



Columbia Christian School Employee Policy Handbook

Outlaw Center - Grades PreK-8

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COLUMBIA CHRISTIAN SCHOOL

Founded in 1947

WELCOME

Believing that God is actively shaping and guiding Columbia Christian School, we rejoice that God has led you to this ministry and prepared you for this work. We welcome you into a Christ-centered community focused on excellence in faith, character, and academics.

The following document will serve as your official Employee Handbook for the 2018-2019 school year. Although this handbook describes policies and procedures, it is important to note that it does not represent a contract. A separate employee agreement defines the terms of employment for each individual employee. If you have any questions regarding the philosophies and policies described here, please feel free to speak with any member of our administrative staff.

We pray God's blessings upon you as you enter into work and ministry at Columbia Christian School, and we look forward to seeing all that God accomplishes through you.

MISSION

The mission of Columbia Christian School is to provide a Christ-centered education focused on excellence in faith, character, and academics.

FAITH STATEMENT

Columbia is associated with the Churches of Christ and is guided by the Holy Bible, particularly Christ's teachings in the New Testament. Columbia accepts the following as the core of Christian faith:

1. There is one God, eternally existent in three persons: the Father, creator and sustainer of all that is; the Son, existing from eternity as the Word, who became a man being born of a virgin, lived a life of sinless perfection, confirmed his word by miracles, died for our sins, rose from the dead, ascended into heaven where he reigns as Lord and King, and will come again in judgment; the Holy Spirit, given to all believers as the indwelling, sanctifying presence of God.
2. Men and women, through sin, are separated from God and are utterly unable to save themselves.
3. Salvation is the unearned gift of God to all who place their trust in Jesus Christ as Lord and Savior through repentance and baptism.
4. The church, being composed of all baptized believers, is to be Christ's presence in the world, witnessing to his Lordship, teaching his word and serving in his name.
5. The scriptures of the Old and New Testaments are the divinely-inspired written record of God's work and word, and they are sufficient for faith and practice.



SCHOOL OBJECTIVES

Columbia Christian School (hereafter Columbia) strives to provide the following offerings for each student:

- Spiritually mature and academically competent teachers and administrators
- Strong academics, offering knowledge, understanding, and appreciation of the arts, humanities, and sciences
- Involvement in a student body comprised of a strong majority of Christians seeking to improve their spiritual life
- Spiritual development through all school activities
- Close individual association with teachers, administrators, and staff members
- Proper relationships and activities with peers
- Ongoing physical education opportunities, including interscholastic competitions and recreational activities

EDUCATIONAL PHILOSOPHY

Columbia believes education is an opportunity to demonstrate love for God.

- As Jesus instructs his disciples, humans are to love God with all of their minds, as well as their hearts, souls, and strength (Mt. 22:37).
- The education God desires, furthermore, is an education steeped in truth and the fear of the Lord. Scripture instructs humans the fear of the Lord is the beginning of wisdom (Prov. 1:7), and Jesus declares, “I am the way, the truth, and the life” (Jn. 14:6).
- Columbia centers its curriculum, therefore, around Bible classes at all levels and an integration of scriptural truth in all subjects.
- Columbia also believes a complete education provides students not only knowledge, but also the tools to acquire knowledge, the tools of learning. In this case, Columbia instructs students in critical thinking through reading, writing, analytical assignments, and classroom discussions.
- Finally, Columbia believes a complete education incorporates mental as well as physical, social, and spiritual instruction. The curriculum Columbia offers provides opportunities for exercise of the mind as well as the body, for individual as well as corporate study, for spiritual as well as social growth.

ACCREDITATION

The School is accredited by The Association of Christian School International (ACSI) and by AdvancEd.

SCHOOL PURPOSE REVIEW AND REVISION

Columbia’s administration will conduct an annual review of the school purpose (mission statement, school objectives, faith statement, and educational philosophy) with the Board of Trustees and with the acting school council. The results of the review will be recorded each year in the relevant meeting minutes. All revisions will be voted on by the Board and implemented the following fall as needed and recorded in all relevant school material.

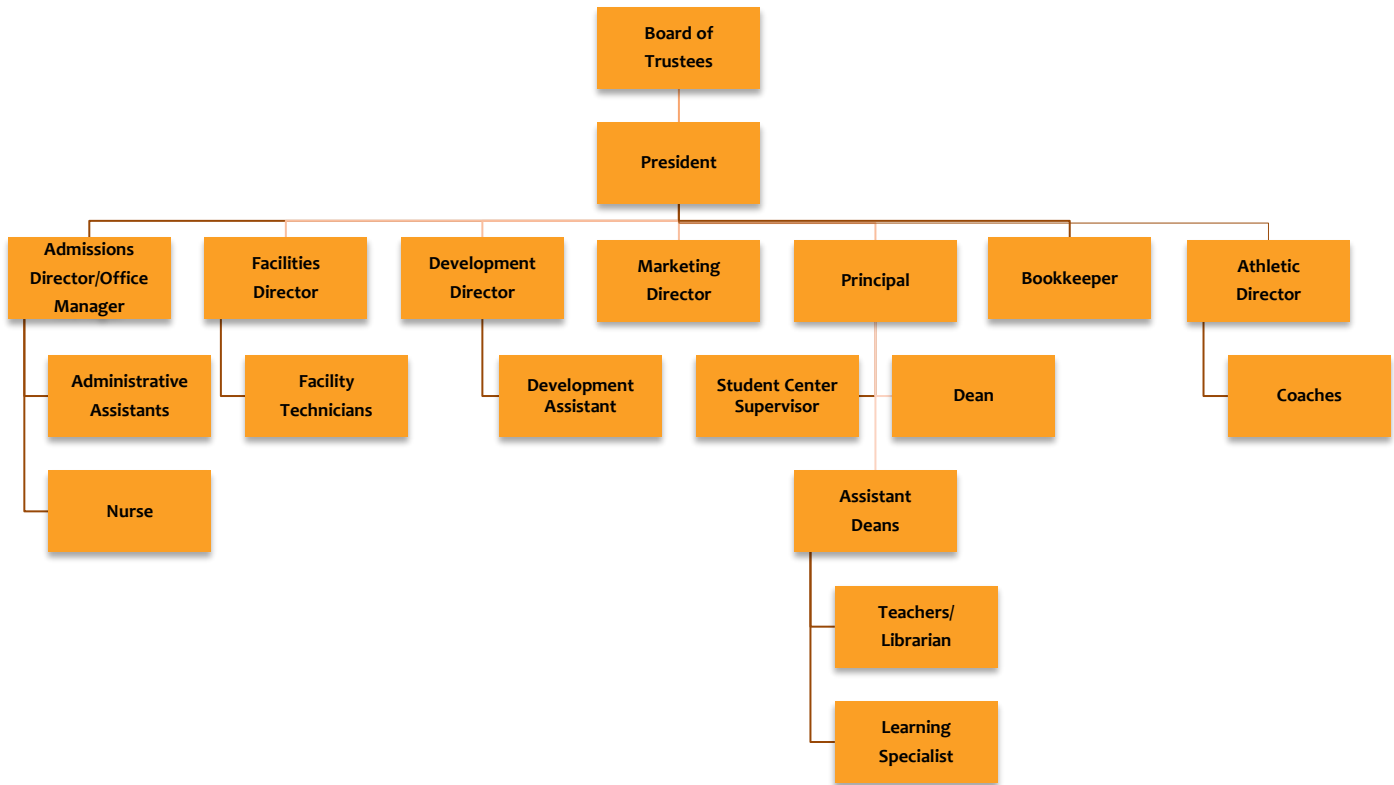


SCHOOL ORGANIZATION BOARD OF TRUSTEES

The Board of Trustees is a self-perpetuating body with the following responsibilities.

1. The Board sets all of the operational policies for Columbia.
2. The Board selects and employs the President of Columbia.
3. The Board considers and adopts an annual budget developed by the President.
4. The Board monitors the operations of Columbia to ensure that its programs and policies are carried out in an appropriate and effective manner.
5. The Board promotes Columbia in the community.
6. The Board promotes the fundraising efforts of Columbia.
7. The Board authorizes any changes in tuition and fees within the school.

Board meetings have an open and an executive session. The open session is available to guests, and the executive session is closed to non-Board members. If any employee would like to attend a Board meeting, he/she may contact the President to set up a visit.



ROLE OF THE PRESIDENT

The President reports directly to the Board and is an ex officio member of the Board. The President is the Board’s only employee and oversees the total operations of the campus. All other school employees report to the President as indicated on the Organization Chart. The President is responsible for the implementation of Board policies. Employees with concerns or questions about school operations or policies should first speak with their administrative supervisor and may speak with the President if further clarification is needed.



ADMINISTRATION

The administration of the school includes the President, Principal, and Dean. The Principal reports to the President and is responsible for the academic operations of the school. The Dean oversees student spiritual life, guidance counseling, and discipline.

ADMINISTRATIVE COUNCIL

The Administrative Council, composed of the Principal, Dean, Assistant Deans, Development Director, Facilities Director, Admissions Director, and Athletic Director, meets weekly with the President to coordinate campus activities and to provide feedback and advice to the President.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

It is the policy of Columbia Christian School to select and hire the best qualified persons for all positions within the institution. Equal employment opportunity and treatment shall be practiced regardless of age, gender, race, color, national or ethnic origin, marital status, or disability, if the employee, with reasonable accommodation, is able to perform the essential functions of the position.

In line with the heritage of Columbia Christian School, all full-time faculty of the school shall be active members of a congregation of the Churches of Christ and will take the Bible, including Old and New Testament as their rule of faith, worship, and practice. With the exception of Bible faculty, who must invariably be members of a Church of Christ congregation, when quality and qualified faculty from the Churches of Christ are not available, the Board of Trustees authorizes the School Administration to hire faculty with a deep faith in Christ, outstanding moral integrity, and who commit to support the heritage and Christian principles of the school. These same qualities will be used in the selection of non-teaching staff.



SECTION I – EMPLOYEES

EMPLOYMENT PROCESSES, DEFINITIONS, AND BENEFITS

- I. **Pre-employment Processes** – Professional and other personnel seeking employment will file a complete application on a form furnished by the School, including complete academic and professional credentials, employment history, and references. The direct administrator, as specified below, will investigate the educational preparation, experience, references, and personal qualifications of the candidate. A criminal background check is required for all employees.
 - A. **Appointment Process** – The appointment process will be conducted as follows:
 1. **Employees who Report to the President**
 - a. The President will conduct an appropriate candidate search.
 - b. The President will collect each candidate’s resume and completed application, contact at least three references, and ensure that each candidate under consideration meets all qualifications and is capable of performing the published job description.
 - c. After a candidate is selected, the President will offer a salary package that is consistent with the approved budget for the fiscal year.
 2. **PreK-12 Faculty and Others who Report to the Principal**
 - a. The Principal will conduct an appropriate candidate search and recommend candidates for a joint interview with the President. If the President cannot be present at the interview, the Principal will arrange for the President to interview the candidate.
 - b. The Principal will ensure that the candidates meet all qualifications and are capable of performing the published job descriptions.
 - c. Not later than three days before the President meets any candidate, the Principal will provide a copy of each candidate’s resume and completed application for review.
 - d. Only after the joint interview and the President’s approval of a salary package that is consistent with the approved budget for the fiscal year may the Principal offer the position to the candidate.
 3. **Extended Day Staff – Caregivers and Aides**
 - a. The Extended Day Director will conduct a candidate search and recommend candidates for a joint interview with the Principal.
 - b. The Extended Day Director will check at least three references for each candidate under consideration and ensure that the candidate meets all qualifications and is capable of performing the published job description.
 - c. Not later than three days before the Principal meets any candidate, the Extended Day Director will provide a copy of the candidate’s resume and completed application for review.
 - d. Only after the interview process, the receipt of three favorable recommendations, and the Principal’s certification of a salary offer that is consistent with the Annual Budget for the fiscal year may the Extended Day Director offer the position to the candidate.
 4. **Other Staff** – Classroom aides, executive assistants, administrative assistants,



secretaries, bookkeepers, registrar, and any other personnel not listed elsewhere.

- a. The direct supervisor for the vacant position will conduct an appropriate candidate search and recommend candidates for a joint interview with the supervisor's manager.
 - b. The direct supervisor will check at least three references for each candidate under consideration and ensure that the candidates meet all qualifications and are capable of performing the published job descriptions.
 - c. The direct supervisor and the supervisor's manager will recommend (a) candidate(s) to the President or his/her designee and arrange for him/her to meet the candidate(s).
 - d. Not later than three days before the President or his/her designee meets any candidate, the direct supervisor will provide a copy of each candidate's resume and completed application for review.
 - e. Only after the President or his/her designee meets the candidate(s) and approves compensation that is consistent with the approved budget for the fiscal year may the direct supervisor offer the position to the candidate.
5. **Substitute Teachers and Staff Substitutes**
- a. The Principal's designee will conduct an appropriate candidate search and recommend candidates for the Substitute Pool for an interview with the Principal.
 - b. The Principal or designee will check at least three references for each candidate under consideration and ensure that the candidates meet all qualifications and are capable of performing the published job descriptions.
 - c. The Principal's designee will recommend (a) candidate(s) to the Principal and arrange a meeting with the candidate(s).
 - d. Not later than three days before the Principal meets any candidate, the Principal's designee will provide a copy of each candidate's resume and completed application for review.
 - e. Only after the Principal meets the candidate(s) may the Principal's designee place the candidate on the Approved Substitute List.

II. **Employment Classifications** – by Hours of Work and Type of Work

A. **Classification by Hours Worked** – Positions within the School are generally designed to require full-time Faculty and Staff. In certain functions and during some seasons, however, work schedules and School needs may require the services of part-time or temporary employees. The following are classifications of employees at the School.

1. **Full-Time** – This classification applies to most Faculty hired for an academic year. The specifics of each Faculty position are set forth in a written contract between the School and that Faculty member.
 - a. Generally, the full-time work load for elementary Faculty includes seven contact hours per day and for secondary Faculty includes seven contact hours, including teaching up to six class periods per day and providing one 30-40 minute academic tutorial before or after School one day a week, and for both elementary and secondary, advising students, mentoring assigned peers, and coordinating extra-curricular and administrative responsibilities as assigned.
 - b. The full-time classification also applies to all year-round administrative, hourly,



and salaried personnel who work an average of forty hours per week (2,080 hours per year).

2. **Part-Time** – Any employee who is hired for a specific period of time and who works less than an average of thirty (30) hours per week is considered to be a part-time employee.
3. **Temporary** – For some functions and during certain seasons, the School may hire temporary employees. A temporary employee is one who is hired to fill a position for only a specific duration, less than a full academic year.

Note: As a general rule, part-time and temporary employees may not work more than 25 hours per week for the School, combining all jobs.

- B. **Employment Classification by Type of Work** – In compliance with the U.S. Fair Labor Standards Act, all employees are divided into two additional categories. See <http://www.flsa.com/coverage.html> for more information.

1. **Exempt** – Employees considered to be managerial, administrative, or professional are exempt, including the President, Principal, Dean, Assistant Deans, Development Director, Faculty Members, and Program Directors who supervise two or more employees. Exempt positions are not eligible for overtime pay. Exempt positions are paid on a salaried basis, and the amount of pay generally does not vary based on the number of hours worked during the week.
2. **Non-exempt** – An employee who devotes most of his or her hours in activities that are not managerial, administrative, or professional is not exempt.

- III. **Qualifications of Administration, Faculty, and Staff** – The most important qualification for members of the Faculty and Staff will be evidence of Christian character and commitment, including active participation in a congregation of the body of Christ. Other important qualifications include but are not limited to academic or professional competence, specific job skills, and personal qualities necessary for working in close association with children, parents, and the community. Preference will be given to applicants with successful experience.

- A. **Church Membership** – All employees will be active members in good standing of a congregation of the body of Christ and will support and follow the tenets of the Church of Christ in all school-related relationships and assignments. Membership in a congregation of the Church of Christ is preferred.

1. **Emergency Provision for Faculty** – A teacher who is not a member of the Church of Christ but can provide evidence of active membership in good standing in a Christian congregation may be hired when no qualified member of the Church of Christ can be hired.
2. **Administration** – Administrators must be active members in good standing at a congregation of the Church of Christ.
3. **Substitute Teachers** – Substitute teachers must be an active Christian and a member of a Christian congregation for at least six months.
4. **Seasonal and Temporary Employees** - An occasional exception may be permitted for temporary or seasonal employees with the approval of the President.

- B. **Professional Qualifications for Senior Administration** – Senior Administrators include the Principal, Dean, and Development Director. Job descriptions will be maintained for senior administrators and reviewed regularly.



1. **Principal** – The Principal will have a teaching certificate, a master’s degree in educational leadership, at least three years of successful classroom experience, and a demonstrated capacity for spiritual and educational leadership. Certification in educational leadership or similar certification is preferred.
 2. **Dean** – The Dean will have a teaching certificate, at least two years of successful classroom teaching experience, a master’s degree, successful administrative experience in education, and a demonstrated capacity for spiritual and educational leadership. Certification in educational leadership is preferred.
 3. **The Development Director** – The Development Director will have at least a bachelor’s degree and successful administrative experience or experience in organization and oversight of fundraising events. A master’s degree in institutional leadership, finance, or marketing is preferred.
- C. **Professional Qualifications for Other Administrators and Program Supervisors**
1. Other administrators include the Assistant Deans and department heads, which are year-round positions. Department heads include the Athletic Director, Facilities Director, Admissions Director, and Marketing Director.
 2. Program Supervisors include the Extended Day Supervisor, which is a 10-month position.
 3. Job descriptions will be maintained for all administrators and program supervisors and will be reviewed regularly.
- D. **Professional Qualifications for Faculty** – Faculty members must be in a state of emotional, physical, and spiritual health that will allow them to properly care for students of the ages to be taught. For Teachers of PreKindergarten and kindergarten students, this includes having the strength and flexibility to lift an average child of this age, to be able to work with a child on the floor or at a child-size table, and to physically assist a child in the restroom or on the playground.
1. **Faculty** –Elementary and Secondary Teachers, Counselors, and Librarians will be certified in the majority assignment or be working on an approved plan for certification, have demonstrated capacity for spiritual and educational leadership, and have a college degree with an appropriate major field for the job assignment. Preference will be given to applicants with strong academic credentials and successful prior experience.
 2. **Elementary Teachers** – Preference will be given to certified applicants with prior successful teaching experience. Uncertified Teachers will have credit for at least 18 semester hours of elementary education courses and be working on an approved plan for certification.
 3. **Secondary Teachers** – Preference will be given to certified secondary Teachers with a major in their majority teaching field and prior successful teaching experience. Uncertified secondary Teachers must have credit for 18 semester hours in the majority teaching assignment and must be working on an approved plan for certification or must have a master’s degree in the major teaching assignment. A degreed secondary Teacher with 12 semester hours in a subject may teach that subject if the assignment is for less than one-half of the teaching load.
 4. **Substitute Teachers** – To the extent possible, substitute teachers will meet the same qualifications as the classroom teacher requirements for the age and grade



- level. Teacher certification and prior classroom experience are preferred.
5. **Aides** - Supplementary teachers, teacher aides, and Extended Day workers will have a demonstrated capacity to work with children and will have appropriate skills demonstrated in their areas. They will work directly with and be supervised by the Principal or a designated supervisor or teacher.
- E. **Qualifications for Staff** – Qualifications for other Staff members will be determined by the President in consultation with the appropriate administrators.
1. **Substitute Staff** – Qualifications for substitute Staff include active membership in a Christ-centered local church for a period of at least six months (See IIIA). Experience and training for the position are preferred.
 2. **Volunteer Positions** – Recommendations for volunteer employee positions, such as volunteer coaches, will be made by the direct program supervisor and approved by the assigned administrator and the President.
- F. **All Employees** – The following are required of all employees:
- a. **Current CPR and first-aid certification** – Columbia will provide opportunities for employees to register for and receive certification training at the beginning of each school year.
 - b. **Criminal Records Check** – All adults having direct, unsupervised contact with students, including all employees, interns, practicum students, and volunteers are required to submit to a criminal records check. Offers of employment are contingent upon the disposition of the results of such checks.

COMPENSATION AND BENEFITS

All New employees must report to the Business Office and complete necessary forms before employment.

- I. **Human Resource Assistance** - Columbia partners with **ADP** to provide human resource assistance for all employees. A wide variety of human resource options are available, including resources for health, wealth, life, and work. Employees may access ADP assistance online at mylife.adpts.com and by phone at [800.554.1802](tel:800.554.1802).
- II. **Compensation** – Compensation at Columbia is broadly defined and includes salary and benefits (medical, dental, tuition remission, etc.). Compensation for Faculty also includes professional development.
 - A. **Faculty Salaries** – Faculty salaries are determined by a Board-approved scale as a means of ensuring fair and equitable treatment. The current scale is distributed annually to faculty. The scale is based on training, Columbia experience, and to a limited extent, previous experience. Additional pay may be approved for added levels of responsibility, hours, expertise, or successful completion of approved Christian Worldview Certification.
 1. **Number of Faculty Work Days** – The salary scale is based on the total number of work days according to the annual School calendar, including training and preparation days before, during, and after the School year. Adjunct salaries are paid on a per-course basis. Salaries for teaching half time or more are prorated according to percentage of the day required for the assignment, including a percentage of preparation time built into a full-time Teacher’s day.
 2. **Faculty Scale Exceptions** – If minimum enrollment requirements are not met, adjustments in salary rates may be required.



- B. **Compensation for Other Personnel** – Salaries for administrators and support personnel do not follow the Faculty Salary Scale. Rather, salaries for these employees are determined based on local market rates and approved by the Board, typically in February, as part of the annual budget. Salary increases are not automatic or guaranteed from year to year.
- C. **Payments and Withholding** – All employees are paid on a monthly basis.
1. **Paychecks** – Employees will receive monthly paychecks on the final business day of each month. If a payday falls on a weekend, checks will be issued on Friday. Paychecks will be distributed before 12:00 pm on payday. During the summer months checks will be held in the business office unless other plans for distribution have been established.
 - a. **Direct Deposit** – Direct deposit to the employee’s bank is recommended. Employees may complete the authorization form in the Business Office. Once direct deposit is activated, the employee will receive a summary pay statement each pay period for his/her personal records.
 - b. The annual salary of professional employees who work only during the School year is divided into twelve equal payments and paid on the last business day of September through the last business day of August.
 - c. Year-round employees receive their first check for the fiscal year on the last business day of July.
 2. **Pay Advances** – The School does not provide pay advances to employees.
 3. **Special Compensation Situations**
 - a. **Pay for Covering Classes** – Full-time employees will not receive additional pay to substitute or cover another Teacher’s classes. Part-time employees may receive substitute pay for hours beyond their normal schedule.
- D. **Stipends** – Faculty Members may be eligible to receive stipends for extra duty beyond a full-time position for assignments beyond a full load as defined herein.
- E. **Payroll Deductions** – All payroll deductions are listed on the employee’s pay check stub. Some deductions are required by law, and others are determined by the employee’s elections of benefits and other similar programs. Payroll deductions are made in equal installments from each pay check.
- F. **Federal and State Income Tax** – This deduction is computed from Internal Revenue Service tax tables based on the number of exemptions claimed by the employee on the Employee’s Withholding Allowance Certificate (W-4 form). To modify the number of exemptions or request additional withholdings, employees may make changes online through ADP Total Source.
1. **Federal Withholding** – All employees must fill out and sign a federal withholding allowance certificate on or before their first day of employment. All employees must complete an I-9 in the business office before employment.
 2. **Change in Status** – The employee may fill out a new W-4 at any time if there is a change in marital status or in the number of dependents.
- G. **Federal Social Security and Medicare Tax** – This deduction is determined by a percentage of gross pay. A portion of this amount is for Social Security and the remainder is for Medicare. The School pays the employer’s share of the Social Security payments.



- H. **Voluntary Withholdings** – When properly authorized by the employee, premiums for the employee portion of the medical insurance premium and for family and/or spouse premiums are paid by monthly payroll deduction.
 - I. **Other Deductions** – Other payroll deductions are permitted, based on the employee’s participation in other insurance and disability programs that the School offers, the Section 125 plan for federal and FICA tax-free contributions to pay for health and dental insurance premiums and medical and childcare expense, tuition and fee payments for the employee’s children, donations to the School, and participation in other employee paid insurance supplements.
 - J. **Annual W-2 Statement** – A statement of deductions and earnings (IRS Form W-2) for the preceding calendar year is issued each January, no later than the last business day of the month, as required by law. If an employee’s employment terminates prior to January, his/her W-2 form will be mailed to the last address on record at the School.
- III. **Benefits Policy** – Columbia provides a program of health benefits for eligible employees. The brief descriptions of each benefits program are overviews only. The plans themselves (including eligibility requirements) are governed by the Summary Plan Descriptions (SPDs) and related plan documents maintained in the Business Office. In the event of any conflict between the descriptions below and plan documents, the plan documents will govern.
- A. **Medical Insurance** – Employees who work 30 hours or more per week may participate in the group health and life insurance plan by paying a designated percentage of the premium. Participation in the plan is optional. Other family members may participate at the expense of the employee. Employee premiums will be paid September through August for eligible Teachers and others who work during the 10 months of the School year. Premiums will be paid to the end of the last month of employment for eligible Year-round Employees. Information about coverage, deductible, filing claims, etc. may be obtained from the Business Office.
 - B. **Other School-Paid or Partially-Paid Benefits:**
 - 1. **Life Insurance and AD&D Insurance and Flexible Spending (Medical and Childcare Reimbursement) Account**
 - 2. **Workers’ Compensation** – All Columbia employees are insured through a state program designed to protect against medical costs incurred from job-related accidents and work time lost as a result. Columbia will pay 100% of the premium. Additional information is available in the business office.
 - 3. **Tuition Remission for Children of Employees** –
 - a. **Employees hired after June 1, 2018**, who work at least 30 hours per week will receive a 50 percent tuition remission based on the full tuition rate for each child in grades K-12.
 - b. **Full-time employees hired before June 1, 2018**, and employed continuously since that date on a full-time basis who work 30 hours or more per week will receive:
 - 1) a 90 percent remission based on the full tuition rate for each child in grades K-12 in 2019-20,
 - 2) an 80 percent remission based on the full tuition rate for each child in grades K-12 in 2020-21,
 - 3) a 70 percent remission based on the full tuition rate for each child in grades



- K-12 in 2021-22,
- 4) a 60 percent remission based on the full tuition rate for each child in grades K-12 in 2022-23,
- 5) and a 50 percent remission based on the full tuition rate for each child in grades K-12 in 2023-24 and thereafter.
- c. Tuition remission does not apply to the annual registration fee.
- d. Enrollment is subject to availability of openings and eligibility for admission.
- e. All children of full-time employees who are eligible for admission and for whom there are openings are expected to be enrolled.
- f. FINANCIAL AID: Employees also may file an application for financial aid if additional support is needed. The employee parent must apply for financial aid through normal channels during the financial aid period. When results of the application are finalized, the School will offer financial aid for which the family qualifies up to fifty percent of the employee responsibility under the tuition remission benefit.
- g. Fees are not waived for children of Columbia employees attending summer camps.
- 4. **Government-Mandated Benefit** – Columbia contributes the School portion of social security and Medicare insurance.
- 5. **Employee-paid Insurance Plans** – The School offers the following insurance plans for employees at their own expense:
 - a. Vision Insurance
 - b. Short-term Disability
 - c. Long-term Disability
 - d. Cancer Insurance
- 6. **Continuation of Health Benefits (COBRA)** –As a sponsor of employee benefits plans, Columbia is covered by the regulations of the Consolidated Omnibus Budget Reconciliation Act (COBRA), the federal law pertaining to continuing benefits coverage after employees are no longer eligible.
 - a. Employees and their dependents enrolled in the School’s medical or dental plans may be eligible to continue coverage at their own expense—usually for up to 18 months, and in certain circumstances up to 29 or 36 months—upon terminating employment with the School or experiencing other qualifying events (e.g., such as a dependent student losing coverage due to reaching the age limit).
 - b. The decision to continue health insurance is voluntary. The cost to continue coverage under COBRA is the full monthly premium for coverage, plus an additional small administrative fee. The employee and/or his/her eligible dependent must pay the required premium in a timely manner on a monthly basis. Failure to pay the premium will result in the coverage being cancelled, as permitted by law.
 - c. The employee must inform the Business Office when a potential qualifying event occurs that may affect his/her coverage—such as getting married, divorced, separated, having or adopting a child, or when a child over the age of 26 reaches the maximum coverage age for the benefits plans.



7. **Medical Information Privacy Under HIPAA** – Columbia complies with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All employees should be aware that HIPAA severely restricts the sharing and transmission of private health information (PHI) to non-qualified parties.
 - a. Employees should never share private health information about themselves or others.
 - b. Consult the Business Office with any questions regarding the School and individual employee responsibilities with respect to HIPAA and private health information.

ABSENCE AND LEAVE POLICY

- I. **Time Off, Leave of Absence, and Substitute Policies** – Regular and consistent attendance is essential to the smooth operation of Columbia. It is necessary for all employees to report to work regularly and on time.
 - A. It is the responsibility of the employee to inform the school administration as soon as possible in the event of arriving late or if unable to report to work. Employees experiencing an emergency should have someone call the school office as soon as possible. Ample notice of requested leave allows Columbia to remain affordable and to plan accordingly.
 - B. Chronic absences, late arrivals, or the failure to report will result in a conference with a school administrator followed by disciplinary action or termination.
 - C. All vacation and non-FMLA leave require advanced supervisor approval, and proper documentation through leave requests that must be submitted and approved in writing prior to using leave.
 - D. In the case of an avoidable absence (excludes FMLA-qualifying events) scheduling may warrant denial of time off requests. Leave time spent away from the campus as requested and approved will be deducted from the employee's PTO (paid time off) balance. This rule applies for all time off. This includes faculty planning periods and periods covered by another faculty member. Each individual's expertise in their own classroom is of great value. Time off will be tracked in quarter hour increments and only for actual time off.
- II. **Vacations for Year-Round Employees** - Full-time employees who work 12 months per year are eligible for paid vacation each fiscal year.
 - A. **Vacation Hours**
 - a. For 12 months of employment, 40 hours of vacation will be allotted.
 - b. For 13-60 months of employment, 80 hours of vacation will be allotted.
 - c. For 61 or more months of employment, 120 hours of vacation will be allotted.
 - B. **Accrual, Payout, and Carryover Provisions** – All vacation taken will be based on years of employment. Vacation days are available beginning the first day of each fiscal year (July 1st). No rollover is permitted between fiscal years. Vacation days are pro-rated based on an employee's day of hire and/or day of discharge or resignation, if the employee does not begin employment at the start of the fiscal year or end employment at the conclusion of the fiscal year. Unused vacation days are not paid out if an employee is discharged or resigns.
 - C. **Vacation Usage** – Vacation days may be obtained once an Employee Attendance Documentation form has been submitted to and approved by a school administrator.



Columbia prefers employees take vacation days outside of the school year. Further, Columbia prefers employees coordinate vacation days with other employees to avoid overlapping vacation days. Exceptions may be made by the President for extraordinary circumstances.

- D. **Vacation hours** are in addition to the paid time off that may be provided for all full-time employees to coincide with Faculty during School breaks (such as Labor Day, Thanksgiving, Christmas, Spring Break, Easter, and Memorial Day, up to 24 days, established annually in the School calendar).
- E. Training, curriculum, or preparation days will be student holidays only and will be used by all Faculty and Staff for the purposes designated.
- F. Vacation time and holiday hours do not count as time-worked for purposes of calculating overtime pay.
- G. An employee may be required or permitted to use some or all of his/her accrued vacation time when going on an approved leave of absence (such as family medical leave). See the individual leave of absence policies for more details.

III. **Vacation for Faculty Members and 10-Month Staff** – Full-time Faculty and 10-month Staff are not eligible to earn vacation time in addition to paid time off for breaks and holidays. As a general rule, holidays will be the same as for students (such as Labor Day, Fall Break, Thanksgiving Holidays, Christmas Holidays, Spring Break, Easter Holiday, and Memorial Day, usually 22-24 days, established annually in the School calendar).

Training, curriculum, or preparation days will be student holidays only and will be used by all Faculty and Staff for the purposes designated. Full-time Faculty remain on full pay during School break periods.

IV. **Sick Leave**

- A. **Full-Time 12-Month Employees** – Each full-time employee who works 12 months per year will receive up to 80 hours of paid sick leave per fiscal year. Eighty hours are available beginning the first day of each fiscal year (July 1st).
- B. **Full-Time 10-Month Employees** – Full-time employees who work 10 months per year will receive up to 60 hours of paid sick leave per fiscal year, beginning the first day of each fiscal year (July 1st).
- C. **Rollover Disallowed** – No rollover is permitted between fiscal years for full-time 12-month employees.
- D. **Part-Time and Temporary Employees** – In accordance with the Oregon Paid Sick Leave law, part-time and temporary employees accrue 1 hour of paid sick time for every 30 hours worked, up to a maximum accrual of 40 hours each year. Employees may begin using accrued paid sick time on the 91st calendar day of employment. Paid sick time may be used in hourly increments. A part-time employee may not use more than 40 hours of accrued paid sick time in any fiscal year.
- E. **Unused Sick Leave Hours** – Unused, accrued sick leave hours are not paid out if an employee is discharged or resigns.
- F. **Employee Responsibility** – When taking a sick day each employee is responsible for notifying the school office by 7 am. Upon returning to work employees must fill out an Employee Attendance Documentation form to be placed on record in the business office.



- G. **Exceeding Maximum Days** – Employees who exceed the allotted hours of paid sick leave will receive a prorated reduction in pay for the extra hours missed.
- H. **Use of Sick Leave** –reasons include:
1. Personal mental or physical illness, pregnancy, or preventive medical care
 2. Caring for an immediate family member with an illness, injury, or medical appointment
 3. Caring for a child whose school or daycare closes for a public health emergency
 4. Reasons related to domestic violence, harassment, and sexual assault or stalking
- IV. **Personal Time Off (PTO)** – Full-time employees receive three paid personal time off (PTO) days per fiscal year.
- A. **Approval** – Beginning July 1 of each year, 24 hours will be available for personal time off. PTO days may be obtained once an Employee Attendance Documentation form has been submitted to and approved by the employee’s supervisor and the President. No rollover is permitted between fiscal years. Unused PTO days are not paid out if an employee is discharged or resigns.
- B. **Other Short-term Unpaid PTO** – Full-time employees may also receive unpaid PTO days to attend to personal or family medical needs. Full-time employees must have worked a minimum of 1,250 hours within the previous twelve months to qualify for unpaid PTO days. Unpaid PTO days may be obtained once an Employee Attendance Documentation form has been submitted to and approved by the employee’s supervisor.
- C. **Notification of Pending Absence / Attendance** – The efficient operation of any organization depends on the regular attendance of all its employees. Personal affairs should be planned to avoid unnecessary absences. When an employee cannot avoid being tardy or it is necessary to be absent from School, it is the employee’s responsibility to notify the supervising Administrator or his/her designee immediately. If possible, an employee who must be absent will give notification 48 hours before the beginning of the absence.
- D. **Return of Absent Employee** – The absent employee must notify the School office when he/she will be able to return to duty, if possible, by 3 p.m. on the day before the employee’s anticipated return.
- V. **Family Medical Leave** – Full-time employees may also receive unpaid PTO days to attend to personal or family medical needs. Full-time employees must have worked a minimum of 1,250 hours within the previous twelve months to qualify for unpaid PTO days. Unpaid PTO days may be obtained once an Employee Attendance Documentation form has been submitted to and approved by the employee’s supervisor.
- A. **Unpaid PTO** – Full-time employees may take up to twelve weeks of unpaid PTO within a twelve-month period for the following reasons:
1. Birth and care of child
 2. Placement of a child through adoption or foster care management
 3. Care of spouse, child, or parent who has a serious medical condition diagnosed by a licensed medical doctor
 4. A personal serious health condition diagnosed by a licensed medical doctor
- B. **Notice** – Columbia requires a thirty-day notice for parental care leave. A fifteen-day notice is required for all other medical leave requests. For care pertaining to a sick



child, parent, or spouse, the employee must submit certification of illness by a licensed doctor stating the start date of illness, probable duration of illness, and estimated time employee will need to provide care. Employees should schedule planned medical treatments, when possible, on days that do not disrupt the daily operations of the school.

- C. **Two full-time Columbia employees from the same family** are able to receive twelve weeks of unpaid PTO days in a twelve-month period, with PTO days granted to one spouse at a time.
 - D. **Insurance** – During unpaid PTO days, Columbia will continue to pay its portion of an employee’s health insurance premium, while the employee is required to continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the premium may result in the loss of coverage. If the employee does not return after the allotted time, the employee may be required to reimburse Columbia for the payment of premiums during the time away.
 - E. **Return to Work** – Employees returning from unpaid PTO days must return on the date set according to the initial request for leave. When applicable, certification from a licensed doctor must be provided in clearing the employee for return to work. An employee on approved unpaid PTO leave will return to the position vacated or an equivalent position without loss of benefits or reduction in pay. An employee’s failure to return from a sanctioned leave on the designated date may result in a voluntary resignation.
- VI. **Leave of Absence** – Separate from PTO days, full-time employees may apply for a leave of absence. A leave of absence is an extended period of time for which a regular employee is absent from work (for reasons listed below) without loss of employment.
- A. An employee on a leave of absence does not receive pay.
 - B. Columbia does not pay medical or other insurance premiums for employees during a leave of absence, except to the extent required by federal and state laws. Employees may elect to personally pay insurance premiums to keep medical insurance active. This payment needs to be paid 15 days prior to the month coverage is needed. Employees must use any paid time off while on leave.
 - C. If allowing the employee to take leave would place an undue hardship on Columbia, the amount of leave may be limited. An Employee Attendance Documentation form must be submitted to and approved by the President.
 - D. Full-time employees may request a leave of absence for the following reasons:
 - 1. **Military leave of Absence** – A full-time employee who is inducted for training and service in the Armed Forces of the United States is eligible for unpaid military leave of absence. If military service is longer than 30 days, employment may be terminated. However, the employee is eligible for reemployment upon return from service. An employee who is a member of the National Guard or Armed Forces Reserves is eligible for an unpaid military leave of absence to attend annual active duty (two weeks) or other short-term duty such as forest fire fighting, police duty, natural disasters, etc. Such unpaid time off is not considered vacation time.
 - 2. **Jury Duty Leave of Absence** – A full-time employee who is called and chooses to serve on jury duty may receive time off but will not be paid for the time away



- from work. Employees should notify an administrator as soon as a jury summons is received. The administration may ask an employee if she/he is willing to be excused from serving or having her/his service postponed. If the employee agrees, then the administration will write a letter for the court.
3. **Bereavement Leave of Absence** – A full-time employee who experiences a death in the household or immediate family may take up to three working days, without pay, to handle family affairs and attend the funeral. Immediate family is defined as parents, spouse, children, siblings, mother-in-law, father-in-law, grandparents, grandchildren, stepparents and stepchildren.
 4. **Leave for Domestic Violence Victims** – An employee who is experiencing violence personally or to a dependent minor may take reasonable unpaid leave to address domestic violence, sexual assault, or stalking. To be eligible for leave for domestic violence, an employee must have averaged 25 hours of work per week for the previous 180 days.

WORKING HOURS – SCHOOL AND CLASSROOM

- I. **Business Office Hours** – The Business Office is open from 6:30am to 4:30pm Monday through Thursday year round except for school holidays.
- II. **Administrative Office Hours** –The Central Administration Office in Sanders Hall is open from 8:30am to 4:30pm and the Advancement Office is open 7:15am to 3:35pm during the school year. Occasionally during the school year these hours are extended for various school-sponsored events.
- III. **Summer Months** – Administrative Offices in Sanders Hall are open from 9am to 3pm Monday through Friday.
- IV. **Holidays** – Columbia offices are closed for the following holidays and breaks: Martin Luther King Day, President’s Day, Spring Break week, Memorial Day, Independence Day, Labor Day, Thanksgiving week, and Christmas and New Year (two weeks).
- V. **Hourly Employees** – The administration will set working hours for hourly employees.
 - A. The pay period for hourly employees begins on the 22nd of each month and ends on the 21st of the next month.
 - B. Hourly employees are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the school administration.
 - C. Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.
 - D. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reasons, on forms prescribed by the administration.
 - E. Non-exempt employees must sign time sheets and submit them to their supervisors, who must check, sign, and date time sheets before payroll is processed. Payroll cutoff is the 21st of each month or the Friday before, if the 21st falls on a weekend. Supervisors must review the time sheets, sign them to verify accuracy, and submit them to the Business Office by the morning of the 23rd of each month.



- F. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. Any errors in an employee's time record should be reported immediately to the employee's supervisor, who will attempt to correct legitimate errors.
- VI. **Classroom Hours** – All teachers are to be in their classrooms and available fifteen minutes before the start of each school day and remain no less than one half hour after dismissal, allowing students, parents, and administrators time for consultation if necessary.
- A. Teachers must monitor hallways outside their rooms before and after school. Secondary teachers monitor hallways outside their rooms during passing periods.
- B. All teachers leaving the campus during the day are required to inform the school office.
- VII. **Breaks**
- A. Scheduled breaks are provided to all non-exempt employees to ensure safety, efficiency, and to meet the requirements of the law. All non-exempt employees who work four or more consecutive hours are entitled to one break of at least 10 minutes. Those working eight-hour days are entitled to two breaks. Non-exempt employees who work six hours or more are provided a lunch break of at least 30 minutes.
- B. Non-exempt employees are expected to adhere to the break schedule established in cooperation with the administration. Deviation from the regularly scheduled break period requires prior approval.

TERMS OF EMPLOYMENT

- I. **At-Will Employment** – All employees are hired on at-will status. Both Columbia and the employee are able to cancel the employee agreement for any reason at any time.
- A. **Administration Employment Contracts:** The President will be employed pursuant to a written employment contract not to exceed a three-year period. Other administrators will be employed pursuant to a written employment contract not to exceed a one-year period. The President's contract will be approved by the Board and signed by the Board Chair and the Board Secretary. All other administrator contracts will be approved and signed by the President and the Principal.
- B. **Faculty Employment Contracts:** Faculty are employed pursuant to a one-year written, Board-approved contract with no expectation stated or implied for continued employment. All contracts will be approved and signed by the President and the Principal.
- II. **Non-Exempt Professional Employment Agreements:** Non-exempted professional employees are employed pursuant to a written job description and notice of employment with no expectation stated or implied for continued employment. All such Notices of Employment will be approved and signed by the President and the Principal.
- III. **All Other Employees:** A written job description with terms of compensation will be supplied at the time of initial employment, with no expectation stated or implied for continued employment. For any subsequent changes in position or compensation, the employee will receive a Change of Status notice to be approved and signed by the President and the Principal.



- IV. **No Rights of Tenure**, presumption of continued employment, or right to notice of renewal are conferred or implied by an employee agreement or by any number of consecutive employee agreements.
- V. **Separation from Employment**
- A. **Reduction in Force** – Should the need for a reduction of force become necessary, Columbia will identify the employee(s) affected and will provide adequate explanation to those involved. Columbia will make every attempt to honor the financial obligation stated within the employee agreement and respect the desires of those affected by the reduction.
- B. **Resignation**
1. **Notice** – A resigning teacher should deliver a written and signed notice of resignation to the supervising administrator. Columbia prefers that a teacher who wishes to resign from his/her position gives written notice at least 60 days prior to the date he/she wishes to leave.
 2. **Response to Resignation Notice** – The supervising administrator may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she is expected to continue teaching for the full 60-day period.
- C. **Termination**
1. **Confidentiality** – All terminations will be treated in a confidential and professional manner.
 2. **Earned Pay** – Terminated employees are entitled to all earned pay up the day of termination.
- D. **Return of Property at Separation** – Upon separation of employment any property belonging to Columbia such as keys and computer equipment shall be turned in on the last day of employment. If property is not returned, Columbia reserves the right to garnish final compensation in order to replace the missing property.

PERSONNEL RECORDS

- A. Employee personnel records and personal information are considered strictly confidential. Columbia complies with valid court orders and government requests directing the School to provide information from personnel records.
- A. Under normal circumstances only job title and verification of employment will be released without specific written authorization from the employee.
 - B. All personnel records are available for individual review with an administrator at a mutually agreed upon time.
 - C. An employee's or volunteer's address, date of birth, social security number, and personal phone number contained in personnel records maintained by Columbia are exempt from public disclosure. Such information will be released by Columbia only upon written permission of the employee or volunteer unless required by law.
 - D. Columbia will not provide information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the employee's civil rights.
 - E. The administration may disclose information about a former employee's job performance to a prospective employer under the following conditions.



1. Disclosure of information is upon the request of the prospective employer
2. Disclosure of information is upon the request of the former employee
3. The information is related to job performance
4. The disclosure is presumed to be in good faith

EMPLOYEE PRINCIPLES OF CONDUCT

- I. **Modeling Christian Conduct at School** – Administrators, Faculty, and Staff are expected to handle all situations in a Christ-like way. A key element of Columbia’s approach to student character development is for our Faculty and Staff to serve as role models for mature, caring Christian behavior. As a visible manifestation of this role, all employees are expected to conduct themselves with grace, dignity, and respect at all times.
- II. **Personal Conduct (Expectations)** – Employees are expected to
 - A. Help other members of the Faculty and Staff and be willing to be helped by others
 - B. Treat each employee position with respect, whether Staff, Faculty, or Administration
 - C. Forthrightly go directly to the person regarding an objection or disagreement with his or her words or practices
 - D. Support in public, in private, and in practice any decision arrived at by the Administration despite any personal objections
 - E. Offer differences of opinion by speaking and writing honestly and carefully, by listening fully, and by choosing the appropriate place for doing so
 - F. Refrain from criticizing students, colleagues, parents, administrators, or Board members and gently stop other teachers’ or students’ criticism of another person
 - G. Work with a spirit of continuous improvement toward personal and colleagues’ professional development
 - H. Be alert and willing to act to protect the physical assets of the School and the general safety of fellow employees and students entrusted to the School’s care
 - I. Be a good steward of the School’s resources and facilities
 - J. Model, train, and teach a lifestyle of good manners and consideration, one that seeks to honor the feelings, needs, and concerns of others.
- III. **Personal Conduct (Prohibitions)** – The following behaviors are strictly prohibited by the School.
 - A. **Group A**
 1. Failure to follow instructions or School procedures
 2. Failure to follow established safety regulations
 3. Discourtesy, rudeness, or lack of cooperation
 4. Sarcasm, expletives, or coarse language
 5. Profanity in the workplace or in public
 6. Excessive absence or tardiness
 7. Misuse of confidential information
 8. Inappropriate use of internet and/or e-mail (see the internet and e-mail acceptable use policy for further details)
 9. Using School facilities for personal purposes or gain unless expressly authorized
 10. Sleeping on the job or leaving the job without authorization
 11. Falsification of forms, records, or reports, including application materials, expense reports, student records, or timesheets
 12. Misrepresentation of the School or Columbia students and families through



- unauthorized use of School stationery, postage, phone services, internet or e-mail communications, fax cover sheets, business cards, or promotional materials
13. Unauthorized possession, replication, misappropriation, theft, or removal of School property, records, or student materials
 14. Conduct that is injurious to the business or reputation of the School
 15. Repetition of less serious offenses
- A. **Group B** – Certain behaviors are such serious violations of our code of conduct that they may result in prompt disciplinary action, up to and including termination of employment. These behaviors include but are not limited to the following:
1. Harassment in any form, including sexually harassing employees, students, or others
 2. Romantic or other intimate relations with a student
 3. Willfully destroying or damaging School property
 4. Actual or threatened violence toward another person
 5. Theft or dishonesty
 6. Using, possessing, or being under the influence of alcohol or unlawful drugs while at work. Employees must always be mindful of their influence on students regarding the use of such substances in any setting.
 7. Publicly endorsing beliefs, attitudes, or conduct contrary to the those expressed or implied by the School and/or its umbrella organizations
 8. Not reporting students' use of drugs and/or alcohol
 9. Gambling on School premises or while conducting School business
 10. Possessing a firearm or other dangerous weapon on School property or while conducting School business without School written permission and required licensure
 11. Immoral sexual behavior
 12. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the School, its students, employees, or property
 13. The School retains full discretion to impose whatever form of discipline it deems appropriate under the circumstances, and such discipline may occur outside of the bounds of the School's corrective action process, which is a general process intended to address common instances of poor performance and other similar matters.
- C. **Consequences** – Violation of the above rules and standards of conduct will not be tolerated. The School also may bring the matter to the attention of appropriate law enforcement authorities.
- IV. **Drug-Free Environment** – The use or presence of illegal drugs, controlled substances (except as prescribed by a physician), or alcohol is strictly forbidden at school, on school property, or at school-sponsored activities. The use of illegal drugs, controlled substances (except as prescribed by a physician), or alcohol is strictly prohibited prior to work, the school day, or attending any school-sponsored activity. Columbia reserves the right to require drug and/or alcohol testing based on reasonable suspicion or following school-related or work-related accidents.



- VI. **Prescription Drugs** – Any employee who is using prescription or over-the-counter drugs that may impair the employee’s ability to safely perform the job, or affect the safety or well-being of others must notify an administrator of such use before starting or resuming work.
- VI. **Tobacco-Free Environment** – Tobacco use is prohibited on all school property, in school-owned vehicles, and at school-sponsored events. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette or any other smoking products, and spit tobacco in any form.
- VII. **Searches** - The School reserves the right to conduct searches of School property or employees and/or their personal property that has been brought onto School property, and to implement other measures necessary to deter and detect abuse of this policy.
- VIII. **Sexual Morality** – Columbia expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that Columbia seeks to inculcate in its students.
- A. During the term of employment or volunteering, inappropriate sexual conduct is strictly forbidden.
- B. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital sex), gay or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

EMPLOYEE DRESS CODE

- I. **Professional Dress** – Columbia employees will dress in a professional manner that reflects positively upon the image of the school and sets a good example for students. Faculty and Staff are expected to be neatly groomed and professionally attired at all times in accordance with the standards set out below.
- B. **Male Faculty / Staff Attire** - Male Members of the Faculty and Staff will wear professionally appropriate collared shirts and casual or dress slacks (e.g., khaki, Dockers, etc.). Ties may be required on certain occasions.
- C. **Female Faculty / Staff Attire** - Female Faculty and Staff will wear professionally appropriate dresses and skirts or pants (e.g., Capri’s, khaki, cords, wool, etc.). Dresses and skirts will be no more than two (2) inches above the knee with no high slits and will not be tightly fitted. Blouses will be modest, not revealing, and will cover the waist at all times.
- D. **Coach / PE Teacher Attire** – Coaches and P.E. Teachers may wear School-logo athletic wear (golf shirts, shorts, etc.) in the gym or on the athletic field, appropriate to their daily responsibilities. Shorts will meet the student dress code. Coaches and PE Teachers will wear nice athletic warm-up pants when in the main buildings. Faculty and Staff who also serve as coaches are permitted to wear coaching attire after class hours and when traveling to and from School athletic contests.
- E. **Extended Day Staff** – Extended Day Staff may wear clothing that is fitted to supervision of outdoor play and similar indoor activities, while maintaining a



professional appearance, including casual pants, jeans, and School T-shirts that are in good condition and not faded.

- F. **Casual Fridays** – Employees may dress more casually on Fridays while continuing to project a professional image. Jeans may be worn if they are in very good condition. On all occasions, Faculty and Staff must consider the limits of attire that maintain respect for professional personnel. On those days when the dress code is relaxed by the Administration, employees are expected to dress in good taste.
- II. **Unacceptable Attire** - Jeans are not permitted except for special occasions as designated by the Administration. Prohibited clothing also includes, but is not limited to: shorts, T-shirts, shirts or blouses that expose underwear, and similar unprofessional attire. Body piercing jewelry (other than earrings for females) and visible tattoos are strongly discouraged.
- III. **Special Occasions** - On certain occasions designated by the Administration, such as Grandparents' Day, men are expected to wear dress slacks, shirts, and ties, and women are expected to wear dresses or dress slacks appropriate for formal worship services or business attire. On other occasions, such as field trips involving physical activity, teacher work days, or field day, different or more casual attire is appropriate.
- IV. **Summer Attire** - During the summer months when School is not in session, professionally appropriate casual attire may be worn, maintaining a relaxed yet business-like environment.
 - A. Acceptable examples include: dress sandals, “Corporate casual” skirts, sleeveless blouses, walking shorts, Capri pants, shirts, and slacks.
 - B. Unacceptable examples include: Shorts that are more than two inches above the knee, jeans, flip-flops, T-shirts with logos or advertising, low-cut tops, or sun dresses that are revealing.
- V. **Badges** - All Faculty and Staff and all volunteers, visitors, Substitute Teachers, and maintenance workers will wear School-supplied name badges on campus.

GIFTS AND CONFLICT OF INTEREST

- I. **Ethics Regarding Giving/Receiving of Gifts** – All Columbia employees are expected to maintain the highest ethical standards in the conduct of School affairs, carrying out School business with integrity and complying with all applicable laws without consideration of personal advantage or gain.
- II. **Giving Gifts, Favors, and Payments on behalf of the School** – Gifts, favors, and payments may only be given to others at School expense, if they meet all of the following criteria.
 - 1. They are consistent with accepted business practices
 - 2. They are of sufficiently limited value and in a form that will not be construed as a bribe, kickback, or payoff of any kind
 - 3. They are not in violation of applicable law and generally accepted ethical standards
 - 4. Public disclosure of the facts will not embarrass the School
 - 5. The gift is within the department's or division's gift budget and is approved by the Administrator or Director



- IV. **Acceptance of Gifts, Favors, and Entertainment from Business Organizations or Vendors** – School employees may not seek or accept for themselves or others any gifts, favors, or entertainment from any persons or business organizations that do or seek to do business with the School except for minor common courtesies usually associated with customary business practices. For example, gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable. Any gift or offering beyond this level must be reported to the President, who will determine whether the gift may be appropriately accepted on an individual basis or for the benefit of the School.
- A. **Acceptance of Gifts from Students and Parents** –Faculty and Staff members are not permitted to accept gifts that are reasonably estimated to be worth in excess of \$25.
1. All gifts from students or parents that appear to exceed the \$25 limit must be reported promptly to the President.
 2. No cash, checks, or equivalent (excluding gift cards below \$25) shall be accepted of any value.
- V. **Conflicts of Interest** – Employees are expected to take great pains to avoid any situation which involves or may involve a conflict between their personal interest and the interest of the School. As in all other facets of their duties, employees dealing with suppliers, contractors, vendors, consultants, or any person doing or seeking to do business with the School are to act in the best interest of the School at all times.
- A. All employees are expected to immediately report to their Supervisor, Principal, or the President any potential situation which may involve a conflict of interest. Such conflicts include:
- B. Ownership by the employee or by a member of his/her family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the company—including serving as a director, officer, partner, consultant, or in a managerial or technical capacity with such an outside enterprise
- C. Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving the School or its interests
- D. Any other arrangements or circumstances, including family or other personal relationships, which might prevent those involved from acting in the best interest of the School.

EXPECTATIONS FOR CHAPEL AND RELATED OBSERVANCES

All employees are expected to participate in Chapel and other worship services at least according to the following:

- I. **Faculty** –All Faculty Members are required to attend chapel services appropriate to their teaching assignments. Elementary teachers sit with their classes and Secondary Teachers sit within the Student Body or as assigned by the Administration.
- II. **Faculty and Staff – Consecration Service:** All employees are required to attend the annual consecration service for the Staff, Faculty, Administration, and Board at the beginning of the year.
- III. **Faculty and Staff – Beginning and Ending of Year:** All Faculty and Staff are required to attend the annual opening and closing devotionals and meetings at the beginning and ending of the School year.



PROFESSIONAL GROWTH, EVALUATION, AND SUPERVISION POLICY

- I. Columbia Faculty and Staff are expected to grow professionally and in Christian maturity and Biblical Worldview, seeking growth on their own and participating in school-sponsored events.
 - A. Evaluation Program Purposes
 1. To assure the achievement of the School's mission
 2. To aid employees in pursuing professional growth and spiritual maturity
 3. To determine the employee's performance of duties and job responsibilities
 4. To provide the opportunity to set goals and objectives and receive administrator responses to them
 5. To receive verbal and written comments and suggestions for improvement from the administration.
 - B. The administration will review professional development for all teaching staff and evaluate teacher performance on a yearly basis.
- II. **School-sponsored Professional Development** – All personnel will be expected to attend any on-campus or off-campus training, conventions, or workshops which will be provided for them by the Administration at School expense. Personnel desiring to attend other conventions and workshops must obtain permission from the supervising administrator and will attend at their own expense unless approved by the President.
- III. **Faculty Professional Growth, Evaluation, and Supervision** –The cycle of evaluation and supervision of all Faculty members includes :
 - A. **In-service Training Program** – The in-service training program provides background for ensuing supervision and evaluation. The School conducts a minimum of five days of training per year for Teachers. Training may be provided in a retreat setting.
 1. **New Teachers** – In-service training for new Teachers includes
 - a. Background on the history, philosophy, and goals of the School;
 - b. Training in lesson design, planning, and presentation
 - c. Training in classroom management and discipline
 - d. Training in the use of audiovisual equipment
 - e. Introduction to the provisions of the Parent/Student Handbook and Faculty Handbook.
 - B. **Additional Training Recommendation:** It is recommended that every full-time Faculty member secure a minimum of twelve clock hours of outside training per School year after the first year of employment. Such training should be approved in advance by the Principal and recorded in the Teacher's personnel file. Full-time Faculty members also are expected to participate in appropriate professional organizations and engage in other activities designed for professional growth.
- IV. **Professional Growth Plan** – New Teachers prepare this plan in consultation with their Principal; all other Teachers propose their plans in consultation with a Faculty mentor (see below). All Professional Growth Plans are subject to approval by the Principal and are used throughout the year as a guide and reference point in supervision and evaluation.
- VI. **Classroom Observations** – A series of scheduled and unscheduled classroom observations will be conducted by the Principal.



- A. After the scheduled observation, the Principal and Teacher will discuss areas of strength and areas where improvement is needed, and the Principal will furnish the Teacher with a written summary of the discussion and/or a summary of strengths and weaknesses observed.
 1. For some experienced, returning Teachers, the written summary may substitute for the conference on occasion.
 2. In addition to the scheduled observations, unscheduled “drop-in” observations will be made from time to time. These may or may not be followed by a conference or a written summary of observations.
 - B. **Follow-up Conferences** – A mid-year conference and follow-up conferences will be conducted with all new Teachers and any Teachers on probationary status.
 1. At the end of the first semester, the Principal will meet with every new or probationary Teacher to discuss progress. A Teacher who has not developed at a satisfactory level (see ratings below) will be informed at this time that unless significant progress is made early in the next semester, his or her contract will not be renewed for the coming School year.
 - a. By April 30, a follow-up conference will be held.
 - b. By June 1 (or the last Teacher service day), if specified improvements have not been made, the Teacher will be informed that his or her contract will not be renewed.
- VII. **Completion of a Self-Evaluation** – During the last month of each school year, every Faculty member will complete a self-evaluation (employing the same categories discussed below on the Teacher evaluation form). Following the completion of this evaluation, each new Faculty member or any Faculty member on probation will have a final meeting with the Principal to discuss growth during the year and the professional growth plan for the future.
- VIII. **Completion of Teacher Evaluation Form by the Principal** – The Principal will evaluate each Teacher in the following categories with appropriate indicators at the close of each School year: instructional skills; Christian integration; classroom management; personal, interpersonal, and professional qualities; administrative responsibilities, and professional growth.
- A. Each indicator and each general category will be rated as follows: 1-Unacceptable, 2-Minimally acceptable, 3-Good/expected, 4-Strong, or 5-Clearly outstanding
 1. Professional Status: A rating of 4 or 5 in every category; may result in only one full observation for the coming year
 2. Satisfactory Status: A rating of 3 or more in all categories
 3. Probationary Status: A rating below 3 in any category or the Principal's judgment that the Teacher's overall performance warrants further close supervision for the coming year. Failure to achieve satisfactory rating within the timeframe established by the Principal will result in a freeze at the Teacher's current step on the salary scale.
 5. Unsatisfactory Status: A rating below 3 in two or more categories or 1 in any one category; the contract will not be renewed for the coming School year
 - B. The Principal will discuss the Teacher's self-evaluation, administrative evaluation, and status for the coming year with the Teacher at the final conference of the year.



- IX. **Faculty Certification** – All Faculty members are required to secure ACSI certification and/or a master’s degree in their area of specialization within two years of their employment.
- X. **Staff Evaluations** – It is the School’s goal to have every Staff member evaluated by his/her immediate supervisor in writing on an annual basis. The evaluation will be discussed between the supervisor and the Staff member. The Staff member will be asked to sign the evaluation indicating it has been discussed and can make a summary statement on each evaluation form regarding any disagreement or other pertinent comments. These evaluations and statements will be filed in the employee’s personnel record. Evaluations assist the President as one point of information when determining continued employment, Staff changes, salary changes, dismissal, or similar personnel actions.
- A. **Supplemental evaluations** of an employee may also be conducted any time that the President or supervisor becomes aware of a weakness or problem in the employee’s performance, at the President’s discretion. Depending on the seriousness of the issues involved, corrective action may be initiated or other appropriate action may occur to resolve the issue.
- XI. **Corrective Action** – Columbia encourages the Faculty and Staff to develop and perform to their fullest potential at all times. When an employee’s performance or conduct does not meet established standards, the School seeks to quickly, effectively, and eagerly support the employee in correcting the behavior or improving his/her performance. The School has developed the following general procedure for addressing most behavior or performance issues.
- A. **Please note:** While the School intends to address most common performance issues in the manner described in this policy, employees should be aware that the School maintains all of its rights under the employment relationship (whether those rights are at-will rights or contractual rights, as may apply). The School does not restrict itself from altering its approach to corrective action as circumstances warrant, in the President’s sole discretion.
- B. There are two common exceptions to the corrective action process, of which employees should be aware.
1. Misconduct or other serious behavioral issues, especially circumstances involving risk to students or other employees, will ordinarily be addressed promptly and firmly outside of the process described in this policy.
 2. In the case of employees who are new to the School, the School and the employee may quickly determine that there is a misalignment between the employee’s skills and interests and the School’s needs in the position. In these cases, plans to resolve this misalignment ordinarily may be handled promptly and separately from the process shown in this policy.
- C. **Faculty and Staff Disciplinary Processes**
1. **Step One – Initial Verbal Warning:** When a performance or conduct issue arises, a conversation will occur between the supervisor and the employee, and the employee will be given a reasonable amount of time to correct the deficiency.
 2. **Step Two – Second Verbal Warning:** If the informal counseling is not effective in resolving the issue, the supervisor may choose to continue the corrective action process by providing the employee with a second verbal warning. The time period during which the employee must meet expectations will depend on the nature,



- severity, and urgency of the issue. The employee should be aware that ongoing performance issues may result in further corrective action.
3. **Step Three – Written Warning:** If the employee’s performance does not meet standards within the agreed time limit of the verbal warning, the supervisor may provide a written warning to the employee, detailing the required performance improvements—which the employee will be required to sign in acknowledgement of receipt.
 4. **Step Four – Termination or Non-Renewal of Contract:** If the employee’s conduct and/or performance does not improve as required, the School may choose to terminate the individual’s employment (in accordance with the employee’s contract, if applicable), or not renew the employee’s contract for the following School year.
- D. **Demotion or Dismissal** –Grounds for demotion or dismissal by the President upon recommendation of the supervising administrator will be based upon violation(s) of conduct or operational policy.
1. Notice of demotion or dismissal shall be given in writing, stating the cause(s) for the action, the date upon which the action will be taken, and that the employee has a right to a hearing before the Board
 2. If, upon written notification of demotion or dismissal, the employee desires a hearing before the Board, a written request shall be delivered to the President within ten (10) days after the date of receipt of the notice. Within ten (10) days after the receipt of the notice of a request for a hearing, the President shall inform the Board, which shall set a time and a date and place of hearing as soon as practical. Such hearing shall be private. The party requesting the hearing shall be notified in writing of the time, date, and place of the hearing.

COMPLAINT POLICY

- I. Columbia Christian School’s aim is to earnestly, diligently, and continually strive to maintain harmonious relationships within the school community, using biblical principles, especially Matthew 18, to resolve disagreements. The School hopes to seek resolution to conflict and complaints in a way that glorifies God, keeps the circle of those involved as small as possible for as long as possible, and contributes to a community of peace.
- II. Columbia provides a process to address concerns and complaints with/between educators, staff, and/or administration and receive an equitable solution.
Definition – Complaints include any differences on issues other than those defined as grievances. The Grievance Policy addresses issues potentially involving abuse, exploitation, neglect, harassment, or a major policy violation by an employee. Concerns arising under the Grievance Policy need not be brought as a complaint under the Complaint Policy (see Grievance Policy Below).
 - A. **Communication and Open Door Policy** – Open communication is a central element of Columbia’s culture and values. Administrators and Faculty/Staff should mutually strive to develop and maintain good working relationships. The School encourages open and honest dialogue about School procedures, work standards, and performance—both formally (during the performance evaluation process) and informally (during the regular course of daily operations).



- B. **Complaint Process** – The following steps must be adhered to in this order of process:
1. Columbia believes that most issues are best resolved directly between the individuals involved. All complaints of any nature should first be discussed with the person who is the object of the complaint. Thus, any employee wishing to file a complaint should first discuss the matter with the Columbia educator, administrator, or staff member with whom the complaint originates.
 2. The complainant and involved employee(s) should attempt to arrive at a satisfactory solution to the matter and should attempt to alleviate the complaint face to face with discussion, prayer, and a Christ-like attitude of humility.
- C. **Appeal** – If the employee is not satisfied that the complaint has been fully addressed following the face-to-face meeting, then the employee must submit a written complaint to the supervisor of the individual with whom the complaint resides within five (5) working days. The written complaint must include full disclosure of the complaint, the date of the face-to-face meeting, and the perceived outcome of the meeting.
1. Upon receipt of the complaint, the supervisor of the involved employee will recognize receipt of the complaint in writing with an affirmation that the complaint will be investigated and addressed.
 2. Within two weeks of receipt of a written complaint, the supervisor of the involved employee will meet face to face with both the employee against whom the complaint is directed and the person bringing the complaint to work toward an equitable outcome.
 3. Within this time frame, the supervisor will notify both the complainant and the employee against whom the complaint is directed of his or her decision or suggested relief of the complaint.
- D. **Complaint Review Committee (CRC)** – If either party is not satisfied with the resolution of the complaint, then they have the option of appealing to the Complaint Review Committee. This appeal must be made within five working days of notification of the immediate supervisor’s solution and must include a full disclosure of the issue, the timeline of events, and the perceived inequity of the decision or recommendation.
1. If the complaint is against a member of the CRC, that member will remove him or herself from the investigation, recommendation, and appeal process.
 2. The CRC consists of at least three of the following during any reviews: Principal, Dean, High School Assistant Dean, Lower School Assistant Dean, or default substitute – Athletic Director.
 3. The CRC will review all complaints that have met the above process requirements and will notify both parties of its decision regarding the complaint within two weeks of its receipt of the complaint.
- E. **Final Appeal** – If either party is not satisfied with the resolution of the complaint by the CRC, then they have the option of appealing to the President.
1. This appeal must be made within five working days of notification of the CRC’s solution and must include a full disclosure of the issue, the timeline of events, and the perceived inequity of the decision or recommendation.
 2. The decision of the President will be final with no other means or avenues for recourse or relief.



- F. **Unsigned Complaint Submission** – In support of the principle of Matthew 18, all communication that is unsigned will be disregarded. No unsigned letters, notes, petitions, or any other material will be read, and none will be used as the basis for any action taken by the Board, its administrative Staff, or its Faculty.

GRIEVANCE POLICY

- I. **Grievances** - The following process will be followed for Grievances.
- A. **Grievance Definition:** A Grievance is an issue potentially involving Abuse, Exploitation, Neglect, Harassment, or a major policy violation.
1. **“Abuse”** is defined as an intentional, knowing, or reckless act or omission by an employee or other individual working under the auspices of Columbia that causes or may cause substantial emotional harm or physical injury to, or the death of, a student served by Columbia or to an employee or other individual working under the auspices of Columbia as further described by rule or policy.
 2. **“Exploitation”** is defined as the illegal or improper use of a student, employee, or other individual working under the auspices of Columbia or the resources of the same for monetary or personal benefit, profit, or gain by an employee or other individual working under the auspices of Columbia as further described by rule or policy.
 3. **“Neglect”** is defined as a negligent act or omission by an employee or other individual working under the auspices of Columbia, including failure to comply with Columbia policy, that causes or may cause substantial emotional harm or physical injury to, or the death of, a student served by Columbia or to an employee or other individual working under the auspices of Columbia as further described by rule or policy.
 4. **“Harassment”** is defined as unwanted or unwarranted verbal, non-verbal, or physical behavior by a student, employee, or other individual working under the auspices of Columbia that is ongoing and makes a person feel uncomfortable, unsafe, intimidated or humiliated, or affects a student’s ability to learn and/or a staff member’s ability to work. The term Harassment includes but is not limited to slurs, jokes, and verbal, graphic, or physical conduct relating to an individual's race, religion, sex, age, national origin, or disability.
 - a. **Sexual harassment** may include but is not limited to sexual advances, verbal or physical conduct of a sexual nature, and any sexually explicit material circulated among employees.
 - b. **Racial harassment** may include but is not limited to name calling, making racial or derogatory comments, and wearing or possessing items depicting or implying racial hatred or prejudice.
 - c. **Cyber bullying** is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another.
- B. **Prohibited Behavior** – Abuse, exploitation, neglect, harassment, intimidation, menacing, bullying, or cyber bullying by students, employees, or third parties is strictly prohibited and shall not be tolerated by the school.



1. **Reporting** –Any such conduct at school, on school property, or at school-sponsored events should be reported directly to a school administrator immediately.
 2. **Investigation** – Once a report has been received by a school administrator an investigation will be conducted. Privacy of the parties involved will be respected at all times.
 3. **Disciplinary Action** – Any intentional harassment is considered a major violation and will receive disciplinary action with dismissal being a strong possibility.
- B. Grievance Process**
1. A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the Principal.
 2. The Principal investigates the Grievance.
 3. The Principal determines if the Grievance has merit.
 1. If merit is determined, then the Grievance and recommended action is reviewed with the Administrative Executive Committee for approval.
 2. If no merit is determined, the complainant may submit the Grievance for appeal to the Administrative Executive Committee.
 4. The Principal informs the complainant.
 5. The complainant may submit the decision of the Administrative Executive Committee to the President for appeal consideration. If the President determines the appeal has merit then the appeal is reviewed by the President and the Board Executive Committee.
 6. The President will inform the complainant of the decision with copy to the Administrative Executive Committee.
- C. Administrative Executive Committee** - The Administrative Executive Committee will consist of at least three of the following during any reviews: the Principal, Dean, High School Assistant Dean, Lower School Assistant Dean, and/or Default substitute: Athletic Director.
- D. Adjustments for Special Circumstances**
1. When a Grievance involves an individual with a role in the Grievance Process or a family member of an individual with a role in the Grievance Process, then the following adjustments will be made. The individual with a role in the Grievance Process will recuse himself or herself from the Grievance Process.
 1. The Grievance involves an Assistant Dean or family member of an Assistant Dean: the Principal performs the investigation; the Assistant Dean is recused from the process.
 2. The Grievance involves the Dean or family member of the Dean: the Principal performs the investigation; the Dean is recused from the process.
 3. The Grievance involves the Principal or a family member of the Principal: the President performs the investigation; the Principal is recused from the process.
 4. The Grievance involves the President or a family member of the President: The Board Chair appoints a board member to investigate the complaint. The Board Executive Committee substitutes for the Administrative Executive Committee. The President is recused from the process.



- II. **Grievance Retaliation** – Any person who brings a Grievance, or who assists in the investigation of such Grievance, will not be adversely affected in the terms and conditions of employment, or discriminated against or discharged because of the Grievance or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action.

INTELLECTUAL PROPERTY AND COPYRIGHT OWNERSHIP

- I. **Intellectual Property and Copyright Ownership** – Observing the rights of intellectual property ownership is a moral and ethical consideration for all employees.
- A. **Observation of Intellectual Property Rights** – All employees are required to abide by applicable copyright laws and their coverage of text, program code, music, or video; they must use only legal software, shareware, or freeware on the School computer systems.
- B. **Employee-Produced Materials** – During the course of employment at Columbia, an employee may produce material that can be patented, trademarked, copyrighted, or covered with similar legal protections. Due to the employment relationship between the School and the employee, both the School and the employee acknowledge that all such material that can be copyrighted (including but not limited to lesson materials, books, booklets, research papers, videos, DVDs, software programs, logos, diagrams and all other artistic or intellectual works of this nature) that are produced on the School's behalf are owned by the School as a work-for-hire and thus may be submitted for patent, trademark, copyright, or similar protections by the School.

TECHNOLOGY USE POLICY

- I. **Acceptable Use of Internet, E-Mail, and Telecommunications** – The great benefit of access to the internet also opens the door to significant risks to school data, to the school's overall system, and to moral and ethical misuse. Moral/ethical behavior and system security are to be every employee's responsibility.
- II. **E-mail and Internet** access is made available to employees, as appropriate for their position. E-mail and Internet usage are important communication and learning tools and should be used *primarily for School business and instructional purposes*.
1. Each employee is responsible for ensuring that they use their internet access privilege in an effective, ethical, and lawful manner, and that such use enhances rather than interferes with his/her productivity.
 2. Internet access is only authorized through the use of an appropriately configured browser.
- B. **Purpose** – This policy is designed to maintain the safety and security of the School and all of its employees, students, and community members. Everything an employee sends using a School e-mail account is a reflection of him/herself as a Christian, a professional, and as a representative of the School. This should be considered carefully when reviewing the content of messages and Internet sites accessed using the School's equipment.
1. **Guidelines for Business and Personal Use** – *Limited personal use* of these resources is authorized so long as such use is occasional, of reasonable duration, does not



- adversely affect employee or system performance, and does not violate state or federal laws or compromise intellectual property rights.
2. **Prohibited Activities** – The following are examples of activities that are prohibited while using the School’s networks, Internet, and e-mail, and which may result in disciplinary action, up to and including termination. These activities include, but are not limited to:
 - a. Accessing the files or communications of others without appropriate authorization
 - b. Use of online chat rooms or instant messenger programs without appropriate authorization
 - c. Downloading of software or attachments (which have the potential to spread viruses and worms throughout the entire School network) without the prior approval of the IT Director
 - d. Advertising or listings for personal benefit
 - e. Communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment
 - f. Personal attacks, including but not limited to attacks based on race, color, religion, sex, gender, national origin, ancestry, age, disability, veteran status, or any other categories protected by law
 - g. Browsing, retrieval, display, or distribution of vulgar, offensive, or inflammatory language, material, or images, including sexually explicit materials, language, or pictures
 - h. Using School networks or resources to engage in any illegal activity
 - i. Sending messages that adversely affect the reputation of the School or its students, parents, or community members
 - C. **Privacy and Monitoring** – The School retains the right to monitor network usage as well as usage of individual computers and e-mail accounts without specific notice to the user, and **employees should not have an expectation of privacy when utilizing School networks, systems, or electronic communication resources.** This includes, but is not limited to, the monitoring/viewing/accessing of: Internet activities; e-mail activities and accounts; network activities and accounts; all data and/or software stored on desktop, laptops, and disk. Users accessing the internet over the school network and/or with school equipment consent to such monitoring and acknowledge that it is within the school’s discretion to block access to particular sites, apply further restrictions to internet access, and/or revoke a person’s access to the internet. Users also acknowledge they are aware that information created, sent, or received over the internet is often traceable or obtainable even if deleted or removed from one or more locations.
 1. All employees explicitly agree to this condition in consideration for the ability to utilize the School’s computer networks and resources.
 2. **Data Security** – E-mail should never be considered a totally secure or confidential medium. Personal information, like personal addresses, credit card numbers, etc., and confidential information should not be transmitted through e-mail and non-secure web sites. Employees should notify the network administrator immediately



- if, by accident, they encounter materials that violate rules of appropriate use, or if they suspect any inadvertent lapses in data security.
3. **Message Content** – Nothing should be written, including in text messages, that couldn't be repeated. E-mail can be forwarded to hundreds of people, in and out of School—and text messages can be revealed in court. Once the message is sent, it is out of the sender's control. Material that would violate a student's, parent's, or other employee's privacy are prohibited. Even messages or documents that might be considered "informal," "casual," or "personal" may need to be retained by the School and shared in any litigation matters, as required by federal regulations.
 4. **Viruses and Attachments** – Many dangerous viruses circulate on the Internet and through unsafe computing practices. Never open an e-mail attachment from an unknown source.
- III. **Software** – In order to encourage compliance with licensing agreements between Columbia and software manufacturers the following guidelines will ensure Columbia is in legal compliance with all software vendors.
1. Only legally licensed software may be installed and maintained on any computer system belonging to Columbia. All software must be registered at the time of installation.
 2. Installed software must be compatible with the Christian principles of the school.
 3. All software must be approved by a school administrator before installation.
 - a. All improperly licensed software will be removed if it does not comply with the preceding guidelines.
- IV. **Cell Phones and Text Messaging** – While the School does not provide cell phones for employees, nor does it monitor cell phone communications, employees must abide by all pertinent privacy, confidentiality, and discretion standards of the School when using cell phones, text messaging, or any other services or devices when communicating about School-related matters.
- V. **Policy Violations** – Access to the computers/laptops owned by the School is a privilege, not a right. This privilege may be restricted and/or revoked at any time for use not consistent with the educational goals of the School.
- A. **Off Campus Use** – This includes employees remotely logging onto the School network or using their School e-mail account from home or when traveling.
 - B. **Consequences** for violations of this policy include, but are not limited to:
 1. Loss of network access privileges, including Internet and/or e-mail access
 2. Loss of computer access privileges
 3. Disciplinary action by Administration including, but not limited to, immediate termination from employment
 4. Legal action and prosecution by the authorities, if appropriate



SECTION II – STUDENT MANAGEMENT POLICIES

PARENTAL RIGHTS

- I. **Parent Role** – Columbia encourages parents to be involved in their student’s school experience.
 - A. **Custody** – Unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to Columbia any court order that curtails the rights of the non-custodial parent.
 - B. Employees with questions regarding custodial and/or non-custodial parent rights with respect to particular students should consult with a school administrator.
- II. **Surveys** - Any surveys conducted with students or parents must be approved by a school administrator. If a survey is approved for use with students, parents must be given the opportunity to inspect the survey.
- III. **Privacy** – A student’s personal information (name, address, telephone number, social security number) will not be disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information, and permission of the student’s parent(s) or the student, if age 18 or older.

HEALTH AND SAFETY

- I. **Emergency Procedures** – Copies of the Columbia emergency safety procedures manual will be available in each building office and other strategic locations throughout the campus, including all classrooms. Administrators will review campus security and safety policies and procedures with staff annually.
- II. **Closures for Unsafe Weather or Disaster Conditions** – Adverse weather or other unfortunate disasters can disrupt the established work schedule as well as endanger the wellbeing of students and employees. During these unique situations Columbia may require the temporary closing of school operations. In the event of such an occurrence employees and students will be notified through public radio, television broadcast, and/or notified by the school administration through the RenWeb Parent Alert or the emergency phone contact list.
- III. **Health and Safety Guidelines** – The health and safety of employees and others on the Columbia campus are of critical concern to Columbia. Columbia intends to comply with all health and safety laws applicable to the school.
 - A. Employees must ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards.
 - B. Any unsafe conditions or potential hazards should be reported to the administration or a member of the Safety Committee immediately.
 - C. Any suspicion of a concealed danger present on campus, or in a product, facility, piece of equipment, process, or business practice for which Columbia is responsible should be brought to the attention of the administration immediately.
 - D. All employees should familiarize themselves with rules and guidelines governing workplace safety and health, including guidelines regarding the handling and disposal of



hazardous substances and waste. Strict compliance with existing rules and guidelines and those which may be promulgated in the future will be expected.

- IV. **Injuries, Accidents, and Illness** – Any workplace injury, accident, or illness must be reported to the administration as soon as possible regardless of the severity of the injury or accident. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.
- V. **Medication: Administering to Students** – Students may be permitted to take prescription or non-prescription medication at school or at school-sponsored activities when necessary.
 - A. Students receiving medication must have a medication authorization form on file in the school office.
 - B. All students in need of medication while on campus should be sent to the school office.
 - C. The school office staff, including the Office Manager, Administrative Assistant, Nurse, and Administration, is authorized to administer medication and will record all medication students receive.
 - D. The school administration may also authorize certain employees to administer medication at school-sponsored events.
- VI. **Safety Committee** – A school safety committee is in place to help implement the school's safety program and as part of an ongoing effort to help ensure the safety and health of students, staff, and others while on campus. The safety committee meets quarterly to review, evaluate, and implement safety procedures.
- VII. **Identification Badges** – In order to promote a safe environment for all students and employees, Columbia requires all employees to wear a school-issued identification badge during working hours. All visitors shall check in at the school office and wear authorized identification while on campus.
- VIII. **School-Owned Vehicle Use** – The use of private vehicles for transportation of students is generally discouraged. Employees should use school-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No employee may use a private vehicle for school business without permission from the school administration.
- IX. **Weapons** – In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device shall immediately report such violation to a school administrator or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.
 - A. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates the school's weapons policy.
 - B. Columbia strictly forbids weapons or replicas of weapons on school property or at school-sponsored events. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating, or poisonous



- gases, poisons, drugs, or other items, which, if used, attempted to be used, or threatened to be used, are readily capable of causing death or physical injury.
- C. Weapons under the control of law enforcement personnel are permitted. The school administration may authorize other persons to possess weapons on school property and in school buildings. The school administration may prescribe special conditions or procedures to be followed before giving such authorization.
- X. **Keys and Key Fobs** – Keys and key fobs (hereafter keys) are issued to employees by the administration. In order to protect property, students, and staff and to ensure the facility is adequately secured, all employees are expected to follow the following key-control procedures.
- A. The duplication of keys is prohibited.
 - B. Keys are not to be left unattended.
 - C. Keys may not be loaned to students or to individuals not employed by Columbia.
 - D. Lost or stolen keys must be reported to the administration within 24 hours of discovery of the loss or theft.
 - E. All keys are to be checked in at the end of the school year or, for coaching staff, at the end of the sport season. Staff with summer duties necessitating building access may make arrangements with the administration to keep their keys.

ADMISSION POLICIES

- I. **New Student Application Process**
- A. **Domestic Students** (U.S. Citizens)
- 1. Only complete applications will be considered.
 - 2. A complete application includes the following:
 - a. Payment of non-refundable application fee
 - b. Completion of the online application
 - c. Signed *Authorization to Release Records* to facilitate the transfer of academic documents including:
 - 1) Transcript/report cards from the most recent two years
 - 2) Achievement test results from the most recent two years
 - d. Copy of birth certificate
 - e. Recommendation Forms
 - 1) Grades 1-12: One from current principal/school administrator or current teacher and one from church leader or other character reference
 - 2) PreK or Kindergarten: Early Childhood Teacher/Director Recommendation, if student previously attended a preschool/day care, OR Recommendation Information Sheet from a family acquaintance, if student has not been to preschool/day care
 - f. Recent student picture or snapshot
 - g. Required for grades 6th-12th
 - 1) Student Applicant Questionnaire
 - 2) Signed Handbook Acceptance and Spiritual Life Agreement
 - 3. A new student assessment will be scheduled through the Admissions Office after an applicant file is complete.



4. After successful completion of the new student assessment, an interview with the principal will be scheduled through the Admissions Office.
- B. International Students** (Anyone who is not a U.S. Citizen)
1. Only complete applications will be considered.
 2. A complete application includes the following:
 - a. Payment of non-refundable application fee
 - b. Completion of the International Student Application Form
 - c. Signed Standards of Conduct Agreement and Student Release
 - d. Evidence of English proficiency: one of the following scores is required from 9th-12th grade students to demonstrate ability to be successful in high school classes (Columbia Christian does not have an ESL program):
 - 1) ELTIS score at least 225
 - 2) IELTS score at least 6
 - 3) iTEP score at least 3.5
 - 4) SLEP score at least 50
 - 5) TOEFL score at least 500 (PBT) or 70 (IBT)
 - e. Educational Records and Transcripts – Those in any language other than English must be accompanied by a certificate of licensed translation
 - f. Bank statement showing funds to cover educational costs for one school year
 - g. Copy of passport
 3. After submitting the required documents and application fee, a video interview will be scheduled for the student with a school administrator.
- II. Admissions Decision** – Acceptance of a candidate is determined by the principal based on academic records, behavioral records, recommendations, and interview.
- A. Admission Requirements (To be added in September)**
- B. Process if student is not enrolled:**
1. If an applicant is not accepted for enrollment, the Admissions Office will notify the family. Application fees are not refundable.
 2. If the applicant declines enrollment, the application will be canceled. Application fees are not refundable.
 3. If no opening is available for an applicant after the first day of school, the family will be asked if they would like to be placed on a waiting list or if they would like to cancel the application for their child.
- III. Enrollment**
- A. Domestic Students (U.S. Citizens)**
1. Upon acceptance, the following must be completed within five business days to secure a spot for the child in his/her class:
 - a. Online enrollment (including setting up a tuition payment plan through FACTS)
 - b. Annual registration fee payment
- B. International Students (Anyone who is not a U.S. Citizen)**
1. Upon acceptance, the following items are required to secure student placement in his/her class:
 - a. Medical Insurance Form
 - b. Immunization record
 - c. Payment of the non-refundable registration and I-20 fee



2. Payment of tuition and host family fee (if applicable) is due at least two weeks before the first day of attendance.
3. Placement with Host Family: If an international student wishes to be placed with a host family arranged by Columbia, he or she should complete and submit the Student Profile for Host Families. The cost for a host family for the academic year (September 1 - June 15) is \$8,000 and includes housing, meals, and transportation. Early arrivals and late departures will cost \$30 per day. There is no discount for students arriving late or departing early.

STUDENT FINANCIAL AID

(Effective for 2019-2020 School Year)

- I. **Overview** – The School’s financial aid program is a need-based program. Each family applying for financial aid is subject to certain financial qualifications. A third party, currently FACTS, will analyze all applications and provide the School with a comprehensive report showing the Expected Family Contribution for tuition based on the financial data supplied.
- II. **Student Qualifications**
 - A. The financial aid program is open to domestic students (U.S. citizens)
 - B. To be considered for a financial aid award, students must demonstrate the following:
 1. Good academic standing with no significant record of disciplinary, attendance, or scholastic problems
 2. An academic average of 72 or better for the previous school year with no failing grades
 3. No suspensions for disciplinary reasons for the previous school year
 4. Attendance for worship at a local Christian church no less than twice per month
- III. **Family Qualifications** - Consideration for a financial aid award must be initiated by request of the family and will include review of:
 - A. The family’s history of tuition payment
 - B. The number of students a family has enrolled at Columbia and colleges/universities
 - C. An essay describing why Christian education at Columbia is important and describing financial circumstances
- IV. **Application**
 - A. Families must apply online through a link found on the School website to FACTS.
 - B. FACTS requires the following:
 1. Copies of the family’s previous year federal tax return including attachments and W-2 forms (provided directly to FACTS)
 2. A non-refundable fee paid directly to FACTS online
 - C. Additional requirements for submission to the Columbia Admission Office:
 1. **Name, address, email, and phone number** of the family’s church and minister for verification of active participation in a Christian congregation
 2. **Essay** from the family as described above
- V. **Non-Discrimination** - The Admissions Office will process all applications according to the School’s financial aid policy. Determination of eligibility for tuition financial aid, other than specific tuition exemptions such as the sibling discounts and discounts for Columbia



Faculty/Staff children, will be based upon the financial need as determined by FACTS and will not discriminate on the basis of sex, race, or ethnic origin.

- VI. **Deadline** – Applications for returning students are due by May 15 to provide enough time to process the application and communicate any award to the family before payments for the new School year begin. Emergency consideration will be given to late applications if funds are available for award.
- VII. **Determination of Award** - The Columbia Admissions Office will compare the Expected Family Contribution determined by FACTS with the actual cost of education. If the Expected Family Contribution is less than the annual tuition, the difference will be considered as a potential award, up to but not exceeding fifty percent of the tuition. The annual registration fee and non-tuition miscellaneous expenses will not be included in the cost of education comparison.
- A. **Award Limits**
1. **Total Awards Limit** - In any given year, a limit for the total amount of tuition exemptions awarded to Columbia students may be established.
 2. **Student Limit** – The maximum tuition exemption allowed per family will not exceed fifty percent of the total amount of the tuition.
 3. **Maximum Award for Faculty and Staff** – Columbia employees may apply for financial aid and, if qualifying, may receive up to fifty percent of the employee responsibility under the employee tuition remission benefit.
- B. **Financial Aid Committee** – If a family’s circumstances fall outside normal financial criteria, the application will be referred to the Financial Aid Committee, which will render a decision on a case-by-case basis.
- C. **Financial Aid Appeal Committee** – The President will appoint the committee and its chair. The President or other administrator designated by the President will serve as an ex officio non-voting member.
- D. **Notification** – The Admissions Office will notify all applicants of the final determination. If a financial aid is awarded, the family must sign a letter of acceptance signifying their receipt of policy in order to accept the award.
- VIII. **Maintaining Financial Aid Award** - In order to maintain an award of need-based financial aid during the course of a School year, a student must:
1. Maintain an academic average of 72 percent or better, inclusive of all subject areas, and not fail any classes
 2. Not receive any conduct grade lower than S- in any report card period (that is, no conduct grades of U), nor more than three conduct grades of S- in any one report card period
 3. Maintain a level of conduct so that office visits and detention assignments are not excessive. Two office visits and/or four detention assignments during a six-week period will be considered excessive
 4. Continue to regularly attend worship and church functions at a local Christian church no less than twice per month
- IX. **Verification of Continued Church Attendance**– Mid-term church verification may be mailed for all financial aid recipients to verify that they are continuing their active participation in a Christian congregation of their choice. If verification is received showing



less than twice per month participation, the family is notified in writing that a future financial aid award will be negatively impacted.

PAYMENT OF TUITION AND FEES

(Effective for 2019-2020 School Year)

I. New Student Application and Enrollment Fees

- A. An application fee must accompany each new student application
- B. The application fee is non-refundable
- C. Upon acceptance, the annual registration fee must be paid within five business days.
- D. The registration fee is non-refundable with the following two exceptions; if:
 1. The School chooses not to enroll a student
 2. There is no opening for the student by the sixth day of school in the year for which application was made
- E. There are no fee discounts for siblings

II. New Family Financial Obligation

- A. Upon acceptance, the Admissions Director will send a message of congratulations to the family, along with tuition information, a summary of the School's tuition policy, information on FACTS tuition management company, and a School contract.
- B. The family must return a signed contract and establish a payment method in order to substantiate acceptance.
- C. The accepted student(s) will be added to the student database in QuickBooks and the current year's enrollment spreadsheet.
- D. **Financial Discussion with New Families** - Families must be fully informed of financial options and expectations, including arrangements for payment, deadlines, payment in full, FACTS (third-party collection agency) for monthly payments, payment of miscellaneous non-tuition expenses, contractual obligations, financial consequences of early withdrawal, and financial requirements for receipt of records.

III. Returning Student Enrollment Fees – A non-refundable registration fee must be paid annually by May 1 to maintain enrollment for the next School year. There are no sibling discounts for the registration fee.

IV. Annual Contract: A signed contract committing the family to the payment of a full semester's tuition, whether or not the student finishes the semester, is required for enrollment.

V. Arrangements for Payment – Selection of a payment option and enrollment with FACTS, if monthly payments are selected, must be finalized by June 1 or at the time of enrollment if later.

- A. **Payment of Tuition in Full** - If the family chooses to pay in full, the payment will be made directly to the School and a prepayment discount may apply.
- B. **Forms of payment** – Cash, check, ACH, or credit card (A fee applies for credit card.)
- C. **Payment of Tuition in Installments** - If tuition is not paid in full in advance, the parent must arrange for monthly payments through FACTS. Payments will be made by automatic bank draft. The family must create a monthly installment agreement online with FACTS. After the agreement has been created, the Business Office will add the correct tuition amount and release the account to the agency to begin bank drafts.



- D. **Billing for Miscellaneous Charges** – The School will bill parents monthly through FACTS for miscellaneous non-tuition expenses. These may include such things as an activity fee, performance apparel for band or choir, textbook fines, damages to School property, Extended Day (before-School and after-School care), and other miscellaneous expenses.
- VI. **Financial Eligibility for Re-enrollment** - All accounts, both to FACTS and to the School, must be cleared before enrollment in the next School year is accepted. Balances that remain unpaid after the student withdraws will be reported to the credit bureau.

SENSITIVE TOPICS APPROVAL

- I. Any teacher or administrator addressing any topic deemed to be sensitive in nature must provide the school administration with a copy of the proposed material to be covered. This procedure must be followed regardless of the medium used in covering the sensitive topic.
- II. Once the employee receives administrative approval a formal permission slip will be sent home for parental signing. Ample time should be given to parents to process the topic as a family and to interact with the employee presenting the material.

STUDENT ATTENDANCE

- I. **Recording Attendance** – Teachers record absences and tardies in RenWeb as directed by their supervising principal.
 - A. See the **Parent/ Student Handbook** for administrative attendance policies.
 - B. Faculty and staff are responsible for knowing the school’s attendance policies contained therein.

BEHAVIOR AND DISCIPLINE

- I. **Behavior and Discipline:** See the **Parent and Student Handbook** for behavior and discipline policies. Faculty and staff are responsible for knowing the school’s behavior and discipline policies contained therein.
 - A. Behavior policies are designed to help develop biblical, Christ-like values and self-discipline. To that end, the Administration and Faculty will foster a Christian environment, demonstrate leadership, enforce rules consistently, and communicate courteously with both students and parents. Respect toward everyone in the School community, honesty, integrity, courtesy, and behavior appropriate to the classroom and other School settings are expected of all students.
 - B. **Corrective Action by the Faculty** – Teachers, sponsors, and coaches will deal with inappropriate behavior on a corrective basis, such as removal from the activity, withdrawal of privileges, retribution or apology activity, detention, and possible notification of parents, or lowering of citizenship grade. If the misbehavior continues, the teacher may refer the problem to the Principal. Serious infractions will be referred to the Principal.



STUDENT DRESS CODE

- I. **DRESS CODE – See in Parent and Student Handbook**
 - A. The Columbia dress code is designed to support the School’s mission by fostering a Christ-centered academic environment. It requires students to dress modestly and neatly, and it keeps clothing from being the primary expression of individuality or social status. A student’s appearance must not be distracting, therefore harmful to the learning environment.
- II. The first period teacher has primary responsibility for enforcing the school dress policy. All members of the faculty must enforce the dress policy, even if the infraction is not noticed until late in the day.

EXTRACURRICULAR ACTIVITY PARTICIPATION POLICY

- I. **Extracurricular Activity Participation Policy** - See in Parent and Student Handbook.
 - A. Faculty and staff are responsible for knowing the school’s extracurricular activities policies contained therein.
 - B. Class work takes precedence over all extracurricular activities. Eligibility requirements are put in place to encourage academic success.

RESEARCH AND EXPERIMENTATION BY OUTSIDE GROUPS

Experimentation by outside groups must be approved by the President and the parents of the children involved. When study reveals the need for outside sources to research new approaches, methods, and materials, any research and planned experimentation will be conducted in close coordination with other teachers, the Principal, and the President.

SECTION III – BUSINESS PROCEDURES

COLLECTION AND EXPENDITURE OF FUNDS

- I. **School Revenue Policy** – In order to maintain a financially healthy organization and support the growth of the school a clear set of financial policies and procedures are vital.
- II. **Collection of Funds through Business Office** – Cash collection is an area of particular sensitivity and importance, and our goal is to maintain transparent records and proper accounting for financial decisions. Money flows into the school in many ways, and all collection must be routed through the Business office.
 - A. **Procedures** – All faculty and staff must follow these rules when collecting funds.
 1. **Contact Business Office** BEFORE collecting any money for any reason.
 2. Any money collected **MUST** be put in the bookkeeping safe the same day, or on the next available business day for collections/sales handled when the office is closed.
 - a. **Daily deposits** are required even for events that stretch between multiple days.
 - b. The only time multiple days’ sales should be included in the same deposit is for sales conducted during non-business hours.
 3. **Till/cashbox money** is for change **ONLY**. This money cannot be used for any purchase or exchanged between departments.



4. **Credit Card Processing** – Credit card receipts must be submitted to the bookkeeping office on a daily basis, or on the next available business day for collections/sales handled when the office is closed.
 - a. **Daily deposits** are required even for events that stretch between multiple days.
 - b. The only time multiple days' sales should be included in the same deposit is for sales conducted during non-business hours.
5. **Proper documentation** must accompany all money handling
 - a. **Cash Collection** – When reasonable, a log of purchases should be kept.
 - b. **Cash counts must be performed** and documented through the appropriate forms with two signatures (student signatures are not valid). Cash count and deposit forms can currently be procured from the Business Office.
 - b. **Credit Card Sales** – On a day where multiple items are sold, individual credit card receipts must be coded with a note distinguishing the item(s) purchased. For example, t-shirt, CD, ticket, etc. should be listed on each receipt to distinguish what each receipt was for.
 - c. **Check Collection** – Checks should be made out to Columbia Christian School with a description of the purchase/donation in the memo line.
6. Do not collect money on behalf of anyone else. Columbia should not act as a broker for any third party sales (individual or entity) and is not in the business of collecting money outside of Columbia revenue or financial responsibility.

III. Expenditure of Funds

- A. **Contracting with Third-Party Vendors** – No employee, other than the President (or designee) is authorized to enter into a contract with a third party. For goods or services procured by the school, proper advanced approval is required through the appropriate department and Business Office. The President must approve all expenditures.
- B. **Purchase Orders**
 1. A purchase order is the preferred method for making purchases for Columbia and should be obtained whenever possible by anyone who wishes to utilize Columbia funds. This includes faculty and staff, parents, and members of groups such as drama, Athletic Booster Club and PTF.
 2. Use of personal charge cards and requests for reimbursement are strongly discouraged.
 3. A purchase order is used to gain approval for a purchase before any items or services are ordered or bought. Often it is required by a business before it will bill Columbia. A purchase order is the only way receiving reimbursement can be assured.
 - a. Procedures for using a purchase order
 - 1) Complete and sign the purchase order form. Purchase order forms are located near the Business Office. Changes to this form are occasionally made throughout the year, so please make sure you have the current copy.
 - 2) Submit the purchase order to the department administrator (or faculty sponsor for use of class funds) to obtain preliminary approval. Submit the approved purchase order, along with any back-up information, to the President for final approval.



- 3) Once the purchase order is approved by the President, the Business Office assigns it a number and records it on the purchase order log sheet. The Business Office will email a copy of the PO with the number to the requester. The order can then be placed for the items or services purchased.
 - 4) If the item was ordered, when the order comes in, check it for completeness.
 - 5) Attach the packing slip or receipts to the copy of the purchase order form, initialed by the recipient as “okay to pay,” and forward it to the Business Office.
 - 6) The purchase order and packing slip will be matched with the invoice by the Business Office and check will then be issued for payment.
 - 7) ***Note:** When an order requires a credit/debit card number, such as online purchases and reservations, follow the purchase order procedure, noting in the account information box that the Columbia debit or credit card will be used. When you receive the approved purchase order with a number, check out the debit or credit card from the Business Office and proceed at step 5.
- C. **Employee Reimbursement** - Prior approval of expenditures by a purchase order is required for employee reimbursement. All expenditures for which an employee needs to be reimbursed must have prior approval from the immediate administrator and the President. Employees must complete and submit an Employee Reimbursement form with the original receipt attached before reimbursement is finalized.
- D. **Credit/Debit Card Usage**
1. Charges made on the Columbia Visa are exclusively for business purposes and require proper documentation
 2. Original, itemized receipts are required for all purchases and repeated negligence may result in suspension of card privilege
 3. Notation should be made on receipt as to business purpose and, as appropriate, account number
 4. Receipts must be turned in to bookkeeping within 2 business days of purchase (or, if applicable, within 2 business days of return to Columbia should purchase be made during travel)
 5. Should a receipt be lost or missing, the cardholder must fill out the missing receipt form from the Business Office.
 6. Cardholders will be financially responsible for any noncompliance with receipt documentation. To serve as a reminder, the Business Office will send out an email weekly to request missing receipts. Late receipts will be given a grace period of one week, after which the purchase unaccounted for will be charged to the cardholder. Reimbursement for this charge can be recouped by subsequent submission of original receipt or missing receipt form.

APPROVAL OF FUND RAISING ACTIVITIES

- I. **Background** – Every year, the School must raise at least \$500,000 in addition to revenues from tuition and fees to meet the expenses of operating the School, avoid larger tuition increases, and maintain excellence in our programs. This amount does not include fund raising for trips, student organizations, Athletics, or PTF. These guidelines are designed to



protect the effectiveness of all fundraising efforts of the school.

A. **Advance Approval Requirement** – All fund-raising efforts must obtain advance approval by the President. This policy is designed to limit other fund raisers in order to:

1. Protect parents and the school community from a constant barrage of smaller group fund-raising efforts (*If parents could afford to spend money on such as this, we could just raise tuition and avoid the trouble.*)
2. Protect potential donors for the larger needs of the School (*Organizations often lose larger donations because the donor has been asked for a smaller gift or to purchase several smaller items that were not really need.*)

II. **Planning For Class And Organization Needs:** Nevertheless, some fundraising is necessary for athletics, PTF projects, class projects, trips, and such. In order to simplify the approval process and to permit groups to do advance planning, guidelines have been established for such specialized fundraising and certain annual efforts will be allocated to particular clubs, classes, or projects.

A. **Guidelines**

1. Organization and class fundraising should target the general public, rather than Columbia parents, students, faculty, or other friends of the School who are the most likely to support the School's major fund-raising efforts.
2. Some fundraisers which target Columbia patrons will be allowed if they provide a service or product which patrons would be likely to use or purchase anyway from another source at a similar price. Such efforts should not put pressure on anyone to make purchases they would not make otherwise.
3. Some fundraisers that target Columbia patrons will be allowed if they provide wholesome entertainment or promote School solidarity.
4. A limited number of fundraisers will be permitted to promote Christian generosity.

B. **Procedures**

1. **Assignment of Fundraisers** – Certain fundraisers may be allocated to groups on an on-going basis.
2. **Application** – Any group planning a fundraiser, whether an annual event or a one-time effort, must submit an event application form to the President, giving all requested information and stating how the event meets the above guidelines and serves the mission of the School.

Approval to Expend Funds – The President must approve all expenditures, including revenues from fund raising.



COLUMBIA EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY

Columbia Christian employees, including administrators, faculty, staff, and teachers, use technology and internet-based tools (e.g., Google Apps for Education, Online Curriculum, online multimedia, etc.) in their classrooms on a regular basis to meet the school's standards and prepare students to live and work in the digital age. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Our goals in providing access to these resources is to enhance the education of our students, to educate them in responsible and appropriate use, and help them to see their use of technology in light of Christian faith.

I understand:

1. That my use of any school technology (computer, network, internet, resources, etc.) may be monitored.
2. That should I break this contract my access to computers may be revoked and disciplinary actions may be taken.
3. That my communications while using Columbia technology is neither private nor confidential.
4. Columbia Christian equipment issued to me is my responsibility. I further understand that if the equipment is stolen or damaged, my insurance or I will reimburse the school for its loss, including costs associated with troubleshooting, repair, or reconfiguration of software. I agree to notify my principal/supervisor of any damage or loss as soon as practical in order to expedite repair or replacement.

Terms of Agreement:

1. I accept that using computers and accessing the Internet is an educational advantage afforded me by Columbia Christian and that inappropriate use of computers may result in my loss of their use and other possible disciplinary action.
2. I understand that providing a school password or access to unauthorized persons is prohibited and may result in disciplinary action.
3. I accept that the primary use of computer resources and the Internet is to support teaching and learning.
4. I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by the school district.
5. I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information which is not appropriate.
6. I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail, and all Internet activity can be monitored.
7. I will not access information which is considered illegal, pornographic, dangerous and/or potentially damaging.
8. I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate or sexually explicit websites/content, engage in hacking or vandalism, or transmit or view obscene or offensive material.



9. I understand that I must have permission from the technology administrator to download or install any personal software.
10. I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.
11. I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.
12. I understand that the President, or the President's designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures.
13. I understand and agree with Columbia's contract for computer use and that Columbia Christian will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's system or network.
14. I will return all school provided technology upon retirement, resignation, or termination.

Violations/Consequences:

- Violations of the is agreement may be subject to discipline up to and including dismissal in accordance with school policy, employee agreements and applicable provisions of law.
- Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.

Employee Signature

Name (Please print)

Date



STATEMENT OF HANDBOOK ACCEPTANCE

I acknowledge I have received and will read a copy of the current Columbia Christian School employee handbook. By signing this document, I am affirming the following statements.

- I understand this handbook replaces all prior verbal and written communications regarding Columbia’s policies, procedures, provisions and benefits.
- I agree to adhere to all the policies, procedures and provisions described in the employee handbook as a condition of my employment.
- I acknowledge that the employee handbook contains an employment-at-will provision.
- I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees.
- I acknowledge that the Board and/or President may change the contents of the employee handbook at any time, and I accept the responsibility for keeping myself informed of all changes.
- I understand that if I have any questions or concerns about the employee handbook I may consult with an administrator for clarification.

Employee Signature

Name (Please print)

Date

