

# Parkview Christian Academy



## **Parkview Employee Handbook**

**Updated: August 9, 2018**

### **Mission Statement**

Parkview Christian Academy exists to provide a high quality Christ centered education rooted in Biblical truth, training leaders who have identified God given gifts and excel in their chosen path.

### **Vision Statement**

Heads grounded in Truth; Hands serving God's glory; Hearts surrendered to Christ.

### **Theme Verse**

Do not be slothful in zeal, be fervent in spirit, serve the Lord. Romans 12:11 (ESV)

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## **I. Introduction**

### **Welcome to Parkview Christian Academy**

The following pages contain information regarding policies and procedures of Parkview Christian Academy (Parkview). Parkview believes it is true of Christian co laborers that they conduct themselves in professional employer / employee relationships. If anyone has questions or needs assistance reviewing the Parkview Employee Handbook (Handbook), please contact the building Principal or Superintendent.

On regular school days, school hours are Monday to Friday 8:30 am to 3:00 pm or 8:20 am to 3:00 pm. Before and After Care is offered Monday to Friday from 6:30 am to 6:00 pm and operates around the school day schedule. The school calendar and this Handbook dictates the specific days and times of required job performance to particular individuals. The calendar may be modified at any time due to weather, disaster, or emergency. Parkview is a Christian Schools International and AdvancED accredited school and is also recognized by and operating within the regulations required by the State of Illinois regarding non public schools. Employees are bound by the dates and times set forth by the School Board.

The school office telephone phone number is: 630-553-5158.

### **Disclaimer**

This Handbook is intended only to outline the employment policies and procedures of Parkview. This Handbook is not intended to be all inclusive and does not constitute an employment contract. Illinois is considered an *employee at will* state. At will employment may be terminated for any reason, so long as the reason is not illegal. Parkview reserves the right to change employment policies, procedures, and benefits of this Handbook at any time that it is deemed necessary by the School Board. Employees will be notified of any policy changes, additions, or deletions in writing. Said changes may be made an immediate part of this Handbook.

### **Equal Opportunity Employment**

Employees are hired based solely on personnel requirements with regard to faith and the qualifications of each individual candidate. Employees are required to submit to a criminal background check and fingerprinting. Parkview does not discriminate on the basis of race, color, gender, national origin, age, physical characteristics, or disabilities for purposes of hiring, retention, or promotion.

### **Non Discrimination Statement**

It is and shall be the policy and practice of Parkview, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, color, gender, nationality, ethnic origin, age, or handicap. Hiring of employees is subject to agreement with the Statement of Faith, Admissions Statement, Parent-Student Handbook, and this Handbook.

## **II. School Wide Goals for 2018 / 2019**

*Now the Lord is the Spirit, and where the Spirit of the Lord is, there is freedom. II Corinthians 3:17.*

### **Spiritual Goals**

In the spirit of those that have been freed from fear, employees will reflect the offices of Christ to students and families with an emphasis on:

1. (Prophet) Unyielding Truth - seeking discovery of and dissemination of truth *without fear of the reaction.*
2. (Priest) Unlimited Grace - sacrificially setting aside self *without fear of personal consequences.*
3. (King) Love balanced in Grace and Truth - making and executing decisions rooted in love *without fear of error.*

### **Academic Goals**

1. The Administration and employees will implement uniform policies and procedures that ensure a consistent experience in high quality, Christ centered education.
2. Teachers will understand and utilize standardized testing to drive instruction.
3. Administrators will focus teacher attention toward individual academic achievement along with informed and adapted instruction.
4. Curriculum will be completely mapped in Curriculum Trak by May 2019

### **Teacher Evaluation Goals**

1. Principals will evaluate Curriculum Trak Progress with every teacher and create plans that will be monitored for timely completion.
2. Principals will evaluate / coach teachers on CRISS principles in the 3<sup>rd</sup> / 4<sup>th</sup> quarter in a total of four (4) walk through observations.
3. Principals will evaluate teacher consistency throughout the year based on the published Teacher / Classroom Expectations as outlined in section III of this Handbook.

### **III. Teacher / Classroom Expectations**

#### **Classroom Expectations**

1. Follows consistent classroom procedures as directed by the building Principal.
2. Follows disciplinary framework as outlined in the Parent-Student Handbook and in the Organizational Booklet.

#### **Planning and Record Keeping**

1. Unit plans (framework) should be completed prior to the start of each quarter.
2. Quarterly syllabi (6<sup>th</sup> - 12<sup>th</sup>) will be posted in ParentsWeb, entered in planners (6<sup>th</sup> - 8<sup>th</sup>), and distributed to students (9<sup>th</sup> - 12<sup>th</sup>) during the first week of class in each quarter.
3. A minimum of two (2) assessments weekly – based on five (5) student contacts (formative or summative; formal or informal).
4. The larger assignments / projects that will be assessed must be entered in the lesson plan / homework section of the gradebook by 6:00 pm on Sunday night preceding the first Monday of the quarter in which the larger assignment / project is due.
5. Daily assessments graded and entered within 48 hours.
6. The gradebook assignments must be entered in the gradebook by 6:00 pm on Sunday night preceding the week in which the work will be due (you may check the box to transfer to homework).
7. The daily assignments (homework) that will be assessed must be entered in the lesson plan / homework section of the gradebook by 6:00 pm on Sunday night preceding the week in which the work will be due.
8. Large writing assignments and/or projects graded and entered within one (1) week.
9. Large writing assignments and/or projects must include chunked or scaffolded assignments - including the use of a rubric *and must be planned prior to the start of the quarter in which it is assigned and assessed.*
10. Assignments must be communicated in the classroom verbally and visually.
11. Final grades are due by the published calendar dates.
12. Report cards must contain comments.

#### **Communication With Parents**

1. Concerns for individual students should be communicated via telephone or email, as appropriate, and as soon as possible.
2. Whole class communications should be emailed through Renweb and limited as much as possible.
3. Parent concerns should be answered as soon as possible.

#### **Homework**

1. All homework must be one or more of the following:
  - A. Practice
  - B. Skill Development
  - C. Lesson Extension

2. All homework should be timely and relevant to the day in which the content was taught (no time extended packets, etc.).
3. All homework should be relevant and targeted to individual student needs.

**Other Classroom Guidelines**

1. No personal electronics in the classroom.
2. No personal electronics in classroom parties.

## **IV. State, Federal, and Best Practices / Procedures**

### **Professionalism**

Professional demeanor, clothing, and behavior is expected of all employees. This policy is designed to provide appropriate professional standards against which to measure our work and relationships in a setting that is Christ centered and educational.

### **Professional Dress**

- All employees should be dressed in business casual clothing unless the job position itself stipulates otherwise (field trips, field days, etc.).
- Business casual clothing is required on every school day and at every public event on Parkview property or attended / hosted off site by Parkview.
- Exceptions include Administrator approved functions such as spirit days and classroom or school wide themed celebrations. Exceptions are not limited to those mentioned.
- On Fridays, jeans may be worn provided they are worn with Parkview spirit wear.
- At no time should employee clothing choices violate any specific dress restrictions given to students.

### **Professional Relationships in School**

- Refrain from eating in front of students except for approved events such as lunch, snack, and parties.
- Professional use of social media (see pages 18 - 20 of this Handbook).
- Treat all students with equal respect in all circumstances. Favoritism is inconsistent with the belief that each child is an image bearer of God.
- Students should not be asked to perform duties reserved for employees.
- At no time should students be asked to sort report cards, grade papers, hand or call out grades, or have input in discipline decisions necessary for a fellow student.
- The employee's home is private and students should not ordinarily be invited. Exceptions apply, but in general frequent visits send a mixed message about the nature of the relationship.
- Students and employees should be addressed respectfully with the name requested by the particular individual.
- Students and employees may expect that their personal lives will not be inappropriately questioned by each other. The School Board and Superintendent may ask for just causes as appropriate.
- All employees, in their respective duties, should be working to create a safe and comfortable environment for students to participate and engage in learning.
- All employees should participate in extracurricular events as appropriate and possible, demonstrating a genuine care for the life of the community.
- All employees must keep personal needs from affecting or being shared with students.

### **Professional Teacher - Parent Relationships**

- Be willing to hear parents' concerns and work together for growth in the child.
- Hold genuine parent like concern which is seen in all interactions.
- Approach all parent contacts with a respectful, positive attitude.
- When speaking in a group, do not discuss particular students or disclose confidential information.
- Make contact with parents on a consistent basis, for both positive results and when problems occur.
- Do not prejudge a parent or student who initiated contact. Be open to hearing.
- Be a good listener.
- Use the parents as support when developing strategies towards helping their child learn more effectively.
- Establish a rapport with all parents.
- Enter into any conference with a parent with well documented specific examples of concern.
- Come to meetings and conferences prepared with solutions and methods of achieving possible solutions.
- Establish good communication patterns with parents early in the school year.
- Verify that the message you want to send is actually coming across through the words and between the lines of your communication. Utilize a colleague editor if needed.

### **Professional Characteristics of Employees**

- Punctuality: Employees should be on time and ready for work.
- Facial Expression: Employees should set a positive tone (smiles, encouraging words, etc.).
- Personal Habits: Employees prohibited from smoking on school premises.
- Positive Attitude: Being positive and being in a good mood are not the same. Employees must set the example to students that life can be looked at life from a positive and Christian viewpoint. (Christians do experience anger, frustration, and disappointment but must be able to show how these moments are worked through in a Christ honoring way.)
- Work Ethic: Give the job full attention and energy while at work whether receiving praise or not. Be willing to go the extra *mile* despite the fact it may go unnoticed.
- All electronics are tools and are to be used in a professional manner.

### **Criminal Convictions**

Criminal convictions are taken seriously at Parkview. Any applicant for employment that has been convicted of a criminal offense may be disqualified from employment. Conviction of a crime while employed may result in immediate termination for just cause of any employee.

### **Alcohol, Drugs, and Illegal Substance Abuse**

Possession of alcohol, illegal drugs, or other illegal substances is not permitted on Parkview property or while on duty in the employment of Parkview. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs, or other illegal



substances. Any illegal activity of any kind while in the employment of Parkview is grounds for disciplinary action including termination for just cause. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination for just cause. Report any illegal activity related to this policy directly to the Superintendent.

### **Guidelines for all Employee and Student Interaction**

Parkview expects its employees (administrative, teaching, and support) to appropriately assist students while demonstrating care. In accordance with the *Harassment Policy* below the following guidelines help define what is appropriate behavior for employees coming in contact with students. Although an employee's contact with students is within specific context, the following acts are judged by Parkview as being inappropriately harassing. This list is not intended to be, nor should it be, construed or interpreted to be exhaustive:

- Using vulgar, profane, belittling, snide, or intimidating language to students or in their hearing.
- Making sexual innuendoes to students or dressing in a sexually provocative manner.
- Meeting a student (or students) alone at a location in school or outside of school (restaurant, home, in a car, etc.) that is not easily observed by another adult.
- Touching a student's body in a place or in a lingering manner that could readily be interpreted as a sexual advance.
- Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could be readily construed as violent and motivated by anger.
- Using illegal drugs or speaking favorably about their use to a student.
- Using alcohol in such a manner or at such a time detectable to student(s) at or during a school event.
- Any behavior toward a student that does not respect their being of God's image; such as bullying, threatening physical harm, teasing, mocking, or otherwise creating an intimidating, hostile, or offensive environment.

These behaviors are expressly prohibited. Engaging in inappropriate acts, speech, conduct, etc. will be considered grounds for discipline, up to and including termination of employment for just cause.

### **Harassment**

Parkview promotes a productive work environment and does not tolerate verbal or physical conduct that harasses, disrupts, or interferes with another's work performance or student's ability to do well or that creates an intimidating, offensive, or hostile environment. Parkview intends to provide its employees and students with an environment that is free of all types of harassment.

- **Sexual harassment** includes making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments.
- **Physical or emotional harassment** includes creating an intimidating, hostile, or offensive environment toward a student or employee.
- **Racial harassment** includes making prejudicial and derogatory statements about others based on their race or national origin, inappropriate display of foreign flags or symbols,

any distribution of racially intimidating materials, or in some way mistreating others because of their race or ethnic background.

### **Retaliation**

Parkview prohibits any form of retaliation against employees, students, or parents for bringing bona fide complaints or providing information about harassment. Harassment can be nonverbal, verbal, physical, or digital. Offenses will be addressed regardless of the method or means of the harassment and regardless of where the harassment took place. Students and/or employees found to be harassing any other member of the community are subject to suspension, expulsion, or dismissal.

### **Reporting of Actual or Potential Harassment**

Employees who observe or otherwise know about any actual or potential acts of harassment should immediately contact his or her building Principal or Superintendent. The appropriate Administrator will conduct a prompt investigation of the complaint or situation and seek assistance as appropriate.

### **Domestic Violence Statement**

Parkview recognizes that domestic violence can have an adverse impact on employee job performance and may also impact coworker's performance. Employees are encouraged to report domestic violence to the building Principal or Superintendent immediately. Parkview is not authorized or licensed to provide counseling or intervention. Information will remain confidential as long as the safety of others is not at risk.

### **Workplace Violence**

Parkview is committed to creating a safe and positive work environment. Parkview will not tolerate any work related threatening or violent behavior by employees, whether or not on school grounds. This policy applies to all employees of Parkview. Any employee who engages in threatening or violent behavior toward any person is subject to immediate termination of employment for just cause.

Any employee witnessing or otherwise having knowledge about any actual or potential acts of violence at work (or as a result of work) should immediately contact their building Principal or Superintendent to report these observations. In all cases, the matter will be handled as confidentially as possible. Parkview will not retaliate against anyone who in good faith reports or cooperates in an investigation of possible workplace violence. Significant threats or acts of violence will result in immediate termination of employment for just cause. Parkview will take prompt, corrective action when it becomes aware of harassment or workplace violence.

### **Health and Safety Related Training**

As required by the State of Illinois, employees will participate in first aid and cpr classes. If an employee is unable to attend the classes offered by Parkview, it becomes the responsibility of the employee to find and pay for the missed classes.

### **Child Protection Policy**

Information concerning alleged child abuse and/or neglect is confidential and will not be shared with anyone other than the Principal, Superintendent, School Board Member(s), law enforcement, and/or the appropriate child protection agency. Parkview and its School Board, in addition to fulfilling its legal obligations, may also communicate in confidence with the official of any church which the child and/or family involved may be associated. All actions taken by Parkview and its School Board will be taken in accordance with the law and in accordance with the best interests of the child.

## **V. Policies and Procedures**

### **Statement of Faith and Church Membership**

The following information is applicable to all employees. The teachers and other staff will be appointed by the Superintendent after a careful consideration of their qualifications. They will be appointed for such terms and with such salary or wages and other conditions (except as herein expressly provided) as the School Board may stipulate. All employees:

1. Must declare unconditional agreement with Parkview's Statement of Faith.
2. Must be faithfully engaged at an evangelical, Bible believing church.
3. A pastor / church leader will be contacted from time to time to verify church engagement.

**Evangelical** as it appears here refers to a Christian church which confesses salvation by faith in Jesus Christ alone, the authority of Scripture as the rule of faith and life, and the lordship of Jesus Christ in all areas of life and in all disciplines of education and faith.

The Superintendent will have power to discharge or suspend an employee and such discharge or suspension may be based upon unfitness for work instruction which conflicts with the fundamentals and the purposes of Parkview and/or failure to lead a Christian life. Any such discharge or suspension will be made only after a due and proper process and statement of concerns has been given to the employee. If said employee requests a hearing before the School Board, said hearing shall take place as soon as possible after the statement of discharge or suspension. The School Board shall give a final decision, in writing, to said employee within five (5) days of the hearing.

### **Work Schedules and Tracking Time**

All **hourly employees** will report to work at the scheduled time for their shift as determined by their Contract or Employment Agreement. A log of hours worked will be maintained and provided to the Financial Secretary on a monthly basis. A designated supervisor will validate these hours prior to submission to the Financial Secretary. If hours are not turned in on time, checks will be paid the following month.

Full time **contracted teachers** will minimally arrive at school by 8:00 am and stay through dismissal or at least 3:30 pm. Necessary modifications must be communicated to the building Principal.

Full time and part time **aides** will arrive and depart based on agreed scheduling with the building Principal and as indicated in their Employment Agreement.

All full time **teachers and aides** are expected to attend all school days and teacher work days / professional learning days as scheduled. All **full time staff** are also expected to attend all evening activities that involve the classroom they work in or students they lead. In addition, they are expected to meet, report, and check email during that summer hours as requested by the Superintendent.

### **Payroll Schedules**

Employees are paid once a month. Regardless of shift schedule, the workweek begins Monday and ends Sunday. Paydays are the final day of the month. In the event payday falls on a holiday or weekend, paychecks will be distributed before the holiday or weekend.

## **Absence and Leave Policy (Paid Time Off [PTO])**

Employees are duty bound to fulfill all the obligations of their Contract as a professional person. Recognizing that some situations will require absence of leave, the employee will be permitted eight (8) PTO days per year. Additional days of absence will result in loss of pay. PTO for part time employees is prorated based on the percentage of time worked.

### **PTO**

#### Sick Days

1. Illness or medical appointments for self, spouse, or child (use sick days).
2. Funeral / bereavement (immediate family members only defined as father, mother, brother, sister, wife, husband, child, grandchild, grandmother, or grandfather).
3. Attending to the needs of elderly parents (use sick days).

#### Personal Days

1. Taking child to college, college visits, or college graduation of child.
2. Weddings (even for own child).
3. Funerals of not immediate or non family members.
4. Non school related conferences, meetings, etc.
5. Hunting, fishing, shopping, or other trips.
6. Taking care of miscellaneous personal business.
7. Any other reason not mentioned above.

### **Restrictions**

Personal days are not to be used just prior to or just after scheduled *off school* days and must provide at least one (1) week prior notice if possible. Absences during these restricted times may be allowed, but the employee's absence will result in loss of pay. The Principal has the right to limit the number of employees absent (using personal days) on any single day and to grant exceptions under extenuating circumstances. If personal days are scheduled without approval, they will not be considered PTO and will result in a loss of pay.

Using PTO time during early dismissal, teacher work days, professional learning days, etc. will be considered time off and count against contracted PTO time. In example (taking a Friday in service as a personal PTO will be counted as a lost PTO day even though a sub was not needed).

### **Jury Duty**

Employees who are subpoenaed for jury service and serve on a jury shall relinquish any jury pay to assist in compensation of substitute teacher(s). PTO days will not be used up nor pay reduced when serving on a jury. When an employee is released for the day or a part of a day, the employee shall report to work. Employees are required to inform the Administration of their jury summons at least seven (7) days before the first day on which they are required to serve on the jury. Before payment shall be made the employee shall present to the Superintendent proof of their summons for service, the time served, and the amount of pay received for jury service.

### **Bereavement**

When death occurs in the immediate family (father, mother, brother, sister, wife, husband, child, grandchild, grandmother, or grandfather) a maximum of three (3) days of absence from school will be allowed in order to attend the funeral. These days are taken as part of PTO.

### **Excused Absences Resulting in Some Loss of Salary**

1. Time off beyond PTO will result in loss of salary. If an employee is unable to perform his or her professional duties after exhausting the PTO to which he or she is entitled, their salary will be deducted equivalent to the number of days absent using salary proration.
2. An employee may be granted leave without pay for emergency matters other than those specified above (see FMLA below). During this period, the employee's pay may be reduced.

### **Family Medical Leave Act (FMLA)**

Hourly and contracted employees that have worked for the organization for over 12 months, with accumulated work hours over 1,250 in the previous 12 month period, are eligible for up to a total of 12 weeks of unpaid leave during any 12 month period for one of the following reasons:

1. The birth and care of the newborn child of the employee.
2. The placement with the employee of a son or daughter for adoption or foster care.
3. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
4. To take medical leave when the employee is unable to work because of a serious health condition.
5. To care for a family member during active duty or call to active duty into the Armed Forces.

FMLA shall begin and run simultaneously with any paid sick leave. When paid sick leave has ended, the remainder of unpaid FMLA time will continue through the 12 week period. The remaining portion of up to 12 weeks would be without pay. Non paid days will be calculated based on the contract value divided by contracted days (while school is in session).

### **Required Improvement Status Category (RISC)**

Employees demonstrating incompetent practices identified by a supervisor in the context of regular accountability processes may be placed in the RISC category. An employee in the RISC category will receive:

- A specific time period for the required improvement to be accomplished.
- A specific set of improvements that will be required.
- Required assistance and advice on strategies to remove the problem behaviors.

### **Termination**

An employee placed in the RISC category, who does not respond to the assistance offered and continues the unsatisfactory practices, will be terminated at the end of the current contract unless there is cause for immediate termination. An employee placed in the RISC category, who takes

advantage of the assistance offered and is unable to master the objective sought, will not be offered an ensuing contract unless a more appropriate job placement can be found.

### **Reduction In Force (RIF)**

Should the need to reduce employees arise, due to a drop in enrollment or to strategic decisions of the School Board, these reductions will be based on the instructional needs of Parkview, the certified qualifications of the employee, and finally on seniority.

### **Employee Qualifications**

The following summaries are qualifications as approved by the School Board:

- Pass a criminal background and fingerprint check.
- Must be faithfully engaged at an evangelical, Bible believing church.
- Lead an exemplary Christian lifestyle, with professional conduct in all matters related to employment.
- Other qualifications as defined by job descriptions.

#### **In addition, teaching staff must be qualified with:**

- A.A. or B.A. degree appropriate and appropriate field experience for the teaching arrangement.
- Appropriate state certification.
- Course work and/or experiences in the specific area of assignment.
- Continuing education in accordance with the accrediting institutions.
- Ability to nurture children in a Biblical world view throughout all subject matter and in relationship (Biblical integration).

### **Employee Wages**

Please be aware that salary and benefits applicable to employee positions should be discussed only with the building Principal or Superintendent.

### **Full Time Contracted Employees**

Full time employees are contracted on a yearly basis. Contract values are based on a salary schedule established by the School Board as follows:

1. Access to workshops, conventions, and professional growth opportunities.
2. Access to need based tuition assistance as determined by the School Board.
3. 64 hours of paid time off (PTO) to be used for causes deemed appropriate to the employee such as illness, mental health, bereavement, etc.
4. \$200 per year for continuing education in courses that relate to and advance an employee toward compliance to accreditation standards of certification. Courses must be pre approved for reimbursement.
5. Parkview will pay the expenses of an employee who is asked by the School Board to attend a workshop, institute, or particular course in order to implement a change or addition in the curriculum.

### **Part Time Contracted Employees**

Part time employees are paid a prorated percentage of a full time employee's base salary and any benefits as follows:

1. Access to workshops, conventions, and professional growth opportunities.
2. Access to need based tuition assistance as determined by the School Board.
3. A prorated allocation of paid time off (PTO) based on the percentage level of employment.
4. \$200 per year for continuing education in courses that relate to and advance an employee toward compliance to accreditation standards of certification. Courses must be pre approved for reimbursement.
5. Parkview will pay the expenses of an employee who is asked by the School Board to attend a workshop, institute, or particular course in order to implement a change or addition in the curriculum.

### **Hourly Wage Employees**

Hourly wages are determined by the School Board and maintained by the Superintendent on a wages and salary schedule. Increases are considered annually during the budget process.

Overtime is compensated for hourly employees along Federal standards for any employee working over 40 hours in a week and paid on the paycheck that correlates with the pay period in which the hours were incurred.

### **Life Threatening Allergies**

Please consult the Parent-Student Handbook.

### **Open Door Policy**

It is the objective of Parkview to provide a work environment free from elements that would deter employees from doing their best work. All concerns may be expressed through the Open Door Policy. The Superintendent and Principals maintain the Open Door Policy to discuss any issues employees may have.

### **Code of Conduct**

Employees of Parkview are to conduct themselves in a responsible, professional, ethical, and Christ like manner. For the sake of the testimony of Christ, report unethical or dishonest behavior to the building Principal or Superintendent after following the principles of Matthew 18.

In thankfulness to God for his salvation and sovereign care, all employees must seek to maintain a Christ like attitude. Constant or repeated complaining in regard to students, parents, coworkers, Administration, School Board, or school decisions is indicative of a discontented, bitter, and critical spirit and is unacceptable. This includes ridicule or mocking of any individual, all of whom are image bearers of God.

The Administration and School Board will investigate reported misconduct and will prayerfully seek wise means for proper resolution. Employees found to be conducting themselves in an unethical manner will be subject to appropriate disciplinary action, up to and including termination for just cause.



Parkview respects the partnership with enrolled families and acknowledges the potential to harm or damage personal / professional lines through inappropriate communication. Please maintain the following guidelines at all times:

1. Discuss any school related information confidentially only with those employed by Parkview that have a direct *need to know* status within the context of the information and no one else.
2. Maintain confidentiality at all times with regard to students, parents, coworkers, and any school deliberations that have not been publicly released.
3. Conduct appropriate confidential conversations in a secured and/or nonpublic setting. Personal / confidential information may be overheard, even when there is a genuine desire to maintain confidentiality.
4. As a matter of course, employees will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, employee, parent / student, extended family, permanent record information lists, and contractual agreements. It is a condition of employment that employees not disclose this information to any third parties during or after employment at Parkview. Disclosure of confidential information without express written approval is strictly prohibited and legally actionable.

### **Employment Evaluation and Probation**

All new employees will be under *probationary evaluation* for the first three (3) months of employment, at which time a written review will be given. At the discretion of the Administration, another 90 day period may be instituted. The Superintendent or a designee will be responsible for evaluating an employee's performance, aptitude, and compatibility within Parkview.

After the first three (3) months, the employee should expect a minimum of one (1) evaluation per year for employees who have taught less than three (3) years. Employees who have taught more than three (3) years will be evaluated once every three (3) years. Each employee will have multiple walkthroughs conducted yearly.

### **Personnel File**

Parkview maintains a confidential personnel file for each employee. These files are the property of Parkview and no documents may be altered or removed by the employee. Copies will not be distributed to any third party unless mandated by a court of law. Requests for employment confirmation or information will be provided, containing only employment dates and positions held. Additional information may be disclosed at the Administrator's and/or School Board's discretion. An employee may have access to view his / her personnel file.

### **Crisis Management**

Parkview has a detailed, comprehensive Crisis Management Plan. Each employee must have a copy and is responsible to be familiar with and responsive to the Crisis Management Plan instructions.

### **Planned Absences**

Punctual regular attendance is mandatory for efficient job performance. For accounting purposes, please complete and submit to the school office an Absence Request Form prior to a planned absence or in the case of an emergency immediately upon returning. Regardless of cause, each employee must notify the appropriate Administrator as soon as reasonably possible. Poor attendance, absence without notification, or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination for just cause.

Attendance at weekly required meetings and scheduled school events is crucial for the professional development of Parkview as well as the growth of unity in our school community. All teachers / teacher's aides will be present for parent / teacher conferences, open houses, and/or other events that directly relate to their classrooms (taste of nights, concerts, science fairs, etc.).

### **Work Schedule Requirements**

With variations in workload based on demand, it is the employee's responsibility to meet critical deadlines, sometimes with little notice. As a result, employees may be required to work outside regular school hours, be it preplanned or spontaneous. Changes in schedules are mandatory when required, it is a condition of employment.

### **Staff Meetings**

Regular staff meetings for teaching staff, as well as occasional meetings for non teaching staff, are mandatory. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Notification for mandatory meetings will be distributed in advance. Attendance is required, when requested, even when it is not during scheduled work hours. Full time employees will be expected to attend each meeting.

### **Communication: Email, Boxes, and Voicemail**

The employee's school email will be used to communicate notices and announcements. In addition, email will be regularly used to communicate vital information. Another means of communication from time to time will be photocopied notices placed in boxes assigned to employees. Voicemail will also be used to communicate, most specifically with regard to parent / child information. It is the responsibility of each employee to review these designated areas a minimum of once each day. Consistent failure to maintain communications through email, boxes, or voicemail may result in disciplinary action, up to and including termination for just cause.

### **Medical Attention**

Parkview requires employees to notify the building Principal or Superintendent when medical attention is required for any reason. Trained medical personnel must take employees requiring emergency transportation to a medical facility. Emergency transportation and medical costs are the responsibility of the employee unless injuries arise out of and in the course of employment.

### **Purchase Orders**

For any purchases, reimbursements, or acquisitions of services, employees must fill out a Purchase Order Form and get approval by the building Principal or Superintendent. Failure to get

approval will be considered a willingness to bear personal financial responsibility for the purchase.

### **Reimbursement of Expenses**

Expenses to be reimbursed by Parkview must be approved prior to the expenditure. To receive reimbursement, employees must furnish two (2) items: receipts for all expenses and a completed Expense Reimbursement Form. If employees require an advance for expenses, they should contact the Financial Secretary.

### **Field Trips**

Field trips should be tentatively planned in the previous year. Please use the designated Field Trip Form in getting approval of field trips. Every student must have a permission slip signed by a parent or guardian. Field trips must be approved two to three (2 to 3) weeks in advance of going on the field trip and all information must be given to the administrative support staff, so the field trip can be placed on the school calendar. Alternative activities must be provided for any student should a parent choose not to send the student on the field trip. Ordinarily, field trips are limited to one (1) per quarter.

### **Reporting Accidents and Injuries**

Every employee has the responsibility to prevent accidents by observing all safety and emergency precautions. If an accident occurs while on the job or on school premises, report it immediately to the Administration and/or administrative support staff to determine emergency treatment. An Accident Report Form must be filed regardless of the severity of the injury.

### **Reporting Personal Information Changes**

Employees must notify the school office whenever there is a change in their address, phone number(s), income tax withholding information, and emergency contacts.

### **Personal Property**

Parkview is not responsible for personal property or vehicles of employees.

### **Termination of Employment**

Contracted employees are not given tenure. As an employer, Parkview will terminate employees for just cause. Employees choosing to terminate their employment with Parkview are required to return all school property to their immediate supervisor before leaving the premises on their final day of employment. All work or programs developed during the period of employment will be considered property of Parkview.

Parkview will provide all employees the opportunity of an exit interview. Request for an exit interview must be made within a reasonable time frame for both Parkview and the exiting employee.

### **Facilities Security**

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave the facility.

See an immediate supervisor if left with this responsibility and have questions relative to the security of the building. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows. Employees are not allowed to duplicate keys and/or give and/or loan their issued keys to any individual without the express consent of the Administration.

Report any potential security risks to an Administrator or administrative support staff. If an employee suspects a problem or feels threatened in any way, they should dial 911 and then talk to an Administrator or administrative support staff as soon as reasonably possible.

### **School Equipment**

All school property is to be used for Parkview purposes only. Unauthorized use of equipment may result in appropriate disciplinary action, up to and including termination for just cause. Special requests to utilize school property for personal use may be made as appropriate. Damage resulting from the personal use of school property must be remedied by the borrower.

Employee's designated work areas, desks, and cabinets are not to be locked with a personal lock. Employees needing assistance securing company / personal property should see their immediate supervisor.

### **Phone Systems, Voice Mail, and Personal Calls**

Telephone systems and equipment are in place to provide business services for Parkview. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks, with sensitivity to those who are utilizing these services for school business. Long distance calls for personal use are prohibited. Use of cell phones during instructional time (voice or text) must be limited to emergencies. Employees found to be using school phones or cell phones for personal use, except in the case of emergency, may be subject to appropriate disciplinary action, up to and including termination for just cause.

### **Computers and Related Equipment**

Parkview provides employees access to equipment on an as needed basis to perform their job requirements. This equipment is to be used for the business activities of Parkview. Employees found to be using company equipment for personal use may be subject to appropriate disciplinary action, up to and including termination for just cause.

Do not expect privacy on school computers. Parkview has the capability of tracking each visit, each email, each chat, and each file transfer by every computer on the school network. Parkview has the right, as well as obligation, to monitor any and all communication through school networks. No user should have any expectation of privacy regarding the use of the computer facilities.

Employees are required to keep their computers and related equipment in good working order. If equipment needs service, repair, or maintenance, notify the IT Coordinator immediately.

School equipment should not be used to create or store personal information and projects. This includes, but is not limited to, photos, music, personal business, or other data that is personal. School equipment should not be used to store or display images depicting violence, sexually explicit material, racially offensive material, or any other material deemed offensive according to standards of Christian conduct.

Software installed on school computers must be properly licensed and installed with permission and knowledge of the IT Coordinator. Employees are not permitted to download any software (free or otherwise) without express permission from the IT Coordinator.

### **Internet**

School computer systems, connected to the internet, are connected for school business purposes only. Employees are expressly prohibited from allowing any third party to use school provided computers or internet services.

Parkview will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, inside or outside of work, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent Christ through Parkview to the world at large while online.

### **Email and Electronic Communication**

School email is provided primarily for school business purposes. All emails, sent or received, are school records and, as such, are accessible to appropriate staff members. Appropriate record storage of email is expected. No anonymous emails can be sent from school systems. All employees are required to identify themselves by name and email address.

### **Social Networking (blogs, Facebook, Twitter, chat rooms, online journal, wiki, etc.)**

Parkview takes no position an employee's decision to start or maintain any form of social networking or other online presence or from an employee's participation in other online activities. However, it is the right and duty of Parkview to protect itself from inappropriate content that is shared, stated, posted, or commented by employees - both in text or image. Parkview's social networking policy includes rules and guidelines for company authorized social networking and personal social networking and applies to all employees. Parkview respects the right of its employees to write blogs and use social networking sites and does not want to discourage employees from self publishing and self expression.

1. The wise, mature use of any and every online forum is a skill that is expected of every employee. While the *science* of posting online is highly subjective, the objective presentation of a Christ reflector is to be contented, measured, wise, trusting, faithful, pure, meek, humble, etc. For this reason, supervisors at Parkview will provide accountability for the public posts of each of its employees. All employees are responsible for their words - whether spoken in person or posted to the watching world.
2. Unless specifically instructed, employees are not authorized, and are therefore restricted, from speaking on behalf of Parkview in any media or personal context.

3. Employees are expected to protect the privacy of Parkview and its employees and students and are prohibited from disclosing personal employee and non employee information and any other proprietary and non public information to which employees have access. This applies to direct, insinuated, and suggestive content.
4. All online communication must be done in accordance with Parkview's code of conduct and in accordance with the *Authorized Social Networking* provision set forth in this Handbook.
5. Employees are cautioned that they should have no expectation of privacy while using the internet or Parkview owned email. Postings can be reviewed by anyone, including Administration. Parkview reserves the right to monitor comments or discussions about Parkview, its employees, clients, and the industry, including products and competitors posted on the internet by anyone, including employees and non employees. Parkview reserves the right to use content management tools to monitor, review, or block content on Parkview's blogs that violate school blogging rules and guidelines.
6. Parkview requires employees to report any violations, possible or perceived, to the Administrator. Violations include discussions of Parkview and its employees and students, any discussions of proprietary information, and any unlawful activity related to blogging or social networking.
7. Parkview investigates and responds to all reports of violations of the social networking policy and other related policies. Discipline and/or termination for just cause will be determined based on the nature and factors of any blog or social networking post. Parkview reserves the right to take legal action when necessary against employees who engage in prohibited or unlawful conduct.
8. All employees must identify themselves as such when posting comments or responses on Parkview's blog or on any social networking site - if the associated comments or responses are related to Parkview.
9. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on behalf of Parkview.
10. Parkview reserves the right to remove from its online presence, without advance notice or permission, all guest users' content considered inaccurate or offensive. Parkview also reserves the right to take legal action against users who engage in prohibited or unlawful conduct.
11. As a participant in any online forum an employee can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just those of Parkview.
12. Employees cannot use school owned equipment, including computers, company licensed software, or other electronic equipment to conduct personal blogging or social networking activities in the presence of students.
13. Employees cannot use any online forum to harass, threaten, discriminate, or disparage against employees, students, or anyone associated with or doing business with Parkview.
14. Employees must state that views expressed in any online forum as their own and not those of Parkview nor any person or organization affiliated or doing business with Parkview - if the associated content is related to Parkview.

15. Employees cannot post school privileged information, including copyrighted information, school issued documents, or any internal letters.
16. Employees cannot post on any personal online forum photographs of other employees, students, vendors, or suppliers nor can employees post photographs of persons engaged in Parkview business or at school events unless said photographs are a directive of Parkview's Development Committee.
17. Employees contacted by the media or press about any post that relates to Parkview business must direct all responses to, and be spoken by, the Superintendent.
18. If an employee has any questions relating to this policy, ask the Superintendent.

### **Authorized Social Networking**

The goal of authorized social networking, blogging, or any other online forum is to become a part of the industry conversation and promote web based sharing of ideas and exchange of information. Authorized social networking, blogging, or any other online forum is used to convey information about Parkview and raise awareness of the Parkview brand. It is also used to respond to breaking news or negative publicity and discuss school and department specific activities and events.

When social networking, blogging, or using other forms of web based forums, Parkview must ensure that use of these communications maintains our Christian identity, integrity, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace and whether posted in personal or organizational forums.

### **Godly Conflict Resolution / Professional Inter Employee Relationships**

1. Treat one another as the unique image bearers of God, each possessing areas of strength and weakness. Gain from others strengths and offer assistance in their weakness.
2. Respect the concerns of one another and demonstrate willingness to work together to solve problems and reach goals.
3. Display an attitude of trust and respect for each other. Communicate honestly in love and listen intently with humility.
4. Respect one another by following the steps for conflict resolution, should conflict arise.

In an effort to exalt Jesus Christ and to build up the body of believers, Parkview has chosen to commit ourselves to the **attitude** and **process** of Godly conflict resolution. In order to achieve this commitment, we will seek to maintain the *heart attitude of love described in I Corinthians 13* and utilizing the *scriptural process of Matthew 18* in an attempt to see restoration and renewal occur.

I Corinthians 13 describes many characteristics of love that are of highest importance in the Christian community but we specifically note *believing the best, hoping the best, enduring all the consequences of Biblical love* in connection with conflict resolution. We do not take this attitude in a naive attempt to ignore or repress the realities of sin and its' consequences, but in a belief that to follow the pattern of Christ is both obedient and fruitful!

At Parkview, we profess faith in Jesus Christ. For this reason, when entering conflict, we will:

1. Believe the best: no matter how offensive or sinful the circumstances, each party in the conflict has a sincere desire to examine his or her own heart, desiring to grow more and more Christ like.
2. Hope all things: God has brought each community member to this place and the Holy Spirit transforms lives when we interact according to the pattern of love demonstrated by Jesus Christ.
3. Endure all things: Godly conflict resolution will often lead to personal pain including discomfort in speaking, guilt, sorrow, humiliation, submission, regret, discovery of personal sin, and more.

In **process**, we will commit ourselves to following the steps found in Matthew 18:15-17. In addition, we commit strained relationships to the Lord in our **private** prayer time in order to avoid the snare of gossip and slander.

The specific words of Jesus found in Matthew 18:15-17:

*Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses, every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.*

**Following are steps to follow:**

1. Keep the matter **confidential**. This means that the communications should be in person with the appropriate parties and one on one. The Bible has much to say about those who gossip or malign others with their words. *The Hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered.* Proverbs 11:9.
2. Be **self aware**. Jesus tells us to take *the log out of our own eye first*. We often enter into conflict resolution with blinders on our own eyes. Sometimes we are wrong. Sometimes we have prejudged. Sometimes we have secretly wicked motives. Sometimes we are self righteous.
3. Keep the circle small. *If your brother sins against you, go and tell him his fault between you and him alone.* The first step and most often the only step needed in solving a person to person problem is for one of the two people involved to initiate **face to face dialogue**.
4. Be straightforward. Jesus tells us to be **forthright and to love honestly**. Restoration and improvement can only come when the issues are lovingly, yet clearly, presented. Scripture says, *Faithful are the wounds of a friend.* Proverbs 27:6.
5. Be **forgiving**. *If he hears you, you have won your brother.* Once the matter is resolved, we should wholeheartedly forgive and restore the person. Galatians 6:1 reads, *If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted.*
6. Although rare, a party to the conflict may refuse to meet at any point in the process. Should this occur, continue the steps, making sure to **invite** the other party to each meeting while continuing confidentiality, prayer, believing the best, hoping the best, and enduring all things in love.
7. The two individuals should agree to share the matter with the Administrator. At this point you have attempted to work out the problem between the two of you but there is no



agreement. The counsel of Jesus would be, *...take with you one or two more, that by the mouth of two or three witnesses, every word may be established.*

If the Superintendent is involved as a part of the conflict, the School Board President should become involved as the third party. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

8. The Superintendent should explain the problem to the School Board President. The School Board President will decide how and if the matter should be presented to the entire School Board. Depending on the complexity of the problem, it may be appropriate for the School Board President to request that all persons involved be present at a School Board meeting. The goal of such a high level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and wholehearted restoration between those who have had the difficulty and have not determined to make amends.

Finally, after each of these steps has been followed, it should be understood that in our desire to settle disputes peacefully, we will accept, in a humble and submissive manner, any direction given by the School Board / Administration.

## **VI. FAQ's**

### **May I wear jeans?**

Every employee may wear jeans on Friday with Parkview spirit wear. No employee should wear jeans during the week unless they are planning to attend a field trip or a special activity in class that would require jeans. Regular clothing, other than Fridays, should appear professional and communicate the high value we place in participating in Christian education.

### **Do I have to attend our professional development meetings?**

All full time teachers / aides / student related positions are expected to attend professional development meetings or support the rest of the employees in some manner. If you are unable to attend this day, you will be required to use PTO.

### **Can I save PTO by holding doctor appointments during early dismissal on Wednesdays and professional development days?**

No, if you have a doctor appointment during early dismissal on Wednesdays or professional development days, then you will be required to use PTO to cover the time you were not in attendance.

### **Can I extend a school break / vacation with a personal vacation?**

Yes you can, BUT, you will be required to pay for a sub for the day you are out. If a sub is not required, you will repay the salary amount of time you were out.

### **Do I have to attend a special program or event in the evening?**

All full time employees are expected to attend all special events held in the evening at their respective buildings that involved their individual classrooms. Sporting events are highly encouraged, but not required to attend. All part time employees are expected to attend a special event each semester.

### **What do I do if I am sick or unable to come to work?**

If you are sick or unable to come to work, please contact: Lisa Lambes (815) 482-8027 (lower campus) and or Mary Ellen West (630) 688-9773 (upper campus). They will work to find a substitute.

### **Can I schedule a practice or club(s) on Wednesday afternoons during early dismissal?**

No practices or clubs are to be held during early dismissals on Wednesdays unless given special permission by the Superintendent. Time during early release is to be used as professional collaboration and learning as a staff.

### **Do I have to use PTO to chaperone a field trip for my child?**

If you volunteer to chaperone for your child's field trip, then you will be required to use PTO. If the classroom is unable to attend a field trip because there are not enough chaperones or you are licensed to drive the bus, and no one else is available, then you may attend without using PTO.

## **Employee Acknowledgements Page**

I have read the policies and procedures outlined in this Handbook. I also certify that I have had ample time to discuss this Handbook and its contents with the Administration and I fully understand and agree to abide by its contents. I understand that this Handbook is not intended to be an employment contract and should not be construed as a contract between any employee and Parkview.

I recognize it is my privilege and responsibility to serve the cause of Christian education at Parkview, represented by the goals set forth in this Handbook and other Parkview documents, as God enables me by the power of his Holy Spirit. I will seek the advancement of Parkview in all areas: spiritually, academically, financially, and physically.

I understand that Parkview reserves the right to make changes to this Handbook for the purpose of modifying, revising, and updating school policy, procedures, and this Handbook.

If I become dissatisfied with Parkview or my employment in any respect, I will try to resolve the matter(s) with the person or persons involved. I will not criticize the school to my students, children, family, or colleagues. I will follow the Biblical directives of conflict resolution, always presenting a united front.

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

Printed Name \_\_\_\_\_

Date \_\_\_\_\_