



Jubilee Christian School

Imagine • Believe • Achieve

Employee Handbook

Acknowledgement of Receipt

I have received a copy of the JCS Employee Handbook and have been given the opportunity to read it and ask questions. I acknowledge that it is my responsibility to ask questions about anything that I do not understand regarding the information presented herein. If I have not asked any questions, it is because I understand the contents of this Handbook. This Handbook supersedes any previously issued editions, such as the JCS Personnel Policies document.

I understand that my employment is governed by my annual Employment Contract (if required), this Handbook, and any other policies and procedures issued by the JCS Board of Trustees. I understand that the contents of this Handbook are presented to me for guidance and information only and do not constitute an express or implied employment contract. I understand that the benefits and policies conveyed are not intended to confer any rights or privileges or to entitle me to remain employed by JCS for a specific duration. Any verbal statements do not constitute a contract for employment. Any required contract for employment must be in writing, signed by the President of the JCS Board of Trustees and by me.

I understand that it is my responsibility to abide by all policies set forth in this Handbook. I further understand that the procedures, working conditions, benefits, and policies described herein are subject to change at any time by JCS and such changes will be communicated in writing.

Name (Please Print)

Signature

Date

****After you have read this Handbook and signed this page, you should make a copy of this Acknowledgement page for yourself and send this original page to the JCS Board of Trustees.**

Received:

President of the JCS Board of Trustees

Date

About This Handbook

The following pages contain information regarding many of the policies and procedures of Jubilee Christian School, (hereby referred to as "JCS"). This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of JCS and JCS reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

JCS values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the school alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Principal.

Table of Contents

Welcome	7
Mission Statement	7
Purpose Statement	7
Vision Statement	7
▪ For Students	7
▪ For Parents	7-8
▪ For Teachers	8
▪ For Board and Staff	8
Statement of Faith	8-9
▪ Final Authority for Matters of Belief and Conduct	9
▪ Lifestyle Statement	9
History	9-10
Philosophy of Education	10
JCS Association	10
General Employment Practices	
▪ Equal Opportunity Employment	10-11
▪ Discriminatory Harassment Policy	11
▪ Immigration Law Compliance	11
▪ Americans with Disabilities Act	11-12
▪ Child Abuse and Neglect	12
▪ Campus Safety/Emergency Plans/Drills	12
▪ Visitors	12-13
▪ Confidential Information	13
▪ Personnel File	13
▪ Professional Qualifications	13
General Work Policies	
▪ Communication Flow Chart	14
▪ Evaluation Period	14
▪ Hours of Work	14



▪ Instructional Planning Time	14
▪ Lunch Breaks	14
▪ Other School Duties	14-15
▪ Pre-Planning and In-service Days	15
▪ Room Maintenance	15
▪ School Calendar	15
▪ School Cancellations and Delays	15

Employee Pay Policies and Benefits

▪ Benefits Eligibility	15
▪ Expense Reimbursement	16
▪ Insurance Benefits	16
▪ Health Insurance	16
▪ Ancillary Insurance	16
▪ Worker's Compensation	17
▪ Pay Periods	17
▪ Retirement Benefits	17
▪ Tuition Discount	17

Professional Expectations

▪ Assessment	18
▪ Class Parties and Birthday Celebrations	18
▪ Communication with Parents	18
▪ Curriculum Changes	18
▪ Grades	18
▪ Intellectual Property	19
▪ Internal Jubilee Staff Calendar	19
▪ Late Assignments	19
▪ Lesson Plans	19
▪ Personal Telephone and Use of Computer	19
▪ Professional Attire	19
▪ Prohibition of Drugs and Alcohol Use	19



▪ Room Requests	19
▪ School Property	19
▪ School-Wide Communication	20
▪ Secondary Employment	20
▪ Smoking	20
▪ Social Media Policy	20-21
▪ Student Records	21
▪ Tutoring and Lessons Outside of School	21-22
▪ Weekly Communication and Class Websites	22-23

Leave Policies

▪ Bereavement Leave	23
▪ Illness and Personal Days	23
▪ Jury Duty	23

Disciplinary Policies

▪ Problem Resolutions	23-24
▪ Employee Discipline	24
▪ Corrective Action	24
▪ Grievance Procedures	24-25
▪ Discipline of Children	25

Separation Policies

▪ Termination	25
▪ Termination Process	25-26
▪ Employment References	26

Welcome!

Welcome to Jubilee Christian School! Since 1987, families have richly benefited from Jubilee’s distinct approach to education and the school’s intentional focus on integrating God’s truths in the classroom. This Handbook has been compiled with much prayer and input from numerous sources, to answer some of your questions. It contains our statements of faith, mission, vision, and purpose and policies and procedures.

As an employee, you are a vital part of Jubilee Christian School. We believe that God has specifically brought you to us. We want teachers and staff who know that this is exactly where God has led them and are committed to this ministry. We ask you to be in prayer for our school as we seek to follow Biblical principles and impact lives for Christ.

Mission Statement

Jubilee Christian School (“JCS”) provides students with an exemplary education and enduring values, rooted in the gospel of Jesus Christ.

Purpose Statement

JCS provides an excellent academic education, rooted in a Christian view of God and the world and founded upon the authoritative word of God. Our purpose is to build Godly character in children by educating them in a Christ-centered environment where their love for Christ, all people and learning can grow.

Vision Statement

1. For Students

We see parents, teachers, and the Board working together to train the children that they might continue to grow according to God’s will in the knowledge of His world. Therefore we see the children of JCS as...

- Image bearers of God, taking up their rightful place as responsible learners with the goal of bringing every thought captive to Jesus Christ;
- Filled with joy, wonder and enthusiasm in learning truths about the world which God has made, over which He rules in sovereign grace and in which He acts in redeeming love;
- Engaged in interpersonal relationships displaying the loving kindness of God, enabled by the Holy Spirit;
- Skilled and active learners capable of critical, analytical, and independent thought;
- Endowed with a great beginning, which serves as the foundation for a life-long pursuit of study and learning.

2. For Parents

We see parents, teachers, and the Board working together to train the children that they might continue to grow according to God’s will in the knowledge of His world. Therefore we see the parents of JCS as...

- Committed to and engaged in their God-given role as those who are responsible for their

children's education;

- Wholly committed to the unique educational approach of the integrated curriculum, confident in its effectiveness, and supportive of the teachers;
- Providing familial nurture and care which serves as the necessary prerequisite for all learning both inside and outside the home;
- Participating in their child's educational experience through personal encouragement, tutelage at home, and service in the classroom and larger school.

3. For Teachers

We see parents, teachers, and the Board working together to train the children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see the Teachers of JCS as...

- Revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the enabler of all things;
- Demonstrating a servant's heart and a call to teaching which views the vocation in terms of a calling to ministry;
- Working competently to fulfill the tasks associated with their calling;
- Enabling the children to achieve their God-given potential.

4. For Board & Staff

We see parents, teachers, and the Board working together to train the children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see the Board and staff of JCS as...

- Revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the Enabler of all things;
- Providing clear, consistent and relentless articulation and promotion of the school's mission and the realization of its vision;
- Providing encouragement and administrative support for the daily operations of all aspects of the school;
- Providing competent leadership, which will inspire and foster the school's future growth and development.

Statement of Faith

JCS bears the name of Christ and seeks to reflect His name in the way it provides high-quality education. We have included our foundational statements and require acceptance of these statements by all JCS employees.

At JCS, we believe:

- In the triune God: God the Father, the Son Jesus Christ, and the Holy Spirit.
- That the Bible is the written word of God and the truth by which the Holy Spirit enlightens our understanding of God, the world, and ourselves.
- That the Bible is infallible, reliable, and applicable to today's world.
- That man was created in the image of God to enjoy Him and glorify Him forever, and therefore each

person possesses enormous value and potential – intellectually, emotionally, and creatively.

- In the Deity of Jesus Christ, in His virgin birth and His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and physical return in power and glory.
- That the world was perfect at creation but man’s sin destroyed our perfect relationship with God. In His love, God provided Jesus Christ as the perfect sacrifice for our sin, the person through whom a right relationship with God can be restored through faith. Through His spirit, he renews our hearts for loving God and our neighbor. This is a free gift of God’s grace apart from any works that man can do.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. (2 Timothy 3:16-17). For purposes of JCS’s faith, doctrine, practice, policy, and discipline, our Board of Trustees is JCS’s final interpretive authority on the Bible’s meaning and application.

Lifestyle Statement

Jubilee Christian School is a non-profit Christian school representing Jesus Christ throughout the community. JCS requires its employees to be Christians (believers in Jesus Christ and modeling His lifestyle), living their lives as Christian role models (John 3:1-8; Romans 10:9-10; I Timothy 4:12).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ and that we all have sinned (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11; Romans 3:23). We affirm the inherent and equal value of all people, and believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31).

We believe and teach that a Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

We believe and teach the Biblical principle that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4).

Moral misconduct, including but not limited to adultery, living together outside of marriage, homosexual behavior, bisexual behavior, incest, use of pornography, substance abuse, false witness, slander, deceit and theft is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). We believe that in order to preserve the function and integrity of JCS as the Body of Christ, and to provide a Biblical role model to JCS students, their families, and the community, it is imperative that all persons employed by JCS in any capacity agree to and abide by this Lifestyle Statement (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22). Personnel will maintain a lifestyle based on Biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment.

History

JCS was established by a group of concerned parents, teachers, and other interested parties from various church denominations who were committed to providing a unique style of Christian education for children in the South Hills of Pittsburgh. The Jubilee Christian School Association was formed in the spring of 1987 with an invitation to all who could affirm the educational guidelines of the association. The Jubilee Christian School Constitution and By-Laws were drawn up and a Board of Trustees was elected to develop and implement the program for the school.

Philosophy of Education

JCS's goal is to help children develop academically, emotionally, physically, socially, and spiritually. Because these separate components are connected by the spiritual, we incorporate the Bible throughout our curriculum.

JCS employs the integrated curriculum, a unique style of education that encourages children to think creatively about all aspects of a subject. All disciplines are taught together during each monthly subject, or unit. Each unit is rooted in the daily hands-on experience of children, allowing the teacher to individualize the learning experience by correlating individual skills and abilities with the unit. Our integrated curriculum is organized around the truth that all parts of God's creation are interconnected rather than fragmented.

JCS believes that the ultimate responsibility for the education of children lies with the parents (Deut. 6:7-8). Learning does not begin or end at school – it is a lifetime process. JCS provides children with a foundation of confidence and assurance from which new efforts and inquiries into creation and its Creator can be launched throughout life. JCS teachers carefully nurture each child's feelings of competence and self worth as members of God's family, serve as role models in their Christian walk, and continually mature in both their professional life and Christian faith.

JCS Association

The JCS Parent Association works in conjunction with paid staff to operate JCS. The association is composed of parents and other individuals who contribute towards the tuition of enrolled students, including teachers with children enrolled as students at JCS. Association members elect a Board of Trustees that is responsible for leadership and decision-making. Association members provide support through enhancement activities as

well as daily essential operational tasks, strategic/long-term level tasks. A few examples of this support include: fundraising, coordinating social events, lunch monitors, and providing support for the staff. Opportunities to serve in these ways are made known through association meetings, weekly updates, personal requests, requests from staff and administration. Members of the Parent Association elect to join teams from each of the board's areas of responsibility: curriculum, personnel, finance, development, technology, marketing, nominations, and parent association.

General Employment Practices

The Board of JCS has established written personnel policies in order to clarify rules for all employees, provide for effective handling of grievances, and protect against inappropriate conduct. As such, this Handbook is being provided to all full-time and part-time JCS employees.

Equal Employment Opportunity

JCS admits students of any race, color, gender, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at JCS. In addition, JCS does not discriminate in the hiring process on the basis of any race, color, gender and national and ethnic origin to all the rights, privileges, programs, activities, and educational programs generally accorded or made available to employees at JCS.

Discriminatory Harassment Policy

JCS will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

JCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Additionally, all employees need to remain alert to improper or inappropriate sexual harassment or discrimination by students against other students or JCS employees.

If you believe there has been a violation of the Equal Employment Opportunity or harassment policies outlined above, please use the following complaint procedure:

- Report the incident to the Board President, and/or the chair of the Personnel Team in writing. JCS requires that employees make a timely complaint to enable JCS to promptly investigate and correct any behavior that may be in violation of this or any other guideline.
- JCS will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as possible.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed

another employee would be subject to appropriate disciplinary action, up to and including termination of employment.

Immigration Law Compliance

JCS does not hire anyone that is not a citizen of the United States, nor is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Americans with Disabilities Act

Jubilee Christian School is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non- discriminatory basis.

Jubilee Christian School's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats, and assistance will be provided in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and are given only after a conditional job offer has been made. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, lines of progression and seniority lists. Leaves of all type will be available to all employees on an equal basis.

Jubilee Christian School is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

Jubilee Christian School will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Jubilee Christian School is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Child Abuse and Neglect

As employees of an educational institution, you are obligated to follow Pennsylvania law and guidelines for reporting suspected child abuse or neglect. Because Pennsylvania law on these matters changes periodically, current and specific information regarding law and requirements, including required background checks and fingerprinting, will be communicated annually. See also Appendix A – Reporting Process Flow Chart for JCS Employees.

Campus Safety/Emergency Plans/Drills

The appropriate school office and/or law enforcement agency should be notified immediately in the event of an emergency or if the safety of the students and/or employees is in question. There are established procedures for emergency situations, which could occur at JCS. Individual school procedures for evacuation, fire drills, lockdowns, etc., will be reviewed on at least an annual basis. Employees must be familiar with these plans, procedures and escape routes. See also Appendix B.

Visitors

Only parents and authorized visitors are permitted at JCS. This includes unauthorized sales persons, or those collecting for charitable causes. All visitors must enter through the office area and receive a name badge. Any employee that notices an unauthorized visitor should notify the office immediately. Employees should encourage those without visitor badges to stop by the office, sign-in, and receive their name badge. Individuals requesting to visit JCS to observe a student, teacher, or instruction of a class must have approval from the Principal. The Principal, or his/her designated representative will be present in the classroom with the visitor during their visit.

Confidential Information

All school and employee information must be kept confidential. Individuals with knowledge are expected to hold all information about JCS finances, business prospects, financial records, students and employees in strict confidence. All school and employee records are confidential and are to be viewed only by those authorized to do so and only on a “need to know” basis.

Personnel File

JCS keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Principal. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

The employee must update the information in the employee’s personnel file immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency.

Each employee may view his or her personnel file by contacting the Principal during normal business hours. No employee may alter or remove any document in his or her personnel file.

Professional Qualification Requirements

All full-time instructional staff are required to hold a minimum of a four-year college degree in an educational content area (Early Childhood, Elementary, or Secondary Education) and be *certifiable* by either the state of Pennsylvania and/or the Association of Christian Schools International (ACSI).

A copy of the diploma and teacher certification will be kept in the instructor's personnel file. Proof of additional coursework and recertification should be provided to the Principal in a timely manner.

Part-time instructional staff will be required to hold the qualifications for their position, as specified by the approved job description.

All instructional and support staff of Jubilee Christian School are required to be trained and hold certification for CPR/First Aid. This training is provided at the expense of the school and traditionally occurs prior to the beginning of the school year.

The Principal will conduct a yearly audit of personnel files, to ensure all information is current and will share this information with the Personnel Committee.

General Work Policies

Communication Flow Chart

To ensure the day-to-day operations of the school run smoothly, employees and families of JCS will be asked to follow the *Communication Flow Chart* – Appendix D.

Evaluation Period

All new employees of JCS (full-time and part-time) will be subject to a 90-day probationary period, beginning with the first day of employment. Should the employee fail to meet the expectations set forth for employment at JCS, the Principal may recommend the termination of the contract following the 90-day probationary period. The Board of Trustees would determine the employee's continued employment at JCS, based upon the recommendation of the principal along with adequate documentation (classroom observations and/or other applicable communications with the employee).

Hours of Work

JCS's standard work hours for full-time employees are 8:00 a.m. to 4:00 p.m. Work hours for full-time instructional staff are as follows:

Upper Campus (5th-8th Grade): 7:30 a.m. to 3:30 p.m.

Lower Campus (K-4th Grade): 8:00 a.m. to 4:00 p.m.

Full-time instructional staff is required to attend staff meetings. These meetings will be announced in advance (as possible) and will require the employee to remain at school until 4:30 p.m.

The Principal and the Personnel Chair will determine part-time instructional and support staff work hours and communicate said hours to the employee. It is the responsibility of the employee to promptly report any anticipated lateness and to indicate expected time of arrival to the Principal. Employees may not deviate from JCS's hours of work, unless the Principal specifically approves a request. Repeat or unexcused absences and late arrivals are not acceptable.

Instructional Planning Time

The Principal will work with all instructional staff to ensure that each teacher has sufficient planning time built into their schedule. Each employee is expected to use that time for instructional preparation and the completion of other tasks related to their position.

Lunch Breaks

All employees are provided a minimum scheduled 30-minute lunch break.

Other School Duties

Teachers are expected to assist with afternoon bus duty on a rotating basis. The Principal will establish this schedule at the beginning of the year. Teachers are also expected to supervise their students during recess. Teachers will be expected to do other duties as needed by the school to supervise students when normal volunteers or other employees are not able to be present.

Pre-Planning and In-Service Days

Pre-planning and in-service days have been scheduled to occur prior to the start of school, as well as at other scheduled times throughout the school year. New teachers are expected to participate in sessions of training prior to the start of the school year, to learn more about JCS's educational approach and procedures. All teachers will participate in designated pre-planning and in-service days unless absent or ill. Secondary employment is not an excuse for absence from a scheduled meeting. Special area teachers will be informed if they are required to attend pre-planning and in-service days.

Room Maintenance

The Teacher is responsible for arranging the room in an appropriate manner in consultation with the Principal to insure availability of computer wiring, flow of movement in the classroom and access for students and adults to exit the classroom/halls in the event of an emergency. Bulletin boards and other displays in and outside of the classroom should be current, attractive and age appropriate for the grade level. Teachers should not use staples or thumb tacks in the ceiling, or hang heavy items on the window blinds.

In an effort to present a clean working environment to our current and prospective families, all employees should make it a priority to encourage the students to clean up their work space and lunch area. If you find that an item is in need of repair, inform the Director of Operations.

School Calendar

Prior to the end of the current school year, a calendar will be provided to all employees detailing important events for the upcoming year. Employees will coordinate all school calendar dates with their personal calendars insuring availability. The following events are mandatory for all full-time instructional staff: Back to School Picnic, Meet the Teacher, Curriculum Night, Open House, Math Night (K-5), Rising Grade-Level Meetings, All School Unit Closing Program, Fine Arts Festival, 8th Grade Graduation & Moving-Up Ceremony, and calendared Parent-Teacher Conferences. The Principal will inform part-time instructional staff and support staff about whether or not they should attend school events.

School Cancellation and Delays

If school is cancelled, the employees will be notified as near to 6:30AM as possible for cancellation. If school is delayed, employees are expected to report at the time designated by the Principal, or provide notification to the Principal, or their designee as to when the employee expects to arrive to school.

Employee Pay Policies and Benefits

Benefits Eligibility

Following 60 days of employment, full-time employees are eligible for the benefits. Part-time employees (less than 30 hours per week) are not eligible for these benefits, unless otherwise noted.

Expense Reimbursement

Employees who wish to make a purchase (1) using school funds, or (2) using personal funds with the expectation of reimbursement, must complete a reimbursement form and have the request approved by the Director of Operations. The Principal must first approve instructional & and other curriculum materials. Employees will not be reimbursed without an approved/signed reimbursement form on file.

Insurance Benefits

JCS has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of JCS. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the office. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the school and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect. JCS reserves the right to eliminate or modify any of its benefits at any time.

Health Insurance

JCS's health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. Employees who work 30 hours or more per week are eligible to participate in the health insurance plan subject to all terms and conditions of the agreement between JCS and the insurance carrier.

Ancillary Insurance

Ancillary insurance is currently provided at no cost to all full time JCS employees who are otherwise eligible for health insurance. Ancillary insurance currently encompasses the following insurance policies: Short Term Disability (<30 days) (includes maternity leave), Long Term Disability (31 days – 6 months), Life insurance up to 1x current salary, and Workers' Compensation. **JCS does not pay into the Commonwealth of PA Unemployment Insurance Fund. Therefore, any employee who would otherwise be eligible for unemployment compensation due to job loss in the public sector will not be eligible while employed at JCS.**

Ancillary insurance may be extended to part time teachers who work 20 or more hours per week (as part of a regular schedule) with the express approval of the Board of Trustees on a case-by-case basis.

Workers' Compensation

JCS participates in mandatory workers' compensation insurance. All injuries related to the employee's work must be reported to the office the day of the injury. Because JCS desires a safe working environment, JCS encourages avoiding unsafe activities and reporting of unsafe working conditions to the office immediately.

Pay Periods

All employees are paid on the 15th and 30th of each month. A direct deposit option is provided upon request. Part-time employees, who are required to complete a time sheet, are required to turn this in to the Business Manager twice per month.

Retirement Benefits

JCS provides a 403(b) plan for eligible employees to make salary deferral contributions to invest in either annuities or mutual funds.

Tuition Discount

Full time salaried employees of JCS have the opportunity to receive 50% off of their children's tuition. The employee and their spouse are eligible members of the Parent Association and are responsible for all the rights and privileges thereof

Professional Expectations

Each person employed at JCS represents the School to the children, parents, and visitors and to their relatives and friends. Additionally, employees must always maintain a professional posture with parents, colleagues, students and other employees in the workplace. Students' behavior, abilities and family situations must not

be discussed with parents of other children in the school. Employees should not discuss any other employees' performance in a derogatory way with parents, board members, or other employees.

Although parent/teacher friendships will often occur it is important that school business, students' personal information and employee difficulties not be discussed as part of conversations with parents whose children attend the school.

Board members should not be approached in the context of a field trip, class party, program or other setting where the students and other parents are present to inquire about issues relating to the business of the school or dissatisfactions relating to JCS or any of its employees. Employees at JCS should be in a posture of support and encouragement with parents, students and colleagues.

The relationship between students and teacher is very important, but must always be professional. Teachers should not discuss inappropriate details of their personal lives with students.

Assessment

JCS uses multiple methods of assessing students' understanding of what they have learned over the course of a unit of study. When planning assessments, be sure to review the internal JCS Calendar so that assignments do not overlap with other important school events that may impede the best results.

As a general "rule" you should not schedule more than two quizzes or two tests in one school day.

Middle School teachers are required to utilize the test and quiz calendar (via Microsoft Office 365) to ensure that there is not an assessment overload for the students.

Class Parties and Birthday Celebrations

When planning non-holiday class parties, check the internal JCS staff calendar to ensure there is not a conflict with another event. Birthday celebrations should be scheduled through the classroom teacher. It is preferred that birthday celebrations and other class parties occur within the classroom, close to the end of the school day, so as to not disrupt instruction.

Communication with Parents

Employees are expected to respond to parent communication (email, phone call, written note) within a 24-hour period (this does not include the weekend). Employees should maintain appropriate documentation of their communication with parents (phone logs, copy of notes sent from home, saved emails). Employees are asked to refrain from giving their personal cell phone and/or home telephone number to parents, so that employees' time away from school is protected and respected. Reasonable communication boundaries must be established, maintained and communicated as needed. The Principal should be copied on all communication between the employee and a "difficult parent," as well as on any other item the employee feels would be beneficial to have the Principal's knowledge of the situation. Inform the Principal immediately of any inappropriate and/or disrespectful communication from a parent.

Curriculum Changes

There is great instructional freedom in teaching at Jubilee. Teachers are expected to find the best resources that meet the specific needs of their students. If you wish to make a major curriculum change, you must first bring this to the attention of the Principal, who will then share your proposal with the Curriculum Committee. In an effort to wisely spend money allotted for curriculum from the state of Pennsylvania and from the school budget, subject area/unit curriculum will be reviewed on an annual basis – *See Curriculum Review Cycle*.

Grades

JCS instructional staff use Gradelink to record and share grades with students and their parents. Teachers should post grades for students in a timely manner (within 3 days) and notify parents when a student's class average is a "C" or below. Teachers should inform parents when they are unable to grade and post assignments within the three-day window of time. Teachers must never assume that parents are keeping up with their child's grades. There should not be any surprises at the end of a grading period.

Employees should not provide copies of report cards and/or final transcripts without approval from the Principal.

Intellectual Property

Materials created during work hours and/or through the use of equipment or subscriptions/services issued through the school are the property of JCS. Employees are expected to frequently upload their school files to the JCS OneDrive, in the designated location, so that curriculum and other school files are maintained for future use.

Internal Jubilee Staff Calendar

Employees of JCS are required to use the internal Microsoft Office 365 calendar to share information that impacts the entire school community (field trips, special programs, chapel presentations, etc.). Before posting an item, be sure it has not already been shared and that you have placed the event on the correct calendar.

Late Assignments

Please follow the guidelines stated in the Parent-Student Handbook. Although we should maintain consistency, use your best judgment when accepting late assignments.

Lesson Plans

Instructional staff are required to submit lesson plans on a bi-weekly schedule to the designated location on the OneDrive.

Personal Telephone and Use of Computer

Excluding emergencies, employees should not make personal calls or send personal text messages/email during time set aside for instruction and/or student supervision. Employees are encouraged to use their planning time and other breaks for completing school related tasks. It is understood, however, that responding to personal calls and emails during planning time and breaks may have to occur.

Professional Attire

Employees are expected to set a good example of dress and personal hygiene. Professional attire is required. Modesty in dress is essential. Body piercings, other than earrings, are not allowed during school hours (including school-wide events after regular school hours).

Prohibition of Drugs and Alcohol Use

JCS will not tolerate the use or possession of alcohol or illegal drugs on the job or on school property. Employees using or possessing alcohol or illegal drugs while on school property, at school activities, while conducting school business or who report to work under the influence of alcohol or illegal drugs is not permitted and may result in termination.

Room Requests

Before using any additional rooms or spaces within MLEPC or North Way, you must have approval from the Director of Operations.

School Property

All items issued to employees, including computers, school-purchased curriculum, decorations, etc., are the property of Jubilee Christian School. Employees are expected to keep non-school related items off of their school computers, as this can interfere with the hardware and software. Administration reserves the right to ask employees to remove programs or hardware that may cause harm to the device.

School-Wide Communication

Employees may not send school-wide communication (written or email) without the approval of the Principal.

Secondary Employment

Subject to JCS's prior written approval, you may work for other businesses, including, but not limited to your own personal business of tutoring, during the course of your employment with JCS; provided, however, you may not (1) accept or perform work of a nature that conflicts or competes in any way with the business or services of JCS; (2) use any JCS resources (3) perform any non-JCS business on JCS premises; or (4) perform any non-JCS work during normal business hours. It is important that other employment and outside interests do not interfere in any way with your job at Jubilee Christian School. We expect that you will be careful that extra hours of work do not affect your performance here. All employees should notify the Principal prior to undertaking any outside employment or work activity, including self-employment. Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or additional hours.

If Jubilee Christian School, in its sole discretion, determines that an employee's outside work interferes with performance or the ability to meet the requirements of Jubilee Christian School as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Jubilee Christian School. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Smoking

Smoking is not allowed in JCS or on the any part of the grounds or parking lots.

Social Media Policy

Social media is a very powerful way to communicate, allowing a single individual to reach millions of others, instantly. JCS recognizes that many of our staff are using social media for personal and professional purposes. There are many pitfalls that exist in using social media and this policy has been developed to better protect our staff members and students.

For purposes of this policy, social media is defined as any form of online publication or presence that allows interactive communication.

The following principles apply to professional use of social media on behalf of JCS as well as personal use of social media when referencing JCS.

1. JCS will have official school related social media pages or accounts that will communicate school related information. These pages or accounts will be monitored by the Principal to assure proper use.
2. Absent express approval from the Principal, school and classroom information should only be posted to the teacher's designated school web site.
3. Employees are not to publish, post or release any information that is considered confidential or protected information.
4. Employees may not post images of co-workers on any social media without appropriate consent, or post images of students without written parental consent.
5. Employees must adhere to the JCS personnel policies when using social media.
6. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to JCS.
7. Employees should not use work time or JCS equipment to access social media for personal use, unless it is during a limited period of time when they are not directly supervising students. Such personal use should not interfere with your employment responsibilities or productivity. Staff should also remember that all activity on the Internet is being recorded and can be monitored.
8. Employees should refrain from "friending" students or providing student access to their social media site(s).
9. It is strongly suggested that employees should use caution when "friending" current parents and otherwise providing parental access to their social media site(s).
10. Employees are encouraged to check their privacy settings on a regular basis. Employees should also remember to consider the content carefully, be cautious about disclosing personal details and that what you publish will be public information for a long time.

Student Records

While parents and guardians may request to review their child's academic record (in the main office), they may not request copies or personally take the academic record from the main office. School personnel must request the official transfer of academic records.

Tutoring and Lessons Outside of School

For the purpose of this section, tutoring includes all assistance on academic work, whether part of the JCS curriculum or not, for which the instructor is paid. For the purpose of this section, lessons include all non-academic work such as the fine arts, athletics, etc. that involve specific skill development. All exchanges of money will be between the instructor (of tutoring or lessons) and the parent.

After-school extra-curricular programs organized by JCS are not included as part of this section.

This section addresses questions arising when a JCS teacher tutors/provides lessons to a JCS student (or parent/guardian) outside of the normal school context. This often arises when a student wants additional challenging material or needs extra-special remedial help to achieve grade-level mastery. Most often students (through their parents/guardians) pay the teacher for outside tutoring/lessons. Outside tutoring/lessons commonly take place over the summer, although it may occur during the school year as well.

JCS teachers are expected as a matter of course to provide regular additional help for the coursework of the curriculum during the school year. This section does not address that regular situation, but rather when outside tutoring/lessons occur.

The terms and conditions of the outside tutoring/lessons relationship – e.g., where and when it will occur and how much the teacher will be paid – are established by the teacher and parents/guardians. Outside tutoring/lessons by definition fall outside of the responsibility of JCS. All legal or other obligations arising from outside tutoring are the sole responsibility of the parties (teacher-student-parent/guardian) involved.

JCS teachers must request permission from the Principal prior to engaging in tutoring/lessons. Both the teacher and the parent(s)/guardian(s) must sign the Waiver and Acknowledgement form that accompanies this section. This Form is attached to this Handbook as Appendix “C”.

To the extent the parties want tutoring/lessons to occur at JCS, they may ask the Principal or her/his designee for written permission. When making this decision, the Principal should consider factors such as availability of space, insurance limitations, and JCS-related commitments (e.g., summer school, meetings, committee work, faculty training). Similarly, the parties may request to use JCS supplies or equipment, such as books, computers, copiers, etc. The principal or her/his designee shall give written specifications as to how JCS supplies or equipment may be used, if at all, and the terms under which the parties may have to pay JCS for use of the supplies and equipment.

Outside tutoring/lessons must not create a conflict of interest or the appearance thereof. For instance, a JCS teacher may not provide outside tutoring to a student currently enrolled in his/her class. There are heightened concerns for a conflict of interest if outside tutoring/lessons occurs during the school year, although a conflict may arise during summer tutoring as well. The Principal, or her/his designee, shall decide whether a conflict of interest is such that it would prohibit a specific outside tutoring/lessons relationship to occur. Such a decision may be appealed pursuant to JCS’s normal appeal policy.

There may be circumstances in which the Principal decides that an individual teacher may not participate in outside tutoring/lessons in a specific case or in all cases. Such a decision may be appealed pursuant to JCS's normal appeal policy.

JCS teachers may not market their outside tutoring/lessons services to JCS students or families through any channels associated with the school, e.g., passing out flyers at school, sending emails via the JCS computer system, posting on JCS bulletin boards, or discussing outside tutoring at school or a school-sponsored event. Questions about this should be directed to the Principal or her/his designee.

Weekly Communication and Class Websites

Kindergarten-Fifth grade teachers are required to send a weekly newsletter home to their parents. Teachers should ensure that parents have weekly newsletters and other time-sensitive communication in a timely manner. Sending the newsletter prior to the start of the new week is preferable – Monday afternoon at the latest. Middle School teachers are not required to send weekly newsletters. They are asked, instead, to send bi-weekly communication to their families detailing upcoming major assignments and topics being covered in class. Special area teachers are required to send a monthly communication to their families, detailing topics that will be covered in the month ahead.

Teachers at JCS are required to maintain a basic class website. This includes the following:

- Copy of information distributed at Curriculum Night, *Course Syllabus for Middle School*
- Current spelling, vocabulary list, study guides, and at-home project instructions and rubrics (as applicable)
- Current week's newsletter and all prior newsletters for that school year
- Copy of current unit letter
- Any pictures taken – or a link to where class pictures are located

Class websites are expected to be maintained on a weekly basis (minimum of current spelling, vocabulary, study guides, and weekly newsletter uploaded). The Principal will frequently visit class websites to ensure they are up-to-date.

Leave Policies

Bereavement Leave

Bereavement days will be granted at the discretion of the Board through the request of the Principal. Bereavement days will not be counted against illness days. Employees may use personal days if it is necessary to have more bereavement days beyond those granted by the Board. The following guidelines should be used for determining bereavement days:

Bereavement days must be taken within ten calendar days of the death of a relative or spouse family member. The following days will be granted: Five (5) days for a parent, step-parent, parent-in-law, spouse or child. Three (3) days for grandparents, grandchild, son-in-law, daughter-in-law, sibling, or any person with whom the employee has made their home. One (1) day for aunt, uncle, niece, nephew, brother-in-law or sister-in-law. For all other family members or friends, the employee must use personal days.

Illness and Personal Days

Full-time employees will receive seven (7) illness days for the school year, two of which may be used for personal days, unless otherwise approved by the Principal. Part-time employees will receive 4 illness days, unless otherwise specified in their employment contract. In the event of illness or emergency, employees must give sufficient notification (no later than 6:45AM) so that the Principal may arrange for a substitute. Personal days must be requested from the principal one (1) week in advance in order to secure a substitute unless it is an emergency. Personal days may not be used surrounding a school vacation either the day before or the day after such a vacation.

Jury Duty Leave

When an employee receives a jury duty notice, they should notify the Principal to make arrangements for coverage. If excused from jury duty during normal work hours, employees are expected to return to school. Any attendance fees received for jury duty will be submitted to JCS. The employee will keep any reimbursement for mileage or public transportation costs. If jury duty fees exceed normal full wages of the employee, the employee may keep the amount in excess of their normal wages. Jury duty will not be counted against personal or illness days.

Disciplinary Policies

Problem Resolution

Occasionally there may be the need to resolve a difficult situation or to inquire about a concern in the school. In accordance with the teachings in Matthew 18, this concern should be addressed in the following format:

- The employee should go to the person with whom there is a difficulty without involving a third party.
- If the difficulty were not resolved at this level, then the employee would go to the Principal.
- If the difficulty were not resolved at this level, the employee would then present the problem to a board member in writing for further exploration.
- At that time a meeting would be scheduled for the employee, principal and a board member to resolve the difficulty.

Employee Discipline

JCS's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by JCS in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of JCS policies. Correction action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

JCS considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of school property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with an infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Board of Trustees. The decision of the Board of Trustees is final.

Grievance Procedures

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

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three (3) arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation, Billings, MT, shall be asked to provide the name of a qualified person who will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the *Christian Conciliation Handbook*. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such dispute, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of their own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Discipline of Children

Each classroom teacher will establish procedures and expectations that will provide an environment where all students have the opportunity to learn and grow. When students do not respond to correction in the classroom, the Principal will be brought in to partner with the teacher, student, and family to work towards a change in the negative behavior(s). At all times, the focus will be upon 1) lovingly guiding the student towards what is expected of them and 2) ensuring the academic environment is safe and conducive to learning for all students.

For minor offenses, consequences may include, but are not limited to the following:

- Verbal or written apology

- Time out
- Loss of recess play time
- Public apology
- Detention
- Temporary removal from the classroom

Should a student not respond to the above consequences, the student may face in-school and/or out-of-school suspension (based upon the offense), and then possibly be asked to leave JCS. Pennsylvania law prohibits the use of corporal punishment (physically punishing a student for misconduct at school). Teachers and other staff can use “reasonable force” to stop a fight, in self-defense, to get a weapon or some other dangerous object from a student, or to protect someone else.

Separation Policies

Termination

Employees must inform the Principal as early as possible regarding the possibility of voluntary termination. If the employee is unable to fulfill their commitment through the end of the school year, they must inform the Board of Trustees immediately in writing.

Termination may also result from any of the following: (1) Corrective action measures, which include infractions for violation of JCS policies, (2) layoffs or (3) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

Termination Process

JCS requires that employees return all documents, files, tools, business credit cards, keys and other JCS owned property on or before the last day of work. When all JCS owned property has been collected, the employee will receive his or her final paycheck.

Employees leaving JCS will have the option an exit interview with the Principal.

Employment References

Due to confidentiality considerations, JCS does not provide employment references for former employees. The Principal will provide dates of employment and positions held only.

Appendix “A”

REPORTING PROCESS FLOW CHART FOR JCS EMPLOYEES



Jubilee Christian School
Imagine • Believe • Achieve

Appendix “B”

CAMPUS SAFETY & EMERGENCY PLAN

Appendix "C"

ACKNOWLEDGMENT OF PERSONAL LIABILITY WAIVER & RELEASE

I have been advised and understand that the tutoring activities that I have individually contracted for my child to participate in on the Jubilee Christian School Upper and/or Lower Campus (the "School") have absolutely no connection to the School. I further understand that the School does not, in any manner, serve as principal, agent, or partner of any person who may provide these services to my child. I have read and understand this release and voluntarily sign this document and allow my child to participate in activities on School campus that are not connected to the School in any way.

I assume any risks that may arise from my child participating in on campus activities that are not sponsored by the School. I further accept full responsibility for all medical expenses for any injuries that might occur to my child by reason of his/her participation. I further accept full responsibility for any and all damage and/or loss of my child's personal property that might result from his/her participation.

By signing this form, I hereby release Jubilee Christian School, its Board, its Board members, administrators, directors, officers, teachers, employees, agents, assigns, affiliated corporations, and volunteers ("released parties") from and against all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain arising out of any damage or injury caused by my child. I also agree to indemnify and hold harmless the released parties from the released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

By signing this form, I hereby release and hold harmless the released parties from and against any and all liabilities to the undersigned, his/her dependents, assigns, children, personal representatives, heirs and next of kin for any and all damages, expenses (including attorney fees), claims, judgments, actions or causes of action as a result of any loss or injury to the person or property, including death, which my child may sustain or suffer during or arising out of participation, even if such injury is caused by negligence of the released parties or persons acting on the released parties' behalf.

I confirm that I have carefully read this Acknowledgement of Personal Liability, Waiver and Release and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the participant.

Participant Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Appendix “D”

Communication Flow Chart

