

Christian Life Preparatory School Faculty Handbook 2023

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ADDITIONAL POLICY DOCUMENTS

This handbook is intended to be an addendum to the CLPS Student and Parent Handbook and the CLPS Standard Operating Procedures for Upper School/Middle School and Lower School which have many more detailed procedures pertaining to daily functioning at CLPS and academic and behavioral policies required by all stakeholders.

POLICY AND PROCEDURE REVISION GUIDELINES:

CLPS is committed to the implementation of policies to ensure a safe and orderly learning environment for the effective operation of the school. Policy manuals exist for Parents and Students as well as for Faculty. Policies and Procedures shall be reviewed annually by the school administration in response to surveys, school improvement meetings and stakeholder input to ensure that policies are relevant, up-to-date, achievable, and representative of all facets of school life. All policies should be clearly aligned with the school's mission and vision.

Stakeholders will have access to policies and be provided avenues to give input about their effectiveness in operating the school. Parents, Students and Faculty are required to read each new edition of their respective policy handbook and sign an acknowledgement form that they have read, understand and agree to abide by the policies set forth therein.

Standard (daily) operational procedures will be revised with the approval of the Head of School in keeping with the stated mission and vision of the school. Approval of policy changes from varying stakeholder groups will ensure that policies are written without a conflict of interests.

CHRISTIAN LIFE PREPARATORY SCHOOL FOUNDATION

During the summer of 1998, Zachary and Deborah Henry were praying about their children and education. God led them to open a Christ-centered private school with an emphasis on science and technology.

While researching available educational models, the unique concept of a University-Model School (UMS) fit the deeply held philosophy that parents were an essential element for student success. After collaborating with a handful of public, private, and homeschool educators, and researching an assortment of curricular choices, CLPS aligned with the classical education movement based on the Trivium. Curricular decisions were made based on the understanding that God gives the ability to reason, think critically, and excel in learning (Dan. 1: 17).

After four years of planning, Christian Life Preparatory School officially opened its doors in August of 2002. The school opened with 54 students enrolled in grades 1 through 8. Currently, CLPS offers classes from Kindergarten through grade 12 (grades K-5 two days a week and grades 6-12 on three days a week). Our enrollment has grown to over 380 students for the fall semester of 2023.

STATEMENT OF FAITH

THE BIBLE (exclusively, the 66 books common to the Protestant Christian Faith)

- The Bible is God's infallible word that reveals God's will and purpose for mankind (2 Pe. 1: 21; 1 Th. 2:13).
- Every word in the Bible is inspired by God and is the ultimate authority for living a fulfilled life (2 Tim. 3:16; 1 Co. 2:13).

GOD

- There is only one God who has revealed Himself in three persons- the Father, the Son (Jesus Christ), and the Holy Spirit (Jn. 15:26; Ga. 4:6).
- God is the Creator and in control of all things (Ge. 1; Ne. 9:6; Ps. 24:1,2; 33:6,7,9)

JESUS

- Jesus Christ is the Son of God, born of a virgin (Mt. 1:20; Lu. 1:35), sinless and perfect (He. 4:15; 1 Pe. 2:22; 2 Co. 5:21; Jn. 8:45,46).
- Jesus taught the truth and demonstrated the power of God in miracles (Mt. 9:12; Mk. 1,5-7; Lu. 4,5,6,8; Jn. 2,4,9,11).
- Jesus died on a cross (Jn. 19:1-3,16-18) to atone for man's sins, rose from the dead (Lu. 24:39; Ac. 10:40,41; Mt. 27:62-66; Mk. 16, Lu. 24), and ascended into heaven (Lu. 24:50,51; Ac. 1:9-11).
- By His death and resurrection, Jesus has cleansed from sin (Ac. 13:38) those who repent of their sins (Ep.1: 7) and believe that Jesus is Lord and Savior (John 3:16; Ro. 10:13; Ac. 4:12).
- After salvation, a relationship with the Father is restored through faith in Jesus Christ his Son, faith increases (Ro. 8:3,4; Ph. 3:9; Ep. 2:8,9) and an abundant life filled with the fruit of the Spirit follows (Ga. 5:22,23).

THE HOLY SPIRIT

- The Holy Spirit indwells the believer and gives the enabling power of God (Ac. 9:31) to live a holy life, to overcome sin, to understand the Bible (I Co. 2: 10), and to do the will of God (Jn. 14:26).

PERSONNEL POLICIES AND PROCEDURES

ORGANIZATIONAL HIERARCHY

The Board of Trustees oversees the School Board of Christian Life Preparatory School. The Head of School reports to the school board as its sole employee. All faculty and staff report to the school's Head of School who delegates responsibilities for oversight to additional Administrators and Faculty.

CONDITIONS OF EMPLOYMENT

Upon receipt of a contract, employees must sign acknowledgement agreeing to the following:

1) I agree that, as part of the qualifications for this position, I am a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's Statement of Faith, and am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching in this Christian school is God's direction for my life for this school year.

2) I agree to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. This includes refraining from the abuse of alcohol. In addition, I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18).

3) I agree to accept the board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my teaching position of ministering to children.

I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).

4) I agree to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).

5) I affirm that I have read and will abide by the Staff Job Description, the policies set forth in the Faculty

Handbook, and the Parent-Student Handbook. I agree to abide by any changes to any school policies which directly affect teacher performance requirements when implemented after a 1 week notification period.

6) I agree to provide the Administrator with a copy of any valid teaching certificate, if available, and an official transcript of all college and graduate studies prior to the first day of school or make other acceptable arrangements with the administration. Failure to do so voids this contract.

7) I agree to maintain a school atmosphere that is conducive to learning. This includes maintaining a professional appearance as outlined in the faculty handbook.

8) I agree to try at all times to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to student, parent, and school matters.

9) I also agree to be present for such meetings and conferences as may be called by the administration.

10) I agree to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church and parents if a debatable topic arises of a theological nature.

11) I agree that any previous agreements, whether written or oral, are fully merged into this agreement, and that no other agreement, statement, or promise other than those contained in this contract shall be valid or binding on either party.

12) I agree to attempt to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17.

The Matthew 18 Principle:

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous win be delivered" (Proverbs 11:9).

Two: Keep the circle small. "If your brother sins against you, go and tell him his fault between you and him alone" The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

Three: Be straightforward. "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says, "Faithful are the wounds of a friend" (Proverbs 27:6).

Four: Be forgiving. "If he hears you, you have gained your brother." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted."

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be "...take with you one or two more, that by the mouth of two or three witnesses every word may be established." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

Six: The Head of School should explain the problem to the president of the school board. The president will decide how the matter will be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and wholehearted restoration of those who have made amends.

Should the staff member have unresolved issues with the employer after utilizing the Matthew 18 principle, I and the employer agree to be bound by the following mediation and binding arbitration agreement in an attempt to resolve issues and bring reconciliation:

MEDIATION AND BINDING ARBITRATION AGREEMENT

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20.

Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet, Guidelines for Christian Conciliation. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties to this contract 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. The parties to this agreement have had an opportunity to consult legal counsel before signing this agreement.

13) I agree to give the Administration 30 days prior written notice of intended resignation unless a different termination date is mutually agreed upon. I understand that payment shall be made of that proportionate part of the salary which the number of days of actual duty bears to the number of days covered by the contract for staff members that resign or are terminated. I agree that all fringe benefits will end on the last day of employment.

14) I agree that if there are deficiencies in my job or personal performance, the Administration, at its sole discretion, may extend to me a Performance Improvement Plan (PIP) to help facilitate needed changes in my performance. I agree that the Administration, in its sole discretion, may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure. I further agree that the Administration may modify or revoke the plan at its sole discretion, and that failure to complete such a plan before the end of this one-year contract does not obligate the school in any way to extend another contract for a new year.

15) I understand and agree that my employment may be terminated before the end of the school year for cause, and that there is no right to renewal of this contract. Where cause exists, the Administration may terminate this contract, provided that I have been informed of the cause or causes for discharge and have been given an opportunity to respond to it/them prior to final termination. I agree that failure to request a meeting with the Administration within seven days of delivery of the termination notice shall waive my right to such a meeting and the termination is final. I agree that the Administration has the sole right to make the dismissal immediate or with longer notice depending upon the reason(s) for dismissal. Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon me by impairing my continued usefulness as a Christian role model for the students.

16) Christian Life Preparatory School has been classified as a 501(c)(3) nonprofit organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), I understand that unemployment benefits are not available.

17) I agree that if any provision of this agreement is declared invalid, illegal, or unenforceable, its invalidity, or unenforceability, shall not affect any other provision of this agreement.

PROFESSIONAL RESPONSIBILITIES

Professional responsibilities include anything indicated by Administration, Department Heads, Safety Personnel or through employee contracts.

Responsibilities also include adherence to, and support of, the Christian Life Preparatory School:

- Mission and Vision
- Philosophy of Education
- Commitment to Intellectual Honesty

- Parent-Teacher Partnership
- Departmental statements and guidelines
- The policies and procedures contained in the CLPS Faculty Handbook, Parent and Student Handbook and CLPS Standard Operating Procedures
- School Safety Instructions

Who is the Excellent Teacher?

- An excellent teacher first and foremost lives out the two great commandments of loving God and neighbor.
- An excellent teacher chooses communion over knowledge and humility over power. Stated differently, an excellent teacher puts loving neighbor above being “right.”
- An excellent teacher understands that the strength of the intellect is not the ultimate measure of the strength of the person, but rather the strength of the heart which guides the intellect.
- An excellent teacher knows ideas are both powerful and potentially dangerous and must be nurtured carefully and age appropriately.
- An excellent teacher knows his or her limits - when to speak and when to be quiet.
- An excellent teacher can follow authority and understands how to respectfully approach authority.
- An excellent teacher is intellectually honest. (For an understanding of intellectual honesty, please see the section below entitled, “Our Commitment to Intellectual Honesty.”)
- An excellent teacher is respectful of the time of others and always prepared.
- An excellent teacher is intellectually curious and a life-long learner.
- An excellent teacher desires to participate in a community of learners.

FAILURE TO ATTEND PROFESSIONAL RESPONSIBILITIES

Failure to attend to professional responsibilities will follow

1. 1st Email sent to teacher and cc administrator and dept. head as 1st warning
2. 2nd email sent to teacher and cc administrator and dept. head to schedule meeting to discuss improvement plan
3. 3rd email will result in recording on permanent file in consideration for bonuses, raises, contract renewal, and
4. dismissal.

EMPLOYEE JOB DESCRIPTION

OVERVIEW

The teacher shall help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian adults to the praise and glory of God.

QUALIFICATIONS

1. All school personnel hired, whether employed or contracted, shall
 - a. Understand and be in agreement with the stated Spiritual Objectives of CLPS that include the school's Statement of Faith.
 - b. Understand and be in agreement with the mission and vision of CLPS.
 - c. Give evidence of good moral character (references), and
 - d. Be of adequate physical and mental condition for the position desired.
2. All Academic Instructors for CLPS should have a Bachelor's degree (minimum) from an accredited college or university.

SAFETY AND SECURITY TRAINING

All employees must complete the safety training module each year and pass an assessment to ensure they are adequately versed in school safety policy. All employees and volunteers must successfully complete CPR Training and "Ministry Safe" or equivalent training every two years. The school will provide access to these online training sessions and will provide the fees for these courses.

Failure to complete training sessions by the set date may prevent the teacher from entering the classroom or receiving payment from the school.

TEACHER: GENERAL RESPONSIBILITIES, DAILY PROCEDURES, & TUTORIALS

GENERAL RESPONSIBILITIES

Spiritual:

Teachers shall:

1. Seek to model before their students' attitudes, speech and actions reflecting a consistent daily walk with the Lord Jesus Christ.
2. Show by example a profound reverence for the Word of God as well as the importance of Bible study, prayer, witnessing, and unity in Christian fellowship.
3. Follow the principles taught in Matthew 18 in dealing with students, parents, staff, and administration.
4. Encourage students to grow in their faith and be prepared, when appropriate, to share the gospel with unbelieving students.
5. Encourage the development of godly character qualities in their students.
6. Help and encourage their students to adopt and develop a Biblically sound eternal perspective on their life and work.

Instructional:

Teachers shall:

1. Recognize and respect the role of parents as primarily responsible before God for their child's

- education and shall assist them in the task.
2. Follow prescribed scope and sequence and adhere to relevant curricular and policy guidelines as they teach their assigned classes.
 3. Plan broadly through the use of semester and unit plans and objectives, and more currently through the use of daily lesson plans, posted a week in advance.
 4. Integrate Biblical principles and a Biblically sound philosophy of education throughout the curriculum while adhering to the school statement of faith and with respect to denominational distinctives.
 5. Consider the CLPS Philosophy of Education and recommended methods to help students master necessary content and skills as defined by the relevant curriculum goals and the school's general philosophy.
 6. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best work.
 7. Appropriately employ a variety of instructional aids, methods and other resources that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
 8. Effectively use satellite work for increasing depth of understanding, extension, higher order thinking, drill, review, enrichment or project work.
 9. Assess the learning of students on a moment by moment basis in the classroom, through meaningful formative and summative assessments and provide meaningful feedback and timely grade reporting.
 10. Keep proper discipline in the classroom and on the school premises in order to maintain a good teaching environment.
 11. Inform the administration if unable to fulfill any assigned duties and prepare adequate information and materials for a substitute teacher.
 12. Shall set an expectation for and enforce excellence of foundational communication skills (i.e. grammar, spelling, neatness of work, handwriting, public speaking skills, etc.).

Non-Instructional:

Teachers shall

1. Cooperate with the administration and Department Heads in implementing all policies, procedures, and directives governing the operation of the school.
2. Shall confer with the administration regarding any policy he is unable to support.
3. Maintain regular and accurate attendance and grade records to meet the demands of a comprehensive knowledge of each student's progress.
4. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of probable failure.
5. Maintain a clean, attractive, well-ordered classroom.

Professional:

Teachers shall

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable spirit.
3. Provide input and recommendations for improvements in curricular, administrative, and managerial policies and practices in the school.
4. Attend and participate in scheduled devotional, in-service, retreat, committee, and faculty meetings.

5. Attend school-wide orientation, awards, vision meetings, graduations or other requested events.
6. Know the procedures for dealing with emergencies.
7. Contribute as able to the general improvement of the school program.
8. Refuse to use or circulate confidential information.
9. Perform other miscellaneous duties related to their professional position.

Personal:

Teachers shall:

1. Seek to meet everyday stress with emotional stability, objectivity, and optimism.
2. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, sympathy and consideration.
3. Respectfully submit and be loyal to constituted authority.
4. Use clear and acceptable English in written and oral communication.
5. Recognize the need for good public relations by representing the school in a favorable and professional manner to the constituency and general public. This may include social media usage such as teachers possessing profiles where his or her information is public to students, parents or staff or online message boards, etc.
6. Show due commitment toward fulfilling the teaching ministry.
7. Represent the school in a godly light on all social media and internet platforms.

OTHER PROFESSIONAL RESPONSIBILITIES

TUTORING

Occasional tutoring is considered to be a normal part of the teaching ministry, and teachers should be willing to tutor their students from time to time as may be necessary. When tutoring is deemed necessary, students are expected to participate, as much as possible, with due respect for the teacher's schedule and convenience; no teacher will ever be expected to provide this service at times or in a manner that requires significant interference in their professional duties or their personal lives.

Should a student demonstrate a need for extensive or ongoing tutoring, a teacher may expect to be compensated by the student or his family for services rendered. All such arrangements are purely a matter between the teacher and the student and/or his family.

Teachers who are being paid for their services in tutoring may use school facilities as long as that use does not interfere with the normal operations of the school or significantly increase the school's supply, utility or other expenses. Use of school facilities for the purpose of private, ongoing tutoring must be approved by the administrator each time such use is desired.

Many departments may have specific guidelines regarding tutorials. Please defer to those policies above these generally listed here.

TEACHER PARTICIPATION IN OTHER CLASSES

Teachers are encouraged to observe each other from time to time for the purpose of helping each other improve their instructional skills. However, teachers may not join other teachers' classes as students. Specifically, the Administration has adopted the following guidelines governing the presence of teachers in each others' classrooms:

1. Teachers may observe each other for the purposes of helping each other grow in their instructional skills, when this is mutually agreeable, for one class period without express administrative approval.
2. Teachers must first gain administrative approval before they observe other teachers for two or more consecutive classes.

Any other arrangements involving the presence of two or more staff members in the same class at the same time, such as team-teaching situations, which extend beyond a single class period must receive administrative approval before they are put into effect.

GRIEVANCES

We know that disagreements and other problems will arise from time to time. It is our sincere desire to conduct all of our affairs in a way pleasing to the Lord, including the way we handle our interpersonal tensions and conflicts. In Matthew 18, the Lord Jesus established the basic principles by which we wish to resolve our differences among ourselves. We apply those principles by asking all our school employees and families to

1. Resolve the conflict at the lowest possible level by involving only those individuals who must be involved.
2. Respect the appropriate succession of authority and responsibility should it be necessary to pursue the grievance beyond the most immediate level.
3. Seek to resolve the grievance for the purpose of reconciliation with fellow believers, and
4. Do all in such a manner that the reputation of the body of Christ (as manifested through the school) will not be dishonored.

Should a member of our school community feel that he has been unable to satisfactorily resolve his grievance through the usual school channels, he is expected, in keeping with the commands given in I Corinthians 6:1, to seek reconciliation through a Christian board of conciliation rather than through the civil courts. To that end, all school personnel, whether employed, contracted, or volunteer shall be required to sign the following agreement:

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

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted

to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Association of Christian Conciliation Services shall be asked to provide the name of a qualified person that will serve in the capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services. (406) 256-1583.

The parties agree that these methods shall be 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. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

PROFESSIONAL ORGANIZATION

Membership in professional organizations relating to the teacher's particular field is encouraged, as long as the professional organization in question does not have policies or engage in practices in opposition to CLPS's purposes, policies, and practices. CLPS neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union (Amos 3:3, II Cor. 6:14-17.) CLPS expects its faculty and staff to honor this position by refraining from membership or participation with these organizations. Teachers should inform the administrator of any professional organizations to which they belong or desire to join.

PUBLIC RELATIONS

Outside or Non-curricular Groups or Activities

The administration is responsible for regulating all matters pertaining to the interaction of the school with outside or non-curricular groups or activities. Any staff member wishing to make use of such a group or activity should first receive the prior approval of the administrator.

Non-Curricular Literature Distribution

In general, CLPS restricts the distribution of literature on campus to that which obviously serves the purpose of building the Kingdom of God or appropriately enhancing the general educational purposes of the school. All literature must be approved by the Administration prior to distribution. Approved literature will only be distributed at such times or places designated by the administration.

PUBLIC AND PRIVATE PROFILES OF FACULTY

CLPS does not have the right, nor does it want the responsibility, to regulate all or even most aspects of the lives of its employees. However, as a Christian school, the quality of our public witness and the public witness of our employees is of significant concern to us. Therefore, we seek to hire believers who demonstrate a genuine concern for the quality of the ministry in which they are engaged and the reputation of the kingdom they represent. Thus we assume that our faculty members will consistently conduct themselves in a manner

worthy of Christ, both on and off campus. Blatant or ongoing ungodly behavior on the part of any of our employees will be cause for concern and may result in the non-renewal or even termination of employment with the school. This pertains to real world and online activity including social media platforms and any other arena where personal opinion, representation or comments may occur.

RECRUITMENT AND SELECTION

- A. Application – Applicants will secure and complete an application for employment with CLPS or for contracted services at CLPS. The application may be obtained through the school’s office. The application or resume will be reviewed for completion by the administrator or by an individual designated by the administrator. This will include the verification of references. The completed application should include:
1. Relevant contact information (mailing address, phone number, etc.)
 2. Education history
 3. Work history
 4. Current church membership
 5. Applicable membership in professional organizations
 6. Three personal references (one of which must be from a church leader, i.e., pastor, deacon, etc.) and means to verify
 7. Three professional reference and means to verify (not required for support staff positions)
 8. Also, provision to verify:
 - a. Agreement with CLPS’ Spiritual Objectives
 - b. Agreement with CLPS’ Mission Statement
 - c. Willingness to use Christian Conciliation Service if necessary
 9. Official college transcript required
- B. Initial interview – The initial screening and interviewing of applicants for school positions will be made by the administrator or by an individual designated by the administrator. The selection of all school personnel will be the responsibility of the administrator.
- C. Personnel Hiring – All school personnel will be hired or contracted by the school administration. The administration has the authority to sign any appropriate personnel contracts during the recruitment process.

RETENTION, PROBATION & DISMISSAL

Teachers are employed on a yearly basis. Because teacher success is expected, it is assumed that teachers will be retained from one semester to the next (although no form of tenure is granted to any staff member). However, in the event a teacher's performance is deemed to be substandard by his or her supervisor, the teacher may be placed on probation with a Performance Improvement Plan by the administrator for a specified period of time. The teacher will be informed of the reasons for probation. During the probationary period, the administrator and/or other supervisory staff members will continue to assist the teacher to improve, giving regular performance feedback, while at the same time gathering data by which to make a decision at the

conclusion of the probationary period. At the period's conclusion, one of three decisions will be made by the administration: (a) improvement is adequate—employment to be renewed unconditionally; (b) some improvement noted—employment to be renewed, but probation extended into the new semester; or (c) improvement is inadequate—employment not renewed. In the event of a dismissal, the teacher will be given opportunity for appeal, in accordance with existing policy governing the appeals process, provided that (a) new facts relative to his or her performance have come to light, and/or (b) the original decision was not made in accordance with standing school policies.

MATERNITY AND PATERNITY LEAVE

CLPS will provide up to 6 weeks of compensated maternity leave for all qualified employees. The 6 week period can begin up to 2 weeks before the due date of the child, but all 6 weeks must be taken continuously during the school year, generally beginning the 2nd week of August and ending the 3rd week of May. The 6 week period is inclusive of any holidays or scheduled school breaks.

If the 6 weeks of leave has not started and the baby is born during a school year break, the 6 weeks of leave will start on the birth date.

The employee is required to notify the Principal at least 4 months prior to the due date.

Teachers are responsible for preparing all materials and lesson plans, including class instruction and satellite day work, for the period of leave and instructing the substitute on the needs of the class. This process of transition will be overseen by the academic team.

Any benefits not used during this 6 week allowance will not accrue to future leave periods.

ABUSE PREVENTION POLICIES

ABUSE OR MISTREATMENT OF STUDENTS.

Christian Life Preparatory School has **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of students in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

PROHIBITING THE ABUSE OR MISTREATMENT OF ONE STUDENT BY ANOTHER STUDENT

Christian Life Preparatory School (CLPS) has **zero tolerance** for abuse, mistreatment, or sexual activity among students within the school. CLPS is committed to providing all students with a safe environment and will not tolerate the mistreatment or abuse of one student by another student. Conduct by students that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.

In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, Christian Life Preparatory School will take the necessary steps to eliminate such behavior.

DEFINING APPROPRIATE AND INAPPROPRIATE PHYSICAL CONTACT

Christian Life Preparatory School's physical contact policy promotes a positive, nurturing environment while protecting students, employees, and volunteers. CLPS encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards students in Christian Life Preparatory School's programs will result in disciplinary action, up to and including termination of employment.

Christian Life Preparatory School's policies for appropriate and inappropriate physical interactions include but are not limited to:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<p>Contact initiated by the student such as:</p> <ul style="list-style-type: none"> ● Side hugs ● Shoulder-to-shoulder or “temple” hugs ● Pats on the shoulder or back ● Handshakes ● High Fives and Hand Slapping ● Pats on the head when culturally appropriate ● Touching hands, shoulders and arms ● Arms around shoulders ● Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> ● Full-frontal hugs ● Kisses ● Showing affections in isolated areas or while one-on-one ● Lap sitting ● Wrestling ● Piggyback rides ● Tickling ● Allowing a student to cling to an employee or volunteer’s leg ● Allowing students, older than kindergarten to sit on an employee or volunteer’s lap ● Any type of massage given by or to a student ● Any form of affection that is unwanted by the student or the employee or volunteer ● Touching bottom, chest or genital areas

DEFINING APPROPRIATE AND INAPPROPRIATE VERBAL INTERACTIONS

Employees and volunteers are prohibited from speaking to students in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Employees and volunteers must not initiate sexually oriented conversations with students. Employees and volunteers are not permitted to discuss their own sexual activities with students.

Our organization’s policies for appropriate and inappropriate verbal interactions include but are not limited to:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> ● Positive reinforcement ● Appropriate jokes ● Encouragement ● Praise ● Strength-based conversations 	<ul style="list-style-type: none"> ● Name-calling ● Discussing sexual encounters or in any way involving students in the personal problems or issues of employees and/or volunteers ● Secrets ● Cursing ● Off-color or sexual jokes ● Shaming, belittling ● Oversharing personal history ● Derogatory remarks ● Harsh language that may frighten, threaten, or humiliate consumers ● Comments or observations (whether intended positively or negatively) relating to physique or body developments

MANAGING ONE-ON-ONE INTERACTIONS BETWEEN EMPLOYEES, VOLUNTEERS, AND STUDENTS

One-on-one interactions may occur as part of this CLPS’s programming under authorized circumstances. The purpose of this policy is to ensure Christian Life Preparatory School clearly communicates expectations for employees and volunteers and gives examples of appropriate behavior when one-on-one interactions may occur. In those situations where one-on-one interactions are authorized, employees and volunteers should observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Meet students in a public place where you are in full view of others.
- Avoid physical affection during one-on-one interactions. If unavoidable, ensure physical and verbal interactions align with CLPS established policies and are limited to the task at hand.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with a consumer and encourage them to randomly drop in or pass by the interaction.
- To the extent possible, ensure one-on-one interactions occurring behind closed doors are scheduled in advance or are communicated with the supervisor.
- Ensure one-one-one interactions are documented, especially if behind closed doors. Keep documentation

of these meetings (such as in shared calendar, case notes, etc.).

- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

MANAGING INTERACTIONS BETWEEN EMPLOYEES, VOLUNTEERS, AND STUDENTS OUTSIDE CHRISTIAN LIFE PREPARATORY SCHOOL

Research shows many cases of organizational abuse occur off-site and outside of regularly scheduled activities. Allowing contact outside of regularly scheduled activities may put employees, volunteers, students, and our organization at increased risk. This document offers various options for managing the risk of abuse and false accusations arising from contact outside Christian Life Preparatory School's regularly scheduled programming.

Examples of contact outside of regularly scheduled program activities:

- Babysitting arrangements
- Tutoring
- Private lessons/coaching
- Mentorship
- Social interactions between employee's or volunteer's children and children served by Christian Life Preparatory School:
 - Playdates and birthday parties
 - Sleepovers
 - Overnight trips and vacations
 - Rides to/from organization or extracurricular activities and events
- Attending public events in a shared community (like graduation, sports events, religious ceremonies)
- Continued contact with consumer after a consumer's participation in a program has ended

This organization strongly encourages employees and volunteers to refrain from outside contact with students with whom they do not have a preexisting familial or social relationship (i.e., children are friends at school, families attend the same religious institution). However, if interactions with students outside of regularly scheduled program activities are part of programming or otherwise unavoidable, this organization offers the following guidelines:

- If there is a pre-existing social or familial relationship, ensure proper boundaries are drawn by the

employee or volunteer while in organization programming.

- For example, if Emily Employee is best friends with Consumer Charlie's mom such that Consumer Charlie calls Emily by her first name in social settings, ensure Emily communicates to Consumer Charlie that while in organization programming Consumer Charlie needs to call Emily, Ms. Employee. This helps reinforce the boundary and makes clear that Emily's role as an employee or volunteer is different from her role as Consumer Charlie's mom's best friend and the relationship should reflect that.
- If Emily has children that are friends with Consumer Charlie, she can give Consumer Charlie a ride if her children are also in the car. Even in that interaction, make sure Consumer Charlie is sitting in the back seat. The same rules apply for trips to McDonald's/the park/etc. that are occurring as part of the preexisting social relationship.
- To increase transparency, consider texting or emailing an administrator when these interactions like transportation and social outings occur.
- If Emily allows other young students to spend the night with her children, ensure administrators are notified to increase transparency and consider keeping the number of students at the gathering small (1-3). Ensure that rules prohibiting one-on-one interactions apply in this setting and that students are not going into Emily's bedroom or vice versa.
- If students are going to join Emily and her children on a vacation or other trip, make sure the Rule of Three applies so there are no one-on-one interactions. Consider requiring Emily to get some sort of written confirmation from the consumer's parents/guardians that they have allowed their child to go (can be as simple as a text).
- Consider utilizing a preexisting relationship form (i.e., if someone has a familial or social relationship with a consumer or will be hiring them to babysit/housesit/tutor/etc.) have them notify Christian Life Preparatory School ahead of time. This helps ensure transparency and protects the employee or volunteer from rumors. For example, if Coach Jones has hired Morgan to babysit and someone sees Morgan leaving Coach Jones' house at 10pm on a Friday night, it is much easier for the employee or volunteer and organizational leadership to respond to those concerns if they have been notified that interaction was going to take place. It is not a foolproof system, as abuse can certainly still happen in the situation given, but it adds an extra layer of protection for employees, volunteers, and students.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA POLICY

The terms “electronic communications” and “social media” or “social network” refer to activities that integrate technology, telecommunications, and social interaction using words, images, video, or audio tools. Examples include, but are not limited to social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, text and voice chat platforms for gaming, live webcasting, and real-time web communities. Additionally, sending text messages between two or more (group texting/messaging) mobile phones or fixed or portable devices over a phone or wireless network is included within these definitions.

Christian Life Preparatory School strongly encourages employees and volunteers to refrain from electronic communication and/or social media use with students. However, if these interactions are part of programming for outside organizations to which employees, volunteers and students are mutually involved in, or interactions that are otherwise unavoidable, this organization offers the following guidelines:

1. Employees, volunteers, students, parents/guardians are required to sign a *Social Media Code of Conduct* that includes guidelines about appropriate and inappropriate communication with stakeholders. [This allows parents/guardians to play a role in monitoring consumer’s interactions with employees and volunteers. In addition, it teaches students how to interact appropriately through social media sites.]
2. Employees and volunteers must change settings to ensure “private” profiles so that students do not have access to their private information. Common settings to check are:
 - a. Which information on certain platforms is always available to the public (e.g., name or username, bio, profile photos, associated networks)
 - b. Who can send the user a friend or follow requests, search for them by email address or phone number, and send them direct messages?
 - c. Who can tag the user in photos or posts and potentially give away location or personal information?
 - d. Can the user prohibit search engines from linking to their social media profile or allowing it to appear in public searches?
3. Employees and volunteers should keep all approved communications professional in nature and limit discussion to programmatic purposes.
4. CLPS will train employees and volunteers on how to respond to private electronic communication from students. The responding procedure should include:
 - a. Alerting a supervisor about the private communication and carefully documenting and forwarding the communication according to Christian Life Preparatory School’s guidelines. For most organizations, employees and volunteers should not respond privately to students except to state that such communications are prohibited by the Code of Conduct.

- b. Exceptions may be made under emergency situations wherein private messages may occur to locate a consumer and secure his/her safety, but all such contact must be documented accordingly.
 - c. If a consumer reveals abuse or inappropriate interactions with an adult or child, the employee or volunteer must report this information to a supervisor and child protective services or law enforcement immediately.
5. CLPS will provide students and parents/guardians with information about how to respond to inappropriate communication from employees and volunteers. The responding procedure should include:
 - a. Contact information for the program administration.
 - b. An anonymous method for reporting concerns.
6. **Requests to discontinuē**—Parents/guardians may request in writing that a student not be contacted through any form of electronic communication by Christian Life Preparatory School from grades K through 11th grade. Due to the amount of advising and college preparation, the school will need to be able to electronically communicate directly with 12th grade students.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA CODE OF CONDUCT

In recent years, electronic communication and social media platforms have become increasingly popular. While these tools provide many benefits, they also present the potential for inappropriate behavior, increased access to vulnerable students, and privacy violations. Employees, volunteers, and students participating in this organization’s programs, events, and activities shall adhere to the following Social Media Code of Conduct:

1. Do not engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
3. Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
4. Only program-related messaging may be communicated electronically (through official email) between employees and volunteers of Christian Life Preparatory School and students, and parents/guardians. Such communication should generally occur during standard business hours.
5. Employees and volunteers are prohibited from sending private messages to students and/or replying to private messages from a student other than through official clps.info email addresses. If a student attempts to privately communicate with an employee or volunteer electronically, the employee’s or volunteer’s supervisor must be notified immediately.
6. Personal social networking profiles of employees and volunteers shall be set to “private” and not be

shared with students or searchable by students. Employees and volunteers with profiles on social networking sites shall not request to be “friends” with or follow students or approve friends or follow requests from students. Employees and volunteers may use their discernment when choosing to follow parents or other adults or allow them to access otherwise private profiles.

7. Employees and volunteers may not engage in electronic communication or social media contact with other family members or friends of students unless connected through another organization.
8. Never reveal sensitive or confidential information, including identifiable details or photos of any CLPS student (self or other) or their family members without written consent from their parent or legal guardian through any platform (digital or otherwise) before, during or after any school event on campus or off campus. This includes the student’s name, age, grade, address, grade level, extracurricular participation, etc. The general rule of thumb is that community members should not create a digital footprint of any other community members without their written permission.
9. Employees, volunteers and students may not post or share on their personal social media accounts any photographs or videos of students participating in **any** Christian Life Preparatory School’s programs. Moreover, student cell phones and other personal devices are not allowed on campus during school events or off campus while traveling and should not be used to capture photos or videos of any students, employees, volunteers or visitors to Christian Life Preparatory School or during events held at other locations. Parents are discouraged from taking photos of children other than their own at school events. Official photographers will be present at most school events and will provide photos for parents free of charge.
10. Employees, volunteers, parents, students or others invited to participate in CLPS activities may not post or share photos or comments on photos of students online.
11. Do not make pornography in any form available to students participating in Christian Life Preparatory School’s programs, events, and activities or assist students in any way in gaining access to pornography.
12. Employees and volunteers may not create web pages, social media accounts or any other profile or representation on behalf of Christian Life Preparatory School and may not misrepresent their work with Christian Life Preparatory School or Christian Life Preparatory School itself.
13. The Administration may choose to create websites or social media profiles utilizing photographs of community events for the purpose of internal communication and external publicity. Parents may opt out of the school using their child’s photos in any capacity other than for security identification and representation in the school yearbook.
14. Students may not post classwork or satellite (homework) to online sites that exchange or collect papers, curriculum, projects, course notes or other study aides. Once a student has created content for submission for class discussions, teacher or peer-feedback, assessment or grading or any other instructor-directed purposes, it should not appear online or be exchanged electronically or in hard copy to other persons. Exceptions may be granted by CLPS Course Instructors or Administrators for the purpose of showing examples of student work to appropriate higher education institutions or for

scholarship purposes.

15. Collaboration with ChatGPT or other AI composition software is not permitted in any capacity at CLPS, whether it be in the central classroom, satellite classroom or other CLPS-affiliated event or program.
16. Employees, students, volunteers or other stakeholders may **not** use the Christian Life Preparatory School's name (or derivative, abbreviation, mascot, logo, nicknames, House names or mascots, acronym or any other identifying reference or likeness (i.e. "nights," "Knytes," "CLiPS" or any other derivative or reference) intended to pass information or commentary on the school's events, stakeholders, rules, personnel, values or situations whether sincere or satirical.
17. Employees and volunteers engaging in social media and online communication become a public figure associated with Christian Life Preparatory School and are responsible to help protect Christian Life Preparatory School and its students. Always act in a professional and constructive manner and use sound judgment before posting or sharing content.
18. Rather than personally defend Christian Life Preparatory School's reputation, employees and volunteers should notify their supervisor or an administrator of a negative comment or online representation or if any member of the media contacts them about any matter related to Christian Life Preparatory School.
19. Employees and volunteers must adhere to uniform standards of electronic communication and social media use as outlined in any applicable organizational policies and procedures.
20. This Code of Conduct and associated policies and procedures shall be provided to parents/guardians of students. It shall also be available on Christian Life Preparatory School's website for public view.

Responsible Use of Technology Policy

Christian Life Preparatory School utilizes technology in many facets of programming, communication, and operation. This policy outlines expectations for the use of technology, both provided by Christian Life Preparatory School and personally owned (during programming), by employees, volunteers, and students (“Users”). Technology is a comprehensive term including, but not limited to, all organization and personally owned computers, projectors, televisions, iPads, tablets, multimedia players, cameras, cell phones, smartwatches, and/or other technologies.

All members of our community have a responsibility to use both personal and organization owned technology in a responsible, lawful, and ethical manner. User use of technology during programming must be consistent with our organization’s philosophy, goals, and ethical standards. This organization will educate Users regarding the acceptable and responsible use of technology, appropriate online behavior and interaction on social networking websites, and an awareness of, and response to, cyberbullying.

Use of Filters on Organization-Owned Technology

This organization will block or filter content over its internet and technology that Christian Life Preparatory School considers inappropriate. This includes pornography, obscene material, and other material that may be harmful to students or against the mission and standards of this organization. Christian Life Preparatory School reserves the right to block or filter other content deemed to be inappropriate, lacking educational or work-related content or that poses a threat to the network. Christian Life Preparatory School may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes. Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

Standards of Electronic Communication

All communication that takes place using personally owned (during programming) or organization-owned technology must reflect the mission and values of our organization. This includes but is not limited to emails, texts, messages, and posts online. Additionally, User communications must be through official organizational email accounts for all programmatic and organization-related business. Official organization email accounts will be provided for Users for such purposes. Email is intended for use for programmatic purposes only.

In order to responsibly communicate online Users MAY NOT:

1. Access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason.
2. Access websites, newsgroups, or chat areas that contain material that is counter to Christian Life Preparatory School’s mission or that promote illegal acts.

When using technology, Users are expected to:

1. ...uphold the integrity of our organization.
2. ...act in accordance with other organizational policies.
3. ...use technology tools and hardware for programmatic purposes only.
4. ...refrain from using personal or organization owned devices in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.
5. ...not utilize smartphones on the grounds of CLPS. This includes classrooms, hallways, pathways between buildings, bathrooms, locker rooms, gyms, common areas, lobbies or any other space inside. This also includes spaces out of doors on school property within view of any other students. Once a student has entered a private vehicle for the purpose of leaving campus, they may use their phones. Please do not talk, text or use any other applications while operating a moving vehicle.
6. ...not create or post in a website using the name of, or references to, Christian Life Preparatory School or any employee, volunteer, or consumer of our organization without their explicit permission.
7. ...not use the network for any activity or to transmit any material that violates federal, state, or local laws. This includes, but is not limited to, threatening the safety of another person, or violating copyright laws.
8. ...refrain from harassing, bullying, taunting, hazing, or otherwise acting in a manner toward employees, volunteers, and students that is counter to Christian Life Preparatory School's mission, including its prohibition against bullying and hazing. This organization has zero tolerance for cyberbullying.
9. ...refrain from engaging in personal attacks, harassing others, posting confidential and/or personal information about others, or posting in a libelous, disrespectful, or harassing manner will face serious disciplinary action, up to and including removal from Christian Life Preparatory School.

Preserving our Safe Environment

The use of technology at our organization, including cell phones owned by Users is a privilege, not a right. Accordingly, any use of technology for reasons other than programmatic purposes, or that hinders the ability of employees, volunteers, or students to participate in programming, whether listed in this policy or not, will subject the User to loss of privileges and disciplinary action ranging from losing the right to use technology to more serious consequences and, in some cases, removal from Christian Life Preparatory School and/or legal action.

Expectation of Privacy

Users do not have an expectation of privacy in communications transmitted through organization devices or technology. Our organization reserves the right to monitor and track online behaviors and interactions via organization-owned technology. Emails, messages, and other information sent through Christian Life Preparatory School's network or official emails can be inspected and files saved onto organization computers may be reviewed at any time.

In addition, Users have a limited expectation of privacy when using their own technology, particularly when activity violates the law or organization policy, and/or compromises the safety and wellbeing of other members of Christian Life Preparatory School. We reserve the right to review communications that are easily discoverable on social media sites or shared with Christian Life Preparatory School. We will investigate reports of inappropriate, disrespectful, or objectionable posts or other online activity, and hold employees, volunteers, and students accountable for online activity that violates the law or organization policy, and/or compromises the safety and wellbeing of other members of Christian Life Preparatory School.

Employee and Volunteer Cell Phone Use During Program Hours

Employees and volunteers may bring personal electronic communication devices to work but these devices must not be in view or in use when the individual is expected to be among students. Internet use, text messaging, and/or emailing students is subject to the requirements defined in this organization's electronic communication and social media policy. Failure to adhere to the policy will result in progressive discipline.

Acceptable Use of Cell Phones during Program Hours

There are occasions in which employees and volunteers will need to use official personal or organizational issued electronic communication devices. In these cases, employees and volunteers will have explicit direction from supervisors governing use. Situations which may require use of personal or organization-issued electronic communication devices include:

1. Field Trips
2. Off-site Programs
3. Emergencies

Christian Life Preparatory School does not allow employees and volunteers to take pictures of students for programming purposes on their personal devices. Employees may use a school-owned camera to capture pictures of school events.

Sample Guidelines for Supervising Overnight and Residential Settings

Overnight activities and residential settings can present unique risks to students and employees and volunteers. Overnight and residential settings often involve changing clothes; students of different ages interacting in a more intimate atmosphere than regular program activities; more unstructured and novel activities; and increased opportunities for a consumer to avoid supervision and for employees and volunteers to be distracted.

Supervision Guidelines for Overnight Activities

- All overnight activities must be documented and approved in writing by the Head of School. Organizers should include a written/structured schedule of events.
- Administrators are expected to observe overnight activities regularly and randomly on a scheduled and periodic basis.
- The Head of School should appoint a “lead” employee to supervise the overnight activity. A meeting with all employees should be conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip, and to review the specific policies and procedures that apply to the overnight activity.
- Provide parents/guardians with written information about the overnight activity. Information should include the location, duration, and type of activities to take place during the overnight. All parents/guardians must sign a permission slip for their students to attend the overnight activity.
- Determine the appropriate employee-to-consumer ratios before the event and schedule employees accordingly. Consider increasing the employees needed for supervision depending on the overnight activity details.
- Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in the employees or consumer rooms.

Overnight Activities at a Facility

- Authorized areas within the facility must be clearly defined and explained to the students.
- Assign each employee to a specific group of students to supervise. Each employee should then maintain a roll sheet that lists students in his or her group. Head counts and roll checks should be conducted routinely throughout the overnight activity.
- Assign employees to high-risk areas in your organization’s facility, such as the bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific employees to these areas, assign specific employees to conduct periodic facility “walk-throughs”.
- With regards to sleeping arrangements, separate the male and female consumer into separate rooms and post employees at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- When performing room checks, employees should always go in pairs.
- For overnight activities where sleeping is not part of the activity (i.e., a lock-in), require at least three employees to stay awake overnight.

Overnight Activities Away from the Facility

- Overnight stays at private homes are prohibited unless approved by the administration.
- Physical boundaries at the off-site location must be clearly defined and explained to the consumer.
- Assign each employee to a specific group of students to supervise. Each employee should then maintain a roll sheet that lists the students in his or her group. Head counts and roll checks should be conducted routinely throughout the event.
- If in a cabin type setting, the employees should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of students sneaking out (such as by the door).
- In hotel rooms, assign students to rooms based on gender and age. Employees should not share rooms with students. If employees must share rooms with students, employees must have their own beds and never change in front of students.
- All employees are to be on duty in the halls or cabinets at night until an hour after lights out and all rooms are quiet.
- Include structured guidelines for conducting overnight room checks.

Residential Settings

- Require employees/caregivers to remain awake if students are awake and/or enact 24/7 “awake-night supervision” procedures as required by licensing or external regulations.
- Specify adult-to-consumer ratios for awake and overnight hour timeframes.
- Develop a written/structured schedule of events.
- Develop structured guidelines for conducting overnight room checks, including the documentation of these conducted checks.
- Require supervisors to observe overnight shifts regularly and randomly on a scheduled and periodic basis.
- Supervisors will monitor video surveillance regularly in real-time, especially during high-risk times or activities (if available).

Supervising Transportation Activities and Transporting students

General guidelines:

1. Require written parent/guardian permission from all students on the trip. Employees take these permission forms and medical releases with them on the trip.
2. Supervisors should provide advance approval for any long-distance or overnight trips.
3. Use the “rule of three” when transporting students: At least two employees must transport a single consumer, or at least two students must be present if transported by a single employee.
4. Require employees to have a list of the students on the trip. The employees take roll when boarding the bus, when leaving the bus, periodically throughout the trip, and then again when boarding the bus.
5. Specify employee-to-consumer ratios. When possible, do not count the driver in the supervision ratio.

6. Require employees to sit in seats that permit maximum supervision. If possible, employees should not share seats with students.
7. Discourage mixed age groups or developmental levels from sitting together. When possible, high-risk students are seated by themselves or near an employee.
8. Prohibit drivers from making unauthorized stops.
9. Students may not be brought to the employee's home or the home of any employee's family member.
10. Where applicable, require employees to document the beginning and ending time of the trip and the mileage, names of the students being transported, other employees and volunteers who are involved in transportation, purpose of the transportation, and the destination.
11. Require documentation of any unusual occurrences.

When public transportation is used (in addition to the transportation procedures listed above):

12. Students should remain in one area of the bus/train, if possible.
13. Employees and volunteers that are assigned to a group should remain with that group.
14. When transporting students overnight, employees must remain awake.

When transporting students in employee personal vehicles (in addition to procedures listed above):

1. Employees must notify supervisors of all transportation activities.
2. Employees must follow established organization policies on physical interactions with students while in vehicles.
3. When possible, employees should avoid engaging in sensitive conversations with students.

Follow-Up with Individuals who Report Concerns or Complaints

This organization is committed to creating a safe environment for our employees, volunteers, and especially our students and their parents/guardians. For that reason, we will treat every concern or complaint with the utmost seriousness and provide a timely, thorough, and objective response in every instance. When an individual shares a concern or complaint:

- They will be given the time and attention necessary to allow them to share their thoughts in person.
- They will be thanked for sharing their concerns with Christian Life Preparatory School and for contributing to maintaining a healthy and safe environment for everyone.
- They will be advised that their concern is being taken seriously and that action will be taken.
- They will be reassured that they have done the right thing by reporting and that their communication is valued.
- They will be informed, in general statements, of the steps that Christian Life Preparatory School will take in addressing the matter.
- They will be given contact information for someone in Christian Life Preparatory School with whom they can contact should they become aware of additional information.
- They will be provided regular updates of how the process is advancing.

- Christian Life Preparatory School will protect them from any form of retaliation

Anonymous Reporting Mechanism for Employees and Volunteers

While we hope that our employees and volunteers feel that they can openly communicate any concerns, complaints, or grievances directly to someone in Christian Life Preparatory School, we understand that doing so can often be difficult. Because it is important to us that everyone to be able to share their concerns, we will provide an anonymous online reporting form on our website.

Please keep in mind that our ability to respond quickly and adequately may be affected if the information provided is limited. However, we are committed to responding to all anonymous concerns to the extent possible

Required Reporting of Red-Flag or Inappropriate Behaviors and/or Policy Violations

Our organization has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of students.

In the event that employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, **it is their professional and personal responsibility to immediately report their observations in accordance with Christian Life Preparatory School's reporting procedures.**

Remember, at our organization, the policies apply to everyone.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are required to report:

- Any violation of Christian Life Preparatory School's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with students
- Seeing or visiting with a consumer outside of scheduled programming
- Buying gifts for individual students
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of Christian Life Preparatory School's electronic communication policy
- Making suggestive comments to students
- Showing favoritism towards a consumer or type of consumer
- students disclosing that an employee or volunteer makes them feel uncomfortable

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an internal report but do not investigate.
- Keep reporting until the appropriate action is taken.

Employee and Volunteer Response to Allegations or Incidents of Abuse

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a student—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice. *Refer to state specific mandated reporting requirements for definitions of abuse and more specific reporting information. If you need more information on your state’s specific reporting requirements, please visit the Child Welfare website.

In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of student(s) perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.

- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

Employee and Volunteer Responding to Student-to-Student Sexual Activity

Student-to-student sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If employees or volunteers witness student-to-student sexual behaviors that are contrary to defined behavioral expectations between students, they are instructed to follow these guidelines:

- If you observe sexual activity between students, you should safely separate them as soon as possible.
- Calmly explain that such interactions are not permitted and separate the students.
- Notify your supervisor and parent/guardian (when applicable)
- Complete the necessary documentation including what you observed and how you responded.
- Follow your supervisor's instructions regarding notifying the authorities and informing the parents/guardians of the students involved.

i. Do not attempt to determine whether the student's behavior was "sexual curiosity". There is not a standard definition of what normal sexual curiosity looks like. An external body, such as law enforcement, utilizes criteria to investigate and determine whether the student's behavior is sexual curiosity.

- If the problem is recurring, additional action may be required including not allowing one or both students to return to the program.

- Identify how students will be managed or supported to prevent further occurrences of sexual activity (i.e., safety or behavioral plans including additional supervision requirements)

Reporting Suspected Misconduct, Dishonesty, or Fraud

CLPS strives to uphold the highest possible standards of ethical, moral and legal conduct. The School is committed to maintaining a workplace where employees, students, volunteers and parents are free to raise concerns in good faith regarding our governance practices. Consistent with this commitment, this policy provides an avenue for employees, students, volunteers, and parents to report concerns about suspected misconduct, dishonesty, non-compliance with laws, or fraud without fear of retaliation.

This policy and reporting procedure is not intended for reporting of day-to-day matters, such as student disciplinary issues, employment issues, general complaints or other matters that are regularly handled through other policies and procedures.

Scope

The reporting procedure outlined in this policy should be used to report suspected misconduct, dishonesty, legal non-compliance, conflict of interest or fraud in the operation of Christian Life Preparatory School (collectively referred to as "Suspected Violations"), including but not limited to:

- Theft or other misappropriation of CLPS assets
- Deliberate misstatements, falsification or other irregularities in CLPS financial reports or records
- Non-compliance with state or federal laws
- Misuse of CLPS resources
- Illegal activities
- Forgery or alteration of documents
- Violations of state or federal laws
- Any other form of fraud or malfeasance

Procedure

Reporting Suspected Violations: employees, students, volunteers and parents may report Suspected Violations to the Head of School. If the violation is suspected of the Head of School, please contact the next non-familial administrator.

Anonymous Reporting: Employees, students, volunteers and parents are encouraged to disclose their identity when reporting Suspected Violations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. However, anonymous reports of Suspected Violations will be treated in the same manner as any other reports. The employees, students, volunteers and parents may make an anonymous report to the Head of School.

Timing: The earlier a Suspected Violation is reported, the easier it is to take effective action. Employees, students, volunteers and parents are therefore encouraged to make a report as soon as they become aware of a Suspected Violation.

Investigating a Suspected Violation: Once a Suspected Violation is reported to the Head of School or other Administrator, the Head of School or Administrator will initially assess the matter and recommend further action to the Administrative Team, if appropriate, which may include further investigation, corrective action, disciplinary action, reporting the matter to the proper authorities or other appropriate action. The Administrative Team may enlist Committee members, employees of the school and/or outside legal, accounting or other advisors, as appropriate, to conduct the investigation. Investigations will be handled with sensitivity, discretion and confidentiality to the fullest extent practicable under the circumstances, but complete confidentiality cannot be guaranteed, particularly if it will inhibit a thorough investigation.

If the investigation reveals that wrongdoing has taken place, prompt and effective remedial action will be taken. This may include disciplinary action, termination, legal action or other corrective measures to prevent further violations.

Safeguards

No Retaliation: An employee, officer, or trustee who reports a Suspected Violation in good faith shall not suffer any harassment, retaliation or adverse employment consequences for making the report. Any person who participates in the investigation of a Suspected Violation shall not suffer any harassment, retaliation or adverse employment consequences. Any harassment, retaliation or adverse employment consequences should be reported to the Head of School. Any employees, students, volunteers and parents who retaliate against a person for reporting a Suspected Violation in good faith or for participating in the investigation of a Suspected Violation shall be subject to disciplinary action, up to and including termination of employment or other authorized sanction. This policy is intended to encourage and enable employees, students, volunteers and parents to report Suspected Violations within Christian Life Preparatory School prior to seeking resolution outside Christian Life Preparatory School.

Additionally, no employees, students, volunteers and parents shall be adversely affected because he or she refuses to carry out a directive which, in fact, constitutes misconduct, dishonesty or fraud, or which violates state or federal law.

Acting in Good Faith: Anyone reporting a Suspected Violation should be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, violation of a state or federal law, or fraud. Making allegations that prove not to be substantiated and that were made maliciously or with the knowledge that they were false will be viewed as a serious offense and will lead to disciplinary action up to and including termination.

Whistleblower policy adapted from <https://www.oes.edu/aboutoes/leadership/whistleblower-policy>

Christian Life Preparatory School Faculty Handbook Acknowledgement

CLPS Faculty and staff will be required to read the entire Faculty Handbook upon hire, when updated or at any other time requested by the Administration.

Please initial below:

_____ I have received a copy, read, and voluntarily agree to comply with this organization’s **Parent and Student Handbook** as a whole and understand that it has additional policies and procedures related to the functioning of Christian Life Preparatory School.

_____ I have received a copy, read, and voluntarily agree to comply with this organization’s **Statement of Faith**.

_____ I have received a copy, read, and voluntarily agree to comply with this organization’s **Professional Policies and Procedures**.

_____ I have received a copy, read, and voluntarily agree to comply with this organization’s **Abuse Prevention Policies**.

_____ I have received a copy, read, and voluntarily agree to comply with this organization’s **Electronic Communication and Social Media Code of Conduct**.

_____ I have received a copy, read, and voluntarily agree to comply with our organization’s **Responsible Use of Technology Policy**.

_____ Moreover, I have received a copy, read, and voluntarily agree to comply with this organization’s **Faculty Handbook** as a whole.

_____ I understand that failure to comply with these policies may result in disciplinary action including suspension or loss of position. Further, conducting illegal activity through the internet may result in legal action.

Printed Full Name

Signature

Signature Date