

---

## EMPLOYEE CONDUCT AND WORK RULES

---

### CODE OF CONDUCT

Employees are expected to uphold the doctrines and standards of CCSD as articulated in the Bible and CCSD's Statement of Faith and Code of Conduct in all aspects of their lives, both at and away from CCSD employment and functions. Employees must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from CCSD. To ensure orderly operations and provide the best possible work environment, CCSD expects employees to follow rules of conduct that will protect the interests and safety of all persons and the organization

It is the policy of CCSD that while performing ministry business, a male and a female will not ride alone together in a car or be alone together in an office with the door closed unless there is a window in the door or a side window. We realize that at times this may be inconvenient; however, we feel that our testimony and our witness to the Lord and CCSD supersede any inconvenience.

Two Adult Rule: It is our goal that a minimum of two, unrelated, staff member be in attendance at all time when children are being supervised during our programs and activities. Some youth classes may have only one teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than two students with the adult teacher. However, if one student remains in the classroom with the teacher, the door should always remain open.

Open Door Rule: Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

### Restroom Rules:

1. Children five years of age and younger should utilize a classroom bathroom, if one is available.
  - a. During the school day children within the Elementary School can be directed by the classroom teacher to go to their designated bathroom.
  - b. For church or other school related events when a classroom bathroom is not available, staff member should escort a group of children to their designated bathroom.
  - c. They should always go in a group, never taking a child to the bathroom alone.
  - d. The staff member should check the bathroom first to make sure that it is empty, and then allow the children inside.
  - e. The staff member should then remain outside the bathroom door and escort the children back to the classroom.
  - f. If a child is taking longer than seems necessary, the staff member should open the bathroom door and call the child's name.
  - g. If a child requires assistance, the staff member should prop open the bathroom door and leave the stall door open as he/she assists the child.
2. Children over the age of five should utilize the designated school bathroom, if available.
3. For church or other school related events at least one adult male should take boys to the restroom and at least one adult female should take girls.
4. The staff member should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside.
5. The staff member should then remain outside the bathroom door and escort the children back to the classroom.
6. For the protection of all, staff members should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.
7. For church ministries and school events, parents are strongly encouraged to have their children visit the bathroom prior to each class.

Employees are expected at all times to conduct themselves in a professional and Christ-like manner in order to present a good personal and ministry testimony.