

# Manhattan Christian School

## Faculty Handbook

### 2024-2025

Joel Westa  
Head of School

Nathanael Hope  
9-12 Principal

Lacey Kutyllo  
PK-8 Principal

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## **Welcome to Manhattan Christian School**

Thank you for joining the Christian Education team at Manhattan Christian School. We are so glad that you have come to be a part of the team providing Christian Education to almost 175 families in the Gallatin Valley in Montana.

Manhattan Christian has maintained Christian Educational leadership in Montana for 117 years. The school has deep roots in the Reformed faith. Members of the Manhattan Christian Reformed church began the school soon after arriving in the Gallatin Valley. The Christian Reformed Church denomination has a foundational principle that members of its churches, once established, will seek to begin Christian day schooling as soon as possible. Out of that sense of calling, members of the Christian Reformed Church established Manhattan Christian School in 1907.

The Bible is our only rule for faith and practice. Like its founders, the school believes that the three forms of unity as outlined in the Heidelberg Catechism, Belgic Confession and Canons of Dordt are true reflections of principles for living that are presented in the Bible. All staff members must be willing to submit to those principles as described in these documents.

In an effort to provide teaching staff with some guidance and direction, we have prepared the following document. There are four sections. These sections are entitled; Philosophy, Teacher Regulations, Benefits, and Schedules. We have done our best to provide you with up-to-date policies and procedures regarding some of Manhattan Christian's employment expectations as well as benefits related to your employment. If there are any questions, you are encouraged to visit with the Head of School.

We hope that you find this document helpful in answering some of the questions that you may have from time to time. Thanks again for partnering with us at Manhattan Christian. We eagerly anticipate the Lord's blessings on your service to the covenant children that come to Manhattan Christian.

Joel Westa

Head of School

# Constitution of Manhattan Christian School

Policy 101  
**ARTICLE I**

**THE NAME:** The name of the School shall be the Manhattan Christian School.

**THE GOVERNING AUTHORITY:** The Association.

**ARTICLE II**

**THE BASIS:** The basis on which this School is founded is the infallible Word of God interpreted in accordance with the Reformed tenets and in agreement with the three Standards of Unity: the Belgic Confession, the Canons of Dordt, and the Heidelberg Catechism. The following statements will help to clarify this article as to what it means for education:

1. The ultimate basis in the Scriptures of the Old and New Testaments which we believe are the written Word of God, the revelation of the Triune God; the truth by which He enlightens our understanding of God, man, and the universe; and the infallible authority by which He directs and governs all of our activities, including the education of our children.
2. The foundation of Christian education is in the Creator-creature relationship as taught in the Bible. Imbedded in creation is the pattern of our educational task: understanding the universe, communication with God, and creative performance.
3. We acknowledge the disruptive effect of sin, man's estrangement from God, and his blindness to the true meaning of life. We heartily acknowledge the restorative work of Jesus Christ (e.g. Col. 1:16-20), His reconciliation of the world to God, and the redemption of our life in its entirety. This implies the necessity of a distinctive and peculiar dimension in our educational task, namely, to direct and guide the child to commit his heart to Christ, the Truth.
4. The primary responsibility for education rests upon the parents (e.g. Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution that is able to carry forward their God-given task. While standing in place of the parent, the teacher, as servant of God, exercises authority in the performance of his office in educating the child in the school.
5. The child, created in the image of God, is regarded as a spiritual - physical creature who through grace is capable of learning the laws of God's creation and knowing and obeying the truth of God's Word. He is, as image-bearer, regarded as a social creature standing in relation to his fellow man, having moral, intellectual, and emotional needs.
6. The total educational program of the Christian school is designed to orient the child to a life in Christ, through his culture, for fellowship with and service to God and his fellow man.

### **ARTICLE III**

**THE OBJECT:** The object of this Association is the establishment and the maintenance of a school in which instruction is given in harmony with the basis of this Association.

### **ARTICLE IV**

#### **MEMBERSHIP:**

1. Any person who has reached the age of 18 and subscribes to Articles II and III of this Constitution may become a member of this Association.
2. Members of this Association are eligible to vote at any duly called meeting of the Association.

### **ARTICLE V**

#### **BOARD OF TRUSTEES:**

1. The Board of Trustees of this Association shall consist of nine Association members. Members of the Board shall hold office for three years. They can choose to run for a second term but must go through the nomination and election process. Following a second term they must retire one year before being eligible for nomination to the Board. Three members shall begin terms annually. Seven of the nine Board members must belong to the supporting Christian Reformed churches. Every effort will be made to get at least one member from each of the supporting churches to sit on the Board of Trustees.
2. The Board of Trustees shall elect its own officers.
3. Board members shall be elected by a majority vote. This vote includes all Association members present at the May meeting plus signed absentee ballots. Absentee ballots will only be counted in the initial vote.
4. School administrators will serve as ex-officio members of the Board without voting privileges.
5. Removal of MCS Board Officers: any officer elected or appointed by the MCS Board may be removed by the Board by majority vote whenever in its judgment the best interests of the school would be served thereby.
6. Removal of MCS Board Member: any person elected to the MCS Board of Trustees may be removed from his/her trusteeship by the Association that elected him/her to the Board of Trustees whenever in its judgment the best interest of the Association would be served thereby.
7. Vacancies in the Board of Trustees: Vacancies in the Board of Trustees shall be filled by the affirmative vote of a majority of the remaining trustees. A trustee elected to fill a vacancy shall serve for the unexpired term of his/her predecessor in office.

8. Meetings:

- A. The Board shall hold its regular monthly meeting on the third Monday of each month at the school.
- B. All meetings of the Board shall be open to all Association members.
- C. The agenda of the meeting will be made available to all Association members at least twenty-four hours prior to the meeting.
- D. Association members may request time on the agenda at least forty-eight hours prior to the meeting.
- E. The Board shall keep a complete and accurate set of minutes of all meetings. Minutes of all regular and special meetings, except executive sessions, shall be open to Association members upon request.
- F. Special meetings may be called at any time by the president of the Board or the majority of the Board members, provided the Association members have been notified of the meeting. Special meetings will be held in the same location and manner as regular meetings.
- G. A quorum for conducting business shall exist when at least six members of the Board are present. If a quorum is not present, the meeting will be adjourned until a quorum is present.
- H. The president of the Board may not vote on any matter except in the case of a tie, at which time he may abstain from voting. All votes will be made by a show of hands.
- I. The Board may go into executive session only to discuss matters of a delicate nature. All persons involved will be notified and may be present before a decision is made.

9. Nominations of Board Members:

- A. Each year at the May meeting, a five-member nominating committee for the next year will be nominated from the floor and elected by the members of the Association.
- B. Members of the Association seeking nomination for Board member must submit a petition signed by ten or more Association members to the nominating committee no later than April 1st of each year. All Association members submitting petitions will be considered nominated and their name will appear on the ballot at the annual meeting.
- C. The nominating committee will ensure that a minimum of six Association members' names, including those nominated by petition, are on the ballot at the annual meeting.

## ARTICLE VI

### ASSOCIATION MEETINGS:

1. A regular Association meeting will be held in May on a date to be determined and announced by the Board.
2. At the May meeting, a Board-approved budget for the next school year will be presented. The Board Nominees' Forum and election of new Board members and other committee members also takes place at the May meeting. The Annual Report, with adjusted budget, enrollment figures, and all financial accounts, are presented for information by the Board with the October newsletter.
3. The president and treasurer submit reports at the May meeting.
4. The board will plan or schedule an audit of the school financial records. This audit will occur in the spring of the year.
5. Any member who cannot submit to a decision taken may have his negative vote recorded in the minutes.
6. Other meetings of the Association shall be called as the Board determines.
7. Association members may present items at any regular Board meeting for inclusion on the agenda of the next Association meeting.

## ARTICLE VII

### THE TEACHERS:

1. The principal and teachers shall be appointed by the Board after a careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.
2. All members of the teaching, administrative, and janitorial staff must declare unconditional agreement with Article II and III, whose doctrine is in agreement with these articles, must be scripturally sound in their teaching and must lead exemplary Christian lives.
3. The principal is an advisory member of the Board. In consultation with the Board, the course of study is agreed on, bearing in mind the scholastic requirements of the State of Montana.
4. The Board may discipline or discharge a staff member after due process if he is found not qualified for his work or if he instructs contrary to fundamental principles of the Association, or if he leads a life unbecoming to a Christian. Any staff member who feels he has been unfairly dealt with may appeal the Board decision to a grievance hearing committee consisting of five Association members approved by the participants. The findings of this committee will be presented to the Board, in open meeting, with recommended action.



**ARTICLE VIII**

**FINANCES:** The funds necessary for the operation of the school shall be obtained by whatever method the Board shall devise, with the approval of the Association.

**ARTICLE IX**

**AMENDMENTS:** A two-thirds majority of the members present at a meeting of the Association is required to amend or revise the Constitution. Articles II and III are not subject to any material change.

**ARTICLE X**

**AMENDMENTS:** Any proposed changes in this Constitution must be submitted to the Manhattan Christian School Board at least four weeks prior to the Association meeting at which the proposed change is brought to the floor. It must then be submitted to the Manhattan Christian School Association at least two weeks prior to the Association meeting at which the proposed change is brought to the floor.

Board Policy 102

# Statements of Belief

## PHILOSOPHY STATEMENT

Manhattan Christian School is a private, parent-controlled institution governed by a Board of Trustees which is elected from the supporting school society. In general, the school is open to all children, regardless of race or color, whose parents show evidence of genuine interest in Christian Education.

Ours is a school system built for and dedicated to the purpose of educating children in a positively Christian way. It is a system where the Bible is studied and taught as the inspired Word of God, where the highest good is known to be glorifying God, where man's responsibility to man is derived from his responsibility to God, where the universe is studied as His story, where children are taught to believe that a living faith in the crucified Christ is necessary for salvation and for true happiness, and where the great productions of man's mind are studied in a spirit of gratitude to God.

Such is the high standard of education at our school with emphasis on a strong curriculum, firm and loving discipline, individual instruction, spiritual growth, effective citizenship, direction of life.

## VISION STATEMENT

Manhattan Christian Schools seeks to:

- cultivate growth within our students in knowledge, conviction and maturity,
- create a dynamic vision of Christ's Lordship,
- nurture a personal relationship with Jesus Christ that develops a Christ-like love demonstrated to all people, and
- inspire each other to strive for His glory in all of life.

## MISSION STATEMENT

Manhattan Christian inspires students to live God-glorifying lives by teaching Christ's lordship in faith, learning, and living.

## PORTRAIT OF A GRADUATE

MCS is seeking to develop lasting characteristics in its graduates. It is our goal that our graduates will:

- practice godly discernment;
- sacrifice themselves as servant leaders;
- dare to think deeply and take action;
- walk humbly in Christ's footsteps with obedience and joy; and
- create in thankful response to our Savior.

# Administrative Structure

## Head of School Responsibilities

Oversee the general operations of Manhattan Christian School. Attend to all areas related to Education, Operations, Finances, Marketing and the Early Learning Center. The Head of School attends as many meetings as possible of committees related to the operation of the school. There is no teaching assignment associated with this position.

## P-8 Principal

Oversees the daily operations of the Elementary School (Grade P-8). Is responsible for the oversight of all staff related to the Elementary school. This is to include conducting related meetings and providing for P – 8 staff evaluations. The P-8 Principal is expected to attend the Education Committee Meetings and new student interview sessions when requested.

## Secondary Principal

Has general oversight of the grades 9 – 12 and the daily operations of that section of the school. The Secondary Principal is in charge of staff meetings and associated staff evaluations. The Secondary Principal is responsible for all scheduling of classes and general oversight of all student discipline. The Secondary Principal is expected to attend the Education Committee Meetings and new student interview sessions when requested.

## Spiritual Life Director

The Spiritual Life Director/Chaplain is committed to bringing Glory to God by cultivating the Christ-centered community at Manhattan Christian School that intentionally develops Christ-like character in its students. The Director will provide strategic leadership in all aspects related to discipling our students and staff. This person will be visible on campus and in the community and engage with our students, parents, and staff regularly.

The administrators (Head of School, Principals, and Spiritual Life Director) are expected to meet regularly as an administrative team.

## Business Manager

Assists the Head of School and the Board of Manhattan Christian School in the efficient financial management of MCS. Works closely with the Finance Committee of Manhattan Christian School in regards to the management of finances for the Board. Works in cooperation with office staff in maintaining the financial records of the school.

#### Administrative Assistant

Responsible for the oversight of the main office at MCS. Assists the Head of School and Principals in maintaining the smooth and efficient operation of the school on a daily basis. Deals with the parents and students and attends to the needs of the community on a daily basis. This position can be shared.

#### Director of Marketing

The Director of Marketing and Communication has general oversight of all external and internal communication for MCS. This person is in charge of all internal handbooks and general communications. The Marketing Director edits and publishes the weekly and monthly school communications. This person assists in the general office operations when requested.

#### Director of Student Admissions

Assists with the promotion of the school and is primarily responsible for the admissions of new students at MCS.

#### Counselor

Responsible for both academic and interpersonal counseling for all students at MCS. Assists the Principals in decision making as needed.

#### Athletic Director

Responsible for the oversight of the entire athletic program related to MCS grades 5 - 12.

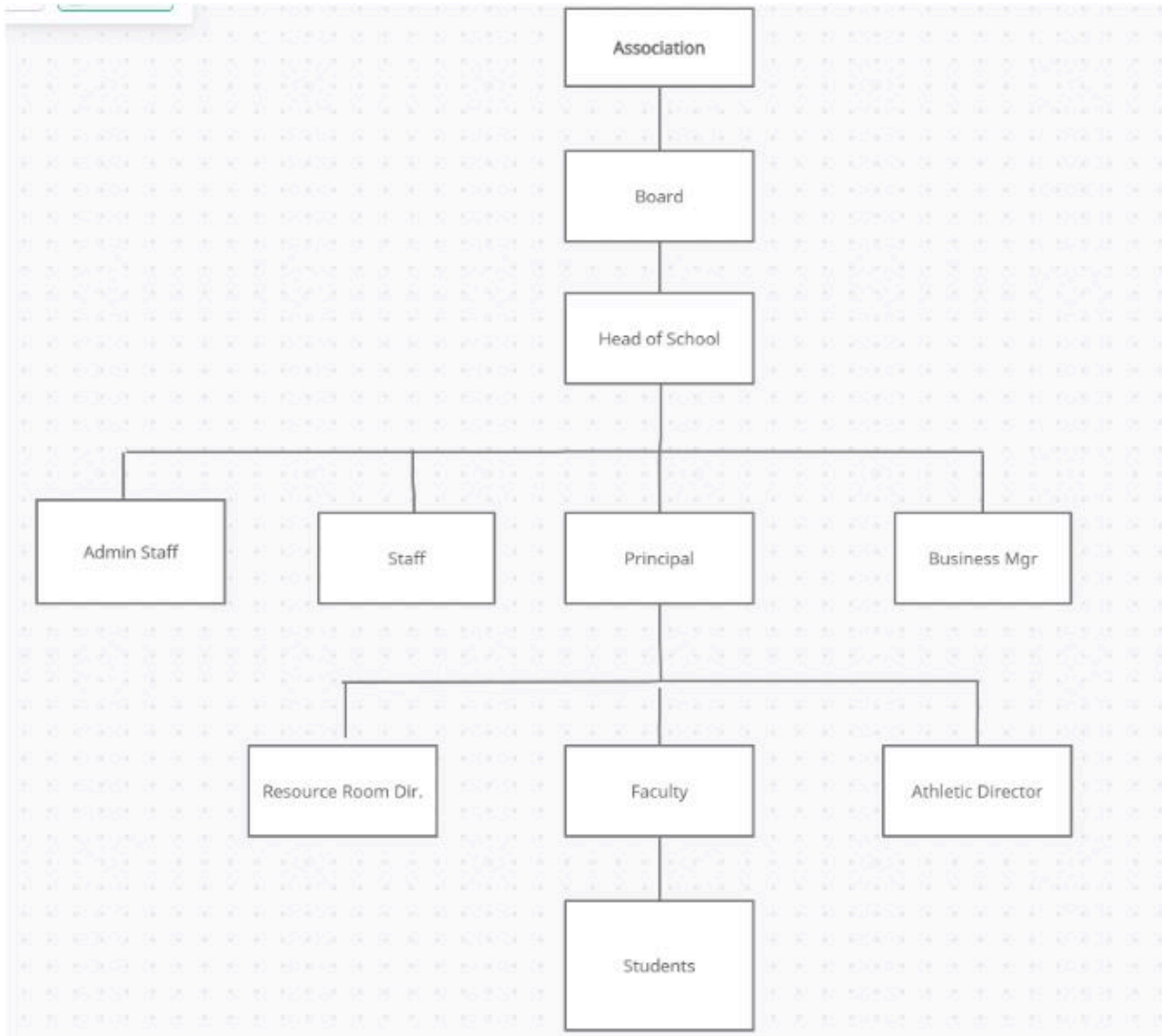
#### Technology Hardware Coordinator

Provides oversight of all the technology hardware within MCS. This person ensures that the server is up and running, computers hardware issues are addressed and educational technology hardware is operational as needed.

#### Technology Software Coordinator

Assists staff by making sure that educational and operational software issues are addressed. This person is in charge of staff training and/or individual assistance. This person is also in charge of the Web page for MCS in order to ensure timely updates and appropriate monitoring. The tech coordinator also deals with Power-School and staff issues related to this student management system.

# Organizational Structure of Manhattan Christian School



Board Policy 104

Policies and Guidelines

Faculty Handbook 2023-2024

## NON-DISCRIMINATION POLICY

In keeping with the Revenue Procedure 75-50 of the U.S. Department of the Internal Revenue Service, the following statement of a Non-Discriminatory Policy has been adopted by the Board:

"Manhattan Christian School accepts enrollment without discrimination as to race, color, sex or national origin. All rights and privileges are afforded to all students."

Board Policy 348

## TEACHER CERTIFICATION

All faculty members will be certified by the State of Montana through the Office of Public Instruction.

Obtaining and maintaining appropriate certification is the responsibility of the teacher.

Non-certification or loss of certification may result in non-renewal of contract.

Salary may be withheld from teachers who have not registered their certificates in the Office of the County Superintendent of Schools within 60 calendar days after their term of service begins.

Forms for application for a certificate and for added endorsement, as well as certification information, are available from the Office of Public Instruction. ([www.opi.mt.gov](http://www.opi.mt.gov))

Board Policy 406

## ANNUAL PROFESSIONAL DEVELOPMENT FOR STAFF

The entire staff is expected to attend the MEA Convention or alternate convention that may be selected.

- Exceptions to attendance may be considered based on the staff member's professional development activity during the rest of the year.
  - o For Example – Staff member is currently enrolled in one or more on line courses or the staff member accrued an acceptable level of renewal credits (4-6)during the summer months related to their subjects taught and/or additional assignments (I.E. Coaching) or the seminar or conference was a minimum of two days in length.
- Requests can be submitted in writing to the Principal.

MCS will provide First Aid – CPR – AED training at no cost to the staff member. This will generally be done within the first month of school.

A presentation on safety must be a part of Orientation Day. This is generally done as part of the review of the Emergency Response Manual.

Board Policy 464

## PROFESSIONAL STAFF--QUALIFYING, ACQUIRING, MAINTAINING, EVALUATING, AND CONTRACTING

### THE TEACHERS (Article VII of the Constitution)

1. The administrator and teachers shall be appointed by the Board after a careful consideration of their spiritual, academic, and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as herein expressly provided) as the Board may determine.
2. All members of the teaching, administrative and janitorial staffs must declare their unconditional agreement with Article II and III, Constitution; they must be regularly attending members of a church whose doctrine is in agreement with these articles, must be scripturally sound in their teaching and must lead exemplary Christian lives.
3. The administrator is an advisory member of the Board. In consultation with the Board, the course of study is agreed on, bearing in mind the scholastic requirements of the State of Montana.
4. The Board may discipline or discharge a staff member, after due process, if he/she is found not qualified for his/her work, or if he instructs contrary to the fundamental principles of the Association, or if he/she leads a life unbecoming to a Christian. Any staff member who feels he/she has been unfairly dealt with may appeal the Board decision to a Grievance Hearing Committee consisting of five Association members approved by the participants. The findings of this committee will be presented to the Board, in an open meeting, with recommended action.

### FACULTY RESPONSIBILITY

Christian education implies Christian educators. The primary qualification of a teacher is a life committed to Jesus Christ. This must permeate his/her teaching. As a Christian he/she should be willing to serve "the least of these" and to "spend and be spent" in helping students. Recognizing his/her calling as a serious one, the teacher should daily walk with the Master Teacher.

The Christian school teacher should meet the following qualifications:

1. The faculty member should have an understanding of the Bible, a love for it, and a desire to live by it.
2. The faculty member should have a thorough understanding of Reformed principles and a well-formulated Reformed philosophy of education. These should permeate his/her teaching.
3. The faculty member should love his/her teaching and not regard it as just a job.
4. The faculty member should love all of his/her students and should work to build rapport with them.
5. The faculty member's attitudes and behavior must be such as to command the respect of the students and the community. He/she should present a positive attitude in his/her life.

6. The faculty member must meet minimum academic requirements established by the school.
7. The faculty member should make a strong effort at being a professional person. This implies keeping abreast of what is happening in education, especially in his or her own field. Periodically (about one summer out of three) the teacher should return for further training. He/she should regularly participate in teacher association meetings.
8. The faculty member should become involved with the students in a positive way outside of the formal classroom situation.
9. The faculty member should become involved in the life of his/her church and community.
10. The faculty member should lead an exemplary life both in and out of school. This includes even his/her grooming, dress, manners, habits, etc.
11. The faculty member should maintain an attitude of constructive cooperation with his/her colleagues, the administration, the Board, and parents. Teachers must back Board, administrative, and faculty decisions. They are to express disagreement and criticism through proper channels and not in public.
12. The faculty member should have a high regard for knowledge and should be competent in his/her field.
13. Planning ahead and daily preparedness should be recognized as the keys to methodology.
14. The faculty member should recognize that he/she is a supplement to the home in training the child. As such, he/she should take the initiative in communicating the problems of the child to the parents.

#### ADMINISTRATIVE RESPONSIBILITY

What is expected of the faculty is also expected of the administrators. From a life committed to Jesus Christ, a thorough knowledge of the philosophy of Christian education, and a continuing awareness of advances in education, the administrators assume the leadership:

1. In guiding and aiding the faculty in their task;
2. In advising the Board on school policy and procedure;
3. In dealing with students and parents in discipline matters according to the provision of the school policy;
4. In promoting the cause of Christian education.

They guide the school operation so that its expression is truly Christian and meets or exceeds state academic standards.

#### ACQUIRING AND MAINTAINING THE ADMINISTRATORS AND TEACHERS

1. Standards of selection: Administrators and teachers are to be regularly attending members in good standing of a Bible believing church; and in order to qualify, they must, among other requirements, be expected to wholeheartedly accept the covenant emphasis on rearing of children. We abide by the terms of the MCS contracting policy and the Constitution of the MCS Association.



2. The Board of MCS, in agreeing that it will respect and maintain the teacher's professional status, understands that:
  - a. It will respect staff judgment and recommendations concerning educational matters.
  - b. It will always advise Association members to follow proper channels in airing grievances, i.e., any matters coming under the jurisdiction of teachers or principals must first be taken up with the teachers and/or principals.
  - c. It will help the instructional staff to keep abreast of affairs and ideas within their teaching field by:
    - 1) Providing funds within the budget for professional magazines;
    - 2) Providing funds within the budget for complete or partial transportation to attend professional meetings;
    - 3) Encouraging the teachers in their pursuit of summer education;
    - 4) Providing reimbursement for summer courses taken in a program related to assigned teaching area.
  - d. It will provide a systematic evaluation system designed to promote professional and personal growth.  
(See Teacher Evaluation Plan/Administrative Evaluation Plan.)
3. Publishing appointments: announcements regarding teacher appointments will be published in our church correspondence with request for the prayers of our people for Divine Guidance in the staffing of our school.

## THE TEACHERS

### Professional Ethics

A Christian teacher has an obligation to:

1. God, to honor God and cultivate the sanctified life.
2. The students, to train them to glorify God and mold their wills to the Creator.
3. Parents, to recognize their God-given authority over the student and faithfully share their great responsibility.
4. The profession, to recognize any colleagues as members of the body of Christ and maintain an attitude of constructive cooperation.

### Professional Development

#### A. All Faculty:

1. The Education Committee of the School Board monitors the professional development program each school year in conjunction with administration and the professional development and in-service committees.
2. Guidelines for individual professional development plans will be available in the staff handbook.
3. All certified employees will attend in-services and workshops as planned by the administration, and /or professional development and in-service committees.

#### B. Individual faculty members:

A teacher's interest in professional growth should be considered when developing his/her growth plan.

1. All teachers must hold a valid teaching certificate. Every three years of a teacher's professional career, he/she must earn at least two semester hours at an accredited institution.
2. All credits and continuing education units must be applicable to the particular grade level or subject area in which the teacher is teaching or be applicable to an on-going approved program of study.
3. The administrator shall determine the applicability of a particular course to the teacher's role in the school. This evaluation may be subject to the professional development committee review and must be made prior to the teacher's taking the course.
4. An official transcript or grade report of all credits from an accredited institution of higher learning must be submitted to the administrator prior to reimbursement.
5. If these requirements are not met, the School Board may consider that sufficient cause for non-renewal of contract.
6. The teacher is encouraged to look for conferences or workshops in his/her area of expertise.
  - a. These shall be approved by the administrator before signing up.
  - b. No more than two school days per year can be used to attend these workshops.
  - c. Special circumstances beyond two days will be considered by the administrators.
  - d. Reimbursement will be according to the cost of the workshop with administrative approval.

- e. At least one day shall be the opening of school orientation day.
- f. Two days shall be used to attend Montana Educators Association, Christian Educators Association conventions or other approved professional development opportunities as determined by the administration or Education Committee.
- g. Additional days may be chosen from other workshops, or conferences either on our campus or at other locations.

## CONTRACTS

1. Issue Date:
  - A. Normally all full time teaching staff will be issued annual contracts within two(2) days of the March Board meeting. The contract year will be from September 1 to August 31.
  - B. Normally school administrators (Head of School, Principals, and Spiritual Life Director) will be issued contracts on or before December 15th. The contract year will be from July 1 to June 30.
  - C. Part time teachers and non-certified teaching aids will be issued contracts on June 1 or as soon as educational staffing needs are known.
2. All teachers in their first year at MCS will receive a probationary contract for their first year. The contract will include the rider: "If the performance, skills, or attitude of this teacher are not reflective of the standards and philosophy of Manhattan Christian School, he/she will not be issued a contract for the following year."
3. Contract renewal will be based upon evaluation reports from the administration, and approved by the Education Committee, and Board.
4. Contracts may be terminated immediately by the Board for the following reasons (see Article VII, D of the Constitution):
  - A. Not qualified for their work (gross incompetence).
  - B. Instructs contrary to the fundamental principles of the MCS Association.
  - C. Leads a life unbecoming to a Christian.
5. Such termination of contract will occur according to the following procedure:
  - A. The staff member will be provided a letter of intent to terminate employment on the part of the Board.
  - B. The staff member will be provided an opportunity to request a hearing with the Board;
  - C. The Board may terminate the contract immediately with a majority two thirds vote of the entire Board plus the support of the administrator
6. In the event that the staff member feels that an injustice has been done, they may appeal by going through the grievance procedure. The Board may suspend the staff member until the grievance procedure has been followed. Suspensions can be with or without pay upon the recommendation of the Head of School and Board President depending on the severity of the situation. Due process has been spelled out in the Evaluation Plans.
7. A contract may not be renewed for other reasons if due process has been followed. Due process has been spelled out in the Evaluation Plans.
8. The contract that shall be used is the contract approved by the MCS Board.
9. A \$500 penalty will be imposed by the Board on any employee who chooses to default a contract. Additional fees may be assessed for default of a contract for expenses related to the cost of a substitute teacher or replacement expenses (I.E. advertising and travel expenses)

10. Full-time teachers are required to enroll their children at MCS. Full time staff will receive a 50% tuition reduction after the community grant.
11. See: Contract, Teacher Evaluation Plan, Administrator Evaluation Plan, and Administrator Image Questionnaire.

## PROFESSIONAL GROWTH

A teacher's interest in professional growth should be considered. The Board recommends that in order to receive a salary change as specified by the school's salary schedule, teachers and principals must show evidence of professional growth in the form of advanced training as specified:

1. Every three years of a teacher's professional career, he/she must earn at least two semester hours at an accredited institution.
2. All credits must be applicable to the particular grade level or subject area in which the teacher is teaching or be applicable to an on-going approved program of study.
3. The administrator shall determine the applicability of a particular course to the teacher's role in the school. This evaluation (subject to review of the Educational Program Committee in case of dispute) must be made prior to the teacher's taking the course.
4. An official transcript of all credits from an accredited institution of higher learning must be submitted to the administration.
5. If these requirements are not met, the Board may consider that sufficient cause for non-renewal of contract.

## 352-8 NON-RENEWAL OF CONTRACTS DUE TO DECREASING ENROLLMENT

1. If a reduction in staff due to decreased enrollment becomes necessary, the basic considerations should be what is educationally best for the students and what is most considerate of the staff personnel. Before a decision to reduce force for economic reasons is made by the Board, they will consult with the Association.
2. The Administration will inform the faculty of enrollment projections and possible staff reduction early in the year.
3. The Administration will ascertain which teachers plan to stay the next year before making any decisions. Intention forms will be provided to all teaching staff requesting personal intentions for the coming school year.
4. Retaining present staff members will be a primary concern. If a staff member is certified under the accreditation rules to fill an opening in the high school or meets curriculum needs of the grade school, he/she will be given an opportunity to interview for those openings.
5. The procedure of non-renewal will be based on evaluation. Usual evaluation procedure will be used as established by our school evaluation policy.

6. Teachers on probation for teaching ineffectiveness resulting from the normal evaluation process will be considered first for dismissal.
7. Granted equal teaching effectiveness as measured by the established school evaluation policy, seniority will be honored.
8. The teacher involved in non-renewal of contract will be given at least thirty days' written notice from the Administration before the contracts are issued.
9. Any competent teacher dismissed due to lack of enrollment needs will be assured that if a position opens in his/her teaching area, he/she will be given an opportunity to interview for the position.

## EDUCATIONAL STAFF EVALUATION PLAN - Manhattan Christian School

I. Evaluation is fundamental not only to the Christian School but also to every Christian as an individual. Evaluation should begin with self-examination not only within one's Christian walk but specifically within that of his profession. Each person should also expect and even desire some kind of evaluation by others, for we do have a responsibility for one another.

The good of any evaluation process must always be the well being and worth of the person being evaluated. The spirit in which this occurs should be characterized by love, by a desire for the furtherance of the Kingdom of God, and by a sense of Christian brotherhood.

This evaluation plan is intended to be used within this context.

### II. Purpose

A. To stimulate growth in the staff:

1. By identifying strengths and weaknesses,
2. By encouragement,
3. By setting mutual goals and helping each other to attain them,
4. By setting professional standards.

B. To provide for better communication:

1. Review of program
  - a. At the particular level concerning that staff member
  - b. Overall
- 2.. Evaluation of Administrator:

- a. Direct feedback regarding curriculum, leadership, and general morale
  - 3. Mutual Planning:
    - a. Communication regarding direction and purpose
- C. Contract renewal

### III. Plan

- A. September - a conference will be held between the principal and each staff member to set goals for the year. These are goals for the individual staff member, the principal, and the school.
- B. October - February: Class Visitation
  - 1. Each classroom will be visited at least three times during this period by the principal. These visits will be unannounced and a written record will be kept of each visit. Staff members may have access to each record and a conference or discussion will be held concerning each visit if requested by the staff member.
- C. February - A scheduled conference will be held and documented with each staff member to evaluate progress toward attaining the goals set in September. The classroom visits will also be reviewed and evaluation of the program will be discussed. This information will be shared with two members of the School Board (Board President and Education Committee Liaison) by the Superintendent along with a recommendation for continued employment. A summary of that meeting will be shared with the Education Committee.
- D. March - May: Further classroom visits with no set schedule and only informal written records kept; conferences would be optional. The purpose of these visits would be to follow up on the implementation of the goals outlined and discussed in the February meeting and also provide input for the goal-setting conference the following September.
- E. Staff members are encouraged to use additional evaluative devices such as peer evaluation, student evaluation, and self-evaluation for personal growth.
- F. High school staff will be encouraged to use the student opinion questionnaire as part of their self-evaluation process at the end of each semester.

### IV. Additional Miscellanies

- A. All written recommendations requested by staff members or other schools will be available for review by them.

B. Files of written evaluations by principal and Board will be available for review in the principal's office.

C. No information or records of staff will be forwarded without their approval.

V. Contracts

A. Teachers will receive one of three types of annual contracts:

1. Regular Contract - a contract that will be issued out of the regular evaluation plan (described in III).

2. Contract with Advice - a contract with advice will be given to a teacher upon notification of the principal by the board that specific suggestions for improvement are needed. These suggestions from the Board will be communicated by the principal to the teacher before contracts are issued. Written documentation of these suggestions will be kept on file and access will be made available to the teacher.

3. Probationary Contract - a contract that would include an attached rider stating the terms of probation. Renewal of this contract would depend on the degree of compliance with those terms.

B. Termination - Teachers may be dismissed by one of the following criteria:

1. The teacher who has taught for one year under a probationary contract, but who fails to meet the demands of the rider can be dismissed by a consensus of the Board and administrator.

2. The teacher who is negligent in meeting the requirements of his teaching assignment as determined by his administrator can be dismissed by use of the following procedure:

a. Verbal and written notification must be given by the administrator requesting that certain areas be changed within a given time frame. The administrator must notify the Education Committee of the proceedings.

b. The Educational Committee places in writing and the teacher documents a demand stating the areas to be changed within a given time frame. The Board must be notified.

c. Disciplinary process: Manhattan Christian School will use progressive discipline which normally includes the following:

1. a verbal warning

2. a written warning
3. A suspension. This can be with or without pay as determined by the administration or Board of Directors
4. A Board vote of two thirds majority of the entire Board can dismiss the teacher if neglected areas remain unchanged.

However, levels of discipline may be bypassed depending upon the frequency and/or seriousness of the offense. An employee will not be disciplined without just cause.

3. A teacher may be dismissed immediately by the Board (2/3 majority of entire Board ) based on one of the following conditions:
  - a. Does not regularly attend a church whose doctrine is in agreement with Article II and III of the Constitution of Manhattan Christian School.
  - b. Does not teach in a scripturally sound manner.
  - c. Does not lead an exemplary life.

C. Hearing Procedure - Each teacher has the right of a hearing:

1. The hearing committee will be composed of the Board chairman and two people mutually acceptable to both parties.
2. The request for a hearing must be presented to the Board in writing.
3. The hearing will take place within one (1) week of the above request.
4. The administrator may request the Board to obtain additional evaluation material for consideration in contract renewal. Possible information may include:
  - a. Peer evaluation
  - b. Student evaluation
  - c. Self-evaluation
5. Final notification will be made following the Board decision.

## TEACHERS OF WRITING PROGRAMS

- I. A teacher of English grades 9-12 is involved in a significant writing program.
- II. A teacher who is teaching in the above classes cannot have a load of more than 100 students per day.



## Board Policy – 352

## GENERAL PROCEDURES FOR TEACHERS (miscellaneous)

The morning and afternoon sessions should be opened and closed with prayer.

- a. At the beginning of each day a devotional exercise should be conducted to include both Scripture reading and prayer.

Prepare seating charts for each class, keep them up to date, and place them in your planning book so that they might be readily available to yourself as well as a substitute teacher.

Take attendance at the beginning of each class and file on PowerSchool when appropriate.

- a. Elementary staff need only take roll at the beginning of the day.
- b. MS and High School complete roll for every period.

Review and be punctual with hall duty, lunch, activity, and other duty schedules.

Be in your classroom when students enter and exit from the room. Avoid leaving the classroom except when it is absolutely necessary.

Be prepared. Keep your lesson plan books up to date.

- a. Avoid giving study halls to your classes.
- b. Disciplinary situations often arise out of poorly prepared and organized classrooms.

Teacher duty time is from 7:45AM to 3:45PM.

- a. This will give you time to make any last minute preparations and organize classrooms.
- b. This will also ensure that you are available to parents who may stop in to visit with you.
- c. If you need to leave campus before 3:45 PM please check out with administration and inform the office.

Chapel is for teachers as well as students. You should be in the assembly room for supervision purposes when your homeroom students take their respective places.

Maintain a clean, organized, attractive room.

Be alert to temperature and light control with a view to comfort and conservation.

Check your mailbox daily and keep it empty.

Items for the daily bulletin should be submitted to the office, in writing, before school begins for the day. The announcements will be posted for reading on PowerSchool.

Grades should be in the office by the third day following the end of the marking period. Grade reports will be made available on the fifth day following the end of the marking period.

- Grades are made available for viewing on PowerSchool.
- Hard copies of grades are sent home at quarter and semester for grades K – 5.
- Hard copies of grades are generally not sent home for grades 6-12

All records retained in the office should not be removed from the building, nor should they be left unattended in any room outside of the office.

Board Policy 443

## STAFF DRESS CODE

Teachers should dress appropriately for the occasion.

- a. **Male – Men should be dressed in some type of dress pants or slacks, Collared shirt (button down or polo shirts are preferred although pullover type shirts without advertising are permissible).**
- b. **Female – Women should be careful to wear clothing that would not be revealing of undergarments. Dresses and/or dress pants are desired. Tops should be worn that would be modest and non-revealing.**

Teachers should distinguish themselves from students by dressing in a manner that shows his or her status as a teacher, not a student.

Staff dress standards also apply to after-hour public events such as concerts, programs, etc.

**Friday Logo Wear – The tradition at MCS has been and will remain to allow staff who desire to wear logo wear with blue jeans on Friday to do so. Jeans need to be clean and without holes, tears or rips.**

Board Policy 448

## HUMAN DIGNITY POLICY

Manhattan Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. Manhattan Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent by any other student, employee, or parent is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

- A. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and

including dismissal. Students, employees, or parents found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

- B. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:
1. **VERBAL HARASSMENT:** Derogatory comments and jokes, threatening words spoken to another person.
  2. **PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
  3. **VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.
  4. **SEXUAL HARASSMENT:** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Specific examples of sexual harassment include, but are not limited to:

- a. Making unsolicited sexual advances and propositions.
- b. Using sexually degrading words to describe an individual or an individual's body.
- c. Displaying sexually suggestive objects or pictures.
- d. Telling inappropriate or sexually related jokes.
- e. Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances.

**It is the responsibility of Manhattan Christian School to:**

- A. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
- B. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- C. Remain watchful for conditions that create or may lead to hostile or offensive school environments.

**It is the student's, employee's and parent's responsibility to:**

- A. Conduct himself or herself in a manner which contributes to a positive school environment.
- B. Avoid any activity that may be considered discriminatory, intimidating or harassing.

- C. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- D. Report all incidents of discrimination or harassment to the principals.
- E. If informed, he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct and he or she is to discontinue that conduct immediately.

## COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

- A. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal or administrator.
- B. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- C. If the incident involves an Employee - The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation. The administrative leave will be with pay until such time as a determination regarding the incident has been decided by the appropriate authority.
- D. Once the facts of the case have been gathered, the principal, in consultation with the Head of School will decide what, if any, disciplinary action is warranted. Appropriate civil authorities will be contacted when deemed appropriate by the administration. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination. All recommended disciplinary actions must be approved by the Board of Directors of Manhattan Christian School.
- E. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem. Criminal charges will be handled by civil authorities.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases

## GRIEVANCE PROCEDURE

### INVOLVING STUDENTS ONLY

- A. An effort shall be made to resolve the conflict by having the two students get together. The supervising teacher may help facilitate the procedure.
- B. Appeal or help may be sought from the administrator in charge.
- C. In the event that the conflict is still not resolved, the parents of the students will be called in.
- D. Parents may appeal the situation to the Board on a written complaint form.

### INVOLVING SCHOOL COMMUNITY AND SCHOOL STAFF OR SCHOOL PROGRAMS

- A. Review of Services of Staff or Programs: Constructive criticism can be helpful to the school. At the same time, the Board has confidence in its staff and programs and shall act to minimize unwarranted criticism or disruptive interference of its staff and programs.
  - Complaints received by the Board or an individual Board member shall be referred to the appropriate Administrator for investigation.

The following procedures have been developed to handle complaints received from residents, parents of a student(s), or students in the school society. This policy would apply to teaching, coaching and designated school aids of MCS.

#### B. Conflict Resolution.

1. MCS supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. MCS firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. The following grievance process should be followed in situations of concern:
  - a. Any member having concerns with school personnel shall address that concern one-on-one with the person with whom they are having a problem.
  - b. If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the Head of School or immediate supervisor unless the concern involves the Head of School(see below). The two conflicting parties shall define "reasonable amount of time". At no time shall the time frame be extended without mutual consent of both parties.
  - c. If the parties cannot agree on a timeframe, they are required to bring the conflict to the Head of School or Principal for the purpose of establishing the timeframe for resolution.
  - d. In doing so, the Head of School, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.
2. If the concern is with the Head of School or Principal and no resolution has been established from bringing the concern to the Principal, the person in conflict with the Principal may take the concern to the board President.

- a. The board shall follow the same procedure as paragraph a. above to set a timeframe.
  - b. If conflicting parties and/or the Head of School or Principal are not able to find resolution that is mutually agreed upon by all parties, then the Head of School or Principal shall immediately bring the conflict to the attention of the board. The opposing party may also bring the conflict to the attention of the board President.
3. The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:
- c. Remand the conflict back to the Head of School or immediate authority, with a directive to find a reasonable and quick resolution.
  - d. Remand the conflict back to the two parties, with the Principal mediating the conflict.
  - e. Mediate the conflict and render a decision to resolve the conflict.
4. If any conflict involves individual safety, a threat to the preservation or security of MCS's facilities, or a direct or blatant violation of school policies or procedures, the board shall be notified immediately by the school Principal, school personnel, or member.

#### INVOLVING SCHOOL PERSONNEL ONLY

##### **A. Between two staff members:**

1. An effort shall be made to resolve the conflict by having the disputant staff members get together.
2. Appeal or help may be sought from the administrator in charge or from the Board chairman in the event that the conflict is with the administrator.
3. In the event that the conflict is still not resolved, appeal may be made to the Board on a written complaint form.

##### **B. Between Staff Member and the Board:**

1. An effort shall be made to resolve the conflict by having the staff member and the Board get together.
2. In the event that the conflict is still not resolved, the staff member may request a hearing before "a grievance hearing committee.... The findings of this committee will be presented to the Board, in open meeting, with recommended action." (See Article VII, Section 4 of the MCS Constitution.)

#### INVOLVING COACHING STAFF, PLAYERS AND/OR PARENTS.

MCS supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. MCS firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. We encourage athletes who are facing difficulties with a supervising coach to deal directly with the coach. If

they are not comfortable or lack the confidence to deal with the situation without a parent present they are encouraged to meet with the coach with the parent present.

Underlying assumptions:

1. Coach's decisions regarding athletic play time – game management - practice time and management are not issues that will not be dealt with beyond a conversation with the coach.
2. Coaches are to provide a safe environment for the athlete.
3. Consistent communication between coaches and athletes is expected. If this is not happening this concern should be shared with the coach as soon as possible.
4. Coaches are not to be approached with concerns immediately following an athletic contest. We believe that time and space allows for better communication if difficulties have arisen.

The following grievance process should be followed in situations in which immediate resolution cannot be achieved.

1. After meeting with the coach and assuming a resolution cannot be achieved the athlete or parent should request a meeting with the coach and the schools designated Athletic Director. The meeting should take place within a reasonable amount of time. (10 business days)
2. If a satisfactory resolution cannot be achieved in a meeting outlined in #1 the athlete or parent may request a meeting with the appropriate Principal and Head of School.
3. If a satisfactory resolution cannot be achieved in a meeting with the administration the athlete or parent may appeal to the Board of Directors. The complaint will be heard at the next available Full Board Meeting.
4. The decision of the Board will be final.

If any of the following situations occur an athlete should contact the Athletic Director or administrator immediately and report the event in as much detail as possible

- a. Physical or emotional intimidation
- b. Inappropriate sexual advances
- c. Physical or verbal abuse

The complaint form is available at the office (#625 in Policy Handbook)

Board Policy 419

## SUBSTANCE ABUSE POLICY

### PURPOSE OF THE POLICY

The Substance Abuse Policy is established to:

- i. Ensure a standard which is consistent with our belief that school employees and volunteers must be appropriate models for our students;
- ii. Ensure a safe environment for students, employees, and volunteers;
- iii. Protect school property;
- iv. Increase productivity;

- v. Enhance school security.

## APPLICATION

This policy applies to all employees and volunteers in Manhattan Christian School.

## WHEN POLICY APPLIES

- 1) The policy shall apply to employees and volunteers when they are on school time or on "school premises," including but not limited to all property, facilities, land, and vehicles, whether owned, leased, or used by the school.
- 2) The policy also prohibits the use of "prohibited substances" while off school premises if such use in any way affects or may affect the employee's or volunteer's ability to safely or competently perform his/her job, or if such use results in the presence of detectable levels of prohibited substances in the body while on school time or premises.

## CONFIDENTIALITY

- 1) The administration of this substance abuse policy, including access to information, as well as testing and searches, will be conducted, to the extent possible, with due regard for the personal privacy of each employee and volunteer.

## STATEMENT OF POLICY

- 1) **Prohibited Substances on School Premises:** this policy prohibits the use, possession, concealment, transportation, promotion, transfer or sale on "school premises" of "prohibited substances," defined as:
  - i. Illegal drugs, controlled substances, including trace amounts
  - ii. Alcoholic beverages
  - iii. Any other substance that affects or may affect the employee's or volunteer's ability to competently or safely perform.
  - iv. **Prescription Drugs:** Certain prescription drugs and certain over-the-counter medications may be unsafe to use while working. However, requiring complete disclosure of all use of such drugs or medication would be an unwarranted invasion of privacy. Therefore, all employees and volunteers should use good judgment in connection with the use of such drugs or medication; and if an employee or volunteer has an "express warning" concerning such use, the matter should be reported to the supervisor. Any such report will be strictly subject to the confidentiality provision. An "express warning" is defined as a written statement on the prescription label, or another equally explicit warning that indicates that use of the drug or medication could be reasonably expected to impair good judgment or impair the ability to work efficiently and safely.

## IMPLEMENTATION AND ENFORCEMENT OF POLICY FOR SAFETY

### SENSITIVE EMPLOYEES (Montana code Annotated 39-3-205 to 39-2-211 [2007])

- 1) The following procedures will be employed to assure compliance with the policy:
  - i. **Testing.** Employees and volunteers who are considered to work in **Safety – Sensitive area (S-SE or S-SV)** may be required to submit to testing for



prohibited substances; testing includes, but is not limited to, urinalysis, blood tests, hair tests, or breath tests as follows:

1. To be considered for applicants or volunteers seeking: 1) security positions 2) positions affecting student safety 3) fiduciary positions. (required)
  2. Where school authorities have reasonable suspicion that an **S-SE OR S-SV** is in possession of any prohibited substances or when there is “reason to suspect” an employee’s faculties are impaired on the job as a result of the use of a controlled substance or alcohol consumption.
  3. Following an accident or incident in which safety precautions were violated or careless acts were performed causing injury by a **S-SE OR S-SV** or the **S-SE or S-SV** while driving a school-owned or leased vehicle was cited for a moving violation (required).
  4. When an **S-SE** returns to work after an inactive period of 30 days or more.
  5. As part of any required physical examination
  6. Immediately after the safety – sensitive employee returns to work after a disciplinary layoff (required).
- ii. **RANDOM TESTING** is done on a regular calendar schedule, with at least 25% of qualified employees randomly selected and tested(required)
1. For any **S-SE OR V** to comply with U.S. Department of Transportation regulations (required).
- 2) All testing is done at the expense of Manhattan Christian School. Any test with a positive test will be confirmed according to U.S. Department of Transportation regulations and must be verified by a Medical Review Officer.
- i. The employee will be provided with the results of any test. All test results are confidential and will be treated as such. If a confirmatory test is performed and found to be negative, the initial test result information will be destroyed.
  - ii. All safety-sensitive employees and safety-sensitive volunteers will sign a statement that they have received and read the **SUBSTANCE ABUSE POLICY**.
    - a. **Random Testing.** Only safety-sensitive employees and safety-sensitive volunteers will be randomly tested, per Montana statutes.
    - b. **Searches.** Employees and volunteers, while on "school premises," shall be required to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc., when school authorities have a reasonable suspicion that the person possesses or has used a prohibited substance.

## REFUSAL TO SUBMIT TO TESTS OR SEARCHES

No employee or volunteer search will be conducted without the employee's or volunteer's written consent. However, if an employee refuses to submit to a search, he/she will be subject to

disciplinary action up to and including discharge. Safety-sensitive employees do not have the right of refusal.

## SUBSTANCE ABUSE POLICY AND REHABILITATION PROGRAM

- 1) Employees that voluntarily request assistance in dealing with a substance abuse problem may participate in a rehabilitation program at their own expense without jeopardizing their continued employment. Volunteering to participate in a rehabilitation program will not prevent disciplinary action for violation of this policy or any other school policy that has already occurred. NOTE: This rule applies only to individuals who voluntarily disclose their use of prohibited substances prior to being involved in an accident, altercation, or other incident providing management with a reasonable suspicion that the use of prohibited substances has occurred.
- 2) Individuals discharged for substance abuse under this policy may, at the board's sole and absolute discretion, be offered the opportunity to enter into a "Last Chance Agreement." The Last Chance Agreement shall provide that an employee discharged for substance abuse may return to work under the following conditions:
  - iii. The employee acknowledges in writing that he/she has a substance abuse problem.
  - iv. The employee successfully completes a rehabilitation program.

## DEFINITIONS

**SAFETY-SENSITIVE EMPLOYMENT** includes the performance, supervision, or management of work in a hazardous work environment, security position or position affecting public safety, or fiduciary position.

### **PROHIBITED SUBSTANCES:**

1. Specifically:
  - a. Marijuana (THD metabolite)
  - b. Cocaine
  - c. Amphetamines
  - d. Opiates (including heroin)
  - e. Phencyclidine (PCP)
  - f. Any substance used in manner other than as prescribed
  - g. Any substance legally obtainable but has not been legally obtained
  - h. Any substance reference in federal or state controlled-substance acts
  - i. Alcohol level greater than 0.04 at the time of testing.
  - j. Medical Marijuana.

Board Policy 462

## CONFLICT OF INTEREST

It is very important that Christian faculty and staff members act with integrity. Manhattan Christian has established this conflict of interest policy to protect both the faculty and staff members from duality or the appearance of duality.

Manhattan Christian School faculty and staff are to carry out their duties for the sole benefit of the school; anything less can be deemed a conflict of interest.

Manhattan Christian School's board has defined conflict of interest for a faculty or staff member as using his or her position within the school to seek gain or potentially seek gain, financially or otherwise, for:

- Self
- Interest groups within or without the school seeking to control the school or its direction in a manner opposed to the constitution
- The financial or publicity gain of a company in which they have interest in an unfair manner,
- An organization that is or has the potential of being a competitor.

In dealing with specific individual issues, faculty and staff are expected to disclose to the administration a conflict of interest or a potential conflict of interest regarding any issue in which the faculty or staff member is being asked to make a decision on. The faculty or staff member and the Head of School should discuss the member's potential conflict of interest and determine the appropriate action to take. Most often this action will be to dismiss the faculty or staff member from deliberation and a vote on an issue that is under consideration.

When the faculty or staff is to decide upon an issue that a member has an unavoidable conflict of interest or a self-professed conflict of interest, that member shall absent himself or herself without comment from both the vote and the deliberation of the issue.

Faculty and Staff members must not use their positions to obtain employment at Manhattan Christian School for family members, or close associates.

## ACCIDENT REPORTING

Any accident which causes bodily injury requiring medical attention or the use of first aid materials should be reported to the Office and/or the appropriate Principal. Superficial wounds which may be treated with a band aid can be handled at the discretion of the teacher.

Any accident or condition which causes dizziness, blurred vision, fainting, vomiting, nausea, severe swelling, bleeding, or some other symptom, **should be considered as possible concussions and should be treated as such. Students should not be released to further activity until having been seen by a physician or appropriately licensed care giver.**

Any accident or condition which appears to require special attention immediately should be reported to the administrator or staff member in charge. In such cases the parents will be informed immediately. If possible, medical treatment other than first aid will be acquired by the parents.

Any student who reports a situation serious enough in his own mind to warrant treatment or going home should be regarded seriously.

Under no circumstances should a student with a medical problem be allowed to leave school without prior parental, guardian, or administrative arrangements.

**Board Policy 400**

## SCHOOL CLOSINGS

School will not be in session when the temperature is 30 degrees below zero at **6:00 AM** according to the report from KGVW radio station nor when weather or environmental conditions exist which would endanger the health or safety of students and faculty. The decision regarding closure will be made by the Head of School and Transportation Coordinator prior to 7:00 AM and will be announced on KGVW and other local radio stations. In addition we will send out information over the school information system as soon as is practically possible. This will include but not limited to the use of phone messaging, text messages, email, Facebook, Twitter and the school web page.

Closings while in session - Buses will run to -30 degrees. The decision to close school at -30 degrees will be made by the Head of School in consultation with the Transportation Coordinator.

Other closures by the Head of School authorization may occur for emergency situations during the course of the day and similar radio announcements will be made.

If 50% or more of the high school student body is involved in an extra-curricular event we will dismiss classes as needed to accommodate that event's schedule. To limit these dismissals and yet support various student events, policy section 407-5 has been developed

### ATHLETIC TRANSPORTATION (post season and tournaments)

Postseason support appearances policy:

- A. The pep band may be sent to post-season games if the team is playing on a Friday evening or Saturday afternoon/evening.
- B. If the tournament is within a reasonable distance, consideration will be given to sending the band to more games.
- C. Cheerleaders can attend all tournament games during their season.

Special circumstances will be reviewed by the Head of School for early release time.

### FACULTY COMMITTEES

**SOCIAL COMMITTEE:** Shall be composed of one member each from the grade school and high school. Duties include the following:

- a. Planning and providing for faculty social gatherings.
- b. Assisting with faculty and Board dinners when requested.
- c. Sending cards and remembrances to faculty members on special occasions.
- d. Providing a gift when faculty members leave MCS.

**SALARY AND COMPENSATION COMMITTEE:**

- a. Up to four Staff members will be asked to serve on a committee to address salary and compensation.
- b. This committee may meet on an irregular basis and not every year.

The purpose of the committee is to give voice to staff concerns regarding salary and compensation.

**EDUCATION COMMITTEE:**

- a. Three faculty members will be asked to serve on this committee.

All faculty committees are under the supervision of the Administration.

- a. Additional committees may be formed by the administration for specific purposes or periods of time.

Minutes shall be kept of any duly authorized and called meeting of either grade school or high school staff whether the meeting is of separate staffs or a joint staff meeting.

Minutes shall be retained in the school.

All committees are appointed by the Head of School after the teachers have been given the opportunity to voice their preferences.

## COPYRIGHT POLICY

### Copyright Compliance

Manhattan Christian School recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual, digital, or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

1. Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
2. Nature of the Copyrighted Work – Consideration of the type of work to be copied.
3. Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While Manhattan Christian School encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of Manhattan Christian staff to abide by the schools copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for MCS staff to violate copyright requirements in order to perform their duties properly. Manhattan Christian School cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the schools procedures or is permissible under the law should contact the superintendent. The office staff and/or superintendent will assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

#### **Authorized Reproduction and Use of Copyrighted Material in Print**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.

- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity
  - a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
  - b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
  - c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose, or poetic prose.
2. Spontaneity. Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work which is in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

The library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

#### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,



- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

#### Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the administrator or library media specialist or the subscription database, e.g. unitedstreaming.

#### USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;

- A copy of the software license agreement shall be retained by the purchaser; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

#### Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

#### USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

The superintendent, principal, teacher, and/ or library media specialist is responsible for posting the appropriate warning devices. The building administrator is responsible for delegating this task to the appropriate staff member. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- On or near copiers;
- On forms used to request copying services;
- On video recorders;
- On computers; and,
- At the library and other places where interlibrary loan orders for copies of materials are accepted.

## SPECIAL SERVICES REFERRAL AND EVALUATION PROCESS

The process for referral and evaluation of Manhattan Christian School students is as follows:

**Initial Referral**--can be made by parent, teacher, or administrator:

- A. Parental referral - parent must make known reason(s) for referral to classroom teacher and administrator whereupon a referral form is completed and returned to the administrator. The referral is then given to the resource room teacher who may or may not schedule a pre-staffing.
- B. Teacher referral - administrator is to be notified first, at which time a pre-staffing may or may not be scheduled. In either instance the parents are to be notified immediately, by the administrator, of the referral. The appropriate forms are to be completed as soon as possible after the initial verbal referral.
- C. Administrator referral - parents must be notified immediately and appropriate forms completed. A pre-staffing may or may not be scheduled.

**Parental Permission for Evaluation:** written permission is required for all testing and/or observations done by the resource room teacher, speech therapist, hearing clinician, physical therapist, and school psychologist. Once permission has been given, testing will take place in the resource room or elsewhere on the premises.

**Testing or Assessment:** areas of assessment shall include but not be limited to scholastic, physical, and psychological (social and emotional). All testing will be summarized in writing (triplicate forms), dated and signed by the individuals responsible for conducting the assessments. The reports will be kept with the child's permanent records.

Summaries will include procedures and test used, results obtained, and any apparent significance of findings as related to the child.

Standardized intelligence tests and achievement tests may not be used as the only determining factor in the child's need for services.

The Child Study Team (all professionals involved with teaching and/or testing of referred child) and the parents will, together, decide on appropriate educational programs for the child--both short-term and long-term goals. All information from Child Study Team meetings is recorded and signed in triplicate. The parents may add to, delete, or change whatever they feel is in their child's best interest. This must be done in a Child Study Team meeting. If the parents approve all goals and procedures, their dated, written approval is required.

The approved program must be implemented within 30 days of the aforementioned Child Study Team meeting.

**Transcript Information:**

- A. A student will receive a diploma upon completion of 24 credits of study within the prescribed curriculum for a high school student at MCS.
- B. If a student receives resource room services for a given course at the high school level, it will be noted on the transcript only by an asterisk that indicates resource room service.
- C. If a student receives resource room services for a given course at an elementary school level, it will be noted on the transcript with an asterisk. The grade level will be noted in parentheses after the course title.
- D. Regular credit will be given for courses given via resource room services.

For the purposes of calculating grade point averages (GPA), courses taken at an elementary school level will not be included in the calculation.

## **MCS KEY POLICY**

Manhattan Christian School maintains an electronic entry system to the exterior doors of the school for increased security and safety. Staff and selected community members are expected to assist in the maintenance of the security of the school whenever they are issued key fobs for entry. The office staff and Head of Security will maintain the entry system for the school.

Staff members will be issued an exterior FOB key and interior access keys for areas of responsibility.

- a. Staff are not to lend their keys to anyone to gain entry into the school or rooms.
- b. Staff are expected to secure their keys in appropriate places while on campus.
  - Staff members who lose keys may be required to pay the cost of replacement of locks for areas to which they have access.
- c. If staff members are on campus after hours they are to assume responsibility for the security of the areas to which they gained access while on campus.
- d. Individual staff members should assume responsibility for the security of any exterior doors or windows that would allow access to the facility. (Lock doors and windows when you leave campus.)
- e. Please assist others who have forgotten to lock their doors or windows.

Community Access to facilities

- f. MCS allows access to the weight room facilities to community members who wish to use the facility for personal work out sessions.
- g. FOB keys will be made available for a fee of \$10.00 per year.
- h. Community members are not to be provided access to other areas of the facility.

Key Sign – out.

- a. All Key FOBs and any interior keys will be signed out through the main office.
- b. The office and person in charge of security will maintain records of FAB and key assignments.
- c. All staff key FOBs and Keys will be returned to the office upon termination of employment.

Board Policy 423

## TELEPHONE USAGE

Classes should not be interrupted for either incoming or outgoing telephone calls.

Students should use the student phone for personal calls. Students are not to use the phones in the rooms for calling.

The school telephones should be used for business purposes and messages as much as possible.

**Long Distance Phone Calls:** each staff member will be assigned a three-digit pin number to use when making long distance phone calls, whether personal or business. The pin number will follow the long distance number.

## DEVOTIONAL PROGRAM

A regular schedule of weekly chapel exercises will be established by the Spiritual Life Director..

- a. Efforts should be made to utilize students' leadership in planning chapels as much as possible.
- b. Students will be encouraged to participate in chapels as much as possible.

A daily schedule of devotions for high school students will be developed for the purpose of spiritual refreshment. Student's involvement in setting the schedules and the actual devotions times is strongly encouraged.

The morning (first period) and afternoon sessions (last period) of school shall be opened and closed with prayer.

The staff shall also have a regular schedule of weekly devotionals for the staff for the purpose of spiritual refreshment, staff unity, and prospective maintenance and growth.