

**TEACHER CONTRACT  
SURREY CHRISTIAN SCHOOL**

This Agreement is dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**BETWEEN:**

Name

Of

\_\_\_\_\_

(The "Teacher")

**AND:**

Surrey Christian School, a Society duly incorporated under the laws of the Province of British Columbia, with an address at

8930 – 162 Street  
Surrey, British Columbia

(The "Society")

**WHEREAS:**

- A. The Teacher and the Society are part of a Christian community in which each person:
1. Is called to give a positive response to the Lord's command to provide Christian education to children;
  2. Participates in the task of developing Christian insights in children;
  3. Is called in his daily life to provide an example of Christian living to children; and
  4. In the office of Teacher has received authority to carry out specific duties and responsibilities.
- B. The Society agrees to:
1. Establish and adhere to clearly understood staffing policies in which each Teacher is treated with justice, compassion, fairness and equity;

2. Specify for each Teacher duties and responsibilities for which he is qualified and which constitutes an equitable workload, and to provide what is necessary to carry out his official duties; and
  3. Provide adequate compensation for Teachers.
- C. The Teacher agrees to:
1. Develop and maintain the highest possible level of performance within the total context of the School community;
  2. Be accountable to the Society; and
  3. Carry out all assigned duties and responsibilities and abide by the terms and conditions of this Agreement.
- D. The Society operates a Christian School in Surrey, British Columbia under the name Surrey Christian School according to its Constitution and Bylaws;
- E. The Teacher is a committed member of a Christian church and has agreed to be employed by the Society in accordance with the terms and conditions of this Agreement; and
- F. The Society has agreed to employ the Teacher in accordance with the terms and conditions of this Agreement.

THEREFORE the Teacher and the Society in consideration of the mutual Agreements contained in this Agreement agree as follows:

## **SECTION 1**

### DEFINITIONS AND INTERPRETATION

1. In and for the purposes of this Agreement:
  - (a) "Board" means the Board of Directors of the Society;
  - (b) "Party" or "Parties" mean a party or the parties to this Agreement;
  - (c) "Administration" means the System Principal or a Campus Principal of the School;
  - (d) "Schedule(s)" mean(s) the Schedule(s) attached to this Agreement;
  - (e) "School" means the School operated by the Society; and

- (f) "School Year" means a 12 month period commencing on the 1st day of August and ending on the 31st day of July.
2. In and for the purposes of this Agreement:
- (a) The singular includes the plural and the plural includes the singular, and any gender the other gender; and
  - (b) The Schedule(s) form(s) an integral part of this Agreement.

## **SECTION 2**

### EMPLOYMENT

3. The Society agrees to employ the Teacher at the School on a full-time(part-time) basis, and the Teacher agrees to accept such employment in accordance with the terms and conditions of this Agreement commencing the 2020-21 School Year and continuing until terminated under this Agreement.
4. The Teacher shall perform the services described in this Agreement in accordance with the constitution of the Society and the policies and directives made or given by the Board or Administration from time to time.

## **SECTION 3**

### PROBATION

5. The Teacher shall be on probation for one School Year unless extended by the Board on reasonable grounds to a maximum of two School Years, and during the probation period the Society shall be entitled to terminate the Teacher's employment without cause by giving written notice to the Teacher 2 months prior to the date of termination.
6. The Board shall provide the Teacher with reasonable notice of any extension of the probation period and the reason(s) for the extension.

## **SECTION 4**

### TEACHER QUALIFICATIONS

7. The minimum professional qualifications of the Teacher shall be as follows:

- (a) The Teacher must satisfy all requirements of law in the Province of British Columbia to teach in the School;
- (b) The Teacher must possess basic academic qualifications and attain certain academic courses and to attain certain standards relating to a Christian understanding of education in accordance with Schedule A to this Agreement;
- (c) The Board may require the Teacher to complete certain academic courses and to attain certain standards relating to a Christian understanding of education in accordance with Schedule B to this Agreement;
- (d) Failure to comply with Paragraphs (a) to (c) above is cause to terminate this Agreement pursuant to Paragraph 25 of this Agreement and;
- (e) The Teacher will be solely responsible for payment of all certification fees and professional dues.

## **SECTION 5**

### DUTIES OF THE TEACHER

- 8. The Teacher agrees to carry out to the best of his ability such reasonable course assignments and as are made from time to time by the Administration in consultation with the Teacher.
- 9. The Teacher further agrees to carry out to the best of his ability such reasonable extra-curricular assignments as are made by the Administration in consultation with the Teacher's having regard to the Teacher's interests, abilities and skills.
- 10. Without limiting the generality of Paragraphs 8 and 9, the Teacher shall carry out to the best of his ability the course assignments and extra-curricular assignments prescribed in Schedule C to this Agreement.
- 11. The Teacher acknowledges receipt of a copy of the Constitution and By-Laws of the Society and agrees to subscribe to the principles contained in the Constitution and By-laws and agrees that it is a term of continued employment that the Teacher will conduct himself in a manner that is consistent with those principles.
- 12. The Teacher acknowledges and agrees that it is a condition of continued employment with the Society that he comply with and follow the Community Standards Policy, a copy of which is attached as Schedule D to this Agreement

## **SECTION 6**

### PROFESSIONAL DEVELOPMENT

13. The Teacher shall achieve and maintain certain professional standards in accordance with Schedule E to this Agreement.

## **SECTION 7**

### COMPENSATION

14. The Teacher shall be paid a salary for the first School Year of employment and for each School Year thereafter in accordance with Schedule F to this Agreement. The salary is subject to the usual deductions at source for Income Tax, Canada Pension Plan, Unemployment Insurance and other deductions as may be required by law from time to time.

## **SECTION 8**

### BENEFITS

15. The Teacher shall during the term of this Agreement be entitled to benefits for the first School Year of employment and for each School Year thereafter in accordance with Schedule G to this Agreement.

## **SECTION 9**

### VACATIONS

16. The Teacher shall be entitled to vacations with pay in accordance with Schedule H to this Agreement.

## **SECTION 10**

### TEACHER LEAVE

17. The Teacher shall be entitled to leave in accordance with Schedule I to this Agreement.

## **SECTION 11**

### TEACHER EVALUATION

18. The Teacher shall be evaluated by the Administration and shall have access to his personnel file in accordance with the Teacher Evaluation Policy (Schedule J).

## **SECTION 12**

### MEDICAL FITNESS

19. The Teacher may be required to submit to the Board a medical certificate at the beginning of the term of this Agreement indicating that he is medically fit to carry out his duties pursuant to this Agreement and that he has no medical problem or condition that will substantially prevent him from carrying out his duties pursuant to this Agreement or that will endanger the health of students or staff of the School.
20. The Board, on reasonable grounds, may require the Teacher to undergo an examination, at any time during the term of this Agreement, by a medical doctor and to submit a certificate setting out the medical doctor's conclusions regarding the physical, mental or emotional health of the Teacher and whether there is any problem or condition that may substantially prevent him from carrying out his duties pursuant to this Agreement or endanger the health of students or staff of the School.
21. If the certificate submitted pursuant to Paragraph 20 or 21 reveals that the health of the Teacher will substantially prevent him from carrying out his duties pursuant to this Agreement or endanger the health of the students or staff of the School, the Board may suspend with or without pay at the discretion of the Board the Teacher from his duties and not permit him to return to his duties until he delivers to the Board a satisfactory medical certificate.

## **SECTION 13**

### CRIMINAL RECORD

22. The Teacher shall at the beginning of the term of this Agreement provide the Board with an executed Criminal Records Authorization as required by law.
23. The Board may require the Teacher, at any time during the term of this Agreement to provide the Board with an executed Criminal Records Authorization as required by law.
24. If the Teacher does not comply with Paragraphs 22 to 23, the Board may terminate or suspend the Teacher without pay from his duties and not permit him to return to his duties until he complies with these Paragraphs.

## SECTION 14

### TERMINATION

25. The Society may terminate this Agreement at any time for cause, which includes but is not limited to:
- (a) A breach by the Teacher of any of Paragraphs 7. (d), 11, 12 or 24 of this Agreement;
  - (b) Conduct of the Teacher inconsistent with the Constitution of the Society or with the Community Standards Policy; or
  - (c) Any and all omissions, commissions or other conduct which would constitute cause at law, in addition to the specified causes.
26. The Society may terminate the employment of the Teacher at any time without cause by giving to the Teacher written notice, or pay in lieu of notice (subject to required statutory withholdings) based on the Teacher's annual salary paid pursuant to Section 7, or any combination of working notice and pay in lieu of notice, which is equal to one month for each continuous full year of service with the Society to a maximum of twelve months provided, however, that upon termination of this Agreement with pay in lieu of notice the Teacher shall forthwith make reasonable efforts to obtain alternative employment and if such employment is obtained by the Teacher during the applicable notice period provided for under this Paragraph, then the Society shall from the date of commencement of the alternative employment until the end of such applicable notice period pay to the Teacher in lieu of notice the difference between the annual salary of the Teacher at the date of termination and his remuneration under the alternative employment. In consideration of the provision of notice or the payment of such pay in lieu of notice, the Teacher agrees that such notice or pay in lieu of notice will be full and adequate compensation to the Teacher notwithstanding any factor in the relationship between the Teacher and the Society including, without limitation, the length of the Teacher's service, the age of the Teacher, the prospects for re-employment and the Teacher waives any right that the Teacher may have to claim further compensation from the Society in an action for wrongful dismissal or otherwise. Further, the Teacher agrees if requested to execute a full and final release of any and all claims against the Society in consideration of any payment in lieu of notice.
27. If the Board in consultation with the Administration is of the opinion that the Teacher's performance is unsatisfactory, the Board will give the Teacher written notice thereof, together with particulars of deficiencies and expected improvements. The Teacher's employment may be terminated for cause within a reasonable time after such notice if satisfactory improvement does not occur.
28. The Teacher may terminate this Agreement by providing to the Society written notice of such termination prior to April 1, or, during the School Year, not less than one month of written notice.

29. Any dispute concerning termination of this Agreement by the Society will be resolved in accordance with Paragraphs 36 and 37 of this Agreement.
30. In the event that the Teacher's employment is terminated as a result of declining enrolment, the Society will place the Teacher's name on a "rehire" list ranked by length of service with the longest serving Teacher at the top, and for that current School Year and the following School Year the Society will offer any new position of employment to those Teachers on the list in order of those with most to least service, subject to the Teacher's qualifications and suitability for the position.

## **SECTION 15**

### NOTICE

31. Any notice or other communication required to be given under this Agreement shall be in writing and delivered in person to the addressee or delivered by hand or by courier to the addressee at the address set out above or such other address as the party may designate to the other in writing.

## **SECTION 16**

### SCHEDULES

32. The Schedule(s) to this Agreement may be amended from time to time by Agreement of the parties.

## **SECTION 17**

### ENTIRE AGREEMENT AND MODIFICATION

33. Except for policies and directives made or given by the Board or Administration from time to time that are not inconsistent with this Agreement, no amendment or addition to this Agreement shall be effective unless made in writing and properly executed by the parties.



## **SECTION 18**

### SEVERABILITY

34. Should any part of this Agreement be declared invalid, this shall not affect the validity of the remainder of this Agreement which shall remain in force and effect as if this Agreement had been executed without the invalid portion of this Agreement.

## **SECTION 19**

### NON-WAIVER

35. A consent or waiver, express or implied, by a party to or of a breach of an obligation under this Agreement by the other party shall not constitute a consent or waiver to or of any other breach of the same or any other obligation of such party. Failure on the part of a party to complain of a breach of obligation under this Agreement by the other party shall not constitute a waiver by such party of its rights under this Agreement.

## **SECTION 20**

### DISPUTES

36. The Parties agree that all disputes concerning the interpretation, application, operation or alleged breach of this Agreement shall be resolved in the following manner:
- (a) The Teacher and the Board shall meet within two weeks of the dispute arising and attempt to resolve the dispute between them;
  - (b) If the dispute is not satisfactorily resolved under Paragraph (a) within two weeks after completion of the process under that Paragraph, and if the parties proceed with the dispute, then the parties shall submit the dispute to the Mediation and Arbitration Committee of the Society of Christian Schools in British Columbia for resolution in accordance with the procedures of that committee.
37. The parties agree that the decision of the Mediation and Arbitration Committee of the Society of Christian Schools in British Columbia under section 36(b) is final and binding on the parties.

## **SECTION 21**

### ACKNOWLEDGMENT OF AGREEMENT

38. The Teacher and Society acknowledge that they have read and understood all the terms of this Agreement and that they execute this Agreement voluntarily and of their own free will.

## **SECTION 22**

### SUCCESSORS

39. The rights and obligations of the parties under this Agreement shall be binding upon the heirs, executors, administrators, legal personal representatives, successors and assigns of the parties and may not be assigned by either party without the prior written consent of the other party.

## **SECTION 23**

### GOVERNING LAW

40. The laws of the Province of British Columbia shall govern this Agreement.



## **SCHEDULE A**

### TRAINING AND CERTIFICATION

#### **I. Professional Training and Certification**

A. The Teacher shall meet the following basic academic qualifications:

1. Four full years of academic post-secondary study towards a degree at a recognized college or university; and
2. The equivalent of one year of professional training at an accredited institution, including courses in education theory and practice as well as Teacher internship training. Such professional training may be included in the four years referred to in Paragraph I.A.1.

#### **II. Christian Academic Training**

A. The basic academic training of the Teacher shall include at least twelve semester hours of college level courses offered from a Christian perspective, such courses being subject to the approval of the Board. Such studies shall address subject areas and priorities in such areas as philosophy of education and/or curriculum, Biblical worldview and/or Bible knowledge as identified and directed by the Administration.

B. These courses must be taken for credit. Audited courses are not acceptable for meeting the requirement of Paragraph II.A.

## **SCHEDULE B**

### MEETING COURSE REQUIREMENTS

- A. If the Teacher does not meet the requirements of Paragraph I of Schedule A, he shall take at least one three semester hour course per year until those requirements are met.
- B. If the Teacher does not meet the requirements of Paragraph II of Schedule A, he shall take at least one three semester hour course per year until those requirements are met. The Board may on conditions it considers appropriate agree to waive or defer any of the requirements of Paragraph II of Schedule A where it is reasonably clear from:
1. The Teacher's contribution to the Christian School movement that he/she already possess the insight that such course would give
  2. The Board, in its sole discretion, may accept alternative academic courses with a Christian content in satisfaction of the requirements set out this section.

The Teacher will satisfy the requirements of section 1 above within 5 years of the date on which he or she was first employed, unless the Board in its discretion has approved in writing an extension to this period.

- C. The Teacher shall satisfy the requirements of Paragraphs I and II of Schedule A no later than five School Years after the date on which he commenced employment at the School.

## **SCHEDULE C**

### **DUTIES**

Duties will be distributed among Teachers and other staff by the Administration in a fair and equitable manner, while taking into account the gifts, interests and abilities of Teachers.

## **SCHEDULE D**

### **COMMUNITY STANDARDS POLICY**

#### **Introduction**

The Society is a Christ-centred community, which led by the Spirit, seeks to instil in all of our children the knowledge of the love of God. We seek to present and model a biblical worldview which encourages serving others, living with integrity and extending our understanding of Christ's redemptive claim on all of life.

The Constitution of the Society sets out the communal core beliefs to which the Society holds and aspires. These are stated in "The World Belongs to God" which is embedded in the Constitution. This statement is a positive, foundational expression of the way in which we wish to live, serving God and our neighbour.

The richness and depth of this statement of belief cannot be fully represented in guidelines or standards for conduct. However, as a community of Christian educators employed to serve our community as leaders and role models, we expect every staff member, including Teachers, Administration, support staff and Board or committee members, to serve as exemplary role models for our students and community in a way that is sensitive to the lifestyle understandings and practices of our community. Therefore each of these employees and volunteers agrees to follow and comply with the following statement of conduct and lifestyle, as an expression of the privilege and responsibility of working in the Society

#### **Lifestyle and conduct**

As a Teacher, other employee or Board or committee member of the Society who on a regular or casual basis interacts with students, I recognize the importance of modeling in my work and lifestyle the Christian values taught in the Society.

To accomplish this I agree that:

1. I will be familiar with the Constitution, Mission and Vision of the Society, and I agree to conduct myself in ways which promote and are consistent with the Mission and Vision as well as with the principles set out in the Constitution, and in particular those sections of the Constitution regarding the basis of the Society, its religious principles and the elements of Christian education.
2. I will respect my co-workers and all members of the Society community (including students, parents, Board members and volunteers) and conduct myself towards them in ways which reflect Christian ethical standards and the Constitution of the Society, and I will avoid behaviour which may unjustly damage their professional or personal reputation. I will maintain involvement in regular attendance in a Christian faith community in addition to the School.

3. I will honour and follow the disciplinary procedures prescribed in the contract and School policies as amended from time to time.
4. I will abstain from conduct or practices which are contrary to the Constitution of the Society or its Mission and Vision, including, without limitation:
  - a. the profession or practice of non-Christian beliefs;
  - b. the use of profane, abusive or blasphemous language;
  - c. misuse of alcohol; public drunkenness or intoxication;
  - d. the use of illegal drugs or the abuse of any drugs;
  - e. any criminal activity or any activity which is dishonest or fraudulent;
  - f. any statements, actions or other conduct which is intolerant or discriminatory with respect to a person's race, religion or ethnicity, or membership in any organization that promotes prejudice, intolerance or discrimination on the basis of race, religion or ethnicity;
  - g. any sexual activity outside of a heterosexual marriage; and
  - h. any conduct or behaviour which is violent or abusive toward other persons or which demeans other persons.
5. I understand that while the Society and its community recognizes that all Christians have failings, it rightly calls me to live up to the expectations outlined above. I understand the importance of promoting the principles of faith upon which the Society is based, both in my role as employee of or volunteer with the School and through the example of the way in which I live my life.



## SCHEDULE E

### PROFESSIONAL DEVELOPMENT

#### **Professional Development Policy**

The Teacher shall be granted a minimum of two days annually to attend Teachers' conferences as well as other days as agreed to by the Teacher and Administration for specified curriculum and in-service purposes.

The Society is a learning community. Professional development at the Society is an ongoing activity. Teachers continue their professional development by attending workshops, seminars, conferences, staff and team meetings, specific courses provided by recognized educational institutes and as well as other educational experiences which are approved by Administration. Reading and dialogue with other professionals are also part of professional development.

#### **1. Credited Course work as Required by this Agreement**

As part of the Teacher Contract, there are some specific requirements for professional development. Part time Teachers have the same requirements as full time Teachers.

In each three School Year period commencing from employment, a Teacher is required to successfully complete educational courses which are an equivalent of at least three university level credits (counts as three units). subject to Administration approval Teachers may substitute the above with other units of "education". Below are other possibilities which may count as one unit.

- CART (Collaborative Action Research Team)
  - Formal book study and assignment
  - Other special projects carried out for the benefit of the School
  - Extended travel experience
  - Other experiences that can count as a fraction of a unit (i.e. a one day math workshop equal to one-fifth of unit)
  - One week workshop offered by SCSBC
  - \*ESL in Korea for three weeks
  - \*Serving on a SCSBC curriculum team
  - \*Serving on CTABC/CPABC
  - \*Teaching a week at King's College
  - \*Loon Lake Science Camp for one week
- \* May only be counted once.

Note that all of the above must be approved by Administration prior to doing the assignment. A Teacher may "bank" professional development credits but only up to a maximum of 5 School Years. The purpose of the professional development policy is that Teachers learn and develop on a continuous basis. For example, a Teacher may do his masters and do 10 courses in 2 years.

While he will then have accrued many credits, he must still take another course 5 years after he has finished his masters.

## **2. Other Professional Development**

A Teacher is entitled to attend in-service days, which are regular School days, during the School Year. A Teacher will attend professional development activities as follows:

- (a) At least five days per School Year as in-service days, as approved by the Board, on which days students will not attend at the Society; and
- (b) Such additional days as the education committee and the Board may approve, following written request by the Teacher.

Note: The number of in-service days will be adjusted for part time Teachers.

## **3. Reimbursement of Fees**

- (a) A Teacher will pay his own certification fees and professional dues.
- (b) The Board will reimburse a Teacher's full registration fees required for Teachers' conventions, including all workshops. Travel allowance will be administered through Administration, with the Board's approval, for any convention outside the Lower Mainland area.
- (c) The Board will reimburse Administration all costs incurred through attendance at Principals' Conferences. Administration will pay their own professional dues.
- (d) The Board will reimburse a Teacher 100% of course and workshop fees of pre-approved courses and workshops following receipt of completion and proof of payment to a limit of \$750 per year (based on a School Year)
- (e) Required professional development to meet contract obligations normally takes place during the summer, weekends, evenings, or at other times outside of the regular teaching calendar. If Teachers use regular School days to for these requirements, TOC (Teacher on Call) costs will be factored into the \$750 yearly limit. Teachers will need to pay for their own TOC.
- (f) Part time Teachers are to receive the same funding for professional development as full time Teachers on a pro rated basis.

## **4. Service on Evaluation Teams:**

The Society recognizes that serving on Independent School inspection teams, on SCSBC leadership teams, and on SCSBC curriculum review teams as well as other evaluation teams are positive professional development opportunities for Administration and staff.

These evaluation teams' opportunities will not be counted as "points" toward a staff member or administrators professional development requirements. Often the Society is paid for services rendered by the staff member. In light of the fact that additional and intensive evaluation work is the norm, the staff member is allowed to keep 75% of remuneration as well as all travel, food, and lodging expenses forwarded by the hiring organization. The Society will pay for any TOCs that may be needed up to five (5) days.

## **5. Professional Development Plan**

Teachers are expected to develop and document a professional development plan annually with short and long term goals to be discussed with Administration.

The Board may pay some or all of the tuition fees for a course or courses taken at a recognized college or university, provided that the course or courses are completed successfully; and the Teacher is employed by the Board for the School Year subsequent to the taking of the course or courses

## **SCHEDULE F**

### **SALARY**

The Teacher shall be paid a salary with reference to the yearly Compensation Report of the Salary Committee of the Society of Christian Schools in British Columbia.

The Society may increase the salary Schedule set out in the yearly Compensation Report, having regard to such factors as the cost of living increases, compensation paid to Teachers in comparable institutions and enrolment at the School.

## **SCHEDULE G**

### **BENEFITS**

The Teacher is required to participate in the School's benefit plan, including medical, dental, life and disability insurance as are available to the employees of the Society, in accordance with the terms and conditions of those plans as in effect from time to time. The Teacher will be required to pay a portion of the cost of the premiums for such benefits, and the Teacher's contributions will be apportioned firstly to payment of the premiums for long term disability, and then proportionately to the remaining premiums. The Teacher may opt out of this requirement upon providing to the Board satisfactory evidence of equivalent coverage through a family member.

The Teacher will participate in the School Pension Plan in accordance with the terms set out in the Plan as amended from time to time.

The Teacher will be entitled to paid sick leave in accordance with the terms set out in the Teacher Handbook as amended from time to time

## SCHEDULE H

### VACATIONS

1. The Teacher will be entitled to the following holidays and vacation with no loss of pay as follows:
  - (a) All statutory holidays and Easter Monday;
  - (b) The Christmas School break, which will be two weeks;

Such period of time as the Board may in its discretion from year to year designate as the School's spring break.

Summer vacation in the months of July and August The Teacher shall report to work after summer vacation no fewer than one and no more than two weeks before the first day of School, as determined by the Administration.

2. The Teacher is required to take his annual vacation in the School Year in which it is earned and is not permitted to carry forward or to accrue vacation entitlement.
3. In the event that the Teacher's employment is terminated during the School Year, the Teacher will be deemed to have accrued vacation entitlement during the School Year at the rate of 0.68 days per week and the Teacher's vacation pay will be adjusted by determining the number of days of annual vacation which the Teacher has accrued and the number of days of annual vacation for which the Teacher has been paid. In the event that the Teacher has accrued more vacation entitlement than he or she has taken, the Society will pay such accrued entitlement to the Teacher, but in the event the Teacher has been paid more vacation pay than he or she has accrued, the balance will be deducted from the Teacher's final pay.

## **SCHEDULE I**

### **LEAVE**

#### **1. Leave of Absence**

After a minimum of five years employment at the School, the Teacher may apply to the Board for a maximum one year leave of absence. If the leave is not for professional development it shall be without pay. The Board may accept or reject such an application at its discretion.

#### **2. Sick Leave**

- (a) The Teacher shall be paid during periods of absence from work due to sickness or disability. Maximum payment is limited to one day for each month of full time service and is limited by the following conditions.
- (b) The Teacher may accumulate up to a maximum of ten (10) sick days in any one School Year.
- (c) A part-time Teacher shall receive the same benefits as a full time Teacher prorated by the percentage of full time employment.
- (d) Where the Teacher is absent from work under the provision of Paragraph (a) above, he shall receive the regular rate of pay for a maximum period equivalent to ten (10) accumulated sick leave days. The Teacher is then eligible for short term disability. Both the Teacher and the Society will continue to pay for premiums and submit the required deductions while the Teacher is on short-term leave.
- (e) Up to five (5) unused sick days may be transferred to the next School Year to allow for a maximum of fifteen (15) sick days in any one School Year.

#### **3. Depletion of Sick Leave**

- (a) At the discretion of the Administration, one two-hundredth (1/200) of the Teacher's salary will be deducted for every day the Teacher is absent from regular duty. This deduction will occur in the last month of the School Year. This provision does not apply when the Teacher receives short or long-term disability benefits. In this case the Teacher will no longer be paid by the Society but will receive payment from the insurance carrier.
- (b) If the Teacher requires sick days in addition to those accumulated, the Administration may grant him additional days of sick leave in advance. The maximum number of sick leave days granted should not exceed the Teacher's entitlement for the current School Year.

#### **4. Personal Leave for Family Illness**

In the event of an illness to a child or the spouse or parent of the Teacher, where the Teacher is the only one that can reasonably provide for the needs of the family member, the Teacher shall be entitled to use three (3) days of his sick leave allowance. The Administration or his designate must receive prior notification.

## 5. Bereavement Leave

In the case of a death in his immediate family, upon approval by the Administration, the Teacher shall be granted a leave of absence for five (5) consecutive working days without loss of wages or benefits. For purposes of this policy, immediate family shall be defined as: spouse, child or grandchild, parent or grandparent, brother or sister, mother-in-law or father-in-law, brother-in-law or sister-in-law, or other person residing in the home under the family care, i.e. a foster child.

## 6. Personal Need Days

The Teacher may experience a wide variety of needs for occasional paid and unpaid absence from the School for personal, non-medical reasons important to them. These reasons are not covered in other policies as they are too varied to enumerate or categorize. An example will illustrate: a Teacher wishes to attend a special family event in another city, and requires a day to travel. In all cases, prior approval must be given by the Administration. While not intended as a "right", Administration is encouraged to support their staff in allowing this type of request for time off (with pay) whenever the need is legitimate, and when it is possible to do so. This is one way they can demonstrate care and kindness, and show grace to their employees. The payback in building community far outweighs the cost.

Reciprocally, staff needs to perceive a personal day as a privilege and not to abuse it seeing it as their "right" to have days off. Staff needs to be mindful of the community of students and parents they serve. Students suffer educationally when regular Teachers and staff are gone. Parents may come to wrong conclusion based on their perceptions of Teachers' absences.

- (a) The Administration allows for full time Teachers two personal days per year. These two days are considered as two (2) of the ten (10) sick days allowed a full time Teacher. Part time Teachers shall receive the same benefits as full time Teachers prorated by the percentage of full time employment. If a third personal day or more is taken, one two hundredth (1/200) will be deducted for each day.
- (b) The Teacher is required to give two weeks notice, if possible.
- (c) Blackout periods- - are defined as those time personal days are not given for public relations rationale. If the Teacher wants to take a personal day in the blackout period, one two hundredth (1/200) of the salary of the Teacher will be deducted. The blackout dates are:
  - The week before Christmas holidays and the week before Spring Break
  - The month of June



## SCHEDULE J

### TEACHER EVALUATION

The Administration of the School is responsible for the evaluation of Teachers employed by the Society. Teachers will be evaluated in order to improve the quality and the direction of the instruction provided for students and to encourage professional growth and development. It is recognized that people learn best from critique - affirmation or prescription - when presented in secure and flourishing environments.

The guidelines, components, procedures, maintenance of records and appeal process and if necessary, remedial processes, shall be in accordance with SCSBC Recommended Guidelines for Teacher Evaluation

#### PURPOSE

The primary purposes of the Teacher evaluation policy are to:

- 1) Encourage the growth of a Christian community of learning in the School;
- 2) Enable Teachers to identify their contributions to the School community;
- 3) Assist Teachers in discovering the strengths and weaknesses of their pedagogy, and to encourage professional and personal growth; and
- 4) Note the appropriateness of the Teacher's assignment and provide information for deciding permanent certification, promotion, transfer, or dismissal.
- 5) Determine whether Teachers are implementing the School's vision in their curriculum, methodology and assessment.
- 6) Protect the interests of the Board and/or Society.

#### GUIDELINES

- 1) Evaluation of Teachers shall be carried out by the Administration member who supervises the Teacher.
- 2) Self-evaluation is considered to be an essential part of Teacher evaluation. In every way possible, Teachers should be empowered to take ownership of their professional growth.
- 3) Formative assessment emphasizes encouragement and support in the day-to-day activities of teaching. It is an on-going process of consultation and assistance and is comprised of mutual discussion, self-evaluation, and a plan for professional growth and development. Formative assessment includes activities such as: grade level meetings, department meetings, curriculum development, peer classroom visits, mentoring, goal-setting, professional development, journaling, student questionnaires, parent feedback, program reviews, developing biblically based curriculum, and visits by Board and/or Administration appointed representatives.

- 4) Summative evaluations will occur at regular intervals and are cumulative assessments of Teachers' pedagogy and their professional and personal qualities as these relate to teaching. Summative evaluations will be submitted by the Administration:
  - a) for first-time Teachers in their first, second, and fourth year of employment with the School, and subsequently every fourth year of consecutive employment; and
  - b) for experienced Teachers new to the School in their first and fourth year of employment, and subsequently every fourth year of consecutive employment.
  
- 5) The Administration or Teacher may request additional summative evaluations.

## PROCEDURES

### Formative Assessment for Professional Growth and Development

Formative Assessment involves:

- Teachers setting goals annually, prior to the beginning of the School Year
- Early in the year, preferably prior to the beginning of the School term, the Administration will meet with Teachers to discuss and refine goals and develop an assessment plan;
- Classroom visits and discussions with the Administration and/or peers are held for the purpose of mutual sharing and self-evaluation;
- The Administration will meet with each Teacher to discuss overall performance and consider priorities during the year and place a signed summary in Teacher's file; and
- Teachers may choose to place relevant written information in the School's personnel file. (Artifacts should be kept by Teachers.)
- Cataloguing attempts to implement the School's vision;
- Cataloguing various professional development activities.

### Summative Evaluation

Each summative evaluation will include:

- An explanation to Teachers of the criteria, and documents to be used during the evaluation;
- An initial conference to discuss the process, invite Teacher reflection, and set a timeline;
- Classroom visits, Scheduled as well as unScheduled;
- Mutual discussion after visits, incorporating Teacher's self-evaluation;
- Discussion of a draft report, including recommended goals and Teacher response;
- An oral summary of the evaluation report is shared with Education Committee/ Board;
- A signed, written report is placed in the School's personnel file;
- Space will be provided for the Teacher to state any disagreements or qualifications.

## Criteria

- 1) Planning and Preparation
- 2) Classroom Community
- 3) Instruction
- 4) Professional Responsibilities
- 5) Christian Worldview

## Maintenance of Records

Teacher files will be kept at the School under the supervision of the Administration. Teachers will have access to their own files.

## Date Reviewed

Teacher files are to be kept confidential and are usually accessible only to the Administration and Teacher. If a special circumstance arises, the Teacher will be notified that the file is being opened for review. The Teacher and the evaluator will sign summative evaluation reports. The Teacher will receive a copy of this report and any other documents added to the file. Each document should be dated. File maintenance requires the periodic removal of dated material.

## Summative Evaluation Appeal Process

The Teacher may appeal an evaluation report by submitting a written request to the Chairperson of the Board, with a copy to the Administration within ten days of receiving the report. The request shall also specify the substance of the appeal.

Within fifteen days of receiving the appeal, the Board shall establish a procedure for reviewing the evaluation. This may include all or any of the following:

- Review of Teacher's file;
- Conduct an additional evaluation allowing for the possibility of a mutually acceptable evaluator;
- Review the process used to evaluate the appellant; and
- Outline appropriate alternatives for the Teacher.
- Copies of Teacher Evaluation Policy
- Copies of this evaluation policy will be available to Teachers, parents, Society members, and the Ministry of Education.