



HERITAGE CHRISTIAN ACADEMY

Staff Application

Application date ____/____/____

Application received by: Walk-in Mail E-mail Internet

HCA exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

Please print. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your résumé if you have one.

A. Applicant's Name and Address

Last Name _____ First Name _____ Middle Initial _____

Gender: M / F Maiden Name _____ Other Aliases: _____

Current Street address: _____

City _____ State _____ Zip _____

Phone: Days (____) _____ Evenings (____) _____

Cell phone (____) _____ E-mail _____

DOB: ____/____/____ SSN: ____-____-____ DL#/STATE _____

Please list every address in which you have lived in the past 6 years: _____

Can you provide the documents to prove that you are legally eligible for employment in the United States?

Yes No

B. Position Desired

Position, or positions, applying for _____

Full time Part time Temporary Summer Available when? _____

Referral source: Employee Relative Other _____

How did you learn about our school? _____

Why do you wish to work here? _____

C. School Statement of Faith

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith, which is attached.

Do you agree with the statement of faith? Yes No If no, please explain on back.

Please share your personal salvation testimony or experience about God: _____

Name and location of local church you attend: _____

Member? Yes No Date of Membership: _____

With what regularity have you attended during the past twelve months? Regularly Somewhat Regularly
 Rarely Do Not Attend

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the school's **Employee Handbook** including the *doctrinal statement on marriage and sexuality*, *contract stipulations*, and the *declaration of moral integrity statement*, which are attached. If you can honestly sign the forms, please do so.

D. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and

follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title _____
Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number (____) _____
Reason for leaving _____

Hourly rate/salary _____
Work performed _____
What date may we contact current employer? _____

2. Job title _____
Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number (____) _____
Reason for leaving _____

Hourly rate/salary _____
Work performed _____
What date may we contact current employer? _____

3. Job title _____
Dates of employment _____
Employer _____
Address _____
Supervisor's name and phone number (____) _____
Reason for leaving _____

Hourly rate/salary _____
Work performed _____
What date may we contact current employer? _____

E. Educational and Professional Training

Name & Location (City/ST) of Last High School Attended	Diploma received?	Date
Name & Location (City/ST) of Business/Trade school, College, or University Attended	Type of Certificate, Diploma, or Degree: BA, MA, other	

F. Personal References

List the names of two people who are not related to you and who have a definite knowledge of your qualifications and character. Please include a previous employer and personal reference. Please do not list your pastor as a reference here. Attached at the end of this application is a pastoral reference form, which is required for employment.

Name and Email Address	Phone	Position or Relationship to You

G. Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
 Filing clerk
 Teacher aide
 Bookkeeper
 Receptionist
 Administrative assistant
 Custodian
 Maintaining existing computer/programs
 Cafeteria worker
 Cook
 Childcare worker
 Bus driver
 Clerk
 Other _____

Certifications:

- Long-Term Substitute Certificate
 Teaching Certificate from State: _____
 First aid certification
 CPR certification
 Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

You have read the job description for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No

If yes, please explain: _____

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

H. Criminal and Termination History:

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) Yes No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? Yes No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge? If yes, please attach a statement or explanation. Yes No

I. Applicant's Statement

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was

discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize HCA to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references.

Since I will be working with children or may have unsupervised access to children, I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time?

Yes No

I certify that I have carefully read and do understand the above statements.

Applicant signature

Date

Declaration of Moral Integrity

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant signature _____ Date _____

Acknowledgement of Employee Handbook

(Please initial.)

_____ I acknowledge that I have read the Employee/Volunteer Handbook.

_____ I agree with the doctrinal statement on marriage and sexuality without reservation.

_____ *I agree with the doctrinal statement on marriage and sexuality with some reservation.

_____ I agree with the contract stipulations, and all other information found in the employee handbook, without reservation.

_____ *I agree with the contract stipulations, and all other information found in the employee handbook, with some reservation.

*Please list concerns/reservations on the back of this form.

Administrator signature, *after* discussion with applicant/volunteer _____ Date _____

HERITAGE CHRISTIAN ACADEMY



EMPLOYEE/VOLUNTEER HANDBOOK

REVISED March 2021

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TEACHER RESPONSIBILITIES AND EXPECTATIONS

ARRIVAL/DEPARTURE TIMES

Teachers are expected to arrive on campus by 7:30 a.m. and should leave no earlier than 4:00 p.m. on all school and contractual days.

BOARD MEETINGS

Board meetings are held the 1st Tuesday of each month, typically at 5:30 pm. Administrative personnel should attend. Non-administrative faculty as well as contributors, parents, and students are welcome, but not required to attend. If you have something to add to the agenda, please speak to the Board President or the Administrator prior to the meeting.

FACULTY MEETINGS/PROFESSIONAL DEVELOPMENT

Faculty meetings will be held on Fridays. These dates will be published prior to the beginning of the school year. Attendance is mandatory unless other arrangements have been made.

PERSONAL LEAVE DAYS

Employees are encouraged to plan personal appointments and travel arrangements outside of school days and planning/in-service days scheduled each school year. In the event of illness, unforeseen need, or unavoidable conflict, up to 5 personal days each school year can be requested by each faculty member.

TUITION BENEFITS

Heritage Christian Academy requires all employees demonstrate strong advocacy of our mission, statement of faith & philosophy. Therefore, we request all board and staff members demonstrate their support through the enrollment of a minimum of one dependent child, if applicable. Each full-time employee with a child or children enrolled at HCA will receive 25% off of each child's tuition; as well, they receive the applicable "stacking" discounts. (25% off multi-child and 5% pay up-front.)

ARRANGING FOR A SUBSTITUTE

In order for a substitute teacher to have a successful experience, he or she must be provided appropriate instructions and information for the day or the extended period of time he or she will be in the classroom. It is the responsibility of the teacher to contact the principal, via the PLT Google Form to make necessary arrangements.

CONTINUING EDUCATION & IN-SERVICE TRAINING

Teachers must attend all in-service opportunities provided by Heritage Christian Academy. In the event of an excused absence, teacher is responsible to accumulate a minimum of 20 hours of teacher's in-service training over the course of each school year. At this time, there is no requirement for CEU hours for our faculty. Should a faculty member like to attend a continuing education class, they should feel welcome to submit a request to the board for leave for professional development days(s). Additional professional development opportunities may be added as needed.

EVALUATION/OBSERVATION

Teachers are observed and evaluated by the principal 2 times per year, as required by board policy as well as a self-evaluation at least once yearly.

TELEPHONE USE

(TELEPHONE USE APPLIES TO EMPLOYEES AS WELL AS VOLUNTEERS)

Please make your personal calls at home or during your break. Please be sure your personal phone ringer is on silent during the school day. Do not answer your phone during classroom hours. In case of an emergency, your family/friends may call the school office in order to reach you.

DRESS CODE

(DRESS CODE APPLIES TO EMPLOYEES AS WELL AS VOLUNTEERS)

The Faculty members of HCA are ambassadors of Christ and their relationship with Christ should be reflected in their outward appearance. Teachers and staff are expected to be an example in word and deed to honor our Lord Jesus Christ; therefore each piece of clothing should;

- Honor God.
- Reflect age appropriate professionalism.
- Maintain educational focus.
- Draw a line of distinction between teacher and student.

HCA FACULTY DRESS CODE:

- Casual business attire is encouraged.
- Attire should be neat and fit properly.
- Skirts and dresses must be at least 2" below finger-tip length.
- Jeans, T-shirts, and sweatshirts may be worn on Thursdays.
- Low-cut, strapless, spaghetti strap and sheer clothing are not appropriate.
- Earrings on men, excessive piercings, visible tattoos, unnaturally colored hair, and extreme hair styles are not appropriate.

CARE OF CLASSROOM AND FURNISHINGS

(CARE OF CLASSROOM AND FURNISHINGS APPLIES TO EMPLOYEES AS WELL AS VOLUNTEERS)

AUDIOVISUAL EQUIPMENT

Each classroom has been provided with a mounted flatscreen TV and Apple TV to be used with the teacher iPad and Apple Pencil provided by the school. Should you need other audiovisual equipment, please check with the Principal. If available, this equipment can be checked out to you. Care and maintenance of classroom audiovisual equipment is the responsibility of the classroom teacher. Care and maintenance of school-wide audiovisual equipment is the responsibility of the principal.

TEXTBOOKS

- **DISTRIBUTION** - Teachers will distribute textbooks to students during each class period. Students may only take them home if needed for homework or makeup work.
- **CARE** - Teachers must assess the condition of the book and report any damage beyond normal wear-and-tear to the office. Students will be held responsible for any purposeful damage beyond normal wear-and-tear.
- **REPLACEMENT** - If textbooks are lost, misplaced, or so damaged they cannot be used, the teacher should report it to the principal.

TECHNOLOGY

- **EQUIPMENT** - Teachers will be provided an iPad and an Apple Pencil to be used during the school year.
- **SOFTWARE** - Under no circumstances should any software, hardware, etc. be added to HCA computers without approval from HCA administration.
- **COMPUTER MONITORING** - All computer use will be monitored by a teacher or staff member while students are at HCA, including before and after school. This is to be strictly enforced.

RECORD-KEEPING

CURRICULUM

Teachers are expected to follow the guidelines for all subject areas and grade levels found in the curriculum manual. Teachers may request to deviate from the curriculum only if the request has been approved by administration. Extra credit work also needs to be within these guidelines. Curriculum concerns should be discussed with the principal for review.

LESSON PLANS

Appropriate planning is a key element to a successful lesson. Teachers are expected to design lessons in a manner in which a substitute can follow the plans in the event a substitute is needed. Lesson plans are to be submitted within the Student Information System by Friday for the **next week's lessons**. This is mandatory.

CLASS RECORD BOOKS & STUDENT GRADES

Accurate and appropriate records must be kept regarding student attendance and performance. Attendance is taken daily by 8:15 a.m. and entered into the Student Information System. If a child leaves early or arrives late, they will check in at the office and will be marked accordingly at that time. Individual student records are available for parents and students at all times. Grades are to be updated weekly within the Student Information System. All daily work, tests, projects, and group/class participation should be graded returned to students in a timely manner.

OUR STATEMENT OF BELIEFS

(Our statement of beliefs applies to Employees as well as volunteers)

STATEMENT OF FAITH

The Bible	We believe the Bible is the inspired Word of God. We believe it is the ultimate source of truth and authority for all Christians. We believe the Bible is without error. (2 Timothy 3:16, 2 Peter 1:21)
The Trinity	We believe in the one, true God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Matthew 28:19)
The Father	We believe God the Father is the creator of the universe. We believe He is infinite and all-knowing and He desires a personal relationship with all people. (Genesis 1:1)
The Son	We believe Jesus Christ is God's son. He was born to a virgin, lived a sinless life, and through His death and resurrection we have salvation. We believe He ascended to the right hand of the Father and will someday return to reign on earth. (John 10:30, Matthew 1:23, Hebrews 4:15, 1 Corinthians 15:3-4, Mark 16:19, Matthew 24:30)
The Holy Spirit	We believe the Holy Spirit was sent by God to show people their need for Christ. We believe He lives in all who have accepted Christ as their Savior and provides power and guidance for doing what is right according to Scripture. (1 Corinthians. 6:19-20)
Salvation	We believe people are justified by faith alone in Jesus Christ, saved by God's grace and transformed by the Holy Spirit. (Ephesians 2:8-10, Titus 3:5)
Resurrection	We believe in the resurrection of both the saved and the lost: the saved to eternal life and the lost to eternal death. (John 5:28-29)
The Church	We believe in the spiritual unity of believers in Jesus Christ. (Galatians 3:26-28)
Marriage & Sexuality	We believe that God has established marriage as a lifelong, exclusive relationship between one biological man and one biological woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, transgender, bi-sexual, queer, or otherwise is immoral and therefore sin (Genesis 2:24-25; Exodus 20:14, 17, 22:19; Leviticus 18:22-23, 20:13, 15-16; Matthew 19:4-6, 9; Romans 1:18-32; I Corinthians 6:9-11, 15-20; I Timothy 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Genesis 1:26-27; Deuteronomy 22:5).

DOCTRINAL STATEMENT ON MARRIAGE & SEXUALITY

As an evangelical community of disciples and scholars who embrace the historic Christian understanding of Scripture, HCA holds that sexuality is a gift from God and basic to human identity as well as a matter of behavioral expression. We hold that the full behavioral expression of sexuality is to take place within the context of a marriage covenant between a biological man and a biological woman and that individuals remain celibate outside of the bond of marriage. Therefore, we seek to cultivate a community in which sexuality is embraced as God-given and good and where biblical standards of sexual behavior are upheld.

HCA's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation

before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness. With this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian institution of learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

Foundational principles from the Bible on human sexual relationships are as follows:

1. Humans, being created in the image of God, are inherently relational beings (Genesis 1:26-27).
2. The inherent relational nature of humankind is expressed in a variety of contexts including family, marriage, work, and for Christians, the body of Christ (Hebrews 10:24-25; 1 Corinthians 12:14).
3. Humans are created as gendered beings. They are expressly blessed by God to be fruitful and multiply and to exercise dominion over the earth (Genesis 1:26-28).
4. Heterosexuality is God's design for sexually intimate relationships. Sexual union between a man and a woman is only to take place within the marriage covenant (Genesis 2:18-25; Hebrews 13:4).
5. Jesus reaffirms the marital covenant as existing between a man and a woman (Matthew 19:4-9).
6. The New Testament teaches that followers of Christ are to remain celibate outside the bond of marriage. In sexual union, both body and soul are deeply impacted. A person who engages in sexual unions outside the bond of marriage sins against his or her own body, which is the temple of the Holy Spirit (1 Corinthians 6:13, 18-20).
7. The sexual union between a husband and wife has been designed by God to bring them together as "one flesh," creating a solid foundation on which to build a family (Genesis 2:18-24; Ephesians 5:31).
8. In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to: fornication, adultery, incest, unnatural sexual intercourse, and homosexual acts (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Matthew 5:27-28; Romans 1:20-27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5).

HCA pledges to guide the learning community toward understanding and embracing their God-given sexuality as reflected in this statement. Any deviation from a biblical standard of sexual behavior is sin and therefore is an opportunity for repentance, grace, and redemption, so that as a community we might honor one another and glorify God.

CONTRACT STIPULATIONS

TERMS AND CONDITIONS OF EMPLOYMENT

1. Teacher proclaims he or she is a mature "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). Teacher accepts without verbal or mental reservations the school's Statement of Faith (See Attachment A), and is committed to upholding it. Teacher further gives testimony that teaching is a spiritual calling and God's direction for Teacher's life for this school year.
2. Teacher agrees 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 pupils (Luke 6:40), parents and fellow employees. Teacher agrees instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example and shared experience. Teacher agrees to be a role model in judgment, dignity, respect, and Christian living. (Ephesians 4:1-13; Colossians 3:17; Titus 2:7-8, 1 Thessalonians. 2:10; 5:16-23, and James 3:17-18).
3. Teacher agrees to accept the Board's interpretation of biblical standards for Teacher's sexual behavior. Teacher agrees to the Statement of Faith on marriage and sexuality. Teacher agrees any sexual misconduct—including, but not limited to—premarital, extramarital, homosexual, transgender, bi-sexual, or queer activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of HCA. Teacher agrees such behaviors are grounds for suspension with investigation and potential dismissal. (Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 5:1-7; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:14-16, 2:15-17; 1 John 3:1-3).
4. Teacher agrees 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. Teacher agrees the standards and requirements set forth in Paragraphs 2, 3, and 4 apply throughout the entire calendar year.
6. Teacher affirms Teacher has read and will abide by the Teacher Job Description, the policies set forth in the Employee Handbook and the Parent-Student Handbook. Teacher further agrees to abide by any additions, changes or deletions made to school policy at the sole discretion of the School Board without prior notice.
7. Teacher agrees that all grade, subject, and room assignments are to be made at the discretion of the Principal and Board. Teacher agrees to maintain a classroom atmosphere conducive to learning. This includes maintaining a professional appearance and abiding by the dress code set forth in the Employee Handbook.
8. The parties agree all obligations for extracurricular activities and compensation for such shall be negotiated separately and memorialized in an addendum attached to this contract.
9. Teacher agrees to try at all times to understand, appreciate, love and serve the pupils entrusted to Teacher for instruction, and will to the best of Teacher's ability provide for their fullest spiritual, intellectual, physical and emotional development. Teacher agrees to observe appropriate confidentiality in regard to pupil, parent and school matters.
10. Teacher agrees to be on time for faculty devotions, which begin each school day, and to remain in the building at least fifteen minutes after class has been dismissed. Teacher further agrees to be present for such meetings and conferences as may be reasonably called by the administration.

11. Teacher agrees, as much as possible, to avoid highly debatable topics that tend to divide Christians. Teacher agrees a student is to be referred to his/her local church if a debatable topic or a theological nature arises.
12. The parties agree this contract represents their entire and complete agreement. Any previous agreements, whether written or oral, are fully merged into this agreement, and no other agreements, statements or promises other than those contained in this contract shall be valid or binding on either party.
13. The parties agree to attempt to resolve differences between themselves and others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17. Should Teacher and the Board have unresolved issues after utilizing the Matthew 18 principle, the parties 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 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 instructions 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 the 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 to serve in such capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties to this contract agree 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.**

14. **Fringe Benefits** –Refer to Employee Handbook for the following:
 - A. Leave days
 - B. Personal and Professional days
 - C. Tuition Benefit
15. Teacher agrees to give the Board 30 day's prior written notice of intended resignation unless a different termination date is mutually agreed upon. The parties agree payment to teachers who resign or are terminated for cause shall be made for the proportionate part of the salary which the number of days of actual duty bears to the number of days covered by the contract. The parties further agree that all fringe benefits will end on the last day of employment.

16. The parties agree if there are deficiencies in Teacher's job or personal performance, the Board shall extend to Teacher a Performance Improvement Plan (PIP) to help facilitate needed changes in Teacher's performance. The parties agree the Board may determine that certain acts, deficiencies or situations are so grave they may result in immediate dismissal and thus bypass this general procedure. The parties further agree that the Board may modify or revoke the plan at its sole discretion, and failure to complete such a plan before the end of this one-year contract does not obligate the Board in any way to extend another contract for a new year.
17. The parties agree Teacher's employment may be terminated before the end of the school year for cause only and there is no right to renewal of this contract. Where cause exists, the Board may terminate this contract, provided Teacher has been informed in writing of the cause or causes for discharge and has been given an opportunity to respond to it/them prior to final termination. The parties agree that failure to request a meeting with the Board within seven days of delivery of the termination notice shall waive any right to such a meeting and the termination is final. The parties agree the Board 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 Teacher by impairing Teacher's continued usefulness as a Christian role model for the students.
18. Teacher understands Heritage Christian Academy 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), Teacher understands unemployment benefits are not available.
19. The parties agree 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.
20. The Board extends its warmest welcome to Teacher. The Board agrees to lead by example and follow all of the standards and requirements set forth herein pertaining to being a **Christian Role Model**. Moreover, The Board pledges its prayer, support and help to Teacher as Teacher ministers to the students of Heritage Christian Academy.

Heritage Christian Academy

505 E 1st St • Hugoton, KS 67951 • Phone 602-544-7005

www.hcaknights.com

Pastoral Recommendation Form

Please return this referral directly to ksinger@hcaknights.com

Potential Staff Member Name: _____
LAST FIRST

Dear Pastor,

Education from a Christian perspective asserts the Bible as the source of absolute truth, integrating it in all subject matters. The highest possible achievement for any child is to understand and follow God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children for Godly lives. We believe Christian schools are the institutions that should partner with parents in fulfilling this responsibility.

This information will aid in the approval process of the potential staff member should they become part of the HCA team.

We appreciate your completion of this form, as well as your ministry in the community.

1. How long have you known this individual? _____
2. What areas of service to your church are they involved in? _____

Potential staff member: (Please check ALL appropriate boxes.)

- is a member of our church
- attends church regularly
- belongs to a Sunday School Class or Bible Study Group
- does not attend
- has a growing relationship with Jesus
- has a Christian walk evidenced by the fruit of the Spirit.
- I **would** recommend this individual to join the leadership team at HCA.
- I **would not** recommend this individual to join the leadership team at HCA.

Additional helpful comments: _____

PASTOR'S SIGNATURE PRINTED NAME JOB TITLE DATE

NAME OF CHURCH PHONE NUMBER

ADDRESS CITY STATE ZIP