

**NEBRASKA CHRISTIAN SCHOOLS’  
ACKNOWLEDGMENT OF STAFF HANDBOOK RECEIPT**

This handbook is not a contract, but it is intended to clarify the current board policies and school practices that guide our work and ministry together. To the fullest extent possible, Nebraska Christian Schools’ (NCS) desires to maintain an open door to any concerns, questions, or suggestions and to promptly implement appropriate changes.

Employee: I received a copy of Nebraska Christian Schools’ employee handbook. I understand and agree that its provisions do not create an employment contract, express or implied.

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

Date: \_\_\_\_\_



**Nebraska  
Christian**  
S C H O O L S

## **Staff Policy Handbook**

**.... Building Lives for Eternity**

## Table of Contents

<a href="#">INTRODUCTION: A BRIEF HISTORY OF NEBRASKA CHRISTIAN SCHOOLS.....</a>	<a href="#">5</a>
<a href="#">STATEMENT OF FAITH.....</a>	<a href="#">6</a>
<a href="#">VISION   MISSION   CORE VALUES.....</a>	<a href="#">7</a>
<a href="#">CONDITIONS OF EMPLOYMENT.....</a>	<a href="#">8</a>
<a href="#">BIBLICAL WORLDVIEW INTEGRATION.....</a>	<a href="#">9</a>
<a href="#">Staff Objectives.....</a>	<a href="#">10</a>
<a href="#">Spiritual.....</a>	<a href="#">10</a>
<a href="#">Academic.....</a>	<a href="#">10</a>
<a href="#">Social.....</a>	<a href="#">11</a>
<a href="#">NOTICE OF NON-DISCRIMINATION.....</a>	<a href="#">12</a>
<a href="#">ATTENDANCE.....</a>	<a href="#">12</a>
<a href="#">Teachers.....</a>	<a href="#">12</a>
<a href="#">PROFESSIONAL EXPECTATIONS.....</a>	<a href="#">12</a>
<a href="#">Background Check.....</a>	<a href="#">12</a>
<a href="#">DRAFT Professional Growth.....</a>	<a href="#">13</a>
<a href="#">Professional Lifestyle.....</a>	<a href="#">13</a>
<a href="#">Professional Appearance.....</a>	<a href="#">14</a>
<a href="#">WAGES &amp; BENEFITS.....</a>	<a href="#">15</a>
<a href="#">Salary &amp; Wage.....</a>	<a href="#">15</a>
<a href="#">Sub Pay.....</a>	<a href="#">15</a>
<a href="#">Transportation Pay.....</a>	<a href="#">15</a>
<a href="#">Coaches Pay.....</a>	<a href="#">15</a>
<a href="#">Increased Professional Training.....</a>	<a href="#">15</a>
<a href="#">Payday.....</a>	<a href="#">16</a>
<a href="#">Tax Deductions.....</a>	<a href="#">16</a>
<a href="#">Worker’s Compensation Insurance.....</a>	<a href="#">16</a>
<a href="#">Full-time status.....</a>	<a href="#">16</a>
<a href="#">Health Insurance Benefits.....</a>	<a href="#">16</a>
<a href="#">Life Insurance Benefits.....</a>	<a href="#">16</a>
<a href="#">Leave Time.....</a>	<a href="#">16</a>
<a href="#">Discretionary Leave.....</a>	<a href="#">17</a>
<a href="#">Professional Leave.....</a>	<a href="#">17</a>
<a href="#">Sick Leave.....</a>	<a href="#">17</a>
<a href="#">Personal Leave.....</a>	<a href="#">17</a>
<a href="#">Funeral Leave.....</a>	<a href="#">17</a>
<a href="#">Vacation Leave.....</a>	<a href="#">17</a>
<a href="#">Staff Lunch.....</a>	<a href="#">18</a>
<a href="#">Holidays.....</a>	<a href="#">18</a>
<a href="#">Qualified NC Tuition Reduction.....</a>	<a href="#">18</a>
<a href="#">Payroll Changes.....</a>	<a href="#">18</a>

Residence Hall..... 19  
    Housing..... 19  
    Time off..... 19  
TEACHER DUTIES..... 20  
CHURCH ACTIVITIES..... 20  
STAFF PICTURES..... 20  
TEACHER EVALUATION PROCESS..... 20  
TEACHER REQUIREMENTS..... 20  
    Events..... 20  
    Faculty Devotionals..... 20  
    In-Service..... 20  
    Leave Requests..... 21  
    Required Reading ..... 21  
    Class Sponsors..... 21  
STUDENT & PARENT COMMUNICATION..... 21  
    Grading & Reporting..... 21  
    Discipline Procedures/Chart:..... 21  
    Students..... 21  
    Parents..... 21  
    Parent/Teacher Conferences..... 22  
SCHOOL IMPROVEMENT PROCESS..... 22  
PROCEDURES..... 25  
    Attendance..... 25  
    School Closings and Cancellations..... 25  
    Safety Drills..... 25  
    Purchase Requests..... 25  
    Visitors..... 25  
    Daily Announcements..... 26  
    Scheduling of the Gym and Music and Worship room..... 26  
    Scheduling Use of NC Facilities & Resources..... 26  
    Field Trips..... 26  
    Reserving and Utilizing an NCS Vehicle ..... 26  
ACADEMIC SUPPORT: CARE Program..... 27  
STAFF CONCERNS PROCEDURE..... 27  
INTERPERSONAL CONFLICT..... 28  
STAFF CONTRACTUAL GRIEVANCE PROCEDURES..... 29

## **INTRODUCTION: A BRIEF HISTORY OF NEBRASKA CHRISTIAN SCHOOLS**

Nebraska Christian Schools came into being through the desire of a group of parents from the Sandhills of Nebraska to establish a Christian boarding high school to meet the needs of their children. In March of 1959, Nebraska Christian High School was incorporated with 15 corporation members, each of whom donated \$50.00. After much prayer regarding a suitable location for the school, the vacated Nebraska Central College campus near Central City was purchased for a down payment of \$1,000 and payments of \$3,000 a year for the next three years.

Nebraska Christian High School first opened its doors to students in September of 1959. A staff of six dedicated teachers taught the 38 students who enrolled that year. Both boys and girls dorms were opened that year. The school added a junior high program in 1971, and the Kindergarten through sixth grades began in 1977.

Over the years, the Lord has blessed NCS with increased facilities to meet the demands of a growing school. These include new dormitories, a gym building/dining hall/classroom building, and a metal building that was originally used to house school buses. Later the bus garage was remodeled to provide two classrooms and a sports area for wrestling and weight lifting. In the summer of 1999, NCS purchased the Marquette Public School and used it for five years as its elementary campus. However, continued use of the Marquette facility did not prove to be economically feasible. So in 2004, the metal building on the main campus was enlarged and extensively remodeled. This new facility allowed the elementary campus to be moved back to Central City. In the spring of 2006, construction began on a new junior/senior high classroom building located south of the girls' dorm. Today, most of our secondary classes are taught there. In the summer of 2014 construction began on a new girls' dorm.

NCS has been enriched, especially in more recent years, through the addition of international students who live in the dorms and take a variety of ESL and standard classes. These students come to us from such countries as China, Mexico, Taiwan, South Korea, Hong Kong, Vietnam, Spain, Thailand, and Japan. Recent enrollments include more than thirty-five international students in our student body.

God has faithfully provided dedicated teachers and staff for NCS despite the fact that the salaries offered here are substantially less than in public schools. Throughout its history, NCS has also benefited in countless ways from the volunteer labor and generous gifts of supporters who recognize the value of Christian education. More than 1,000 young men and women have graduated from NCS. Today, graduates of the school may be found faithfully serving the Lord in a wide variety of occupations, both in our country and around the world.

## STATEMENT OF FAITH

The following, together with other Christian principles of doctrine and practice, shall be the basis of the faith and doctrine of Nebraska Christian Schools.

- ❖ We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- ❖ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ❖ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ❖ We believe that salvation is by grace alone, through faith alone, in Christ alone.
- ❖ We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- ❖ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- ❖ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- ❖ We believe in the spiritual unity of believers in our Lord Jesus Christ.

[\[Statement of Faith\]](#)

## VISION | MISSION | CORE VALUES

### OUR VISION

We aspire to equip students with a **Biblical Worldview** that **empowers** them to stand on **Truth.**

### OUR MISSION

We assist the family and church by providing a **Christ-centered** education and encouraging a **love relationship** with the **Lord Jesus Christ.**

### OUR CORE VALUES

-  **S**ervice Minded
-  **E**xalting Christ
-  **R**elationally Focused
-  **V**ibrant Disposition
-  **I**nnovative Practices
-  **C**ollaborative Approach
-  **E**xcellence



## CONDITIONS OF EMPLOYMENT

1. The employee affirms that, as part of the qualifications for this position, he is a "born again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)
2. The employee gives testimony that he has a sense that employment at Nebraska Christian Schools is God's will.
3. The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, refraining from such activities as the abuse of alcohol and tobacco, use of illicit drugs, and use of vulgar and profane language. (Col. 3:17; Titus 2:7-8; I Thess. 2:10; 5:18, 22-23; and James 3:17-18)
4. The employee will faithfully attend and support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25)
5. The employee accepts without verbal or mental reservations both the Statement of Faith and the Educational Philosophy and Objectives of Nebraska Christian Schools and is committed to upholding them.
6. Required employees will provide the administrator with a copy of a valid Nebraska teaching certificate and a transcript of all college studies prior to the first day of school or this contract may be voided.
7. The employee will strive at all times to understand, appreciate, love, and serve the pupils entrusted to Nebraska Christian Schools and will to the best of his ability provide for their fullest spiritual, intellectual, physical, and emotional development.
8. The employee will not dwell on controversial topics that tend to divide evangelical believers. The employee must be sensitive to differing theological views that are not covered in the NC Statement of Faith. A student is to be referred to his parents and/or local church if a debatable topic arises of a theological nature.
9. The employee agrees to follow the Biblical pattern and principles of Matthew 18:15-17 and Galatians 6:1 to resolve all differences. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters (Titus 3:2 and Gal. 5:15).
10. The employee agrees that the Bible dictates standards of sexual behavior. Any sexual immorality is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Any deviation from Scriptural standards for sexual conduct or non-biological gender identification is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3)
11. The employee acknowledges that he is fully aware of his obligations under state law regarding child abuse reporting requirements and that he will fulfill those obligations.
12. The employee has read and agrees to abide by the regulations set forth in the Faculty and Student Handbooks, as well as any additions made during the year. He agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the administrator.



## **BIBLICAL WORLDVIEW INTEGRATION**

All studies and activities should be God-centered. The goal is to promote a God-consciousness in the students and help them realize that the Lord cannot and should not be separated from any area of life or truth. Creating and developing a Biblical worldview is a primary goal of NC. Such a worldview is not merely theoretical, but is practical and seeks to view and understand every area of life and knowledge through the insights provided by Scripture.

Teachers ministering at Nebraska Christian are charged to use their subject matter, instructional methods, classroom management techniques, and lifestyle to enhance their students' understanding of God. In seeking to develop Christian minds, they should craft their classes so that they conform to and reinforce a Biblical worldview. All information should be filtered through the teachings of Scripture, with a continual realization that the pronouncements of man can only be considered final if they are corroborated in God's Word. Teaching need not be done in a preachy manner or by stretching the imagination in order to find some correlation or application. As a teacher grounds themselves in the Word, prepares to teach their subject matter, and maintains a vital walk with God, the Spirit will bring divine wisdom to bear on each subject through them in a natural manner. Apart from the subject matter itself, the teacher will have the opportunity to present God's ways directly or indirectly through planned and unplanned diversions, the handling of discipline and unexpected events, and the reaction to failure - their own and/or that of the students.

## Staff Objectives

### *Spiritual*

1. To demonstrate Jesus Christ as Lord.
2. To make a consistent effort to encourage each student to surrender to Jesus Christ as personal Savior and Lord.
3. To promote Christian growth and discipleship through the curriculum and the conduct of the faculty and staff.
4. To teach the authority and nature of the Scriptures according to the school's statement of faith.
5. To challenge each student to a life of service "considering others as more important than themselves."
6. To promote missionary service at home and abroad.
7. To enable young believers to understand, live, explain, and share their faith, being "salt and light" within the context of culture.

### *Academic*

1. To provide a solid educational foundation in which revealed and natural truth are integrated, and in which Jesus Christ, who is both Creator and Lord of the universe, is presented as the central integrator (or unifying factor) of life.
2. To integrate revealed and natural truth throughout the curriculum. It is recognized that in some disciplines natural truth is closely connected to the content of the Scriptures (such as philosophy and sociology) and that they must be interpreted in the light of Biblical truth. In those areas in which the Scriptures have spoken to a lesser degree (such as mathematics, languages, and science) the major part of the study will be derived from natural sources filtered through Biblical truth.
3. To provide appropriate remedial help within the limits of staff expertise and availability of time.
4. To challenge and to motivate all students toward academic excellence.
5. To prepare interested students for entry into college or career endeavors and equip them with knowledge, skills, and habits for future educational experiences.
6. To encourage and train students to be faithful and responsible in academic preparation, faithful in their use of God-given talents, and dependable in carrying out assignments.
7. To promote an understanding of citizenship based on Christian faith and thought with emphasis on their application to the origin and development of the United States.
8. To teach students how to respond to academic pressures and how to successfully manage them.
9. To enhance each student's abilities, gifts, and personality by recognizing that he/she is an individual created in the image of God.
10. To provide intellectual stimulation, positive social and artistic experiences, and training in how to think critically and creatively in all areas of life.
11. To provide adequate facilities, equipment, and materials for the educational process in accordance with Biblical stewardship principles.

## *Social*

1. To provide students with a sense of belonging by promoting the interaction between students, faculty, and staff so that each one realizes their importance to the Nebraska Christian family and the family of God.
2. To encourage all faculty, staff and students to demonstrate Biblical love and compassion in all relationships as exemplified by our Heavenly Father.
3. To encourage all faculty and staff to invest themselves in building relationships with students beyond the classroom.
4. To teach and model Christ-like character traits that strengthen relationships (as found in passages such as Matthew 5-7, Galatians 5:22-23, and Philippians 2:2-11).
5. To use Bible classes and chapels to teach Biblical principles of interpersonal relationships.
6. To support and strengthen Christian family life.
7. To provide Biblical counsel for the development of a Biblical self-image and for the development of healthy relationships with others, including those from different racial, social, and ethnic backgrounds.
8. To give counsel, encouragement, and information necessary to meet the challenges of transitioning from childhood to adult roles and responsibilities.
9. To provide a positive atmosphere for student friendships that are wholesome, Christ-centered and God honoring.
10. To train students to accept school and parental authority and to submit to the discipline of both.
11. To provide the elements and atmosphere of a Christian home in our dormitories as much as possible in an institutional setting.
12. To encourage the application of the scriptural principles of good citizenship.
13. To promote total life training by stressing an appropriate Christian response in all of life's activities.
14. To support and strengthen involvement in a local church.

Our purpose is not to produce a finished product, but to lay a foundation in young lives that will encourage and help them to “...*press toward the mark for the prize of the high calling of God in Christ Jesus*” Philippians 3:14. This work cannot be accomplished through human resources alone, for it is “*God that gives the increase*” 1 Corinthians 3:6. We acknowledge our dependence on the grace of God and on the prayers of His people to accomplish anything of real worth in the lives of NCS students.

## **NOTICE OF NON-DISCRIMINATION**

Nebraska Christian Schools admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, nationality, or ethnic origin in administration of its educational policies, scholarship programs, and athletic and other school-administered programs.

## **ATTENDANCE**

The school can best serve students when each staff member is present. This includes, but is not limited to:

1. Being ready to work at the beginning of your scheduled day/shift.
2. Honoring the established break/lunch schedules.
3. Working through to the end of your scheduled day/shift.
4. Reporting to work each day you are scheduled to work.

In the event a staff member is unable to report to work as scheduled, the staff member is expected to submit a leave request. If that tardiness or absence requires a sub and is within 24 hours of the absence, the staff member shall notify (text or call) the attendance secretary and their direct supervisor, as soon as possible.

Any staff member who fails to report an absence in a timely manner will be considered to have abandoned their post. Consequences may include permanent dismissal.

## **Teachers**

Full-time teachers agree to be present at least fifteen (15) minutes before the start of school and to remain in the building thirty fifteen (15) minutes after classes have been dismissed. He also agrees to attend before and after school meetings and conferences as may be called by the administrator or head teacher.

Part-time teachers are expected to attend a commensurate number of meetings. i.e. If a full-time teacher has a course load of six, a part-time person teaching three courses should attend half of the available meetings.

## **PROFESSIONAL EXPECTATIONS**

### **Background Check**

Staff, faculty, and volunteers who are entrusted with student care or serving in a capacity where they could be alone with a student or group of students at a given time must complete a background check prior to entering service with the school.

See [board policy 2.0 and 2.1](#)

## **DRAFT Professional Growth**

~To launch at a later time

In accordance with [NE Rev. Statute 79-830](#), certified staff will show evidence of professional growth every 6 years (as required by NEB Rev. Statutes 79-830). The 6-year professional growth period will be the most recent 6 years of employment (6 year look back) from September 1 every year.

Professional growth can be achieved by:

1. Completing college classes (graduate or undergraduate) for credit,
2. Showing growth via the individual teacher's annual Growth Plan toward specific goal areas [form coming]
3. Participating in important school-level committees that promote experiential growth. e.g School Imp.
4. Attending workshops that work toward a school or teacher goal area. e.g. Kagan via ESU

In the event a teacher needs to use a combination of college credit and growth plans to achieve professional growth, a total of 30 Professional Growth points will be required, and awarded as follows:

- 5 points for each hour of college credit
- 5 points for each growth plan that shows growth over the course of the year
- 5 points for approved committee participation

## **Professional Lifestyle**

Because NC is a Christian school that is dedicated to providing a Christian educational environment and propagating a Christian worldview, we expect all our employees to conduct themselves according to the high moral, ethical, and behavioral standards that are taught in Scripture. These standards prescribe Christ-like behavior such as loving one another, obeying God's Word, submitting to those in authority, and demonstrating self-control (Rom. 12:9-13:7; Gal. 5:26; Col. 3: 12-17). These standards also identify unacceptable conduct. While all unacceptable conduct cannot be listed here, some of the most obvious examples include stealing; lying; cheating; accepting bribes; use of profanity, vulgarities and obscenities; sexual immorality as defined in the Bible; use of pornography; the use of illegal/illicit drugs; occult involvement; rebellion; and the abuse of prescription drugs, and tobacco and alcohol abuse.

As part of our lifestyle policies, we expect our employees to be faithful participants in a local church and to have a consistent practice of personal prayer and Bible reading.

## **Professional Appearance**

Employees are role models for the students who come in contact with them during and after school hours. Nebraska Christian Schools recognizes the positive effect employees can have on students in this capacity. To this end, employees shall dress themselves, groom themselves, and conduct themselves in a manner appropriate to the educational environment. All employees in all aspects of service to the school should dress professionally. The minimum level for all professional (teachers, classroom support, office, supervisors, etc.) employees is business casual. We must uphold this standard on any 'in session' days or any days when we might come in contact with the public. We encourage teachers to wear apparel with a school logo on the last day of the week or more.

Nebraska Christian Schools staff shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Hands-on employees in the Buildings & Grounds department or Kitchen can meet dress code by wearing work pants that are in good condition and a school-issued top. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

All faculty must identify with, dress in accordance with, and use the facilities associated with their biological gender.

### **Jewelry, Makeup, Perfume, and Cologne**

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

### **Body Piercing and Tattoos**

Ladies are allowed and encouraged to wear appropriate and professional earrings. All other visible/noticeable or otherwise distracting body piercings are discouraged and may not show while on campus. Similarly, tattoos must be covered while on campus. It is noteworthy that this is not a biblical issue but rather a standard that we have chosen for our school.

### **Conclusion**

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment.

## WAGES & BENEFITS

### Salary & Wage

Staff pay is decided on a case by case situational basis allowing the school great flexibility to work with a wide-variance of credentials, situations, and needs.

#### *Sub Pay*

- Half day pay is \$55.00
- Full day pay is \$110.00
- Long-term sub pay is \$120.00 (scheduled in same classroom >2 consecutive weeks)
- ‘In-house’ is \$10.00/period for teachers who are losing their prep period.

Note: Contract or hourly employees cannot ‘double dip’ by being paid for subbing.

#### *Transportation Pay*

- CDL driver pay for after school or part day is \$45.00 per part day event.
  - Non-CDL driver pay is \$30.00.
- CDL driver pay for all day events is \$90.00 per all day event.
  - Non-CDL driver pay is \$55.00.
- CDL driver’s who are also the designated head or assistant coach of the team they are driving for will be paid \$25.00.
  - Non-CDL driver pay is \$15.00.
- CDL route drivers are paid on a per route basis
  - CDL Grand Island Route driver pay is \$35.00/round trip.
    - Non-CDL driver pay is \$25.00/round trip.
  - CDL Columbus Route driver pay is \$35.00/round trip.
    - Non-CDL driver pay is \$25.00/round trip.

Note: Faculty or staff driving while on contract cannot receive ‘double pay’ under most circumstances.

#### *Coaches Pay*

See [Activity Handbook](#) for coaching wage information.

## Increased Professional Training

BA	Teachers who attain helpful credentials will receive an increase in pay commensurate to the situation and need of the position.
BA + 18	Teachers who take additional courses to improve their teaching will receive an increase in pay not to be less than \$1,500 on top of any raises or increases.
MA	Teachers who attain a pertinent master’s degree while on staff will receive an increase in pay not to be less than \$2,000 on top of any raises or increases.

**Pre Approval Form** of educational pursuits are highly recommended. The school may contribute 20% of pre approved tuition. Please complete this form prior to taking courses. (IN PROGRESS!)

Please complete this **Post Completion Form** once an above benchmark has been completed. (IN PROGRESS!)

### **Summer/ Non-Contract Day Professional Development Pay (with Administrative Approval)**

Certified Faculty participating in Professional Development Trainings, as part of Nebraska Christian’s Continuous School Improvement Plan, may receive a stipend (\$20/hour of training session), reimbursement for meals, and/or mileage from Title IIA funds. Stipend, meal and/or mileage reimbursement are contingent upon proper Title IIA paperwork being completed in a timely manner and the availability of allowable Title IIA funding.

**Payday**

Salaried employees will be paid in 12 equal monthly installments . Hourly pay periods run from the 21<sup>st</sup> to the 20<sup>th</sup>. Hours must be turned in for processing by the start of the business day on the 21<sup>st</sup> of each month. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice. Paychecks will be electronically deposited into bank accounts by the 25<sup>th</sup> of each month.

**Tax Deductions**

In accordance with the law, state and federal income taxes and social security taxes are withheld monthly. The amount of income taxes withheld depends upon gross income, number of dependents, and any additional amounts authorized by the employee. The amount of social security taxes withheld is determined by the annual rate. The district pays to social security an amount equal to the employee's contribution. The direct deposit receipts show the exact amount withheld for each tax.

**Worker's Compensation Insurance**

All employees of the school district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law. A report of every accident occurring on the job must be filed with the building administrator within 24 hours of the accident.

**Full-time status**

Nebraska Christian, generally defines 'Full-time' status in the following ways:

Hourly employees who are regularly scheduled for 32 hours/week 10 or more months

Teachers who are scheduled to teach at least six class periods per day during the school calendar year.

Salaried employees who are expected to work 40 hours/week for 10 or more months.

**Health Insurance Benefits**

Full-time salaried and hourly staff are eligible to participate in our Remodel Health program initially upon employment, during any open enrollment period, or after a qualifying event. Nebraska Christian Schools provides a taxable wage increase equivalent to 90% of the benchmark plan for eligible (full-time) employees and their dependents who sign up for any plan on the remodel platform. The minimum wage increase for any eligible employee, whether they sign up for a plan on the remodel platform or not, will be \$250.00/month. The maximum amount for eligible employees who sign up for a plan on the remodel platform will be \$1000.00/ month. The maximum amount for eligible employees who do not sign up for a plan on the remodel platform will be \$250.00/month.

**Life Insurance Benefits**

Full-time employees have \$50,000 term life insurance coverage purchased by the school.

**Leave Time**

Staff have varying leave time dependent up on multiple factors such as faculty vs. staff, full-time vs. part-time, year-round vs. 10 month. These items are detailed in each of the below leave types per leave type, so please read carefully to gain understanding of the leave types and amounts that you have at your discretion. The Front Office tracks and communicates leave approval (completed by administration) and balances upon submission using the All Staff Leave Request link available on the [Staff Resource Site \(SRS\)](#).

**Absences from a professional learning day require comment rationale on the leave request AND direct discussion with administration.**



*Discretionary Leave*

Salaried employees may utilize short inconsequential absences of two hours or less at the discretion of the supervisor without penalty. Preference will be given for absences for attendance at school functions for staff members whose immediate families are involved. The salaried employee is responsible for obtaining qualified replacements. Absences are eligible for discretionary leave only if the absence generates no costs to the school. The supervisor may grant exceptions to this paragraph. The attendance secretary should always be notified for safety and communication purposes. Please submit a leave request in advance if you are able to do so. The primary purpose of completing a leave request is informational but discretionary can be denied by the administrator under certain circumstances.

*Professional Leave*

Certified staff (and at times other full-time staff) may use a professional day to attend a conference, seminar, or workshop for the purpose of enhancing his professional career and for the benefit of Nebraska Christian Schools. Please submit a leave request at least three days in advance. ½ increments are allowed to be used.

*Sick Leave*

Sick days may be used for illness or medical appointments for self or immediate family members. Immediate is defined as self, spouse, children (including foster), and parents in or out of the household.

Teachers and other full-time ten month employees shall be permitted eight sick days per year. If additional one-year contracts are offered in future years, unused sick leave may be allowed to accumulate to 24 days, to be used for extended illness only. Half day increments are allowed to be used. Note: Part-time teachers serving fewer contract days shall be prorated accordingly.

A full-time year round employee shall be permitted ten sick days per year. If additional one-year contracts are offered in future years, unused sick leave may be allowed to accumulate to 30 days, to be used for extended illness only. Half day increments are allowed to be used.

In extenuating circumstances of prolonged illness, a staff member or someone on behalf of that staff member may request three “donated” days. Administrative approval is required for each circumstance. Additional donated days beyond the three shall require board approval.

*Personal Leave*

Faculty receive two personal days. The staff member generally can take these without disclosing their rationale for use. Personal days should be submitted one week or more in advance. Administration may deny a personal day due to lack of sub availability or any other reason. ½ day increments are allowed to be used.

Ten Month Hourly Staff who do not receive vacation time receive two personal days per year.

*Funeral Leave*

Three days may be taken by full time staff for funerals. If additional days are needed they may be taken as sick leave. ½ day increments are allowed to be used.

*Vacation Leave*

Full-time year round employees are eligible for paid vacation. Salaried employees shall receive their daily rate of pay while hourly employees will receive their hourly rate of pay at an 8 hour period. All full-time year-round employees are eligible after the initial three month probation period and follow the below timeline.

Hourly Employees

- Year 1: One week paid vacation
- Year 2&3: Two weeks paid vacation
- Year 4+: Three weeks paid vacation annually
- Employees may accumulate unused vacation days with a maximum of 4 weeks vacation.

#### Salaried Employees (Weekends and Holidays off)

- Year 1 & 2: Three weeks paid vacation annually
- Year 3+: Four weeks paid vacation annually
- Employees may accumulate unused vacation days with a maximum of 4 weeks vacation.

*Vacation days may be used with a week or more advance notice and approval of the administrator. Employees who do not complete their contractual obligations are not entitled to vacation day pay for unused leave. Half day increments are allowed.*

### **Staff Lunch**

Staff receive a free hot lunch from the NC cafeteria each day that they are present alongside our students and on designated staff days.

### **Holidays**

Full-time year round employees will have one paid day each of the following holidays: Independence Day, Labor Day, Easter, Thanksgiving, Christmas, New Year's Day, and Memorial Day. If the holiday does not fall on a work day, the administrator will choose a day near the holiday in lieu. If the employee desires additional time off around a particular holiday, the employee may request vacation days or, if school is not in session, unpaid days off.

### **Qualified NC Tuition Reduction**

(1) For full-time certified employees, administrators, and dorm parents tuition for dependent children enrolled at Nebraska Christian Schools will be reduced 90%.

(2) For all other employees, regularly scheduled to work 25 hours or more per week or regularly scheduled to teach three or more classes per day, tuition for the oldest child enrolled at Nebraska Christian Schools will be reduced 90%.

(3) The tuition reductions listed above are only available for education provided by Nebraska Christian Schools and only for children of current employees who meet the conditions listed above, or to children of employees who met the conditions listed above at the time of their death.

~Board Policy 2.7.5.4 [[Qualified Tuition Reduction](#)]

### **Payroll Changes**

If an employee wishes to make changes that affect the amount of money withheld for income taxes, a new withholding tax form must be submitted to the Business Office. A new W-4 must also be completed when the employee has a change of name.

Whenever an employee's personal status changes, he/she should give consideration to changing the beneficiary(ies) designated to receive insurance and unpaid compensation. The Business Office has information regarding payroll and fringe benefits.

## **Residence Hall**

### *Housing*

Residence Hall supervisors and their families receive year round rent-free housing, with all utilities paid. In addition, supervisors and their immediate families may partake in the cafeteria meals served during normal cafeteria operation hours free of charge.

### *Time off*

Residence Hall supervisors shall be provided one duty free weekend per month from September through May. These duty free weekends are not cumulative and must be used during the designated month. Residence supervisors must submit their planned duty-free date in advance. The employee will not enter into responsibilities or other employment which will in any way conflict with his duties as an employee. For the purposes of supervising the residence hall, this shall include, but not be limited to, ensuring that the dorm parent shall provide supervision during all hours that the student(s) is not in school (supervision before 8:15 AM and after 3:45 PM on school days, all weekend hours. This shall include, but not be limited to, full day supervision on weekly scheduled days off from classes, days on which more than one student from the residence hall is ill, snow emergency days, etc.

**TEACHER DUTIES**

Each teacher is expected to help with building duties. These duties include hall duty, lunch duty, restroom duty, recess duty, playground duty, etc. While these may be assigned to the teacher some of it is a daily routine. For example, it is best relational, safety, and attendance practice to stand in the doorway in view of both the classroom and hallway to greet students during passing times.

**CHURCH ACTIVITIES**

Wednesday nights and Sundays are designated for students to participate in church activities. Please refrain from scheduling school activities or using school facilities during these times. All employees should seek a Sabbath day routine.

**STAFF PICTURES**

By joining the NC staff, you are agreeing to allow the use of your photo or likeness in all publishings. Our development team will try to request and/or give notice when appropriate and possible.

**TEACHER EVALUATION PROCESS**

Evaluation and observation frameworks, rubrics, and other resources can be found on the Staff Resource Site. Teachers will be observed and evaluated according to the following schedule:

1-2 years	1 formal per semester; 1 informal per semester
3rd year	1 formal & 1 informal per year
3+ years	1 formal every three years; 1 informal per year

**Formal observations**

Scheduled and a full class period

A pre and post conference ensue to offer encouragement and greater support

**Informal observations**

Not scheduled and 10-25 minutes in length

An email or the like may be used to give the teacher feedback

**TEACHER REQUIREMENTS****Events**

All faculty members are expected to attend or volunteer at some of the events of general importance during the year. Examples include: New Student Orientation & All School Open House, Dinner & Benefit Auction, Festival of Lessons & Carols practice or set up as needed, corporate prayer meetings, and high school graduation. Make every effort to avoid planning other personal or family activities during required events.

**Faculty Devotionals**

Faculty devotionals are held for all teachers on appointed days. While changes will happen, these items are included on our staff calendar to give teachers advanced notice.

**In-Service**

Although the specifics vary from year to year, the typical in-service pattern is two days in August before school starts, several days during the school year, and two to three days following the close of school. Please consult the [staff calendar](#) for more precise data. In-service is primarily designed for faculty members. Staff members are invited when the agenda includes items of interest.

## Leave Requests

If you know you will be out in advance, please give the attendance secretary as much notice as possible. **Any absence from school (sickness, personal, vacation, etc.) must be reported through our leave request system found on the Staff Resource Site.**

**Please text/call the Attendance Secretary between 6:00 and 6:30 a.m. if you need a substitute.** Each teacher is expected to create a meticulous sub folder as a service to our substitute teachers and the learning for our students in your absence. Please leave the school-provided binder on a clean desk so the sub can easily find it. Please see the [Sub folder Guidelines](#) for additional details.

## Required Reading

Teaching is challenging work, especially when it includes modeling the Christian life. To help both beginning and experienced teachers grow, books on education and books on Christian living and thinking may be distributed to teachers for their reading. This is an expectation for each teacher and the organization's growth.

## Class Sponsors

Traditionally, the junior and senior classes have an adult sponsor to guide some extra duties. The responsibilities for those classes will be rotated through the full-time (teaching) staff on a regular basis.

## STUDENT & PARENT COMMUNICATION

### Grading & Reporting

A week should not go by where our FACTS Student Information grade book is not updated by our teachers. This is an important communication tool for both our students and our parents and timely feedback is not only courteous, it is pedagogically appropriate.

Feedback is significantly more important to students learning than an arbitrary grade.

Please see our [Grading & Reporting Guidelines](#) for additional details.

### Discipline Procedures/Chart:

It is inevitable that there will be situations in your classroom involving student behavior that require disciplinary measures to be taken. The [NC Discipline Chart](#) outlines four different levels of behavior and the appropriate disciplinary measures taken for each level and who is responsible for each level.

- Level 1 Behaviors - No Discipline Referral Required
- Level 2 Behaviors - [Discipline Referral submitted in FACTS](#) and consequence carried out by teacher.
- Level 3 & 4 Behaviors - Discipline Referral submitted in FACTS by Administration

### Students

In addition to grading, our students should receive spiritual, academic, and physical coaching from their teachers and athletic coaches on a daily basis. Just as it would not be appropriate to allow a football athlete to tackle incorrectly for one drill without communicating with them, it is also of the utmost importance to give just such feedback in the classroom.

### Parents

Parents should have regular positive and constructive feedback from teachers. Parent/teacher conferences are designed for more in depth conversations hovering around specific topics or standards that the student has excelled or struggled in.

### Parent/Teacher Conferences

While this is an important event, the parent should not be surprised by anything shared if the teacher is taking his/her responsibility for regular communication seriously. Instead this an opportunity to drill down into more detailed conversations and specific examples that can enhance the partnership between home and school. See [Parent/Teacher Conference Tips](#) for more information.

### SCHOOL IMPROVEMENT PROCESS

*Updated March, 2021*

Nebraska Christian will use a “formalized and intentional” School Improvement Process. The Nebraska Christian School Board recognizes the importance of having a detailed and thorough School Improvement Process in order to have a coordinated, focused, school-wide plan. The Board recognizes that in order to be the best stewards of our students and resources a comprehensive process needs to be in place. Our process will be based on “[The Nebraska Framework](#), A handbook for Continuous Improvement in Nebraska Schools” as our guide. The leadership team is responsible for implementing, initiating, and ensuring that this process is completed with fidelity.

#### Five (5) Year School Improvement Cycle:

<b>2020-21</b>	Year 5 – Continue plans and monitor progress External team review
<b>2021-22</b>	Year 1 – Review Mission and Vision Statements Collect data on student performance, demographics, learning climate, and former high school students Look for strengths and weaknesses Research possible solutions to weaknesses Begin formulating goals (at least one needs to be academic)
<b>2022-23</b>	Year 2 – Set goals (at least one needs to be academic) Action plans align across grade levels, with professional development and with resources Discuss assessments we will use to see if we have met our goals
<b>2023-24</b>	Year 3 – Implement plans and monitor progress
<b>2024-25</b>	Year 4 – Continue plans and monitor progress
<b>2025-26</b>	Year 5 – Continue plans and monitor progress External team review

### **Seclusion and Restraints Policy**

The use of physical restraint and/or seclusion of students by school personnel should be used only as a last resort to maintain safety in emergency situations when there is a substantial risk of imminent bodily injury to the student and/or others.

Any staff member may physically restrain and/or seclude a student without advance notice to the Superintendent when it is necessary for the protection of others or for self-defense. The Superintendent shall develop procedures for staff to follow in the implementation of this policy.

### **Bullying Prevention Policy**

We recognize the negative impact that bullying has on student health, welfare, safety, and the school's learning environment; therefore, such behavior is prohibited. For the school's purposes, bullying is defined as any ongoing pattern of physical, verbal (spoken or written), or electronic abuse on school grounds, in a vehicle owned, leased or contracted by our school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the school's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

### **Building Security**

Maintaining good security is essential in order to avoid needless damage or loss. Accordingly, each teacher is responsible to turn off all lights and equipment and lock his classroom before leaving for the day. If you need to use another teacher's classroom or equipment, you are responsible to see that all equipment is turned off and the room is locked before you leave. The last person leaving the office at night is responsible to make sure that the lights and equipment are turned off, unless otherwise instructed. See also that the office and main administration door are locked. All teachers and staff are responsible to make sure that self-locking doors are securely locked before leaving a building in the evening.

Departments who sponsor an evening event are responsible to make sure that buildings are locked up after that event, e.g. the athletic department after games, the elementary department after a musical, etc. When, for various reasons, someone from that department will not be available to lock up, they must arrange for someone else to check the lights and lock up. Faculty or staff members who use the facilities for a special activity that is not on the school calendar are responsible to make sure that any area that may become unsecured by their use is locked and secured when the event is concluded.

If a dorm supervisor unlocks a building after hours, that supervisor will be responsible for the building to be locked when the activity is completed. Students should not be given keys and/or responsibility to lock or unlock doors. Advance permission and staff supervision is needed if dorm students wish to use rooms after hours.

### **Healthcare Guidelines**

Sick students need to be reported to the office. Parents of sick children must be informed before children are sent home. Teachers and staff should not be involved in administering any medicine unless the situation is an emergency or with signed parent permission.

**Reporting of Accident/Injury**

Any student, staff or faculty member who has experienced a significant injury or accident while at school or during a school-related function should complete an accident report. This can be completed from the Staff Resource Site or by picking up a hard copy in the office.

**Student Medical Records**

Health records for all students are maintained in the main office. They include health screening for vision, hearing, blood pressure, etc. They may also contain information on any special health concerns which the parents have supplied about their child. The school will follow HIPPA regulations which require signed forms before releasing health information on students.

**Substance Abuse**

Substance abuse is considered a serious matter at NC, whether it involves controlled or uncontrolled substances, prescription or non-prescription drugs. Suspected cases of substance abuse will be investigated and dealt with on a case-by-case basis in consideration of the facts surrounding each case and in accordance with the law.

**Child Abuse - Legal Matters**

When child abuse is suspected, the teacher will immediately bring it to the attention of the administration. Reports of child abuse may be turned in to the local police or sheriff or to the Department of Health and Human Services, which may be reached at 1-800-652-1999. Anyone who has reasonable cause to believe a child has been subjected to abuse and willfully fails to report this is guilty of a Class III misdemeanor.

For legal purposes, child abuse means knowingly, intentionally, or negligently causing/permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

**Sexual Harassment Policy**

Allegations of sexual harassment will be thoroughly investigated. A person who believes he/she has been sexually harassed, or persons having knowledge of incidents of alleged sexual harassment should notify one of the following individuals concerning the alleged action: the School Superintendent, Principal, School Counselor. Such notification shall be made promptly by the most direct means possible and shall be considered confidential.

Any school employee contacted by a person with a complaint of harassment shall advise that individual to notify one of the individuals mentioned above. The employee who is notified of an offense shall not take any action with regard to this matter, but shall allow those in authority to deal with it. If the person who believes they have been harassed is a student, his or her parents or legal guardians shall be notified immediately in writing by the person in authority who is carrying out the investigation. Every effort shall be made to maintain full confidentiality in carrying out the investigation.



## PROCEDURES

### Attendance

Attendance will be taken each morning. Please post attendance in the student information system at the beginning of each day. Children who arrive after 8:00 a.m. will be marked tardy. In the elementary school, a half-day will be counted as missed if a student arrives at 10 a.m. or later or if he/she leaves before 2 p.m. Parents are to call the school before 8:00 a.m. if their child will not be in school. If no call is received, the school will call to check on the child.

### School Closings and Cancellations

In case of hazardous or emergency conditions, the Superintendent may alter transportation schedules as are appropriate to the particular condition. Such alterations include closure of selected grade levels, delayed openings, and early dismissal of students.

1. Directors are responsible for reporting to school to secure campus and ensure safety.
2. All Buildings & Grounds employees are responsible for snow removal.

In the event that a staff member is unable or unwilling to make it to school due to inclement weather, administration will support that staff member in that decision. Additionally, this will result in personal leave (or unpaid) time.

### Safety Drills

Nebraska Christian will instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. The superintendent will ensure that emergency drills are conducted in accordance with state statutes and the District's Emergency Operations Plan.

Please follow the instructions outlined in the [Emergency Operations Plan \(EOP\)](#). The Fire/Tornado Drill Evacuation Plan should be posted in each classroom and in sub folders at all times.

### Purchase Requests

Staff members, including teachers, should utilize the Purchase Request form found on the [Staff Resource Site](#). To learn more about the philosophies and procedures, please review the [Purchase Philosophy & WorkFlow](#).

### Visitors

Prospective parents and other community members may visit the school during any regular school day.

1. Visitors report to the front office before visiting campus.
2. A parent or guardian shall accompany all children below school age who are visiting on the campus.
3. Visiting students are asked to dress neatly and appropriately.
4. Outside guests are welcome to eat in the dining hall when arrangements have been made in the office.

## Daily Announcements

Please submit daily announcements to the office by 2:00 pm. The procured list of announcements can be found on the Staff Resource Site and will be read out loud by teachers in the classroom each morning.

## Scheduling of the Gym and Music and Worship room

Individuals or groups that are not regularly scheduled to meet in the gym or music and worship room need to schedule the use of these rooms with the Activities Director.

Even with advance scheduling, unforeseeable events may necessitate last-minute negotiations on the use of these rooms. Such exceptions should be kept to a minimum.

## Scheduling Use of NC Facilities & Resources

The office helps to manage these resources. Availability and checkout can be completed using Google Calendar. Availability can be viewed by anyone on the [Staff Resource Site](#).

## Field Trips

As much as possible, field trips should be planned early in the year so proper arrangements may be made for vehicles, etc. Care should be taken to choose trips that are educational and fun! It is the teacher/sponsor's responsibility to get sufficient "background" information prior to booking a trip and ensure a direct connection to established classroom goals. All Field Trips need to have a [Field Trip Request Form](#) completed (located on the SRS) and should be cleared through the Principal well in advance. The Superintendent may assess transportation costs for special activities and events.

It is also the responsibility of the supervising staff member for each school activity to bring each child's emergency medical form with them on trips. First aid supplies should be procured for the trip as well.

## Reserving and Utilizing an NCS Vehicle

Designated NCS vehicles are available for use by faculty and staff members for school purposes. The use of these vehicles is to be scheduled in advance to allow for planning and to assure availability of a vehicle. Vehicle use must be scheduled through the main office. A calendar can be viewed from our [Staff Resource Site \(SRS\)](#) to see availability. Please use the Transportation Request Form to communicate your transportation needs.

Procedures:

- ★ Vehicle Checkout Procedure
  - Submit a transportation request located on the SRS
  - Vehicle Keys/Fuel Card & [Transportation Use Form](#) should be picked up from the office during office hours.
    - Note: If you request a vehicle during the weekend, the keys & form should be picked up during the week prior to the departure
- ★ Vehicle Check In Procedure
  - Staff will return completed Transportation Use Form & Keys to the Front Office
  - Office will record any maintenance need for the vehicle (*if applicable*)
  - Business office will charge the corresponding departments budget
- ★ Staff members utilizing school vehicles are asked to help ensure that vehicles are fueled.
  - When to fill up
    - Below  $\frac{3}{4}$  = please fill up
    - Below  $\frac{1}{2}$  = must fill up
  - Gas cards are attached to the key that you will check out from the office and instructions for fueling up are included inside of the card sleeve.
  - Students cannot be on board a bus while it is being filled.
  - Please print a receipt. Return the receipt to the office along with your pre & post trip forms.

**ACADEMIC SUPPORT: CARE Program**

Collaborate as a team (parents, student, teacher, support)

Approach learning and assessment differently than attempted previously

Relationship between the learner and those trying to help is key to success

Effort to redeem any lost learning or trust

While students must CARE to do well in a course, teacher’s also have a responsibility to CARE for ALL students.

**Teachers must post all grades for the previous week by 8 a.m. on the first day of the school week.**

**Students who have a <67% in any given class are considered in need of extra CARE.**

**The office will procure a CARE List immediately following the start of the first school day in any given week.**

Status	Academic Support/Accountability	Extra-curricular Accountability
Week 1 CARE List: Communication	Warning Support session optional (Zoom or face to face)	Coach/Sponsor conferences with student participant Weekly goal sheet recommended for remainder of season.
Week 2 CARE List: Parent Accountability Phase	1 hour session with each respective teacher requested (Zoom or face to face)	Student-athlete misses all competitions for the rest of the week.
Week 3 CARE List: School Accountability & Support Phase	1 hour session with each respective teacher required (Zoom or face to face) Student Support Team Meeting required to include MTSS team (all teachers, parents, head teacher, other supporting members)	Student-athlete misses all practices and competitions for the rest of the week.

*\*Week 2 & Week 3 CARE List repercussions kick in if consecutive following Week 1.*

*\*\*All CARE lists are identified by individual class*

**STAFF CONCERNS PROCEDURE**

For any concerns, requests, or suggestions, a staff member may, at any time, follow the below chain of command:

1. Talk to your immediate supervisor to seek resolution.  
If not resolved...
2. Talk to your immediate supervisor with the Superintendent present.  
If not resolved...
3. Talk to the superintendent and 2-3 board officers and/or present to the full board if a concerned member requests to do so.
  - a. A non-officer board member may be substituted if deemed appropriate by board chair

Once an issue has been presented to the full chain of command all the way up to the full-board level, the employee is left with a choice of conscience. Can I quietly and graciously trust and submit to the wisdom of the authorities that God has placed here at the school? If the answer is no, the employee should strongly consider non-renewal of his/her contract.

## **INTERPERSONAL CONFLICT:**

The following is a general outline for the strategy that is to be followed by faculty, administrators, and parents when problems arise between brothers and sisters in Christ.

First - The offended party is to go only to the party that has offended him. It is wrong to discuss the matter with others who are not part of the problem or solution. Most of the time, a frank, personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. If the two agree on the issue at hand, it should be forgiven and forgotten.

Second - If the offender is unwilling to come to terms with his brother, the two parties should together take the matter to the school administration. Both parties should recognize that God works His will through the authority He has appointed, which in this case is the school administration. Most problems that make it past the individual level are solved at this level.

Third - If the two parties are still unable to come to terms on the administrative level, the problem should be brought before the school board. The Superintendent should communicate the problem to the chairman of the board, who is responsible for the method of presentation to the rest of the board. Once the problem has been heard, the school board will make a final decision. It should be accepted as the will of God for the matter.

Additional information on resolving conflicts when mediation may be needed can be found at the end of this handbook.

\*Based on *The Matthew 18 Principle for Solving School Problems*, by Paul Kienel, ACSI.

## **STAFF CONTRACTUAL GRIEVANCE PROCEDURES**

Any employee requesting release from a contract must give the administrator 30 days prior written notice of intended resignation unless a different termination is mutually agreed upon. If the employee is released or is terminated during the period of service covered by the contract, payment shall be made of that proportionate part of the annual salary which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment.

Where cause exists, the administrator may terminate this contract, provided that the employee has been informed in writing of the cause or causes for discharge and has been given an opportunity to respond to them prior to final termination. Failure to request a hearing with the board within seven days of delivery of the termination notice shall waive the employee's right to such a hearing and the termination is therefore final. Dismissal may be immediate or with longer notice depending upon the reason for dismissal. Cause, as used herein, includes, but is not limited to, a conduct tending to reflect discredit upon the school or upon the employee, tending to disregard established school policy or administrative direction, or tending to seriously impair his continued usefulness as a Christian role model for the students.

The employee agrees that, if at any time during his period of employment he cannot hold true to the above and finds himself out of harmony or sympathy or in discord or disagreement with the philosophy, standards, or administration of the school, he will immediately make that fact known to the administrator and, if necessary, the Board Chairman. Unless the lack of harmony, discord, or disagreement can be harmoniously adjusted without publicity, the employee agrees to voluntarily withdraw from this employment, or be subject to termination for cause.

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

If resolution of the dispute and reconciliation do not result after consultation with the appropriate members of the Nebraska Christian Schools board, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.