



STAFF HANDBOOK
for
Castle Valley, Incorporated

doing business as

DayStar Adventist Academy and Castle Valley Farms

**To Know God and Make Him Known
Is Our Business Here**

Revised: 12/2021

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This handbook is designed to acquaint you with Castle Valley, Incorporated and provide you with information about working conditions, employee benefits and the policies affecting your employment. It describes many of your responsibilities as an employee and outlines the programs developed by Castle Valley, Inc.

Castle Valley, Inc. reserves the right to revise or eliminate any of the policies and/or benefits as needed. The only recognized deviations from the stated policies are those authorized by the Administration of Castle Valley, Inc. Employees will be notified of any changes to the handbook as they occur.

ABOUT CASTLE VALLEY INC.

“This is eternal life, that they may know You, the only true God, and Jesus Christ whom You have sent.” - John 17:3

Castle Valley Inc. was established as an independent center of true education in 1970 and now operates as Daystar Adventist Academy (DSAA) and Castle Valley Farms (CV Farms). We exist to provide true education that incorporates spiritual, physical and intellectual growth in accordance with the fundamental Protestant values of the Seventh-Day Adventist Church. Academic standards are comparable to those in Seventh-Day Adventist academies with an emphasis in agriculture, outdoor education, and vocational training; preparing our students for a life of service here and for eternity.

The mission of Castle Valley Inc. is to know God and make Him known by inspiring students to seek God and discover His will for their lives; equipping them to be thinkers and not mere reflectors of others' thoughts.

EMPLOYMENT

001 EQUAL OPPORTUNITY EMPLOYMENT

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Castle Valley, Inc. will be based on qualifications, past performance and abilities. Castle Valley, Inc. seeks qualified applicants who are sincere, baptized and committed members of the Seventh-day Adventist church in good standing, so as to continue its mission of Christian education in doctrine, lifestyle and philosophy.

Castle Valley, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, gender, national origin, disability or any other characteristic protected by law. Castle Valley, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States.

As per Title VII of the Civil Rights Act of 1964, section 702(e), our hiring options are restricted by the purpose of Castle Valley, Inc.'s ability to provide its religious instruction in the teachings of the Seventh-day Adventist Church's doctrines, standards, values and mission.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the President. Employees can raise concerns and make reports without fear of reprisal.

Castle Valley, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including job assignment, compensation, discipline, termination, and access to benefits and training.

002 EMPLOYMENT PROCESS

Castle Valley, Inc. relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. We expect that every applicant thoroughly completes the application honestly and in its entirety.

003 APPLICATION PROCESS

Completed staff applications are accepted for review upon receipt. The methods of submission are fax, mailing, website or email to StaffApp@DaystarAdventistAcademy.org. A fully completed staff application will be reviewed by our administrative committee for consideration of service with Castle Valley Inc.

004 REFERENCE CHECKS

A member of the administrative committee will contact references to ask about an applicant's work ethics, character traits, immediate family members (when applicable) and overall suitability for a position of service with Castle Valley, Inc. If a reference shares anything that is objectionable, the administrative committee will work with the applicant to resolve or rectify it, if possible.

005 INTERVIEW PROCESS

The administrative committee will schedule an interview, typically via video conference, to discuss suitability, position requirements and needs as well as answer to questions and concerns by both parties.

006 NEW HIRE PROCESS

Upon relocating to campus the Human Resource Manager will provide a packet of paperwork to you. You will have two weeks to complete and prepare the paperwork. If you have any questions or concerns please contact the DSAA President or HR Manager as soon as possible.

007 INTRODUCTORY PERIOD

An introductory period, of 90 days, is intended to give new employees the opportunity to determine whether the new position meets their expectations and Castle Valley, Inc. uses this period to evaluate employee capabilities, work habits, and overall performance. This term gives both parties the right to discontinue the employer-employee relationship, at will. There is no obligation to continue the agreement if concerns arise.

During this period a background check with the Utah Bureau of Criminal Identification (BCI) will be required for any new and rehired individuals hired by Castle Valley, Inc. All documentation will be provided by our human resource manager for the completion of the background check. Upon your departure from Castle Valley Inc. as an employee any and all search results will be removed from our purview in the State system.

008 PERFORMANCE EVALUATIONS

All newly and rehired contracted employees will have an initial review after the first 90 days and an annual review thereafter. If the new position meets the employee and administrations' expectations, we anticipate that the employee will continue as a staff member with a commitment of at least two years which is subject to an annual review for mutual suitability.

The President will conduct performance evaluation in the second semester (January-April). This process is to determine each staff member's performance, needs and availability for the upcoming school year. At this time the decision will be made to invite staff to commit to another school year or finish the current school and move on.

009 EMPLOYMENT CATEGORIES

Castle Valley, Inc expects that its employees will have integrity in the hours they work per week, with the understanding that full time employees work approximately 40 hours a week and part time employees work less. To meet the needs of the campus and students, staff may occasionally be asked to work more than their regular hours.

010 WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

011 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the standards of their job with Castle Valley, Inc. All employees will be judged by the same performance standards and will be subject to Castle Valley, Inc. 's scheduling demands, regardless of any existing outside work requirements and must first have written consent of the administrative committee prior to agreeing to outside employment.

Property, land and buildings owned by Castle Valley Inc., including but not limited to, powered vehicles and equipment, and hand equipment are not to be used as a means to generate personal income without proper authorization from appropriate department management. Should permission be granted, it shall only be for the occasional request.

If Castle Valley, Inc. determines that an employee's outside work interferes with their ability to meet their responsibilities to the institution, conflicts with the IRS Code 501.3c requirements or constitutes a conflict of interest with our mission and values, the employee may be asked to terminate the outside employment if he or she wishes to remain with Castle Valley, Inc.

012 PERSONNEL FILES

Castle Valley, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

It is the responsibility of each employee to promptly notify Castle Valley, Inc. of any changes in personal data. Personal mailing addresses, telephone numbers and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. When any personal data has changed, notify the human resource manager.

Personnel files are the property of Castle Valley, Inc., and access to the information they contain is restricted. Generally, only supervisors and management personnel of Castle Valley, Inc. who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the human resource manager. With reasonable advance notice, employees may review their own personnel files in Castle Valley, Inc.'s offices and in the presence of an individual appointed by Castle Valley, Inc. to maintain security of the files.

013 HIRING OF RELATIVES

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

We trust that family relationships will uphold and exhibit our values as a Christian organization. Should problems or difficulties arise the situation will be prayerfully addressed to preserve the familial relationship in light of Castle Valley Inc.'s values.

014 EMPLOYEE BENEFITS

Castle Valley, Inc. provides its employees with a wide range of benefits. A number of programs such as Social Security and Workers' Compensation, cover all employees in the manner prescribed by law.

The following benefit are available to our employees

- Auto Insurance (Full time only)
- Bereavement Leave
- Educational
- Food
- Housing & Utilities
- Paid Time Off (See Payroll Section)
- Vacation (See Payroll Section)
- Workers' Compensation

i. AUTO INSURANCE

Each staff family will receive \$300 every six months for auto insurance. Please let the finance office know which two months of the year you would like your \$300 premium.

All Castle Valley, Inc. employees and volunteers, who transport students off campus, are required to have liability coverage insurance on their personal vehicle and provide a copy of this insurance coverage to the human resource manager.

ii. BEREAVEMENT LEAVE

In the event of a death of a full-time employee's immediate family, a staff member is allowed up to seven (7) paid days for the purpose of attending the funeral and the handling of personal affairs. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor and the President as soon as possible. The employee to make arrangements of their job responsibilities during their absence.

Castle Valley, Inc. defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

iii. EDUCATIONAL DISCOUNT

The cost of tuition for employees whose child(ren) is/are attending DayStar Adventist Academy is \$2,000 per year. There will be options made available to each student for tuition assistance.

iv. FOOD

Full-time single staff whose housing situation does not provide a personal kitchen may eat all their meals in the cafeteria. Other staff members and their families may eat in the cafeteria whenever they are on duty to supervise. Otherwise, there will be a charge per person for meals eaten in the cafeteria and should be arranged ahead of time with the cafeteria director.

v. HOUSING & UTILITIES

Castle Valley, Inc. provides all on campus employees with housing and utilities. When preparing to move to campus, please verify which appliances are available for you to use and communicate your needs with the President.

As a steward of a home on campus, shall maintain the premises to the best of your ability. This includes general household maintenance as well as mowing, weed whacking and watering the lawn. We ask that you consult the maintenance director before making any cosmetic updates and promptly alert him of major repairs when necessary.

vi. WORKERS COMPENSATION

Castle Valley, Inc. provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness due to an accident sustained in the course of employment that requires medical treatment (hospitalization, ER visit, etc.). Subject to applicable legal requirements, workers' compensation insurance provides immediate coverage upon the acquisition of a claim number which is generated when a claim is filed electronically. Employees who receive lost wage compensation benefits will not be paid by Castle Valley, Inc. while receiving these benefits.

Employees who sustain minor or major work-related injuries or illnesses should inform their supervisor and file a claim immediately. Failure to immediately report such injury could result in no insurance coverage.

Neither Castle Valley, Inc. nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by Castle Valley, Inc.

015 BENEFITS NOT OFFERED

The following benefits are not provided by Castle Valley Inc. but are mentioned for your consideration

- Fire Insurance
- Health Insurance

i. FIRE INSURANCE

Daystar Adventist Academy fire and liability insurance covers the structure only. It is the responsibility of each staff member to consider purchasing adequate coverage for his/her personal effects (contents insurance).

ii. HEALTH INSURANCE

Castle Valley, Inc. does not provide health insurance to employees and encourages employees to seek insurance benefits from another source.

PAYROLL

016 EMPLOYMENT PERIOD

All full time employees are employed on an annual basis following the fiscal year – July 1 through June 30.

017 PAID TIME OFF (PTO)

Castle Valley Inc. recognizes the dedication of our employees. Therefore, to benefit all full time employees with an additional two weeks of paid time off beyond our holiday closures. Employees desiring summer leave without pay must make the request in writing to the president. We desire that employees remain on campus for one week after graduation for year-end meetings and return to campus no later than August 1st to prepare for the school year.

018 HOLIDAYS

Where possible, Castle Valley, Inc. will be closed during the following holidays: The 4 th of July, Thanksgiving, Christmas and New Year's. All other holidays are considered regular work days.

019 JURY DUTY

Castle Valley, Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required. We ask that you make the proper arrangements with your supervisor as soon as possible. This time off will not affect your vacation time.

020 SICK LEAVE

Castle Valley, Inc. allows seven (7) sick days per year for a period of temporary absence due to illnesses or injuries. Whenever you are experiencing a short term illness, you must notify administration immediately.

021 MATERNITY LEAVE/MEDICAL LEAVE

A family and/or medical leave of absence is defined as an approved absence of an eligible employee for up to three weeks within a twelve month period under particular circumstances to the life of a family. Leave may be taken for the following reasons:

1. Birth of an employee's child;
2. Placement of a child with an employee for adoption or foster care;
3. Need for an employee To care for a child, spouse, or parent who has a serious health condition; or
4. When An employee is unable to perform the functions of his position due to a serious health condition.

The Family and Medical Leave Act (FMLA) policy outlines the conditions under which employees may request time off with or without pay for a limited period with job and accrued benefits protection.

022 PAYDAYS

All employees are paid monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the first day of the week following the regularly scheduled payday. Payroll is run on the last day of the month, unless the last day falls on a weekend, then payroll will be run on the following business day.

023 PAY DEDUCTION

The law requires that Castle Valley, Inc. make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Castle Valley, Inc. also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

AS A CAMPUS FAMILY MEMBER

024 STAFF LIFE

Castle Valley, Inc. expects its employees, their families and their guests to conduct themselves in accordance with the principles of the Seventh-day Adventist Church and as outlined by the student handbook; specifically in the areas of dress, types of media, Sabbath observance, and diet.

025 PERSONAL APPEARANCE

Castle Valley, Inc. employees play an important role in presenting to students, guests, customers, visitors and coworkers a positive image of conservative, Christian professionalism as exhibited through dress and personal appearance. Modest dress, personal grooming, and overall professional appearance should reflect commitment to the highest level of Christian values. Dress, grooming, and personal cleanliness standards contribute to the morale of all and affect the business image Castle Valley, Inc. presents.

Employees are expected to present a clean and neat appearance and to dress professionally, according to the requirements of their positions. Personal appearance in dress and grooming of adult staff is always to match, and more often exceed, that which has been established for the students attending DayStar Adventist Academy. Attire and appearance is to be in harmony with the principles outlined in the student handbook.

In addition to the need to be representative, we ask that you remember that there are educational values in the appearance of the work as well as in the performance of the service. Students at DayStar Adventist Academy are to learn their responsibilities within an environment of high standards and learn another way to dress than what the general public community culture may display. This education can best be taught and demonstrated by the example of our employees living and working on or off our campus.

Office Professional (workers whose duties are of the types as: office, teacher, administrator, etc.) attire vary. It is always appropriate to be presented in "business attire:" dress shirt, dress or professional pants, etc. Specific tasks and assignments may require alternate, suitable attire which adhere to the principles set forth above.

Vocational Professional (workers whose duties are of the type as: plant services, farm, maintenance, grounds, auto mechanics, carpentry, etc.) attire should reflect the appearance of the successful professional service organizations. All attire should be chosen for the function and in harmony with safety standards as well as principles of modesty and appropriateness.

Those working out of doors are to wear shirts at all times: this is a protection from harmful rays and skin damage from abrasive types of injuries. This standard presents a very professional impression of quality and respect.

It is the personal character of a person that should adorn the individual and influence those in the employee's presence. Clothing which is worn should reflect Christian standards.

Jewelry and Accessories: Castle Valley, Inc. expects employees and those working with our program to refrain from wearing jewelry, excluding wedding rings or bands. DayStar Adventist Academy does not allow its students to wear jewelry and we ask our adult workers, campus residents and volunteers to set the example. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

026 STAFF DATING

When a single staff member is in a dating relationship, please consider what is appropriate for the time and place as well as your influence on our young academy students when you publicly display affection towards one another. You have a wonderful opportunity to model what a healthy relationship should look like.

Castle Valley, Inc. expects all its single staff to conduct themselves in a manner that represents Christ and is becoming of a Christian. Single staff of the opposite sex should not be in each others living quarters alone, nor should there be overnight excursions alone with the opposite sex. We ask that you socialize with one another in public settings.

If you feel led by the Lord to pursue each other in courtship, you need to present your desire to the administrative committee and be willing to have discussions.

027 STAFF STUDENTS AND DEPENDANTS

Effective Date: 7/1/2014

It is a wonderful privilege to minister to the youth as a family. We invite you and your dependents to assist us in helping the student body resist temptations. When involved with the student body we expect that each member of your family abides by the current student handbook.

Amongst the staff families, it is important that we maintain a level of consistency in what is expected of our student body. Upholding the guidelines of the student handbook within our own homes will help us assist the student body in being accountable and responsible.

In accordance with Castle Valley Inc.'s principle of vocational training being a means of character development, we expect that academy age staff students will participate in the agriculture vocational program for at least 160 hours during the summer months.

Should a disciplinary issue arise with a staff member's dependent(s) the situation will be brought to the academy's Administrative Council for review. Staff parents of said student are welcome to petition the committee, but are not to be present once the committee meets to make their decision. Should staff parents not agree with the committee's decision they are welcome to appeal to the committee privately or in writing.

028 PET POLICY

We understand that pets can be a blessing to a home. As a steward of your campus home, we ask that you consider the needs of our ministry in being able to house another family in the same dwelling space in the future (even if it is a decade later). Please be observant and contentious of damage your pets may cause to your home and yard. If damage occurs we expect that you cover the cost of the necessary repairs during your residence here.

To maintain our property and the academy program, pets are not allowed to roam free on campus and are not permitted in school buildings and school vehicles.

OPERATIONS

029 GENERAL POLICIES

i. KEYS

Staff members are responsible for locking their areas. These areas are to be locked whenever the staff member is not in direct control of the area.

New personnel should acquire their keys from the director of maintenance after approval has been given by the principal. Personnel who are ending their employment at DSAA should return all keys to the director of maintenance before a final can be issued.

Keys should not be loaned to students. Keys (other than dormitory rooms) will not be issued to students.

ii. TRASH

As good stewards of God's creation, let's responsibly burn what we can burn, compost what we can compost, and recycle glass, metal, etc. Please take your recyclable materials to the Moab Recycling Center 1000 Sand Flats Rd. Moab, Utah 84532 Ph: 259-8640. This helps us cut costs.

iii. WORK ORDERS

Requests for maintenance work orders should be made in writing to the director of maintenance. If the work is not completed within 5 work days, a date for completion will be communicated to the originator of the Work Order.

iv. FIRE DRILLS

Castle Valley, Inc. will hold fire, lockdown, and other emergency drills in accordance with the regulations of governmental requirements.

030 DSAA VEHICLES

Castle Valley, Inc. vehicles are to be used only to conduct the business of the corporation by its agents and employees. Therefore, they may not be used by any other party without the expressed written consent of the President.

i. VEHICLE KEYS

The keys to our school's vehicles shall be returned to the key locker after each use.

ii. VEHICLE EMERGENCY KITS

There is an emergency kit in each vehicle. Please notify the office when supplies in the box are missing or running low.

iii. FARM VEHICLES

The farm manager is responsible for overseeing the use, maintenance and upkeep of the farm equipment and farm vehicles.

iv. AUTO MAINTENANCE:

Staff members, upon request, are welcome to use the shop tools to repair their personal vehicles. We ask that you first get permission from the auto shop supervisor or assistant to use any other tools (power and hand tools included). Arrangements must be made with the shop supervisor or the President to use additional tools and equipment. Requests will be granted upon space availability. The general shop rules are to please....

- 1) Put away tools everyday
- 2) Always clean up your work area and dispose of old parts
- 3) Ask special permission to use any of the electrical tools and equipment
- 4) Ask permission for vehicles that need to be left on the lift for more than 48 hours

031 FINANCIAL POLICIES

Purchases and Expense Reports

Only expenses that have been approved by the applicable industry manager will be covered in the amount established for such activities. Requests that are made outside of this shall be approved through the president and finance office. Expense reports, bills, invoices, bills, statements and receipts are to be turned in to the finance office within 10 days after purchase. Checks for authorized reimbursements will be made only after receipts are turned in.

032 STAFF MEETING

In order to maintain a healthy working relationship on campus, employees are strongly encouraged to attend each weekly staff meeting. Staff Meeting minutes will be emailed for members to retrieve at their convenience. Staff members are responsible for the information

contained in these meetings and minutes, such information should be kept confidential and **never** be accessible to students or children in faculty homes.

MINISTERING TO THE STUDENTS

We exist to provide a distinctly Seventh-day Adventist education where spiritual development is bolstered with academic rigor, work skills, technical training and character development that challenges our students to have a transforming influence in their world as disciples of Jesus.

As a boarding academy students live on campus at least nine months out of the year obtaining a holistic education from our academic program which is operated by Daystar Adventist Academy and our agricultural program which is operated by Castle Valley Farms. We believe the combination of these two programs helps our students to know our Creator and experience a harmonious development.

Christian education is a process whereby Castle Valley Inc. believes students should be taught to become faithful stewards of their God-given talents, to be loyal servants and workers for the Lord Jesus Christ and His remnant Church. To this end, Castle Valley Inc. focuses on leading students in knowing Jesus as their best Friend, which allows students to discover and implement God's plan for their lives.

It is the expectation of each staff member to be familiar with the student handbook and uphold its principles.

033 SUPERVISION

Castle Valley Inc. employees are expected to serve as scheduled on a weekend duty supervision team. If for any reason, you need to change your supervision schedule, please make arrangements with another staff member and then inform your group's team leader.

034 STUDENT ACCIDENTS

When a student is involved in an accident while under the school's supervision, a report must be filled out by the supervising staff member.

Forms may be obtained from the school office and must be turned in to the office within 24 hours of the accident.

Supervisor duties and expectations:

- Each weekend duty team will provide the weekend schedule and assign weekend duty team members to activities as needed.
- When a staff member is on duty in the cafeteria, his/her family is invited to eat in the cafeteria at no charge.

General duties include, but are not limited to:

- Overseeing the cleanup crew in the Cafeteria.
- Supervising the dorms.
- Supervising students during all weekend activities on and off campus.

035 VEHICLE SEATING

Male and female students are not permitted to sit together in the same row in vehicles. It is even more ideal if they can travel in separate vehicles completely.

EMPLOYEE PROCEDURES

036 BUSINESS ETHICS & CONDUCT

The successful business operation and reputation of Castle Valley, Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Castle Valley, Inc. is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to God, Castle Valley, Inc., its customers, constituents and board members to act in a way that will merit the continued trust and confidence of the public.

Castle Valley, Inc. will comply with all applicable laws and regulations and expects its directors, officers, managers and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Castle Valley, Inc. employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

037 GRIEVANCE POLICY & PROCEDURES

Our institution is made up of parents, staff, volunteers and students. Like any other collection of earthly mortals, people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that ye

love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another" (John 13:34,35 KJV) .

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. Sometimes referred to as "the Matthew 18 Principle" the following are the words of Jesus:

"Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a tax collector."

Note: This policy is intended to provide a fair, internal process for resolving employment related disputes that arise between staff and is ONLY to be used when matters cannot be resolved informally.

A formal grievance against an administrator or fellow employee that alleges a violation of the school's policy or established practice may be filed by a staff member who feels aggrieved.

To file a grievance: submit a written, signed statement (the grievance) to the Administrative Committee, within fourteen (14) days of the date that the grievant knew or should have known of the alleged violation. The grievance must contain the following:

1. The specific policy or procedure that has allegedly been violated
2. The date of the alleged violation and the date on which the grievant became aware of the alleged violation
3. The facts relevant to the alleged violation
4. The person(s) against whom the grievance is filed (the respondent); and the redress sought.
5. Any documents that are relevant to the alleged violation.

The Administrative Committee will provide a copy of the grievance and any documents submitted with the grievance to the respondent within (3) days of receipt. The respondent shall submit any relevant documents concerning the initial findings to the Administrative Committee within seven (7) days of receipt of the grievance.

Once all documentation has been received by the Administrative Committee there will be a final review and a decision will be made that is consistent with the principles of this handbook.

038 DRUG & ALCOHOL USAGE

It is Castle Valley, Inc.'s desire to provide a drug free, healthful, and safe workplace. To meet this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

No employee of Castle Valley, Inc. may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Castle Valley, Inc. is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action.

039 SEXUAL HARASSMENT

Castle Valley, Inc. is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who experiences, is made aware of or witnesses possible sexual or other unlawful harassment must immediately advise the President or any member of the Administration so it can be investigated in a timely and confidential manner. You can raise concerns and make reports without fear of reprisal or retaliation.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

It is important for us to maintain a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. We believe that sexual harassment should never be part of that environment. These principles are espoused in the scriptural statement: "Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things." Philippians 4:8 (RSV) Sexual harassment can take place between members of the same sex, as well as members of the opposite sex and any individual may be a victim or perpetrator of sexual harassment.

Our policy is, therefore, to maintain an awareness of the kinds of conduct that may be construed as sexual harassment so that such problems can be avoided and/or eliminated from our work/school environment. With this document we want to send a clear message that Castle Valley Inc. will not tolerate acts of sexual harassment nor will we tolerate retaliatory behavior in response to an employee or student's complaint of harassment. In like manner, specious or false claims of sexual harassment will not be tolerated. Such actions will result in a timely review and if warranted, disciplinary action. Castle Valley, Inc. employees are to avoid being in any space with a student of the opposite sex unless that office or space is easily viewable by other students and/or staff members. To protect both students and staff, meetings with a student of the opposite sex is to NEVER be behind closed doors but in a place that is easily viewable by other students and/or staff members.

040 Sexual Harassment Reporting

Castle Valley, Inc. has designated the President as investigative officers for sexual harassment complaints. If for any reason the President cannot conduct the investigation, the administrator who is next in command, in consultation with the Castle Valley, Inc. Board of Directors, shall appoint a qualified investigator.

