

# Mission Valley Christian Academy STAFF HANDBOOK



38907 WWJD Lane Polson MT 59860

406.883.0706 406.883.6858 [mvcapolson.org](http://mvcapolson.org)

MVCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to MVCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning differences or physical limitations, or whose personal or family lifestyle is not in harmony with the Statement of Faith of MVCA.

*All Scripture quoted is from the English Standard Version (ESV) unless otherwise noted.*

# Table of Contents

Table of Contents.....	2
MISSION STATEMENT.....	4
OUR VISION.....	4
OUR HISTORY.....	4
OUR PURPOSE.....	4
STATEMENT OF FAITH.....	4
EDUCATIONAL PHILOSOPHY.....	5
MVCA LIFESTYLE EXPECTATIONS.....	6
MISSION VALLEY CHRISTIAN ACADEMY POLICY DOCUMENTS.....	6
CLASSROOM MANAGEMENT.....	6
DISCIPLINE POLICY.....	7
Godly Discipline.....	7
Steps for Student Discipline.....	7
BENEFITS AND TERMS OF EMPLOYMENT.....	8
Discretionary Leave & Teacher Absences.....	8
Substitute Expectations.....	8
Insurance.....	9
School Year.....	9
Leave of Absence.....	9
Maternity Leave.....	9
Employee Tuition.....	9
Compensation Policies.....	10
Payroll Deductions.....	10
Equal Employment Opportunity.....	10
Spiritual Qualifications for Employment.....	10
Records.....	10
Chapel.....	10
Administration and Staff Dress.....	11
Teacher Evaluations.....	11
Curriculum Overview and Scope, Teaching Expectations.....	11
Termination.....	11
Resignation.....	11
Reduction in Force.....	11

Exit Interview.....	12
Return of Property .....	12
Sexual Harassment.....	12
Child and Adult Abuse Policy.....	12
Sensitive Topics.....	12
Conflict Resolution.....	13
Personal Information and Personnel Records.....	13
PRIMARY EMPLOYMENT COMMITMENT .....	13
SCHOOL OPERATIONS.....	13
School Hours.....	13
Security and Safety.....	14
Emergency School Closures .....	15
Employee Reimbursement .....	15
Book Distribution .....	15
TECHNOLOGY .....	16
Hardware .....	16
Software.....	16
E-mail Policy .....	16

## **MISSION STATEMENT**

The Mission Valley Christian Academy (MVCA) mission is to provide a Christ centered quality education to prepare students to be lifelong servant leaders.

MVCA strives to provide the following offerings for each student: (1) spiritually mature and academically competent teachers and administrators; (2) strong academics, offering knowledge, understanding and appreciation of the arts, humanities and sciences; (3) involvement in a student body comprised of a strong majority of Christians seeking to improve their spiritual life; (4) spiritual development through all school activities; (5) close individual association with teachers, administrators and staff members; (6) proper relationships and activities with peers; and (7) ongoing physical education opportunities, including interscholastic competitions and recreational activities.

## **OUR VISION**

We expect to be a Christian school that challenges youth to aspire toward lives of character, service, and influence. We desire to expand our campus to ensure the future of MVCA in this community. Our hope is to continue to grow and provide an excellent academic and extracurricular environment for our students.

## **OUR HISTORY**

MVCA was established in 1993 as a non-denominational Christian School committed to providing a biblically based education to students Kindergarten through 12<sup>th</sup> grade, which now includes Pre-Kindergarten. In 2008 MVCA started the school year in its new facility in Polson. MVCA is a member of the Association of Christian Schools International, Cognia, and is a past member of the Association of Classical Christian Schools.

## **OUR PURPOSE**

God has given the primary responsibility for teaching and training of young people to parents. The rationale for the existence of MVCA is to assist parents as an extension of the Christian home, in providing an education that is thoroughly and distinctively Christ centered. It is our goal through teaching and training to prepare young people to function as individuals who can reason and relate all issues of life to the doctrinal foundation of the Christian worldview.

## **STATEMENT OF FAITH**

There is only one God, who is infinitely perfect, existing eternally in three persons; Father, Son and Holy Spirit (Isaiah 43:10; John 1:1-3, 3:16; 2 Corinthians 13:14)

Jesus Christ is True GOD and True Man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitution for sacrifice. All who believe in Him are justified on the ground of His shed blood. He rose from the dead according to the scriptures. He is now at the right hand of His Majesty on High as our Great Priest. (Matthew 1:18-23; 28:6 Isaiah 53:5; Titus 2:14; Hebrews 7:25; 4:14; Romans 3:24-25; John 20:9)

The Holy Spirit is a divine Person, sent to indwell, guide, teach and empower the believer and convince the world of sin, of righteousness and of judgment. (John 14:16-17; Acts 1:5, 8; Galatians 5:16, 25)  
The Old and New Testaments, inerrant and infallible as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. The Bible constitutes the divine and only rule of Christian faith and practice. (2 Timothy 3:16, 17; 2 Peter 1:19-21; John 5:39; Mathew 24:35; Psalm 119:89)

Man was created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature and are separated from the life of God and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:27; Romans 3:23; Psalm 51:5, Romans 5:12, 15-19)

Salvation has been provided through Jesus Christ for all men; for those who repent and believe in Him, accept Him as their personal Lord and Savior, are born again of the Holy Spirit and receive the gift of eternal life and become children of God. (Romans 5:1-2.6:23, 8:1; John 6:47; Ephesians 2:13; John 3:16)

The Church consists of all those who believe in the Lord Jesus Christ, are redeemed through his blood, and are born again of the Holy Spirit, Christ is the Head of the Body. The Church has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local Church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship and the proclamation of the Gospel and observance of the ordinances of baptism and the Lord's Supper. (Romans 6:4, 12:5; Acts2:47; 1 Corinthians 11:26, 28, 12:12-27; Matt.28:19-20; Psalm 111:1 Hebrews 10:24-25; Acts 2:41)

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life, for the latter, a resurrection unto judgment (Revelation 7:15-17; 1 Corinthians 2:9; Matt. 13:41-42, 25:41; Revelation 20:10, 15)

The Second Coming of the Lord Jesus Christ will be personal and visible. This is the believer's blessed hope and is a vital truth. Christ's return encourages us to live holy and faithful lives. (1 Thessalonians 4:16-17; Titus 2:12-13; Hebrews 9:28)

## **EDUCATIONAL PHILOSOPHY**

Jesus instructs his disciples that they should love God with all of their minds, as well as their hearts, souls and strength (Matt. 22:37). MVCA believes education is an opportunity to demonstrate love for God. The education God desires is steeped in truth and the fear of the Lord. Scripture instructs us that the fear of the Lord is the beginning of wisdom (Prov. 1:7), and Jesus declares, "I am the way, the truth and the life" (Jn. 14:6). MVCA centers its curriculum, therefore, around Bible classes at all levels and an integration of scriptural truth in all subjects.

MVCA also believes a complete education provides students not only knowledge, but also the tools to acquire knowledge. In this case, MVCA instructs students in critical thinking through reading, writing, mathematics, science, technology, analytical assignments, and classroom discussions. Finally, MVCA believes a complete education incorporates physical as well as mental, social, and spiritual instruction. The curriculum MVCA uses provides opportunities for exercise of the body as well as the mind, for individual as well as corporate learning, for spiritual as well as social growth.

## **MVCA LIFESTYLE EXPECTATIONS**

MVCA is a Christian, nonprofit organization representing Jesus Christ throughout the entire Mission Valley. MVCA requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12. Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies or belief in the Statement of Faith.

A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow Matt. 18 principle when an issue arises with fellow employees or administration.

The MVCA Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification of employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity (MVCA recognizes only biological gender as God created each person at birth), or any other violation of the unique roles of male and female (Gen. 2:21-27, 1 Cor. 6:9-20). MVCA believes that a biblical marriage is limited to a covenant relationship between a man and a woman (Gen. 2:21-24, Eph. 5:22-33). It is the goal of MVCA that each employee will have a lifestyle in which “He will have the pre-eminence” (Col.1:18 ASV).

## **MISSION VALLEY CHRISTIAN ACADEMY POLICY DOCUMENTS**

Classroom management and discipline procedures are a unique teacher’s prerogative. Development of classroom expectations are established with consideration of individual teaching and management styles, pedagogy, and personality. However, with reflection on a teacher’s autonomy in one’s own classroom to pursue the purposes of classroom management and discipline, certain overarching aspects of these critical approaches must be attended to as a schoolwide approach. The following tenets discussing these expectations are designed to assist teachers in understanding the importance of classroom management and the standard process of discipline procedures within a classroom environment, extending, when merited, to administrative involvement.

## **CLASSROOM MANAGEMENT**

- Teachers have the primary responsibility for communicating and enforcing expectations. Clearly understood and published rules, both classroom and schoolwide, are critical for students to genuinely understand those expectations. School and classroom rules need to be well articulated and presented in a manner that is appropriate for the given age group/grade of the students involved.
- For students to learn the civic responsibilities of being members of a community, teachers will ensure that their students are engaged in the process of classroom rules and understand the importance of classroom and playground/schoolyard appearance, with actionable activities associated with this learning process (e.g., when lining up after recess, each student will bring at least one piece of garbage found during the recess period and will bring the playground equipment in the building after recess is over).
- Teachers will assist students in learning that devotional and prayer time are precious and that when we partake in these activities, we are coming before the Throne of God. As a result, we

need to display the respect and courtesy that these activities ought to be afforded.

- Modeling expectations and behaviors is a critical aspect of teaching. Teachers need to be willing to model whatever anticipated behavior or instructional response is desired, both in action and in production. One example of this is the requirement for teachers to, at a minimum, adhere to the published dress code standards.
- To model a Christlike approach to professional responsibilities, teachers will ensure that all time-sensitive aspects of their position are done in a prompt and expedited fashion. These responsibilities include, but are not limited to, timely evaluation of students' assigned classwork, addressing pertinent administrative requests, or being present during assigned and expected classroom hours.
- Typical classroom procedures shall be established to develop a routine that students can adhere to. This needs to include, but is not limited to transitions between activities, bathroom breaks, handing in homework, student dismissal at the end of the day, and emergency (fire and lockdown) drills.
- Using class time for personal activities such as texting, browsing social media, or other non-work-related internet use can be considered a misuse of classroom best practices. It's important to recognize that time spent away from assigned teaching duties not only impacts productivity, but it may also be perceived as a breach of professional responsibility and an inappropriate example for students who look to staff as role models. Staying focused during work hours helps us maintain a culture of accountability, professionalism, and mutual respect.

## **DISCIPLINE POLICY**

### **Godly Discipline**

The Biblical principles upon which MVCA bases our approach to discipline are clearly identified in the school's current Parent/Student Handbook. However, beyond these documented values, it is imperative to note that the purpose of godly discipline is to redirect hearts and consciousness toward a response that is pleasing to God. In addition to this, respect for authority and the way one responds to authority must be tightly weaved into the understanding of proper behavior.

### **Steps for Student Discipline**

- *Caution* – Students need to learn expectations, and often the best teacher is failure. When a student fails to adhere to understood procedures, a caution should be a teacher's first response. Beyond the issuance of a warning, teachers or staff members involved ought to create an opportunity for a conversation with the student so that they understand what behavior was called into question and why. This needs to be pursued as a learning opportunity.
- *Action as Consequence* – As a result of the second offense of the same or similar unacceptable behavior, the teacher will assign a consequence that is equal to the behavior. A jupitered.com post is advised but not required at this time. However, teachers must complete a disciplinary referral and physically hand it to a school administrator. Teachers should always approach this circumstance with the parents'/guardian's involvement in mind, even if a jupitered.com entry is not made.
- *Parent/Guardian Reporting* – If problems with the observed behavior continue, communication with parents is required, along with an entry in jupitered.com which includes notification to parents/guardians. Additionally, teachers are free to communicate with parents/guardians via text, external email communications, phone, or in-person communications.

- *Administrative Intervention* - When a teacher determines that the prescribed actions are not effective, the administration needs to be notified, and the student will be directed to the office of the principal for consequence. Discipline at this point will be determined by the principal but may include measures such as in-school detention, suspension, or, depending on severity, recommendation to the school board for suspension. These measures are to be considered severe, and consideration and prayer ought to surround such decisions prior to their enforcement. Additionally, the administrative office ought to expend all opportunities to correct the circumstances before such measures are implemented.

This process presents the most common approach to classroom/school misbehavior. However, at times events present themselves in a fashion that requires steps to be omitted to effectively address more egregious offenses. Any scenario that presents a danger to the student in question, other students or adults, or damage to school or others property will require a swifter and more determined response. Staff and teachers need to evaluate each incident to determine the appropriateness of bypassing steps.

*Any threat or threatening demeanor by students toward any other school member, staff or student, will not be tolerated and will be rapidly addressed.*

## **BENEFITS AND TERMS OF EMPLOYMENT**

### **Discretionary Leave & Teacher Absences**

Each full-time employee will receive 6 paid days off per contract year or as stated within each contract. When taking a sick day each employee is responsible for contacting the administrative assistant and principal who will contact one of the substitutes on the list provided by the school office, notifying the school office by 7:00 am, and if possible, notifying the principal the evening before. If a teacher has a planned absence for doctor's appointments or a vacation, for example, that teacher is responsible for contacting one of the substitutes on the list provided by the school office. It is expected that lesson plans should be provided or e-mailed to the substitute or school office. Teachers or staff who have a planned absence or have been absent due to illness must complete a sick leave form or a leave of absence request form and be turned into the front office.

Regular and consistent attendance is essential to the smooth operation of MVCA. It is necessary for all employees to report to work regularly and on time. It is the responsibility of the employee to inform the Principal as soon as possible in the event of arriving late or if unable to report to work. Employees experiencing an emergency should have someone call the school office as soon as possible. However, chronic absences or late arrivals may be cause for disciplinary action or termination if the Principal has evidence the behavior is directly affecting one's ability to properly perform their contractual duties.

### **Substitute Expectations**

- Comply with all regulations, policies, and rules of the classroom and school.
- Adhere to the lesson plans assigned by the regular teacher.
- Assign and/or grade homework.
- Supervise students in and out of the classroom.
- Take attendance and document important notes.
- Manage student behavior.

- Engage students in learning.

### **Insurance**

Health insurance is currently not available to MVCA employees. Other benefits available will be found in each teacher's annual contract.

### **School Year**

The school year usually begins on the first Tuesday after Labor Day and is completed by Memorial Day. Pupil Instruction Related (PIR) days are held two weeks before school and two days in October. Open house, programs and parent/teacher conferences are other events teachers are expected to participate in. The week of Thanksgiving, two weeks during Christmas, and Spring Break week are paid vacation days for full-time employees.

### **Leave of Absence**

Full-time employees may request a leave of absence for continuing education or personal reasons. A written request must be submitted and approved by the administration no less than six months prior to the start of the leave. Employees who fail to return on the agreed upon date or do not communicate their desire to do so are not guaranteed a paid position when returning.

### **Maternity Leave**

MVCA recognizes several instances in which a teacher could discover themselves that might require a specified amount of time away from the active participation of the position for which they were hired. One of these situations may be a teacher's pregnancy. To display support for a teacher in this situation, MVCA authorizes extended absences with the following conditions and school sourced solutions:

1. MVCA grants up to eight (8) weeks of unpaid maternity leave (upon the birth or adoption) of a child into their family. Upon the request of a teacher to be granted the maternity leave period, MVCA will actively search for and secure a long-term substitute to perform instead of the departing teacher.
2. As the long-term substitute will perform all duties and responsibilities of the initially hired teacher, essentially replacing the leaved teacher, the incoming replacement teacher will be accorded all authorities and privileges of the initial teacher. In conjunction with this understanding, the teacher will also assume all responsibility for teaching, student care, and parent interaction that would be expected of any other teacher. In view of this understanding, long-term substitutes will be paid as a normal teacher, receiving, at the minimum, the starting teacher salary as determined by policy dictated by the MVCA School Board.

### **Employee Tuition**

Children of full-time salaried employees will receive a tuition rate for their children. The principal will not determine tuition rates but will make a recommendation to the Board regarding all employee tuition rates and salaries prior to any contracts being presented. The Board will take into account all factors they deem necessary to determine the compensation benefits for each employee and may request specific information from the principal or accountant when considering tuition compensation. All tuition discounts apply to immediate family only.

## **Compensation Policies**

Employees of MVCA will receive compensation by direct deposit bi-weekly or as stated in each contract. Information regarding automatic deposit can be obtained from the office.

## **Payroll Deductions**

MVCA must obey all state, federal and local laws which require the withholding of certain taxes. Amounts withheld vary according to income, marital status and number of dependents claimed. Withholdings required by law are as follows:

1. Federal tax
2. State tax
3. Social Security (up to annual required amounts)

Additional deductions may be made at the written request of the employee.

All employees must fill out and sign a federal withholding allowance certificate on or before their first day of employment. The employee may fill out a new W-4 if there is a change in marital status or in the number of dependents. All employees will receive an annual wage and tax statement (W-2) for the preceding year on or before January 31st. All employees must have a completed I-9 on file in the office before receiving the first contractual paycheck.

## **Equal Employment Opportunity**

MVCA, as an organization, does not discriminate on the basis of race, color, national origin, gender, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

## **Spiritual Qualifications for Employment**

All full-time faculty of the school should be regular active participants of a congregation and take the Scriptures as their rule of faith, worship, and practice. All employees SHALL agree with the MVCA Statement of Faith. The Head of School is empowered to authorize the principal to consider and hire faculty with deep faith in Christ, outstanding moral integrity, and who commit to support the heritage and Christian principles of the school and adhere to school policy. These same qualities should be used in the selection of non-teaching staff, with procedures for staff hiring determined as needed by the principal.

## **Records**

Teachers are required to keep accurate records and use Jupiter grades to record attendance, grades, and disciplinary reports. Inventory and equipment records will be updated and returned to the office each spring.

## **Chapel**

In keeping with the purpose and objectives of MVCA, chapel programs and Bible class devotions are a source of spiritual inspiration, encouragement and development for both students and employees. All teachers and staff are expected to attend chapel.

## **Administration and Staff Dress**

Administration and staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste, modest and suitable for the job at hand. Teaching as a profession demands setting a good example for students in every way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world and will meet or exceed student dress code.

MVCA upholds a dress code to reflect its core values and support a respectful, focused learning environment. Rooted in biblical principles, the dress code encourages modesty, self-respect, and the understanding that our staff members' appearance should honor God.

## **Teacher Evaluations**

The goal for the professional development and teacher evaluation program is for all teachers to continuously improve in their facilitation of student learning and continue to grow professionally. This will be done through a shared partnership between teachers and the principal in a climate of respectful and open discussion. The program acknowledges teachers' abilities to shape their own professional development yet requires that they channel their professional development efforts to support school and administrative goals. The evaluation process allows for different stages of teacher development based on teacher experience, expertise, and needs. Teachers new to the profession have professional development needs different than veteran teachers. Beginning teachers will be provided with support from a mentor, frequent observations, and feedback.

## **Curriculum Overview and Scope, Teaching Expectations**

All staff are expected to become familiar with the BJU Teacher Editions and related resources. BJU materials are geared for 180 days of instruction, and classroom instruction should be adjusted accordingly. Map your instruction by utilizing BJU Trove's scope and sequence resources.

## **Termination**

All terminations will be written and treated in a confidential and professional manner by all concerned parties. An employee can terminate employment with MVCA at any time and for any reason. All MVCA employees have employment contracts allowing MVCA to terminate employment as necessary. Terminated employees are entitled to all earned pay, within the guidelines of the MVCA policy.

## **Resignation**

A resigning teacher is required to deliver a written and signed notice of resignation to the principal. A teacher who wishes to resign from his/her position with MVCA must give written notice at least 30 days prior to the date he/she wishes to leave. The principal may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she is expected to continue teaching for all of the 30-day period.

## **Reduction in Force**

Should the need for a reduction of force become necessary, MVCA will identify the employee(s)

affected and will provide an adequate explanation to those involved. MVCA will attempt to honor the financial obligation stated within the employee(s) contract and respect the desires of those affected by the reduction.

### **Exit Interview**

Every resigning or terminated teacher will meet with the principal for an exit interview. The purpose of this meeting is to discuss curriculum, schedule, communication, and areas where MVCA is doing well and areas that need improvement. It is the intention of the interview to part ways in a civil and constructive manner, preserving the relationship and maintaining respect. The Head of School may also request an exit interview with a departing teacher as well to ensure that the Head of School is fully apprised of all situations regarding MVCA.

### **Return of Property**

Upon separation of employment, any property belonging to MVCA such as keys and computer equipment shall be turned in on the last day of employment. If property is not returned, MVCA reserves the right to garnish final compensation in order to replace equipment.

### **Sexual Harassment**

MVCA will not allow any form of sexual harassment or any such conduct having the purpose or effect of interfering with an individual's work. Such conduct should be reported directly to the Head of School. Once a report has been received, an investigation will be conducted. Privacy of the parties involved will be respected at all times. Any intentional sexual harassment is considered a major violation and will be dealt with by dismissal. Sexual harassment may include but is not limited to sexual advances, verbal or physical conduct of a sexual nature and any sexually explicit material circulated among employees.

### **Child and Adult Abuse Policy**

Montana State Law defines a school employee as a mandatory reporter of suspected child abuse. Any MVCA employee who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age has been abused or neglected shall immediately contact the Child and Family Services Division Hotline at 1 (866) 820-5437 to make a report, then let the principal know a report has been made. Montana law recognizes the following types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse or sexual exploitation.

### **Sensitive Topics**

All teachers at MVCA addressing any topic deemed to be sensitive in nature, or which a parent may deem to be, such as sex education, Church doctrine, suicide, etc. must provide the principal with a copy of the proposed material to be covered. The following procedure must be followed regardless of the medium used in covering the sensitive topic. Once the teacher receives administrative approval, a formal permission slip will be sent home for parental signature. Ample time should be given to parents to process the topic as a family and time to interact with the teacher presenting the material.

## **Conflict Resolution**

Christian environments are not exempt from conflicts arising. It is how conflicts are managed that sets MVCA apart from the world. The Bible provides a process in which conflict can be managed in a Christ-like fashion. (1 Corinthians 6:1-8, Matthew 18:15-20). To ensure effective working relationships, it is important for conflict in the workplace to be resolved in a timely fashion. The following guidelines are recommended:

1. The parties should communicate according to Matthew 18.
2. If the matter remains unresolved, a neutral third party is recommended to help facilitate a conversation, leading to a healthy resolution.
3. Should no reasonable resolution be reached, the Head of School or Board Chair will implement a resolution procedure.

## **Personal Information and Personnel Records**

Employee personnel records and personal information are considered strictly confidential. MVCA is required to comply with valid court orders and government requests directing MVCA to provide information from personnel records. Under normal circumstances, only job titles and verification of employment will be released without specific written authorization from the employee. All personnel records are available for individual review with administration at a mutually agreed upon time.

Please note that personal information is protected by law. Personal Identifiable Information (PII) is to be considered confidential and not to be left out, unattended, or provided to anyone not authorized specifically by the person or the student's parent/guardian.

## **PRIMARY EMPLOYMENT COMMITMENT**

Employment with Mission Valley Christian Academy (MVCA) is considered the employee's primary job. Any additional employment, including work on weekends or after school hours, must not interfere with the responsibilities, availability, or performance of duties at MVCA. Staff members are expected to prioritize all commitments, events, and obligations associated with their role at MVCA above any outside employment. Failure to do so may result in disciplinary action.

## **SCHOOL OPERATIONS**

### **School Hours**

Our current school day is 8:15 to 3:30. MVCA requires all full-time teachers to be at school and available twenty- minutes before the start of each school day and remain no less than twenty minutes after dismissal, allowing students, parents, and administrators time for consultation if necessary. Full-time teachers, please plan for: 7:55 -3:50 and all teachers leaving the campus during the day need to inform the school office and sign out at the front office of your respective building. Administration will meet and set a schedule for bi-weekly staff meetings that will occur throughout the school year. The schedule may be changed or adjusted throughout the year to ensure all staff and teachers are able to be present so that they may be informed of any issues, changes, or directives each week. Part-time teachers are expected to be in their classroom environment no later than twenty minutes prior to the start of class and remain on school grounds no less than twenty minutes after the completion of their final class period. If a teacher

needs to arrive later than or leave earlier than the required 20-minute period before or after class time, they must notify the front desk and/or a school administrator in advance. This ensures proper coverage and maintains clear communication regarding staff availability.

## **Security and Safety**

Security of the facilities is the responsibility of all MVCA employees. Each new employee will be issued a key and/or a keycard or FOB. It is the responsibility of each employee to ensure their keys and/or keycards are not loaned to any unauthorized individual. Staff are to have their keys with them at all times. In the event that a staff member is issued an entry code, that number is to be treated with the utmost security, as if it were the access code to a credit card. If the entry code has been compromised, another entry code will be issued at the administration's discretion. When possible, keep all exterior building doors locked during school hours and classroom doors locked during school hours. Your classroom will be accessible even though the door is locked with the use of a magnetic strip you can obtain from the main office. In the event of a fire or building evacuation, ensure classroom/office lights are turned off and doors are closed on exit. With classroom doors closed with the magnet in place emergency responders will have access to all classrooms and the fire barrier doors will serve their designed purpose.

All staff will receive training for policy and procedures involved in the event of a fire, active shooter, or other emergency that should arise. Fire drills will be run every quarter and activated by the same alarm that will be heard for an actual fire – every alarm should be treated as an actual emergency. Along with a distinct alarm system, an established cell phone communication system will be utilized in the event of a “lockdown” situation to inform all teachers and classrooms of what is happening and teachers are expected to follow the “lockdown” procedures covered during annual training prior to the beginning of the Fall semester (remember your code words and evacuation routes/gathering locations.)

At the end of the day, it is the responsibility of each **teacher** to ensure all the following items are done for their classroom:

1. Lights, computers, and any other equipment turned off. (A computer in “sleep mode” to ensure work is not lost is acceptable, but the computer shall be locked for network security reasons.)
2. All windows locked and if a “blocking bar” is available, it shall be installed in the window sill.
3. Classroom doors locked and closed, removing the magnet to the inside of your doorframe. Each door is a fire barrier and will only serve this purpose if it is closed.
4. Ensure door to closets or shared spaces are closed and closet lights are off.
5. Ensure the floor is free of excess debris or trip hazards in case of entrance by emergency responders.
6. Last Friday of each month, teachers will place desks/chairs in a way to allow the school janitor to easily access and sanitize all floors.
7. Refer to checklist if you are the last staff member in the building at the end of the day.

At the end of the day, it is the responsibility of the **front office staff** to ensure all of the following items are completed in the front office area prior to leaving the school:

1. Lights, computers, security camera, and any other equipment is turned off. (A computer in “sleep mode” to ensure work is not lost is acceptable, but the computer shall be locked for network security reasons.)
2. All windows locked in both offices and if a “blocking bar” is available, it shall be installed in the windowsill.
3. Ensure all file cabinets, including student file cabinet, are locked and keys are

- placed in their appropriate place.
4. Ensure no money bags, receipts, sensitive documents (including those with PII) do not remain out; they shall be placed into the appropriate file or cabinet and locked up each night.
  5. Ensure doors to office spaces are closed and locked.
  6. Ensure outside doors are locked and the magnetic lock is engaged.

At the end of the day it is the responsibility of the **LAST STAFF member** departing the building to verify each of the following:

1. All exterior doors are fully closed and locked.
2. All doors are closed and locked.
3. Bathroom lights are off and **windows are locked.**
4. Library windows are closed and locked, the door is closed and lights are off.
5. Utility closets lights are off, due to excessive heat within the closet for the network switch – the door may remain slightly opened for air circulation. (Lower School Only)
6. The school janitor will remove all food waste/trash from the trashcans in the kitchen area.

If for any reason, you are unable to comply with these items, you must inform a school administrator of the problem immediately by phone prior to departing the building.

### **Emergency School Closures**

Adverse weather or other unfortunate disasters can disrupt the established work schedule as well as endanger the well-being of students and employees. During these unique situations MVCA may require temporary closing of school operations. MVCA uses 511 and the Montana road report to assess the road conditions. In the event of such an occurrence Employees will be notified by the Principal via text. In most cases, a late start for staff and teachers begins at 9:45 while students begin at 10:00 a.m. If there is not adequate improvement in road conditions by 10:00, the school day will be canceled. If a delay is recommended on a scheduled half-day, school will be canceled. Because some staff members live outside the immediate Polson area, it is important that each teacher and staff member assess the weather and road conditions in their own location. The safety of our staff and their families is our highest priority. Please exercise caution and, under no circumstances, put yourself or your children at risk when traveling.

### **Employee Reimbursement**

All expenditures for which an employee needs reimbursement *must have prior administrative approval*. The employee must submit the **original** receipt attached before reimbursement is finalized. A reimbursement check can be delivered within seven days after the request is submitted.

### **Book Distribution**

Each teacher is responsible for distributing, collecting, and storing academic material utilized during the school year. Inventory forms will be kept on file in the front office. In the instance of a lost or severely damaged book the school office will be notified in order to apply a replacement fee to the student's existing school bill.

# TECHNOLOGY

## Hardware

Network media refers to any and all network hardware, software, data and addresses pertaining to the network system at MVCA. The network begins at the interface of the computer and terminates at the connection at the internet service provider (ISP).

1. All the computing and networking media belonging to MVCA are to be utilized for the pursuit, accrual, dissemination, and communication of administrative and academic endeavors pertaining to MVCA. Computing may be used for interpersonal communications and personal information accrual provided that such uses conform to the moral and ethical principles endorsed by MVCA.
2. Computing media belonging to MVCA may not be used for the personal financial advancement of administrators, teachers, staff, or the student body outside the context of academic pursuits.
3. Computer hardware shall not be removed or loaned from the campus of MVCA without prior consent of the administration.
4. Additional hardware devices including CD-ROM, memory and video cards shall not be added without prior consent of the school administration.
5. Use of computer media relying on computing or networking media for the access of pornographic, adult material or any other inappropriate materials is strictly forbidden. Failure to comply with this policy will result in disciplinary action which may include termination.
6. Cell phones, tablets and other electronic devices should only be used for educational purposes. Staff should not use their personal devices during school hours unless approved.

## Software

To encourage compliance with licensing agreements between MVCA and software manufacturers, the following guideline will ensure that MVCA is in legal compliance with all software vendors.

1. Only legally licensed software may be installed and maintained on any computer system belonging to MVCA. All software must be registered at the time of installation.
2. Installed software must be compatible with the Christian principles.
3. All software must be approved by an MVCA administrator before installation.
4. All improperly licensed software will be removed if it does not comply with the preceding guidelines.

## E-mail Policy

Electronic email used by MVCA is a useful communication tool and should be used within the parameters of Christian values. Please do not send confidential information in the body of the email, knowing that emails can be forwarded to other readers. Good parent and school communication is critical, so wise use of emails is a must.

MVCA domain e-mail will be used by all staff for official e-mail. Each staff member will be provided the following e-mail address [firstname.lastname@mvcapolson.org](mailto:firstname.lastname@mvcapolson.org)

**STATEMENT OF HANDBOOK ACCEPTANCE**

I have received and read a copy of the current employee handbook. By signing this document, I acknowledge that I understand the rules and information contained in it, and I agree to adhere to all provisions. I understand that the information found in this handbook is subject to change. I understand that the acting administration will communicate any change. I accept the responsibility of keeping myself informed of all changes.

I, \_\_\_\_\_ have read and agree to adhere to all stated information in the MVCA Teacher & Staff Handbook.

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

\_\_\_\_\_  
Date