

SAINT PAUL CHRISTIAN SCHOOL



*“Knowledge – Faith – Christian Character – Service”
Excellence in Christian Education*

1700 Mendioka Street, Dededo, Guam 96929 Tel: (671) 637-9855 Fax: (671) 637-2697
www.spcsguam.org

“Whatever you do, do it all for the glory of God.” 1 Corinthians 10:31



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Initial Application

Attach Current
Photo Here

Personal Data

Name (Last, First Middle): _____
Nickname: _____ Date of Birth: _____ Age: _____ Gender: _____
Phone Number (Day): _____ (Evening): _____ Best time to call: _____
Email Address: _____ Mailing Address: _____
Social Security#: _____ Passport#: _____ US Citizen? Yes _____ No _____
If not, please note citizenship: _____ Resident Alien? _____ Type of Visa? _____
Position Applied For: _____
Are you able to give proof of your employment eligibility under US Laws? Yes _____ No _____
Please Explain: _____

Educational Background

High School: _____
Address: _____
Diploma Received: _____ Dates Attended: _____
College/University: _____
Address: _____
Degrees/Diplomas Received: _____ Dates Attended: _____
Address: _____
College/University: _____
Post Baccalaureate Degrees: _____ Dates Attended: _____
Trade or Technical Training: _____
Address: _____
Diploma/Certificate: _____ Date Attended: _____

Military Service

Have you ever served in the Armed Forces? Yes _____ No _____
Branch of Service: _____ Dates of Service: _____
Duties and Special Training: _____

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Teaching Experiences

List your teaching experience with the most recent first:

Place	Grade or Grades	Number of Months Teaching
1)		
2)		
3)		

List any other experience you have had:

Place: _____

Months of Experience: _____

What grade levels do you prefer to teach (in order of preference)?

1) _____ 2) _____ 3) _____

Do you have a US teaching certificate? _____ Which state? _____ Other teaching certificate? _____

What kind? _____ Is it valid? _____ Expiration: _____

What was the last teaching position you held? _____

Give the name and address of the person under whom you served: _____

To what degree are you familiar with various Christian and secular curriculums (I.e. ACE, A-Beka, Bob Jones, Saxon Math, Open Court Reading, etc.)? _____

Curriculum Preferences: _____

What Christian Education or Bible Course have you had? _____

List any educational advantages you have had including opportunities for travel: _____

Have you had other specific training in Christian Day schools? _____

Give details: _____

List any conferences or seminars you have participated in the past which would be found helpful in the position you are applying for: _____

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Special Qualifications:

On your grade level, can you teach your own classroom music? Yes _____ No _____

Do you sing? Yes _____ No _____

Solo? _____ Choral Group? _____ Carry a tune? _____ Sing parts? _____

Place a check mark on the following in which you have special training, interest or experience:

- Art Physical Education Science Penmanship
- Nature Study School Newspaper Yearbook School Programs
- Story Telling Typing Business Machines Computers Chalk Drawings

List activities or services you have guided or assisted: _____

Do you believe in corporal discipline? Yes ___ No ___

Please explain: _____

References:

List three professional references that are familiar with the quality of your work, those who have worked directly with you, and have known you for at least two years.

- 1) References: _____
Work Phone: _____ Home Phone: _____ Cell Phone: _____
Address: _____
Relationship: _____
- 2) References: _____
Work Phone: _____ Home Phone: _____ Cell Phone: _____
Address: _____
Relationship: _____
- 3) References: _____
Work Phone: _____ Home Phone: _____ Cell Phone: _____
Address: _____
Relationship: _____

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Employment History:

Begin with the most recent employer. Attach additional sheets if necessary.

Employer: _____

Address: _____

Phone: _____ Beginning Salary: _____ Ending Salary: _____

Position: _____ Dates of employment: _____

Duties: _____

Manager's/Supervisor's Name: _____

Why did you leave? _____

Employer: _____

Address: _____

Phone: _____ Beginning Salary: _____ Ending Salary: _____

Position: _____ Dates of employment: _____

Duties: _____

Manager's/Supervisor's Name: _____

Why did you leave? _____

Employer: _____

Address: _____

Phone: _____ Beginning Salary: _____ Ending Salary: _____

Position: _____ Dates of employment: _____

Duties: _____

Manager's/Supervisor's Name: _____

Why did you leave? _____

Employer: _____

Address: _____

Phone: _____ Beginning Salary: _____ Ending Salary: _____

Position: _____ Dates of employment: _____

Duties: _____

Manager's/Supervisor's Name: _____

Why did you leave? _____

Have you signed a contract for the next year with any other institution? Yes _____ No _____

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Christian Background:

What is your church affiliation? _____
Pastor's Name: _____ Address: _____
Are you active in church? _____ In what capacity: _____
How long have you known Jesus as Lord and Savior? _____
Have you been baptized in the Holy Spirit? _____ With evidence in speaking in Tongues? _____
Do you believe the Bible to be inspired, infallible Word of God, our final authority in matters of faith, conduct and truth? _____ Are you capable of teaching a Bible Class? _____
If yes, what subject preferences? _____

To what extent should a Christian school teacher be involved in Sunday School and other weekday ministries? of the church? _____

What is your definition of a Spirit-filled and Spirit-led life? _____

Describe your routine of Personal Bible Study and Prayer: _____

What other books have you read that have helped you spiritually? _____

What is your motivation in seeking a position in a Christian School? _____

What do you believe are the distinctives of a Christian school program? _____

What do you believe is the value of a Christian education? _____

Additional Essay Questions:

On a separate sheet of paper, please label and briefly answer one or two paragraphs the questions listed below.

- 1) Frequently, Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than that of your own?
- 2) How well do you feel that you get along with your peers?
- 3) Have you ever led a child or youth to Christ?
- 4) If married, please have your spouse state his/her feelings about your teaching in a Christian School.

Do you understand that this is an application for employment and no employment contract or guarantee of employment is being offered at this time? _____

Signature: _____ Date: _____

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**SAINT PAUL CHRISTIAN SCHOOL
IMPORTANT INFORMATION
PLEASE READ BEFORE SIGNING APPLICATION**

- a. **Job Application:** the job application you submit is considered for one year from the date the eligible list is established. It is your responsibility to inform Saint Paul Christian School Office in writing of any changes to your email address or telephone number.
- b. **Work Prohibition:** Please be informed that if you have been convicted of sex offense or if you are listed on the Sex Offender Registry that you are prohibited from employment.
- c. **Drug Use Screening:** Upon conditional selection for employment into Saint Paul Christian School, all applicants must take and pass urinalysis testing for illegal use of drugs as well as any drug test after employment subject to their agency's Drug Free Work Place Policy. Applicants/Employees are responsible for expenses incurred for these examinations. If hired, Saint Paul Christian School will reimburse drug test. Failed to satisfactorily meet the specific requirements of the rest may result in disqualifications or dismissal from employment.
- d. **Tuberculosis (TB) Skin Test:** Applicants accepting employment with educational institution must take and pass a pre entry and annual Tuberculosis Skin Test as a condition of employment.
- e. **Reference/Background Check:** With this application, you authorize Saint Paul Christian School to seek and obtain information regarding your suitability for employment by providing a copy of your police and courthouse clearances at your expense. If hired, Saint Paul Christian School will reimburse police and courthouse clearances.
- f. **Probation Period:** If you are selected for permanent appointment to a classified position, you must initially undergo a probationary period.



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Statement of Faith:

This is the Statement of Faith of our School. If it is an acceptable statement of your basic Christian convictions also, please indicate this by your signature in the space provided. If at any point you disagree, please state your viewpoint on a separate sheet of paper.

- 1) We believe the Bible to be inspired and only infallible authoritative Word of God.
- 2) We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- 3) We believe in the full deity of our Lord Jesus Christ, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal future return to this earth in power and glory to rule for a thousand years.
- 4) We believe in the Blessed Hope, which is the Rapture of the Church at Christ's coming.
- 5) We believe that the only means of being cleansed from sin is through repentance and faith in the shed blood of Jesus Christ.
- 6) We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- 7) We believe that the redemptive work of Jesus Christ on the cross provides healing of the human body in answer to believing prayer.
- 8) We believe in baptism in the Holy Spirit, according to Acts 2:4 and is given to believers who ask for it.
- 9) We believe in the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life.
- 10) We believe in the resurrection of both the saved and the lost, the one to eternal life and the other to eternal damnation.

Applicant's Signature: _____

Date: _____



Saint Paul Christian School Employee Code of Conduct

These rules shall be known as the *SPCS Standards of Professional Conduct*.

Purpose

- A. The purpose of the SPCS Standards of Professional Conduct is to define the standards of professional conduct and to outline procedures for investigations and enforcement of the Standards.
- B. The professional, ethical employee contributes to the development and maintenance of a supportive student-centered learning community that values and promotes human dignity, fairness, care, and the greater good and individual rights. These values are the ethical premises for the Standards of professional behavior and ethical decision-making established in this SPCS Standards of Professional Conduct. By establishing Standards of ethical conduct, this code promotes the health, safety, and general welfare of students and educators and ensures a degree of accountability within the SPCS community.
- C. SPCS Standards of Professional Conduct is in line with Guam laws, namely PL31-50, regarding employees who deal directly or indirectly with students.
- D. All Employees are subject to these rules and regulations.

I. Definition

- A. **Child** – a person under the age of 18 years.
- B. **Complaint** – A written complaint filed by any interested party within one year from the date of the alleged misconduct or the last date on which the conduct had occurred. Complaints involving sexual abuse or exploitation of a child may be filed up until three years after the student reaches 18 years of age.
Complaints filed must be done in writing with the name, address, a statement of complaint with facts supporting the allegation, and must be signed by the complainant

(parent, teacher, staff, principal, board member, and other interested parties) and notarized.

- C. **Conviction** – a plea of guilty or a plea of no contest accepted by any court, or a finding or verdict of guilty regardless of whether an appeal of the conviction has been sought.
- D. **Discipline** – private reprimand, public reprimand, suspension, revocation, surrender, supplemental sanctions, and/or termination of employment.
- E. **Disposition** – values, commitments, and professional ethics that influence behaviors toward students, families, colleagues and communities and affect student learning, motivation, and development as well as the educator’s own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility and social justice.
- F. **Educator** – a teacher, administrator or other personnel who deals directly or indirectly with students. All employees of Saint Paul Christian School.
- G. **Eligible Students** – those students 18 years or older who continue to attend school at the high school level.
- H. **Harassment, Intimidation, or Bullying** – any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her person or damage to his/her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
“Harassment, intimidation, or bullying” includes, but is not limited to a gesture or a written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, gender, sexual orientation, disability, height, weight, or socioeconomic status, or by any other distinguishing characteristic.
Cyberbullying – the use of any electronic communication device to harass, intimidate or bully as defined in the above paragraph.

Definition of Harassment, Intimidation, and Bullying extends to such act applied by an Educator to a colleague, a parent, or any other individuals whether it is a gesture or written, verbal, electronic, or physical act.

- I. **Immoral** – conduct or behavior that is contrary to commonly accepted moral or ethical standards and endangers the health, welfare, safety or education of any student.
- J. **Incompetency** - a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any student.
- K. **Intemperance** – a loss of self-control or self-restraint, which may result from excessive conduct.
- L. **Mandatory revocations and termination** include the following:
 - Criminal Homicide
 - Criminal Sexual Conduct
 - Aggravated Assault
 - Kidnapping
 - Solicitation of Children and Child Pornography
 - Incest
 - Indecent Exposure
 - Stalking
 - Child Abuse
 - Robbery
 - Burglary
 - Falsifying Official Records
 - Forgery
 - Theft (Felony)
 - Fraud
 - A Finding of Insanity by a Federal or Local Court
- M. **Moral Turpitude** includes the following:
 - The element of personal misconduct in the private and social duties which a person owes to his/her fellow human beings or to society in general, which

characterizes the act done as an act of baseness, vileness or depravity, and the contrary to accepted and customary rule of right and duty between two human beings and endangers the health, welfare, safety or education of any student.

- Conduct done knowingly contrary to justice, honesty or good morals and endangers the health, welfare, safety or education of any student.
- Intentional, knowing or reckless conduct causing bodily injury to another or intentional, knowing or reckless conduct which, by physical menace, puts another in fear or imminent serious bodily injury.

- N. **Negligence** – continuing or persistent action or omission in violation of a duty.
- Duty may be established by law, by promulgated school rules, policies or procedures, by express direction from supervisors or by duties of professional responsibility.
- O. **Reinstatement** – restoring the rights, privileges and authority previously suspended or revoked.
- P. **Reprimand** – a written admonishment from the administrator. The written reprimand cautions that further unethical conduct will lead to a more severe action and shall become a permanent entry in the licensure file of the educator. Such written document maybe forwarded to the Guam Commission for Educator Certification Office. If the Educator is not registered under the Guam Commission for Educator Certification, submission would be on file should Educator attempt to register in the future.
- Q. **Revocation** – Permanent invalidation of any education certification issued by the Guam Commission For Education Certification held by the Educator. If the educator is not registered under the Guam Commission for Educator Certification, it will remain on file should the educator attempt to register in the future.
- R. **Sexual abuse or exploitation** – the employment, use, persuasion, inducement, enticement or coercion of a child or student to engage in or assist any other person to engage in any sexually explicit conduct or a simulation of any sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer depicting or filming, of any sexually explicit conduct or other forms of sexual exploitation of children or students.

- S. **Sexual misconduct** – any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designed to establish a romantic or sexual relationship with a child or student. Such prohibited acts include but are not limited to the following:
- Sexual or romantic invitations
 - Dating or soliciting dates
 - Engaging in sexualized or romantic dialogue (verbally, through social media, emails, or texting)
 - Making sexually suggestive comments
 - Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - Any sexual, indecent, romantic or erotic nature.
- T. **School-sponsored activity** – any event or activity sponsored by the school or school system which includes but is not limited to athletic events, booster clubs, parent-teacher organizations, or any activities designed to enhance the school curriculum, whether on school-campus or not or on off-island trips.
- U. **Student** – any individual enrolled in a Guam school from pre-kindergarten through grade 12.
- V. **Supplemental sanctions** – any private or public sanctions that focus on remediation or restitution, including, but not limited to, fees, prescribed coursework, evaluations, treatment plans, impaired educator programs or other corrective action plans.
- W. **Surrender** – voluntary termination of a certificate issued by the Guam Commission For Educator Certification.
- X. **Suspension** – temporary removal of Educator from position.
- Y. **Warning** – a written communication from the administration of the school to the employee regarding his/her unethical conduct. The warning cautions that further unethical conduct will lead to a more severe action and shall be submitted to the Guam Commission for Educator Certification where it shall become a permanent entry in the certification file of the educator. If the employee is not registered under the Guam Commission for Educator Certification, submission would be on file should educator attempt to register in the future.

II. Standards of Professional Conduct

The Standards of Professional Conduct are set forth as follows:

A. **Standard 1: Legal Compliance** – An educator shall abide by all federal and Guam Laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance, illegal, or unauthorized drugs, or any other laws applicable to the profession.

B. **Standard 2: Conduct with students** – An educator shall always maintain a professional relationship with all students, both in and outside the classroom.

Unethical conduct includes but is not limited to:

- Committing any act of child abuse
- Committing any act of child endangerment
- Committing any sexual misconduct or act with a student or soliciting such from a student that would violate a federal or Guam law.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student
- Failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision, including but not limited to the educator's residence or any other setting.

C. **Standard 3: Alcohol or Drugs** – An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical

conduct includes but is not limited to:

- Being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, any activities designed to enhance the school curriculum, off-island trips).

D. **Standard 4: Honesty** – An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or intentionally omitting:

- a. Professional qualifications, criminal history, college or staff development credits and/or degrees, academic award, and employment history
- b. Information submitted to federal, the Guam Department of Education, DODEA, other government agencies, Guam charter schools, and Guam private schools.
- c. Information regarding the evaluation of students and/or personnel
- d. Reasons for absences or leaves
- e. Information submitted in the course of an official inquiry/investigation
- f. Information submitted in the course of professional practice.

E. **Standard 5: Public Funds and Property** – An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

- a. Misusing public or school-related funds
- b. Failing to account for funds collected from students or parents:
- c. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework.)
- d. Co-mingling public or school related funds with personal funds or checking accounts
- e. Using school property without the approval of school authorities or authorized designee.

F. **Standard 6: Remunerative Conduct** – An educator shall maintain integrity with students, colleagues, parents, patrons, or business when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by school authorities or authorized designee

- b. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest
- c. Tutoring students assigned to the educator for remuneration unless approved by the school authority or authorized designee
- d. Coaching, instructing, promoting athletic camps, summer leagues, that involve students in an educator's school system and from whom the educator receives remuneration unless approved by school authorities or authorized designee.

G. Standard 7: Confidential Information – An educator shall comply with Guam and federal laws and school board policies relating to the confidentiality of student and personnel records, standardized test material, and other information. Unethical conduct includes but is not limited to:

- a. Sharing of confidential information concerning student academic and disciplinary records, health, and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law
- b. Sharing of confidential information restricted by Guam or federal law
- c. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or directions for the use of tests or tests items
- d. Violation of other confidentiality agreements required by Guam.

H. Standard 8: Required Reports – An educator shall file reports of a breach of one or more of the Standards of Professional Conduct, child abuse or any other required report. Unethical conduct includes but is not limited to

- a. Failure to report all requested information on documents required by the administration
- b. Failure to make a required report of a violation of one or more Standards of Professional Conduct of which they have personal knowledge as soon as possible but no later than ninety days from the date the educator became aware of alleged breach unless the law or local procedures require reporting sooner

- c. Failure to make a required report of any violation of Guam or federal laws as soon as possible but no later than ninety days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance, has reasonable cause to believe that a student has been abused.

I. **Standard 9: Professional Conduct** – An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the SPCS community. Unethical conduct includes but is not limited to:

- a. Any behavior or conduct detrimental to the health, welfare, discipline, or morals of students
- b. Any conduct that impairs and/or diminishes the educator's ability to function professionally in his/ her employment position
- c. Knowingly and intentionally denying or impeding a colleague in the exercise or enjoyment of a professional right or privilege in being an educator
- d. Knowingly and intentionally distorting evaluations of colleagues
- e. Harassing, sexually harassing, intimidating, bullying and cyber-bullying a fellow educator
- f. Using coercive means of promising special treatment to influence professional decisions of colleagues
- g. Threatening, coercing, or discriminating against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, regulations or standards

J. **Standard 10: Testing** – An educator shall administer the Guam mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

- a. Committing any act that breaches Test Security
- b. Compromising the integrity of the assessment

III. Reporting

- A. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with SPCS Code of Conduct Committee must be in writing with the name, address, a statement of the complaint (parent, educator, superintendent, principal, interested party) and notarized.
- B. The Committee notifies the administration and appropriate Guam officials of all disciplinary actions. Reports may be forwarded to the GCEC. If employee is not registered under GCEC, such documents will remain with GCEC should employee attempt to register in the future.
- C. The Committee will make recommendations on the disciplinary actions imposing the discipline, other than a private reprimand, available to the public on-line the GCEC website. Suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

IV. Disciplinary Action

- A. The administration of SPCS has the authority to terminate employment based on the findings and recommendations of the SPCS Code of Conduct Committee.
- B. The SPCS Code of Conduct Committee will file a letter recommending the educator's certification to be revoked by the GCEC for up to 5 to 10 years. This will make the educator ineligible for employment, which requires any certification in any Guam educational institution.

VII. Procedures for Investigative Process and Final Determination

- In considering and investigating complaints brought before it, SPCS shall proceed to do the following:
 - a. A written complaint will be deemed as a request to investigate. Written complaint must have the name and address of the complainant and the accused, and a statement of the complaint with facts supporting the allegation.
 - b. The SPCS Code of Conduct Committee will be created by the Board of Trustee to include an administrator (must be one who is not included in the allegation.) The Committee will determine the course of action based on investigation.

- c. A “Notice of Proposed Action Letter” notifying the educator of the Committee’s intent to investigate.
- d. The educator may consent to the proposed action or may request for a meeting with the Committee to appeal the findings. Consent to the proposed action must be done in writing within ten calendar days of receipt of the “Notice of Proposed Action Letter.” Likewise, any request for appeals must also be done in writing and within ten calendar days of receipt of the “Notice of Proposed Action Letter.”

VIII. Power of Subpoena

- In all investigations and disciplinary proceedings, the Commission is authorized to issue subpoenas as provided for by law to compel the attendance and testimony of witnesses and the production of books, records, documents and other evidentiary material. Petitions for the issuance of subpoenas shall be filed with the hearing officer, if one has been appointed.

IX. Severability Clause

- If any provision of this rules and regulations or the application of any provision to any person or circumstance is held invalid or determined to be contrary to federal or other laws governing the certification educators, the remainder of the rules and regulations shall be given effect without the invalid provision or application.