed unless previous arrangements have been made and approved by the Technical Operations Director.**

Entered through the help files on the computer or on the Web to troubleshoot on their own. Use computer support when these attempts are unsuccessful. The Director of Informational Technology or his/her designees will offer help for troubleshooting computer problems. If you have access, email problems to [help@plymouthchristian.org](mailto:help@plymouthchristian.org).

## **8.7 Inventory**

Each teacher and support staff member is responsible to inventory and maintain the equipment and textbooks assigned to them. Each teacher is required to complete an inventory sheet for each class at the beginning of the year (or course). The list will contain information about the condition of the book at both the beginning of the year and at the end of the year.

## **8.8 Laptop/Desktop Computers and SmartBoards**

**Each teacher responsible for four or more hours of classes will be assigned a device based on educational need as determined by the technical operations director in consultation with the superintendent. Software is installed at the discretion of technical operations. If teachers wish to have software installed they can contact technical operations with their request by emailing [techops@cbcjoy.org](mailto:techops@cbcjoy.org).**

