COMMUNITY CHRISTIAN SCHOOL

Christ-Centered Academic Excellence

Employee Handbook

Updated June, 2025

Community Christian School

Personnel Policies and Procedures

This employee handbook outlines the expectations, responsibilities, and operating policies for staff at Community Christian School (CCS). While it is not intended to serve as a standalone contract, it works in tandem with each employee's signed employment agreement and is considered a binding guide for conduct, procedures, and school expectations.
All CCS staff are required to read, understand, and adhere to the policies set forth in this handbook. Continued employment at CCS is contingent upon compliance with these guidelines.
The school board reserves the right to interpret, revise, or update the policies in this handbook at any time to best serve the mission and needs of the school. Reasonable efforts will be made to communicate significant changes to staff in a timely manner.

VISION

We seek to prepare students spiritually, academically, and in accordance with their God-given potential, equipping them with a biblical worldview that will enable them to stand firm in their faith and be the leaders of tomorrow.

MISSION

The mission of Community Christian School (CCS) is:

- To educate and build a foundation of biblical truth and unity so students may stand firm in one spirit, with one mind, striving side by side for the faith of the gospel.
- To train in truth and righteousness and fully develop each child in body, mind, and spirit.
- To equip students to be lifelong learners and to be servants of Jesus Christ.
- To provide a biblical education to foster the growth of the next generation of Christ-followers.
- To build up the next generation academically and spiritually in biblical truths.

PHILOSOPHY

- We believe in the centrality and authority of Jesus Christ, who is the Way, the Truth, and the Life.
- We believe that the Bible is the authority for all issues of life, including education.
- We believe that the knowledge of Jesus Christ and the Bible is essential to the proper growth and development of each individual student.
- We seek to cultivate students who reflect Christ in character and leadership and who are well-equipped to impact the world around them.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, infallible, authoritative Word of God. (II Timothy 3:16; II Peter 1:21, II Timothy 1:13, Psalm 119:10; 160; 12:6, Proverbs 30:5)
- We believe there is one God, eternally existent in the three persons: Father, Son, and Holy Spirit. (Genesis 1:1; John 10:30, 37, 38; Matthew 3:16,17, 28:19)
- We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His visible return in power and glory. (Isaiah 7:14; Matthew 1:23; Hebrews 4:15, 7:25, 9:12; John 2:11, 11:25; Colossians 1:14; Acts 1:11; Revelation 19:11, 16)
- We believe that all humanity is lost and sinful and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit. (Romans 3:19, 23; John 3:16, 19; Ephesians 2:8, 9; Genesis 3:5, 6; John 4:24)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26, 28)

- We believe that support and participation in the task of fulfilling the Great Commission is the responsibility of all believers in our Lord Jesus Christ. (Matthew 28:19–20)
- We believe 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.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term marriage has only one meaning: a covenant relationship between one man, one woman, and God Himself, as defined in Scripture. (Genesis 2:18-25)

*Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

CORE VALUES

- **Christ-Centered Living**
  We strive to love and glorify God in all that we do, guided by Scripture as our ultimate authority in faith and life. *(Colossians 3:17; 2 Timothy 3:16)*
- **The Great Commission**
  We are called to make disciples of all nations, equipping students to know Jesus, follow Him, and share His love with others. *(Matthew 28:19–20; Acts 1:8)*
- **Family Partnership**
  We affirm parents as the primary spiritual influencers in a child's life and partner with them to support discipleship at home. *(Deuteronomy 6:6–7; Proverbs 22:6)*
- **Academic Excellence**
  We pursue excellence in teaching and learning, preparing students to grow in wisdom, knowledge, and character for God's glory. *(Proverbs 1:7; Philippians 4:8)*

- **Home & School Integration**
  We design our programs to strengthen families by encouraging meaningful engagement between students, parents, and the curriculum. *(Psalm 78:4–7)*
- **Community Outreach**
  We joyfully share God's blessings by reaching our local and global communities with the hope and truth of Jesus Christ. *(Matthew 5:14–16; 1 Peter 3:15)*

RESPONSIBILITIES

Staff members must be committed to the mission of CCS and to honoring Christ through their work, relationships, and influence on campus.

Instruction & Curriculum Development

- Provide engaging, age-appropriate instruction in core subjects, including reading, writing, mathematics, science, and social studies.
- Integrate biblical principles into daily lessons, demonstrating a biblical worldview in all instruction.
- Differentiate instruction to meet the diverse learning needs of students.
- Foster an environment that encourages creativity, curiosity, and a love for learning.
- Utilize a variety of instructional strategies to engage students and promote academic excellence.

Classroom & Student Development

- Establish and maintain a structured, positive, and Christ-centered classroom environment.
- Assess and monitor student progress through formative and summative assessments.
- Provide individualized instruction and support as needed to help students reach their full potential.
- Implement effective classroom management strategies that align with biblical discipline principles.

Spiritual & Character Development

- Model Christ-like character and disciple students in their spiritual growth.
- Pray with and for students, encouraging their faith development.
- Partner with parents to nurture students' academic, emotional, and spiritual well-being.

Collaboration & Professional Growth

- Work closely with colleagues, administration, and parents to support student success.
- Participate in faculty meetings, professional development, and school events.
- Uphold the mission, vision, and values of CCS in all aspects of teaching and interaction with the school community.
- Complete 20 credit hours of in-service and 48 hours (6 days) workdays.

DOCUMENTATION

Community Christian School staff members are required to submit a completed employment application and all relevant documentation for their position. These documents must be maintained in the employee's personnel file and updated as necessary.

Required documentation includes:

- Completed Employment Application and Resume
- Handbook Acknowledgment of Responsibility Form (attached to Faculty Handbook)
- Pastoral Recommendation
- Technology Agreement
- Authorization to Release Reference Information
- W-4 Form
- I-9 Form
- Copy of Social Security Card
- Copy of Driver's License
- Direct Deposit Form (Payroll)
- Fingerprint Report / Background Screening

- High School Diploma and/or College Transcripts (as applicable to role)

BENEFITS

Paid Time Off (PTO)

- Full-time employees are allotted **12 days (96 hours)** of paid time off per year. This time may be used for **sick leave, vacation, or personal business**.
- **Unused PTO may carry over**, up to a **maximum accrual of 150 hours**.
- If an employee leaves Community Christian School, **unused PTO is forfeited** and is not eligible for payout.
- If a staff member terminates their contract early, **PTO will be prorated at one day (8 hours) per month worked**. Any PTO used beyond that amount will be deducted from the final paycheck at the employee's daily rate.
- Once all available PTO has been used, additional time off may be requested as **unpaid leave**, subject to administrative approval.

Tuition Discount

- Full-time teaching staff (35+ hours/week) are eligible for up to **50% tuition discount** for their **immediate children** enrolled at Community Christian School.
- Part-time staff and teacher assistants are eligible for a **10% tuition discount** for their **immediate children**.
- Tuition discounts apply only to base tuition and do not include additional fees or extracurricular expenses.

TEACHER CERTIFICATION & EVALUATION

Fingerprinting Requirement

All Community Christian School personnel must be fingerprinted and pass a background screening in accordance with state regulations. It is the responsibility of the employee to complete the fingerprinting process. Failure to complete fingerprinting within the designated timeframe may result in termination of employment.

Certification

As a non-accredited private school, Community Christian School is not required by the Kansas State Department of Education (KSDE) to employ state-certified teachers. However, all instructional staff must be **competent instructors** in accordance with K.S.A. §72-1111(a)(2).

While certification is not required, preference may be given to candidates with a valid Kansas teaching license, especially those with experience using Christian curriculum such as Abeka.

Staff Evaluation

To ensure quality instruction and alignment with the mission of CCS, all teachers will be formally evaluated based on their:

- Instructional effectiveness
- Classroom management
- Professionalism and communication
- Integration of a biblical worldview into curriculum
- Support of the school's mission, vision, and values

Evaluation Schedule:

- **New Employees:** Evaluated at least once per semester during their first two years of employment.
- **Years 3–4:** Evaluated annually by February 15.
- **Year 5 and Beyond:** Evaluated at least once every three years, no later than February 15.

All evaluations will be documented in writing and retained in the employee's personnel file for a minimum of three years. Feedback will be provided in a spirit of professional growth, and employees may be placed on improvement plans if performance concerns arise.

PROFESSIONALISM

At Community Christian School, professionalism is more than behavior — it reflects Christ in how we serve others, solve problems, and communicate. As representatives of CCS, all employees are expected to conduct themselves with integrity, compassion, and wisdom in all interactions with students, families, colleagues, and the broader community.

Our words and actions carry great influence. A single interaction with a parent, student, or peer may shape their perception of our school for years. Therefore, we seek to honor God in all professional settings and resolve conflict in accordance with biblical principles, specifically Matthew 18:15–19.

Staff members are expected to:

- Maintain **honesty, humility, and integrity** in all professional dealings.
- Treat all individuals with **dignity, kindness, and respect**, regardless of race, color, gender, age, background, or personal beliefs.
- Promote a workplace that is **free of harassment, intimidation, or discrimination** and make every effort to protect others from such conduct.
- Avoid behavior or speech that would **undermine a colleague**, especially malicious or knowingly false statements.
- Respect each person's **freedom of conscience** and avoid interfering with a colleague's political or civil rights.
- Commit to **building up** the body of Christ through encouragement, cooperation, and biblical resolution of conflict.

Community Christian School employees are called to display the highest degree of ethical conduct. Any violation of these expectations may result in disciplinary action, up to and including termination, depending on the nature and severity of the offense.

PROFESSIONAL RELATIONSHIPS

At Community Christian School, every staff member represents Christ and the mission of CCS in their relationships with students, parents, and colleagues. The way we speak, respond, and interact should consistently reflect grace, truth, and professionalism.

Teacher-to-Teacher Relationships

Faculty and staff are expected to demonstrate respect, humility, and cooperation in all peer interactions. Gossip, passive-aggressive communication, or undermining others creates division and is not in keeping with biblical community. Instead:

- Speak directly and graciously to one another when issues arise (Matthew 18:15).
- Support one another through encouragement, prayer, and professional collaboration.
- Strive to foster unity and excellence across the school community.

Teacher-to-Parent Relationships

Teachers serve as frontline communicators with families and should approach all parent interactions with a spirit of partnership, patience, and professionalism.

- Return all parent calls, emails, or written notes promptly and respectfully.
- Listen with empathy, speak truth in love, and seek resolution that supports student growth.
- Teachers should address concerns directly with parents before seeking administrative involvement. If needed, the lead teacher or board member may be brought in for support or mediation.

Teacher-to-Student Relationships

Staff are expected to maintain a Christlike, caring presence in students' lives while upholding clear professional boundaries.

- All interactions should be age-appropriate, respectful, and rooted in mentorship.
- Physical contact should be limited and always appropriate (e.g., high fives, side hugs when initiated by the student, or handshakes).
- Avoid favoritism, sarcasm, or personal disclosure that blurs the teacher-student relationship.
- Discipline should be done in love, aiming for restoration and growth.

All relationships within the school should reflect our ultimate goal: to glorify Christ while nurturing a strong, respectful, and safe environment for every student and family.

CONFIDENTIALITY

As educators entrusted with the care of students and the confidence of families, maintaining confidentiality is both a legal responsibility and a reflection of Christian integrity.

Student & Family Information

Staff members must treat all student and family information as confidential. This includes, but is not limited to:

- Academic performance
- Behavioral records
- Health or medical details
- Family dynamics or concerns

Information should only be shared with other staff members on a **strictly need-to-know basis**. Conversations regarding students must be handled discreetly and never in public spaces such as hallways, the lounge, or outside the school.

Professional Discretion

Employees are expected to:

- Protect the dignity and privacy of every student and family.
- Avoid any negative or speculative discussions about students, families, or colleagues.
- Refrain from posting or discussing school-related matters on social media or with individuals outside the school community without proper permission.

School Unity

Staff are also expected to support the unity and mission of Community Christian School by:

- Avoiding gossip or divisive talk about school decisions or leadership.
- Bringing concerns directly to administration through appropriate channels.
- Speaking in a manner that builds trust and reflects a shared commitment to students' growth.

As a Christ-centered community, we speak truth with grace, protect what is sacred, and guard one another's hearts and reputations.

PERSONAL CONDUCT & APPEARANCE

At Community Christian School, we believe our outward appearance, speech, attitudes, and actions should reflect the peace and order of God. As Scripture says,

“God is not a God of disorder but of peace.” (1 Corinthians 14:33)
and
“Everything is permissible—but not everything is beneficial… Nobody should seek his own good, but the good of others.” (1 Corinthians 10:23–24)
As representatives of Christ and CCS, employees and volunteers are expected to carry themselves in a way that honors the Lord and sets a positive example for students and families.

Attire & Appearance

All staff and volunteers must dress in a manner that is:

- **Neat, clean, and modest**
- **Appropriate for professional, Christian learning environments**
- **Free of logos, slogans, or graphics that conflict with biblical values**

Professional attire is strongly encouraged. Teachers and classroom staff should be mindful that their clothing allows for active movement while still maintaining modesty and professionalism. Denim may be permitted at the discretion of administration on designated casual or dress-down days.

General Conduct Expectations

Staff and volunteers are also expected to:

- Maintain a Christlike attitude in all interactions
- Avoid coarse language, sarcasm, gossip, or unwholesome talk
- Speak and act with grace, humility, and self-control, especially in front of students

In both appearance and attitude, our goal is to reflect the character of Christ, modeling peace, discipline, and respect in everything we do.

STEWARDSHIP & WORKPLACE EXPECTATIONS

Stewardship of Campus

Community Christian School operates on the graciously shared campus of Grace Community Church. As stewards of this space, all staff are expected to:

- Treat church and school property with care and respect.

- Keep classrooms and shared spaces clean, organized, and ready for use.
- Report damage, lost items, or repair needs to administration promptly.
- Ensure no school property (books, devices, keys, etc.) leaves the premises without administrative approval.
- Help students participate in keeping their classroom and school environment clean.

Before leaving for the day, staff should:

- Turn off lights, fans, and A/C.
- Lock doors and secure the space.
- Ensure classrooms and common areas are reset for the next day.

Shared Spaces

Shared spaces such as bathrooms, the foyer, dining area, kitchen, and teacher storage room must be maintained by all staff:

- Clean up after personal or class use.
- Monitor student behavior in shared areas.
- Follow all procedures for borrowing or using items from the supply room.

Stewardship of Time & Attendance

Time is a gift from God and a key part of our ministry. Staff are expected to:

- Arrive on time and be prepared for students by 8:00 AM.
- Fulfill scheduled duties and meet deadlines responsibly.
- Communicate schedule conflicts or emergencies to the lead teacher/principal as early as possible (at least the night before, when feasible).

Tardy Policy:

- Up to **2 excused tardies** are allowed per semester with proper notice.
- **Unexcused Tardy #1:** Verbal warning
- **Unexcused Tardy #2:** Written warning added to personnel file
- **Unexcused Tardy #3:** $80 deduction from pay (and for every 3rd unexcused occurrence thereafter)

Absences must be pre-approved at least 5 business days in advance, when possible. Emergency absences must be reported to administration

immediately and may require documentation. Habitual tardiness, early departures, or absences may result in wage deductions or dismissal. Employees who are absent for 3 consecutive days without notification may be considered to have voluntarily resigned.

Work Hours: 7:30 AM–3:30 PM Monday–Friday. Any changes in schedule must be approved in writing by a supervisor. Doors open to students at 7:30 AM, and staff should be ready to begin the morning routine by 8:00 AM.

Workplace Conduct

As role models for students and representatives of Christ and CCS, staff are expected to:

- Demonstrate integrity, respect, and cooperation in all actions.
- Avoid behavior that undermines CCS's mission or biblical values.
- Speak in a way that is honoring to God and others—avoiding euphemisms, slang, or speech that resembles profanity.
- Maintain modesty and discretion in personal conduct, both on and off campus.

Expected Conduct Includes:

- Avoiding offensive or inappropriate behavior, even outside work.
- Reporting unethical, unsafe, or unlawful behavior.
- Supporting CCS leadership and following proper channels when voicing concerns.

Prohibited Conduct Includes (but is not limited to):

- Theft, destruction, or misuse of property
- Lying or falsifying records
- Sexual immorality (including fornication, adultery, homosexuality, or any deviant sexual conduct contrary to biblical standards)
- Use of tobacco, illegal substances, or alcohol during school hours or on school property
- Profanity, gossip, or slander
- Violence, threats, or physical altercations
- Disrespect or defiance toward leadership
- Breach of student, staff, or family confidentiality
- Improper use of technology or cell phones during work hours
- Repeated violation of CCS policies or neglect of job duties

Staff are expected to be professional, self-controlled, and Christ-honoring in all areas of conduct. Violations of these expectations may result in discipline, including termination.

EMERGENCY PROCEDURES

Safety at CCS depends on the teamwork of all staff members. Every employee, supervisor, and administrator is responsible for maintaining safety awareness by thinking defensively, anticipating hazards, and reporting unsafe conditions immediately.

- All injuries and accidents during work hours must be reported immediately to the Lead Teacher or Supervisor.
- Proper paperwork will be completed to document the incident and ensure appropriate medical attention if needed.
- The administration must be notified immediately of any emergency, including accidents, medical situations, threats of violence, or the smell of smoke. If administration is unavailable, contact the nearest school employee.
- In emergencies requiring communication outside business hours, administration will reach out to employees. Keep your personal emergency contact information current and notify administration of any changes.
- Follow administration instructions during evacuations. Leave the building quickly and orderly, then assemble at the designated location to await further instructions. Direct any questions about emergency procedures to administration.

Precautions to observe:

1. Notify your supervisor immediately in any emergency.
2. Inform administration promptly of any injury or illness, no matter how minor.
3. Operate machines and equipment (including computers, copiers, fax, printers) only if trained and qualified.
4. Use proper lifting techniques and seek assistance with heavy or awkward objects.

5. Understand your job fully and follow instructions; ask for guidance if unsure about safe procedures.
6. Know the location, contents, and proper use of first aid and fire-fighting equipment.

CHILD ABUSE, ABANDONMENT, or NEGLECT

All employees have a legal duty to report any actual or suspected cases of child abuse, abandonment, or neglect.

The *Child Abuse Report Guide* is available to assist you with:

- When to report child abuse
- What evidence to document
- The consequences of failing to report child abuse or neglect

If you suspect a child is being abused or neglected in Kansas, contact the **Kansas Protection Report Center (KPRC)** at **1-800-922-5330**.

The KPRC phone lines are staffed 24 hours a day, 7 days a week. Every call is taken seriously, and your identity will be protected whenever possible. In emergencies, contact local law enforcement or call **911** immediately.

Mandated Reporter Training

Per Kansas law (91-31-43), all accredited education systems must develop and implement written policies requiring annual child abuse and neglect mandated reporter training for all employees. This training covers reporting requirements when there is reason to suspect a student has been harmed by physical, mental, emotional, or sexual abuse or neglect. Documentation confirming completion of this training must be maintained for each employee.

(Authorized by Article 6, Section 2(a) of the Kansas Constitution and K.S.A. 2019 Supp. 72-5170; effective October 8, 2021.)

HARASSMENT

(Source: Kansas State Department of Education)

- It is unlawful to harass any person (applicant or employee) because of their sex. Harassment can include sexual harassment, unwelcome

sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

- Harassment is not limited to sexual behavior. It can also include offensive remarks about a person's sex. For example, making derogatory comments about women in general is illegal harassment.
- Both the victim and the harasser can be of any sex, and harassment can occur between people of the same sex.
- While the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not severe, harassment becomes illegal when it is frequent or severe enough to create a hostile or offensive work environment or when it leads to adverse employment actions, such as firing or demotion.
- The harasser may be the victim's supervisor, a supervisor in another department, a co-worker, or even a non-employee.

END OF YEAR PROCEDURES

An end-of-year checklist will be distributed in April, outlining a schedule of deadlines spaced throughout the final weeks of school. The Lead Teacher or Supervisor will manage and oversee the completion of tasks and submission of required documents. The following CCS forms are due during this period:

- Suggested purchase items (in order of priority)
- List of students at risk of failing
- Quarter awards
- End-of-year awards
- Check-out form

Additionally:

- Every classroom will be inspected to ensure cleanliness, proper storage of materials, and removal of all posted materials from walls and doors.
- Teachers must submit grade and attendance books, laptops, and keys before the end of the school year.

EMPLOYMENT AGREEMENT & POLICY COMPLIANCE

Contract Process

Each spring, Community Christian School distributes a Letter of Intent to all staff to determine who plans to return for the upcoming school year. Staff members are encouraged to complete this form thoughtfully and

prayerfully, as it guides recruitment and payroll planning. All contract details are confidential and must be treated as such.

Resignation and Termination

Resignations submitted after July 1 for the upcoming school year may be considered a breach of contract and could result in financial penalties. Failure to provide the required 60-day notice or early contract termination may lead to reimbursement obligations related to hiring replacements and deductions for PTO used beyond the prorated amount. Exceptions may be granted at the School Board's discretion for verified emergencies or extenuating circumstances. Please refer to your Employment Contract for full details.

Policy Violations and Discipline

Staff are expected to comply with all school policies and procedures. Violations may result in disciplinary action using progressive discipline as follows:

- Step 1: Verbal warning/counseling
- Step 2: Written letter of concern/warning
- Step 3: Letter of reprimand/final warning
- Step 4: Suspension without pay
- Step 5: Dismissal

Serious violations may warrant immediate suspension or termination without prior progressive steps.

Staff may appeal nonrenewal or dismissal by submitting a written request for a hearing before the school board within seven (7) business days of notification. The board's decision is final, and failure to appeal waives this right.

Progressive discipline does not carry over between school years, and administration may end the process at any time if appropriate.

TRAINING REQUIREMENTS

All instructional personnel and administrators are required to complete training during designated in-service days as a condition of employment. Attendance on these mandatory training days is expected and essential to support professional growth and ensure alignment with school policies and educational standards.

Community Christian School

Acknowledgment of Responsibility

This Employee Handbook is not a contract but serves to clarify the current policies that guide our work and ministry together at Community Christian School. The school values open communication and encourages staff to share concerns, questions, or suggestions. Policies may be updated or changed at the school's discretion without prior notice to best meet the school's objectives.

I understand that I am expected to support all school policies through my actions and words. Unless I have a separate written employment contract (such as for administrators or teachers), my employment is "at will." This means that either I or the school may terminate the employment relationship at any time, for any reason, or no reason at all.

I acknowledge that I received a copy of the Community Christian School Employee Handbook on _____ (date). I understand and agree that this handbook does not create an employment contract, either expressed or implied. I also understand that, without a written contract, I am considered an "at-will" employee, typically part of the support staff.

Employee Signature: _____

Date: _____

For New Employees:

I have read the employee handbook carefully and had the opportunity to discuss its contents and ask questions with the school administrator. This discussion took place on _____ (date) at the school office. I am committed to following the guidelines outlined in the handbook.

Employee Signature: _____

Date: _____

For Returning Employees:

I reaffirm that I received a copy of the employee handbook on _____ (date). I understand and agree to follow the policies and acknowledge that this handbook does not create an employment contract. I also understand that, without a written contract, I am an "at-will" employee.

Employee Signature: _____

Date: _____

School Board Representative Signature: _____

Date: _____