

Naples Christian Academy Faculty/Staff Handbook

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I. Preface

A. Mission Statement

The mission of NCA is to work together with Christian parents to equip students to live out NCA's motto, "**In all things Christ...pre-eminent.**" (Colossians 1:18).

NCA's educational program is designed to develop students who grow...

...**Hearts** impassioned to love God

...**Minds** disciplined to think biblically

...**Hands** prepared to serve at home, in the church, and in the world.

NCA confirms its commitment to its biblical distinctiveness and the complete integration of the Bible and biblical principals into all aspects of its educational experience. NCA recognizes that the successful realization of this objective is dependent upon the shared efforts of NCA personnel, families and the community. Our educational program is designed to accomplish the following general goals:

- To encourage students to come to know God through the Holy Spirit's work in salvation and to enable them to live as disciples of Jesus Christ in obedience to God's Word, the Bible.
- To enable students to identify God-given abilities and equip them to use those gifts in loving service to God and their neighbor, evangelism, and stewardship of creation.
- To enable students to engage in rigorous academic inquiry so they may reflect Christ's rule over all areas of life.
- To expect students to achieve a high level of academic excellence.
- To participate in a learning community that reflects the Biblical model of the body of Christ.
- To equip students as leaders to confront the idols of our times and transform culture for God's glory.

B. Statement of Faith

Inasmuch as Naples Christian Academy is interdenominational and theologically conservative, the basis of the Academy is the Word of God and the great fundamentals of Christianity found in the following unalterable, irreducible essentials of the Christian faith:

1. *The Authority and Truth of the Bible.* The Bible, consisting of the original texts of the Old and New Testaments, is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and free from any error or defect. (II Timothy 3:16)

2. *The Person and Power of God.* There is one God who exists in three persons, Father, Son, and Holy Spirit, eternal in being, identical in essence, equal in power and glory, and having the same attributes and perfection. God is the self-revealed Creator, Upholder, Governor, and Lord of the universe. He is eternal in his self-existence and unchanging in his love, goodness, justice, wisdom, and faithfulness. (Deuteronomy 6:4; II Corinthians 13:14)

3. *The Creation and Condition of Man.* Creation was a direct act of God as set forth in the Bible. Man was created by God in the image and likeness of God and is not in any sense the product of evolution. Man inherited a sinful nature due to the disobedience of the first man, Adam, and as a result, mankind became alienated from God and is totally unable without God's grace to reestablish a relationship with God. This sinful nature separates mankind from God, resulting in spiritual death, and there is no hope for salvation, eternal life, or a right relationship with God without the loving, supernatural intervention of God. (Genesis 1:26, 3:1-24; Romans 3:23, 5:12; Ephesians 2:12)

4. *The Person and Work of Christ.* The Lord Jesus Christ, the eternal and only Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and miraculously born of the virgin Mary, in order that He might reveal God and redeem sinful man. Jesus showed His power and love by working mighty miracles that were not contrary to nature but superior to it. Jesus was crucified, died, and rose from the dead with the same body with which He suffered. He ascended into heaven, where He is with God the Father and fulfills the ministry of intercession and advocacy. Jesus will come again to earth the second time personally, bodily, and visibly. (Matthew 1:18-25; Luke 1:16-38; John

1:1-3, 14; Acts 1:11; I Corinthians 15:1-8; Philippians 2:5-9; Colossians 1:15; I Thessalonians 4:16; Revelation 1:7)

5. *The Salvation and Redemption of Man.* Salvation of people is available as a free gift of God, by His grace alone, and is based solely upon Christ's death and finished work on the cross and His resurrection from the dead. No works of man play any part in salvation. God accomplished man's redemption through the death of Jesus on the cross as a substitutionary sacrifice. Salvation is received by faith. Persons who receive Christ and His salvation by faith become completely forgiven, spiritually alive, right with God, born of the Spirit, children of God, new creations in Christ, and heirs of eternal life with God. (John 1:12-13; 3:16-17; Romans 5:1; 10:9-13; I Corinthians 15:17; II Corinthians 5:21; Ephesians 1:7, 2:1, 8-10)

6. *The Person and Presence of the Holy Spirit.* The Holy Spirit convicts the world of sin, righteousness, and judgment. He regenerates believers in Christ, lives within believers permanently, empowers believers to live godly lives, and gives spiritual gifts to every believer to be used for God's purposes. (John 14:16-19; 16:7-15; Romans 8:9, 11; I Corinthians 12; Ephesians 1:13-14; Titus 3:5)

7. *The Mission and Responsibility of the Church.* The church, or the body of Christ, is composed of all true believers in Him, that is, those who have received Christ by faith, regardless of denominational affiliation or church membership. The mission of the church is to fulfill the command of Jesus to make disciples of all nations. (Matthew 28:19; I Corinthians 12:4-27; Ephesians 1:22-23)

C. Core Values

1. *Biblical Philosophy.* The fear of the Lord is the beginning of wisdom and knowledge. In addition, the Word of God is the source of all truth, religious and secular, and is authoritative in all matters of life. Therefore, a thoroughly biblical philosophy of education must be implemented in all contexts of Christian education. In addition, the teaching of Bible as a core subject is essential to the academic curriculum.

2. *Parental Responsibility.* Parents have the primary and ultimate responsibility for the education of their children. A Christian school education is best achieved through a partnership between parents and educators. The teachers may stand in place of the parents in portions of the educational process but never usurp parental authority or responsibility.

3. *Biblical Integration.* Morality, values, and character development must not be compartmentalized; that is, they must penetrate all areas of life. Therefore, the biblical integration of every planned learning experience is crucial to effective Christian education.

4. *Academic Excellence.* Every community benefits from individuals who have been taught to pursue excellence. Therefore, the successful Christian school must be committed to academic excellence, maximizing each student's potential, in order to prepare students for achieving future success and reaching their God-given potential. Mediocrity and poor performance should not be tolerated.

5. *Critical Thinking.* All of our thinking and decision-making takes place through our worldview. Students must be trained and learn how to think, process information, and think critically through a biblical framework.

6. *Consistent Discipline.* A positive, safe, and accepting environment is conducive for maximum learning. Students must learn self-control, respect for authority, and to take personal responsibility for their own actions and behavior. Therefore, the school's discipline policies and procedures must be consistent, fair, and loving, and designed to mold hearts as we teach responsibility.

7. *Balanced Education.* It is imperative that students learn and retain a core, foundational, body of knowledge in core subject areas such as math, science, English, and history at each grade level. In addition, a well-rounded education addresses the needs of the whole person (spirit, heart, body, and mind). An emphasis must be placed on the acquisition of this foundational learning in the core academic subjects, in addition to Bible. There must also be related arts programs and extracurricular programs for the purpose of developing the total student and providing non-academic options for personal growth, creativity, and development.

8. *Outstanding Leadership.* Effective leaders are the core element in the success of any organization. The excellent school will hire and retain the best administrators, teachers, and staff members for the purpose of accomplishing its goals with excellence. Christian schoolteachers must

have a testimony of salvation. Professional development of faculty and leadership are vital for the development and growth of educators and schools. Appropriate certification and continued and constant professional, personal, and spiritual growth is expected of all faculty members. All leaders must be evaluated regularly commensurate with their responsibilities in order to enable each staff member to successfully and productively accomplish the goals of the school.

9. *Institutional Accountability.* The successful Christian school is a responsible non-profit corporation. The school is responsible fiscally and organizationally to a board of trustees. In addition, the school will be accountable to the accrediting organization.

10. *School Improvement.* Any successful school must be involved in a plan of consistent evaluation and assessment for continuous improvement. We must never be content with the status quo; rather, we must always seek to improve and grow for the purpose of being the very best we can be as an educational institution and an instrument of God in the development of young lives.

11. *American Heritage.* Without confusing our Christianity with blind nationalism, we must study, understand, and appreciate America's history and Christian heritage. For those of us called to live and labor in America, we have a duty to understand our culture and to bring the gospel to it.

D. Vision Statement

The Naples Christian Academy's motto acknowledges Christ's supremacy as creator of all things, the redeemer of sinful humans, the touchstone of all truth, the sovereign ruler over all areas of life, and the standard of perfection. NCA strives to understand and apply Biblical principles in all aspects of its interdenominational multiethnic education program.

Governance

NCA recognizes that its long-term stability is dependent on a clear definition of the roles and responsibilities of the board of trustees. Their faithful application of the NCA constitution and by-laws will govern the structure and flow of authority, board membership, board policy and the Statement of Faith in a manner consistent with a Christian worldview.

Personnel

NCA personnel will meet the highest standards to assure an excellent Biblical and academic educational program. NCA personnel qualifications include a personal testimony to faith in Jesus Christ, professional credentials and certifications, a commitment to continuing professional development and a demonstrated ability and passion to integrate Biblical truths in a Christ-like manner into all aspects of the NCA educational program. Ongoing performance evaluations will serve to assess and encourage the spiritual and professional growth of NCA employees.

Curriculum

NCA confirms its commitment to its Biblical distinctiveness and the complete integration of the Bible and Biblical principles into all aspects of its educational experience. NCA recognizes that the successful realization of this objective is dependent upon the shared efforts of NCA personnel, families and the community. We believe in the multi-dimensional nature of learners as God's image bearers, fallen and in need of redemption. Our curriculum is designed to accomplish the following general goals:

- To encourage students to come to know God through the Holy Spirit's work in salvation and to enable them to live as disciples of Jesus Christ in obedience to God's word, the Bible.
- To enable students to identify God-given abilities and equip them to use those gifts in loving service to God and their neighbor, evangelism and stewardship of creation.
- To enable students to engage in rigorous academic inquiry so they may reflect Christ's rule over all areas of life.
- To expect and encourage students to achieve a high level of academic excellence.
- To enable students to participate in a learning community that reflects the Biblical model of the body of Christ, Christ being the Head.
- To equip students to be leaders who confront the idols of our times and act to transform culture for God's glory by the power of the Holy Spirit.

Further, NCA will strive to ensure the accomplishment of these goals for each of our students through the critical selection and application of outstanding texts, materials, programs, activities and methods of assessment.

Student Body

The Christian and academic growth and achievement of the student body requires beginning with a firm foundation. This foundation will be ensured through an admissions policy that requires the Christian testimony of at least one parent or guardian and an assessment of the academic record, spiritual condition and behavioral history of each student. Because this foundation is so important to NCA, a board of trustee's 2/3 vote is necessary for individual exceptions to this policy. NCA will maintain strict academic and behavioral requirements for the admission and retention of students.

Recognizing the focused scope of NCA's educational program, NCA will first dedicate its resources to meet the needs of the existing students across the academic spectrum. The admission of new students will be prioritized to accept those who will best be served by NCA's educational program. The Bible and biblical principles, together with a consistent policy approved by the board of trustees, will govern other student body issues including, for example, absenteeism, tardiness, behavior, dress code and the school mascot.

Community Service

NCA will integrate service projects into its curriculum to create an awareness in the student body of their membership in the Christian community and their responsibility to help their local and world neighbors. Dedicated resources will enhance service opportunities with the support of the board of trustees and the participation of NCA personnel and families.

Family

To fulfill NCA's desire to be integrated to the broadest extent possible in the Naples Christian community, multiple means will be employed to communicate with, and utilize, the countless resources available in this extended community including the Parent Teacher Fellowship, an alumni association, periodic publications and regular contact with the church and business communities.

Finance

The financial stewardship of NCA will be comprised of three elements. First, achieve and maintain a break-even cash flow. Second, create and retain operating reserves that will be prioritized to address issues such as competitive teacher compensation, additional resources and facilities maintenance. Third, establish and develop a capital fund to eliminate the mortgage, procure additional property, acquire necessary equipment and expand existing facilities. Fiscal management goals will include full-capacity enrollment, appropriate tuition levels and the establishment of a significant endowment and donation program.

Physical Plant

It is the desire of NCA to develop and expand the existing site and facilities to their fullest potential in order to best serve the educational needs of the Christian community.

A master development plan will be adopted to document the goals for the short-term, medium-term and long-term facility needs of NCA. The master development plan will be a dynamic document that defines the scope, budget and schedule for physical plant improvement of NCA.

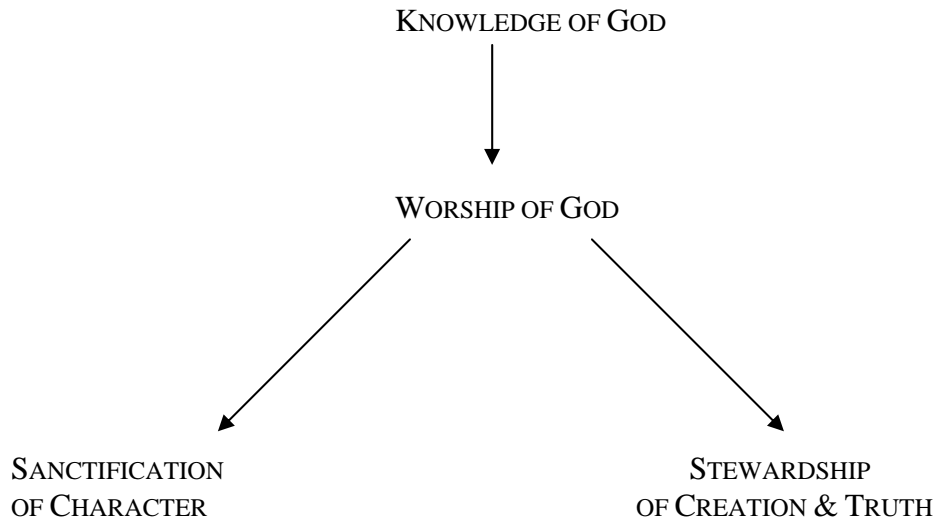
Short-term components of the master development plan include the refurbishment and on-going maintenance of the existing facilities. Medium-term components include the initial expansion of the existing facilities to provide for the continuation, improvement, and expansion of the educational opportunities being offered by NCA today. Long-term components include the construction of a Christian High School, and a major renovation or ultimate replacement of the existing elementary school.

Commitment

It is NCA's commitment to proclaim to its students, and all those who come into contact with NCA, the unsurpassed importance of recognizing Jesus Christ as their personal Savior and Lord. Further,

we are committed to enabling students at NCA to identify their God-given abilities and to equip them to use those abilities in loving service to God and their neighbors by bringing the truth of the gospel to a lost world. It is to this end that we herein prayerfully set forth our vision for NCA. To God be the glory for the great things He will do at NCA.

E. Philosophical Foundations, Educational Philosophy, and Objectives



1. Knowledge of God (Jn. 17:3, Phil. 3:8)
 - a. All life and truth is found in God (Col. 1:16-19)
 - b. Our knowledge of God must be based primarily on the objectivity of God's Word but must also include personal experience (Ps. 119:2 & Jer. 31:34).
 - c. We gain an objective knowledge of God primarily through our understanding of Scripture (Rom. 15:4 & Ps. 119:145-148).
 - d. Although a personal knowledge of God depends on a work of grace, it can be encouraged by seeking God through the reading of Scripture, prayer, service, and other works of devotion and obedience (Jn. 14:21 & 1 Chr. 28:9)
 - e. The knowledge of God and the knowledge of self are related. Education thus requires a biblical view of self, and that the student sees himself as God sees him (Ps. 139:14 & Matt. 13:20,21).
 - f. As the ministry of Christ demonstrated, the knowledge of both God and self is enhanced when a teacher develops a personal relationship with a student that communicates the love of God.
2. Worship of God (Ps. 95:6)
 - a. A true knowledge of God will be accompanied by the desire to worship Him (Ex. 4:31 & Ps. 9:1).
 - b. Worship is first an attitude of reverence toward God and a desire to glorify Him through our lives and in our service (Mal. 2:5-7).
 - c. The Christian life has meaning and purpose beyond salvation. We each have an ordained role to fulfill in building God's Kingdom (Eph. 4:16 & 2 Thes. 1:5).
 - d. Unless we are aware of God's Kingdom and the ordained role we each have in it, we will not wisely set priorities or make the necessary sacrifices for success (Eph. 5:15-17).
 - e. Christian students need to have a world-view that regards discipleship from God as a life-long process (Matt. 28:19, 20).
3. Sanctification of Character (2 Peter 1: 4-8)
 - a. We have the privilege and responsibility of being conformed to the image of Christ (Rms. 8:29)

- b. The degree of our sanctification (and character maturity) affects our testimony and service (2 Pet. 1:8)
 - c. While we must teach our children to live and labor in the world, they must not be conformed to the world. (Jn. 17:11,14). Therefore, the Christian school must serve as a greenhouse to filter harmful influences while it trains students how to successfully overcome worldly ideas and culture (I John 2: 15-17), and to promote Christian truth in all its manifestations (II Cor. 10:5).
 - d. External rules are necessary to restrain the flesh and to define correct behavior (Gal. 3:24 & Rms. 7:13), but God also desires to write His laws on our heart so that the motivation for all we do originates from within (Jer. 31:33). Therefore, all rules, activities, instructions, and disciplinary measures must be structured to encourage students to willingly incorporate God's laws into their lives.
 - e. Children need to have a healthy fear of God, and this comes from realizing that God's love and forgiveness do cancel the eternal consequences of our sins against His holiness, though we still may face earthly consequences for our sinful actions. God has established standards by which we can attain fullness of life, and our failure to live according to these standards will have negative results.
 - f. Scripture identifies the following progression of character traits (virtues) as necessary conditions to our growth in knowing and serving God: moral excellence, knowledge, self-control, perseverance, godliness, brotherly kindness, and Christian love (2 Pet. 1:5-8).
4. Stewardship of Creation and Truth (Matt. 19:11-24)
- a. God made man to rule over His creation (Gen. 1:28). Christians should therefore regard themselves as servants and stewards.
 - b. Because the Church is the pillar and support of the truth (1 Tim. 3:15), Christians should understand and proclaim the standards for scientific inquiry, research, and academic excellence.
 - c. Since God is the author of all truth (Col. 1:16-18), there is no dichotomy between secular knowledge and sacred knowledge. Therefore, true understanding of all academic disciplines and the issues facing humanity can only be attained within the context of a Christian worldview.
 - d. Because we must live in the world and must effectively communicate the Gospel in the context of our culture (Dan. 1:17 & the example of Paul's ministry to the Gentiles), Christians need to both understand and appreciate cultural forms of expression (arts and humanities) and do demonstrate how Christ is the answer to the problems facing man and society.
 - e. Christians are called to testify to their faith, and should therefore endeavor to become skilled at oral and written communication (Matt. 10:27 & 2 Cor. 5:20).
 - f. Christians are called to be the salt of the earth and lights to the world (Matt. 5:13,14). They should therefore learn the skills necessary for effective leadership.
 - g. Even though Christians share a common faith, God has given us individually different functions to fulfill in His Body (Eph. 4:7,16; Romans 12:6-8; I Cor. 12:1-31). Therefore, every Christian must have a healthy personal relationship with God and be able to think independently in order to completely understand how he is to relate Scripture and his knowledge of God to his ministry in the world.
 - h. Because Christians are in a continual state of growth as disciples and servants (Phil. 3:12-14), they must have an unquenchable thirst for knowledge and possess the research skills necessary to find knowledge beyond the school experience (I Pet. 2:2).

5. Educational Philosophy Summary Statement

Naples Christian Academy is to provide an educational program that challenges students to develop an integrated Christian world and life view. Biblical integration refers to our ability to effectively understand and communicate God's truth, as written in His Word, the Bible, in every sphere of society and learning. At NCA, we want to teach our students the intellectual and spiritual foundations of our culture and to train them how to think critically. Therefore, we must equip our

students to understand and appreciate the humanities and to appraise the various forms of human thought and expression from a Christian worldview. The foundation of all truth and learning is the Word of God, and integration is not built on indoctrination, but on a deep and comprehensive understanding of God and His Word. To think critically about old and new ideas, students must be able to think theologically, judging all ideas by what they understand of God and His Word. The Bible is not merely a part of our core curriculum; it is the means by which we see truth in all its applications.

NCA encourages students to achieve academic excellence in a nurturing environment. Although the apostle Paul considered his secular accomplishments as nothing when compared to knowing God, the fact remains that God used Paul's extensive knowledge to communicate the gospel. Our goal is to equip our students for success in their calling; with the hope and prayer that God will raise them to positions of responsibility and leadership. The key to achieving academic excellence is the teacher, who must be a mature believer in a dynamic relationship with Christ, and who must possess the desire and ability to educate effectively. Our teachers must be academically able to use the curriculum as a tool and skillfully integrate their Christian faith into their subjects. We believe that such a teacher can use both Christian and secular texts as tools for learning if they provide important information and thinking skills. All truth is God's truth. Christian education involves training as much as it involves teaching, and at NCA we minister to the heart, mind, and soul of each child. As valuable as knowledge is, God has ordained that His truth is most meaningful and effective when it is imparted from heart to heart, and from life to life.

Furthermore, NCA is committed to the following educational principles:

1. Christian education had its foundation in the Creator-creature relationship taught in the Scriptures. It is understood as a process in which a child's personality is nurtured and his/her potential is released by instruction in the truth of God, and human knowledge leavened by that truth.
2. The responsibility for education rests upon the parents (Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution that is able to carry forward their God-given task.
3. The child is regarded first of all as a spiritual-physical creature, created in the image of God, capable of learning, knowing, obeying, and enjoying the truth of God's Word and the laws of His creation. He is also regarded as a social creature standing in relation to his fellow man, having moral, intellectual, social and aesthetic needs. Since all children are created in the image of God, no child shall be denied admission to this school because of race.
4. The curriculum of the Christian school is designed to provide excellent academic and spiritual instruction in order to prepare children to take their place in the home, the state, and their vocations or professions in a manner that is glorifying to God.

6. Philosophical Objectives of Education

Authentic Faith

NCA's objectives in developing *Hearts impassioned to love God* are to teach

- that the Bible is the authoritative Word of God, is the source for all truth, and is relevant, practical, and important for today
- that God is the Creator and sustainer of the universe and of man
- that man is sinful by nature and lost without God
- that Jesus Christ is the only Son of God and the only means for our salvation
- that man can only know God and receive salvation and forgiveness by receiving God's gift of grace through faith in Christ alone
- the necessity of knowing Christ personally and trusting in Him for all things

Academic Excellence

NCA's objectives in developing *Minds disciplined to think biblically* are to

- expect and encourage a high level of performance from each student
- challenge each student to accept individual responsibility for his/her own academic progress
- teach students to work both independently and cooperatively
- develop the creative skills of each student

- develop an appreciation of the fine arts
- help the student develop effective communication skills
- teach the student the knowledge and skills required for future academic experience and for occupational competence

Personal Responsibility

NCA's objectives in developing *Hands prepared to serve* are to teach the student

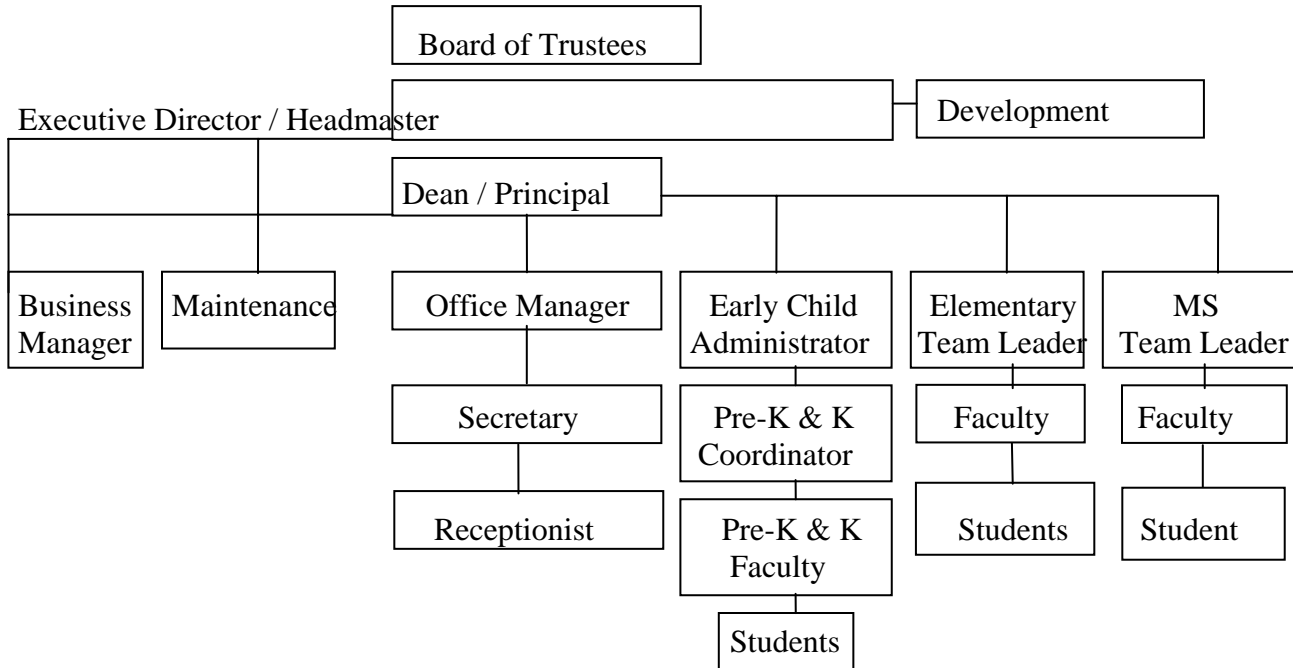
- to manifest fairness, courtesy, kindness, truthfulness, and honesty
- to accept responsibility for his/her own actions and to discern clearly between right and wrong
- his/her responsibility to reach out to others by sharing his/her faith
- to apply biblical ethics and standards of morality to every facet of life
- to develop a desire for wholesome physical and mental recreation

F. Nondiscrimination Statement

Naples Christian Academy admits students and hires personnel of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student and employees of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, hiring policies, scholarship and loan programs, and athletic and other school-administered programs.

II. Organizational Overview

A. Organizational Chart



B. Appointment and Hiring Practices

The Executive Director / Headmaster and Dean / Principal will identify the personnel needs. Notification of vacancies and personnel needs will be made to presently employed teachers. Current teachers will be given first consideration for vacant teaching positions. The Executive Director / Headmaster and Dean / Principal will screen all applicants by reviewing credentials, conducting interviews, and conducting background reviews.

C. Christian Teacher Job Description

General Description:

The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God. A teacher at Naples Christian Academy is under the direction of the administration, is delegated by the parents and enabled by the Holy Spirit. He/she should have the spiritual gift of teaching. The teacher is a nurturer of students who guides them in their pursuit of knowledge.

Qualifications:

The teacher shall be one who has received Jesus Christ as Savior and Lord and has a biblical world and life view. The teacher shall attend an evangelical church and shall lead a separated life. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The teacher shall honor Christ in every class and in every activity. The teacher shall be a mature Christian who is academically qualified and who feels called of God to the teaching profession.

Contracted by:

The Executive Director / Headmaster under the authority of the Board.

Responsible to:

Directly responsible to Dean/Principal and ultimately to the Executive Director and the Board.

Supervises:

Student teachers, aides, volunteers, and students.

Responsibilities:

1. Spiritual - The teacher shall:

- a. Seek to be a role model in attitude, speech and actions through a consistent daily walk with Jesus Christ.
- b. Have a lifestyle that is above reproach and includes a study of the Word, an attitude of prayer and Christian winsomeness.
- c. Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
- d. Motivate students to accept God's gift of salvation and grow in their faith.
- e. Be close enough to students to know struggles, concerns and pressures. Serve as an effective counselor. Lead students to a realization of their self-worth in Christ.

2. Instructional - The teacher shall:

Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.

- a. Teach classes as assigned following prescribed scope and sequence of academic content as scheduled by the administration, using the prescribed curriculum according to the schools philosophy.
- b. Plan well through the use of unit objectives, and more currently through the use of a Lesson Plan Book.
- c. Integrate Biblical principles and the Christian philosophy of education into all aspects of the curriculum.
- d. Challenge students to reach their full potential in every area of learning while being sensitive not to frustrate them by asking more than they are developmentally ready to do.
- e. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work and to relate well to a variety of tasks and of personality.
- f. Employ a variety of instructional aides, methods, materials and techniques that will provide for clear and palatable instruction to reach the whole child: spiritual, mental, physical, social and emotional.
- g. Plan through approved channels the balanced use of field trips, guest speakers, and other media.
- h. Use homework consistently, according to school homework guidelines, effectively for drill, review, enrichment or project work.
- i. Assess student's progress against established norms on a regular basis and provide reports as required.
- j. Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- k. Prepare adequate information and materials for a substitute teacher for use when absent.
- l. Return all graded tests, and student work in a timely manner.

3. Non-Instructional - The teacher shall:

- a. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- b. Notify the Dean/Principal of any policy he/she is unable to support with explanation.
- c. Maintain regular and accurate attendance and grade records of each student. Be proficient at sending grade books electronically to administration as scheduled and uploading all relevant information, i.e. grades, activities, reports, test, etc. to Edline.
- d. Consistently and continually communicate with parents on the progress of their child. Keep the Dean/Principal well informed of student problems, especially if they require a meeting with parents.
- e. Maintain a clean, attractive, well-ordered classroom without visible clutter.
- f. Supervise extra-curricular activities, organizations, and outings as assigned.
- g. Support the broader program of the school by attending extra-curricular activities when possible.

4. Professional - The teacher shall:
 - a. Utilize educational opportunities and evaluation processes for professional growth.
 - b. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
 - c. Share ideas and recommendations for the administrative and managerial functions in the school while understanding their specific role.
 - d. Attend and participate in scheduled devotional, in-service seminars, committee, faculty meetings, taking leadership when appropriate.
 - e. Know the procedures for dealing with issues of an emergency nature.
 - f. Contribute to the general improvement of the school program including continuous evaluation and updating measurable goals and objectives.
 - g. Refuse to use or circulate confidential information inappropriately.
 - h. Perform any other duties that may be assigned by the administration.
 - i. Endeavor to attain and maintain ACSI certification and Florida State Certification.
5. Personal – The teacher shall:
 - a. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
 - b. Meet everyday stress with emotional stability, objectivity, and optimism.
 - c. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
 - d. Respectfully submit and be loyal to constituted authority.
 - e. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
 - f. Use correct English in written and oral communication. Speak with clear articulation.
 - g. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
 - h. Place the teaching ministry ahead of outside or volunteer work.
 - i. Make an effort to appreciate and understand the uniqueness of the community.

D. Professional Standards

Teachers, staff, and administrators should continually evaluate their professional standards. They should be willing to invest time and energy to make improvements. Christ-like characteristics will help lead students to Christ and teach them how to mature in Him.

1. Appearance - Dress Code:
Teachers should be role models for their students in all occasions in dress, cleanliness, neatness, and good taste. A professional appearance is essential. Shorts are not permitted for normal classroom duties. Exceptions can be made for outdoor activities. In addition, the following dress items are inappropriate dress for faculty and staff during school days: Skorts, jeans, T-shirts, tank tops, sweatshirts, workout clothes, beach clothes, flip-flops, inappropriate clothes.
2. Conduct, Courtesy, and Consideration:
Maintain cordial relationships with all staff members. All staff members should show respect for the rights and individual differences of others.
3. Emotional Stability/Self Confidence:
Self-control should be exercised under stressful conditions. Meet daily stresses with objectivity and optimism. Exhibit reasonable assurance of personal worth and professional competence reinforced by spiritual truth.
4. Speech:
Speak audibly and articulate clearly. Use acceptable English and correct sentence structure.
5. Spiritual Leadership:
Live a consecrated Christian life, setting an example for students. Encourage loyalty and dedication to Christ. Encourage regular church attendance and participation. Present the

Gospel regularly and be aware of students' spiritual condition. Strive to bring each student to his or her full potential in Christ.

E. Teacher Evaluation

Evaluation is understood to be the process by which teachers are subject to the critique of their administrators, team leaders or peers. Proper evaluation leads to professional growth and improved instruction. Evaluation is a necessary administrative process that protects the school from incompetent or inappropriate teaching.

1. Principles of Evaluation:
 - a. Evaluation must follow uniform pattern including similar schedules and similar instruments.
 - b. The primary focus of evaluation must be the teaching-learning relationship.
 - c. More than one means of evaluation is desirable.
 - d. The privacy of evaluation must be protected.
 - e. The person evaluated must have the benefit of knowing the results of an evaluation.
2. Means of Evaluation - Administrative (Formal):
 - a. An evaluation placed in a personnel file shall be in writing using the prescribed form as approved by the Board, and open to the individual teacher, principal, headmaster, and if necessary, the Education Committee.
 - b. In the event that the teacher feels that the evaluation was incomplete or unfair, objections may be put in writing and attached to the evaluation form placed in the file.
 - c. Should it be necessary that the evaluation be presented to the Education Committee, the teacher shall be informed in writing of such intent.

F. Certification and Continuing Education

1. Continuing Education Responsibilities:

Teachers must keep current with educational developments through reading of appropriate journals. They should continue to provide evidence of regular professional growth through attendance at conferences and course work. They should use one professional day annually to visit a similar class in another school or to attend an approved conference or training session. Teachers must make significant progress toward certification goals in order to be considered for contract renewals.
2. Jane Gray Faculty Enhancement Fund:

Established in May 1990 in conjunction with Jane Gray's retirement. To provide financial support for the compensation and continuing education of teaching staff of Naples Christian Academy. Each member of the teaching staff may be eligible to receive reimbursement of up to \$300 per school year for qualified course work as funding permits. Advance written permission from the Executive Director is required. Upon satisfactory completion of the course the teacher will submit to the Business Officer a copy of the paid invoice for tuition and a copy of the grade report. After satisfactory review the Business Officer will authorize the reimbursement check from the fund.
3. Certification Requirements

Teachers must obtain ACSI standard certification or demonstrate regular, significant progress toward such certification. Teachers are also expected to attain professional state certification from the state of Florida. At a minimum, during the initial ninety days of their first year at NCA or immediately upon implementation of this policy, they must begin the process of state certification and apply for a temporary certificate. Upon receiving notification of the individual requirements that must be met for Florida state certification, the employee must develop and implement an action plan together with a designated supervisor or administrator in order to meet these requirements.

G. Attendance Policies

The school day begins for the teacher at 7:45am and ends at 3:30pm. Teachers are asked to be at the morning devotions and any teacher meeting before or after school. No personal tutoring or other responsibilities should be scheduled until after 3:30 p.m.

1. Sick Leave:

Full-time salaried employees shall be permitted up to ten paid sick days per year to be used for illness. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate to thirty days, to be used for extended illness only. Part-time teachers and part-time salaried employees will have a prorated number of days determined by the percent of a full-time scheduled work. Hourly employees or extended day personnel are not eligible for these benefits.

2. Personal and Professional Leave:

Full-time teachers may take two personal days with advance coordination and approval of the Dean / Principal. Full-time teachers may also take one professional day to attend a conference or visit another school for professional growth and development. Most teachers may be required to take a professional day for this purpose as per direction of administration. These days do not accumulate from year to year. No more than ten total paid sick, personal, and professional days may be taken by a teacher in any given year except in case of extended illness as described above. Hourly employees or extended day personnel are not eligible for these benefits.

3. Vacation Leave:

Teachers will receive all standard school holidays. Year-round salaried staff members may be eligible for some paid vacation and some paid holidays according to their contracts. Hourly employees or extended day personnel are not eligible for these benefits.

4. Maternity Leave:

Upon written request, the NCA Board will grant unpaid maternity leave to an eligible employee for a period of not longer than twelve calendar weeks. Faculty may be paid during maternity leave up to a maximum of their accumulated sick days before starting the unpaid maternity leave.

5. Funeral Leave:

As a general rule, a maximum of three days funeral leave will be granted for death in the immediate family. One day may be granted for other special cases. The exact length of time will be determined by consultation between the Dean/Principal and staff member involved. Each situation must be judged individually.

6. ACSI Conference:

All full time teachers are expected to attend the ACSI teachers' conference in November. These days are considered teacher in-service days.

7. Other Absences:

All other requests for absences must inform the Dean/Principal in advance to allow time to insure uninterrupted educational instruction. Benefits for other absences will be discussed on an individual basis and are taken without pay.

8. Substitute Teachers:

It is the responsibility of the teacher to locate an approved substitute teacher for all absences. In case none of the approved substitutes are available, the teacher is to advise the administration. The teacher **MUST** contact the front office to let them know who the substitute will be in their absence. The teacher must prepare adequate information and materials for a substitute teacher. All teachers must keep a "Sub Folder" in the top drawer of their desk for immediate use if needed. Teachers must complete a "time off" form upon their return and submit it to administration.

H. Benefits

1. Medical Insurance
The school shall pay medical insurance premiums (less a monthly \$30.00 POPA fee) for full time teachers and other full-time salaried staff working 35 or more hours per week. The school shall pay 75% of the insurance premiums for part time teachers working 25-34 hrs per week. These policies will begin the first of the next month immediately following the date of employment and shall continue in effect for the contract period and shall be in effect between contract periods for returning faculty members. Otherwise the policies will be terminated upon the last day of employment unless the employee chooses to pay the cost personally for up to 18 months.
2. Life and Disability Insurance
The school will pay the fees for all full-time personnel to be covered by a group term life and disability insurance policy (75% for part time). These policies will begin immediately after employment and shall continue in effect for the contract period and shall be in effect between contract periods for returning faculty/staff members. The policies will be terminated upon the last day of employment. Part-time teachers may elect to have the proportional insurance fees deducted from their wages and participate in these group policies providing they work 25 to 34 hours per week.
3. Pension Plan
A 403(b)(7) plan is available to all employees for contribution by the employee. NCA does not contribute to the plan.
4. Worker's Compensation Insurance
The school provides worker's compensation insurance. See the Business Officer or Office Manager for claims immediately after any accident.
5. Tuition Discount
50% tuition discount for employee's children is given to all full-time employees over 35 hours. 30% discount for part-time employees between 25 to 34 hours. For employees who were hired and working full-time prior to January 1, 2003, the tuition discount is 65%.

I. Steps to Problem Solving

It is only natural during the course of the school year for people to make mistakes and for information to be communicated inaccurately. Although these may result in hurt feelings or doubts about the abilities of others, we must not prejudice one another, but seek the truth in a context of mutual respect and understanding. Thankfully, in Christ all things work together for good for those who love Him. Unclear communication may ultimately affect the child, and NCA's desire is to remedy the situation as soon as possible. In an effort to promote biblical and efficient communication, this policy is offered to bring resolution to problems by following the steps listed below and attempts to adhere to the heart of Matthew 18:15-17:

1. All questions, concerns, problems, or complaints should be brought privately to those directly involved (teacher, administrator, fellow parent, etc.).
2. If there is no resolution, *both* parties involved will meet with the Headmaster/Executive Director and/or Dean.
3. Should a resolution not occur, *all* parties could meet with the Executive Committee or a designated committee of the Board of Trustees.
4. A final step will be for *all* parties to meet with the NCA Board of Trustees.

We hope that communication is maintained and Christ glorified as we work to hear our brothers and sisters through His love. Please commit yourselves to prayer for patience, understanding, and God's will in this matter.

J. Termination

The employee and employer have agreed that the employment relationship is an employment at will and either employer or employee may terminate the relationship with or without cause immediately. Both parties agree that the employment relationship will be terminated upon thirty days written notice of the same. All fringe benefits would end on the last day of employment. The terminating party should consider biblical ethics.

K. Arbitration

The employee has agreed in his/her contract that Arbitration is the sole and exclusive remedy for an employee who believes his/her contract has been breached by Employer.

- a. A formal appeal must be presented in writing to the Administration (within thirty calendar days of termination), and then, if not successful, to an appointed committee of the Board of Trustees. Each party listed above will have a period of two weeks from the date of receipt of the formal appeal to answer the terminated party with a written statement.
- b. If a satisfactory response to the terminated party is not forthcoming from either the Administrator or the Board committee, then the terminated party shall have thirty days in which to appeal to an arbitration panel. The arbitration panel shall be established under the following guidelines.
 1. The Arbitration panel shall consist of three members who are known to be established Christians. One is to be chosen solely by the Naples Christian Academy, one chosen solely by the terminated party, and one agreed upon by both parties who shall serve as Chairperson of Panel.
 2. The Panel may not add to, modify, or ignore the terms, the panel shall, by majority vote, determine whether the termination violated this employment contract or applicable law. If the panel finds that the Employer has not breached this contract or violated applicable law then the termination shall stand and no relief shall be granted to the terminated party. If the panel finds that the termination did breach this contract or applicable law, the panel (by majority vote) shall fashion an appropriate remedy. Under no circumstances shall the total remedy exceed what the Employee would have received under the Annual Contract.
 3. The panel shall schedule a hearing at a mutually convenient time and place and shall give each party at least two weeks advance notice of the hearing. At the hearing, the school will first be asked to present its case, including witnesses, if necessary. Thereafter, the terminated party shall have the opportunity to present evidence and witnesses. Each party shall have the right to rebut the other's evidence.
 4. At the conclusion of the hearing, each party must submit its Summation to the panel, in writing or verbally. Summations must be presented no later than one week following the close of the hearing. The Arbitration Panel shall issue its decision in writing no later than two weeks following the receipt of the written Summations. The delegate on the panel for each of the two parties involved shall be responsible for supplying his/her party with the written decision.
 5. The arbitration award shall be final and binding upon both parties and shall be fully enforceable in any court of competent jurisdiction.
 6. Each party shall be responsible for its own costs that arise from its representation, witnesses, or any other costs related to the hearing.

III. Classroom Policies & Procedures

A. Student Attendance Policy

Attendance and punctuality to the classroom is vital to the overall learning experience at NCA. We believe that it is the responsibility of the family to make sure that the student is in school at the scheduled times. Students also have the responsibility to take advantage of the educational opportunities being afforded to them by their parents and the school. Therefore, it is expected that a student promptly attend all of their scheduled classes. The law requires NCA to establish policies regarding student attendance. NCA policy permits no more than 28 days of absence during a school year to receive credit for attending school. The maximum of 28 days during a school year is divided into each of the four quarters, resulting in a maximum of 7 days absence per grading period. The school has an obligation to record attendance and report it to the parents in order to assure compliance with school and state standards. Students in grades 6th – 8th may also lose credit for excessive absence/tardiness.

Maintaining good attendance is important for a student's academic success, as well as necessary to be eligible for extra-curricular activities and events.

School Start Times

Preschool and Kindergarten through Grade 4 begin at 8:30 a.m.

Grades 5 – 8 begin at 8:15 a.m.

5th – 8th grade students should arrive in the building by 8:10 a.m., where they will be released to go to lockers and report to their first class. Students should be organized and ready to begin the day's work promptly at 8:15 a.m. Preschool and Kindergarten – 4th grade students begin the day's work at 8:30 a.m.

1. Absences

Parents/Guardians are responsible for calling the school by 9:30 a.m. when their son/daughter is absent. No contact from or with the parent will result in an unexcused absence for "no report." If the student fails to attend school, he/she will be marked as being absent for one full day. Students that experience extended illness of three (3) consecutive days or more should submit a doctor's excuse for verification of illness. Attendance for 6th – 8th grades is kept on a period-by-period basis. Students who are absent 20 minutes or more of a class period are considered absent for the entire period.

2. Excused absences:

The following circumstances will be considered as excused absences:

- Verified illness of the student.
- Bereavement of immediate family members.
- Verified doctor/dental appointments.
- Emergency situations approved by administration (requires parent contact with administration).
- Personal days pre-approved by administration.

If a student is absent several times for unexcused reasons, or has absences for which they personally are responsible, the issue will be handled as a disciplinary action. If the issue cannot be corrected, the disciplinary action could result in probation or dismissal from the Academy.

3. Attendance requirements for Sports Programs and Extracurricular Activities

Students must attend a minimum of four (4) periods on the day of a game or special after-school activity to participate.

4. Vacation

Please arrange vacations when school is not in session. If a student must miss school to go on vacation, notify the office prior to the vacation. In some cases, a teacher may allow for some missed work to be made up under the condition that the work be completed prior to departure on the vacation. All absences due to vacation are considered unexcused.

5. Doctor / Dental Appointment

Please schedule appointments outside school hours whenever possible. A note from the doctor/dentist should be presented to the office when class is missed due to an appointment.

6. Personal Days

Personal days are considered unexcused unless pre-approved by administration.

7. Suspensions

If a student is absent from school due to a suspension or any other form of discipline, all work missed (including tests) will not be allowed to be made up for credit. It is advisable that the student keep up with the work done in class during the suspension/discipline time even though credit will not be given for that work. This is encouraged to ensure that the student does not fall behind in course work.

8. Tardiness

It is the parent's/guardian's responsibility to get students that are transported by private automobile to school on time. If the student is given a detention for unexcused tardies, even if it is the parent's fault for being tardy, the student is expected to serve the detention. The only exception to the detention policy will be an administrative decision based on "special circumstance". If a student arrives after school has begun, the student must report to the office to sign in, obtain a tardy slip, and then report to class.

9. Excused Tardies

The following circumstances will be considered excused tardies. All other circumstances are considered unexcused.

- Transportation/Traffic problems beyond student's/parent's control. (verified and approved by administration.)
- Doctor/Dental appointments with a doctor's excuse stating the reason for being late to school.
- Inclement weather. (Verified and approved by administration.)

10. Tardies to School (Grades 1-8)

Students will received a detention on the third (3rd) unexcused tardy in a four (4) week period. The four-week period ends from the date of the last issued tardy. Students who have been issued detentions for being late to school will be expected to serve the detention regardless of the events that led to the tardies. Unusual circumstances need to be communicated ahead of time. (i.e. by phone call, or letter.)

11. Late to class (Grades 6 – 8)

Middle school students who arrive late to a class other than the first class of the day should enter class quietly and sign in on the sheet just inside the entrance to the classroom. Students will receive a detention on the third (3rd) instance of being late to class within any four (4) week period of time. The four (4) week period ends from the date of the last issued tardy.

12. Repeated Unexcused Tardies

If the student is repeatedly tardy several times for unexcused reasons, or has tardies for which they personally are responsible, the issue will be handled as a disciplinary action. If the issue cannot be corrected, the disciplinary action could result in probation or dismissal from the academy. For the purpose of attendance requirements for promotion and/or graduation, three tardies is equivalent to one absence.

B. Grading Policies & Procedures

The primary purposes of pupil evaluation is to improve the education of the student, to present an accurate appraisal of the student's accomplishment and to maintain a good working relationship between home and school. The educational program of NCA seeks to challenge the student to achieve the maximum of his or her individual potential.

1. Guiding Principles

- Pupils should be graded in actual achievement in relation to the criteria established by the school.
- The teacher is responsible for keeping an official record of grades, attendance, punctuality, conduct and effort. It should be kept in a secure place. The record should be sufficiently comprehensive to provide a basis for the assigned grade.
- The teacher should interpret to pupils and parents the method utilized in evaluating the student's progress and achievement.

2. Grading System (3rd - 8th grade)

A+	97.00	A	93.00	A-	90.00
B+	87.00	B	83.00	B-	80.00
C+	77.00	C	73.00	C-	70.00
D+	67.00	D	63.00	D-	60.00
F	0-59				

Grading System (K – 2nd grade)

E – Excellent	S – Satisfactory	N – Needs Improvement
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3. Homework

NCA believes that homework is an integral part of the learning process in the following ways:

- Stimulates voluntary effort, initiative, independence, responsibility, and self-direction.
- Reinforces school learning by providing the necessary practice, integration, and application.
- Enriches the school experience through related home activities.
- Encourages the carry-over of learning into leisure hours.

Parents should help their children with homework by:

- Scheduling a consistent time period each day for doing homework.
- Providing a quiet place in the home in which the child can work uninterrupted.
- Giving supervision and limited help if needed (without actually doing the homework).
- Checking to see that the assignments are completed and neatly done.
- Seeing that the child returns the assignments to school the day they are due.
- Providing oral drill practice (i.e. math facts, memory work) and/or reviewing content material to be tested.
- Helping the child develop good organizational skills.
- Checking Ed Line for homework listings.
- Encouraging the child to take responsibility for getting homework assignments, completing them as assigned, and turning them in on time.

Generally, homework will be assigned to 1st – 5th graders in some subjects Monday, Tuesday, Thursday, and Friday. Middle school students can expect homework in all subjects every night. On Wednesday night homework will be kept to a minimum in order to accommodate those students who attend Wednesday night church services. Homework may be given on weekends or over extended holidays at the discretion of the teacher. As a general rule, students can expect to be assigned approximately ten (10) minutes of homework per grade per night except Wednesdays. In other words, a second grader can expect to receive about twenty (20) minutes of homework per night and a sixth grader can expect to have about sixty (60) minutes of homework per night.

If a student has been absent for one day a parent may call the school office on the second day by 9:00 a.m. and request homework from their child's teacher. Homework can be picked up in the office after 3:00 p.m.

No credit (0) will be given for late homework. Teachers may use discretion in granting students extensions on certain projects, if the request is made before the due date. A middle school student who turns in late homework three (3) times in a class in any four (4) week period will receive a detention.

4. Written Work Policy

The ability to communicate in written and spoken language reflects our unique characteristics as God's image-bearers. If we are to be ambassadors for Christ, we must develop excellence in this area. The administration and faculty of Naples Christian Academy are striving to teach these skills at all levels of our instructional program. Student work should reflect the standards of excellence outlined below. Your child may be asked to redo assignments until an acceptable level of excellence is reached.

Grades 1 - 2

Students at these grade levels are emergent writers. They are developing the ability to use the writing process effectively, including planning, drafting, revising, editing, and publishing. Daily written work should reflect their continuous progress toward this goal.

- The following expectations have been adapted from the Sunshine State Standards. Specifically, 1st and 2nd graders should:
- Write legibly using manuscript
- Use spelling approximations and correct spelling on words they have learned. (This included spelling commonly used words correctly, appropriate to their grade level)
- Evaluate their own writing for quality prior to turning it in (end of grade 1)
- Use end punctuation and capitalize initial words of sentences, the word "I", names of people, days of the week, and months of the year (end of grade 2)
- Use complete sentences in writing (end of grade 1)
- Write simple stories and simple informational sentences (by the end of 1st and in 2nd)
- Second graders should revise for sentence structure and age-appropriate grammar/usage (nouns, action verbs, adjectives, adverbs)

Grades 3 - 5

These students are becoming more fluent writers yet are still developing many writing process skills. Daily work expectations, adapted from the Sunshine State Standards, should include the following:

- Write legibly in manuscript (beginning 3rd) and eventually in cursive (4th & 5th)
- Use a variety of spelling strategies to spell commonly used words correctly
- Generally follow the conventions of punctuation, capitalization, and spelling appropriate at grades 3, 4 and 5
- Use effective sentence variety
- Use principles of agreement in written work (i.e. subject/verb agreement, noun/pronoun agreement)
- Use parts of speech correctly in written work
- Use basic features of page format (determined by the teacher)
- Use correct paragraph indentation (4th and 5th)
- Use planning, drafting, revising, editing, and publishing in creative writing at home and at school
- Write narrative and expository text (3rd and 4th) and persuasive text (5th)
- Write for a variety of purposes and to a variety of audiences
- Evaluate their own and others writing for quality
- Use appropriate resources to check accuracy (dictionary, thesaurus, etc.)

Grades 6 – 8

Students in these grades should be fluent writers but are fine-tuning effective use of writing strategies and the writing process. Daily work should reflect accomplishment of standards at the grade 3 – 5 level (see above) and also include the following:

- Proofread writing to correct convention errors in spelling, mechanics, usage, and punctuation (using dictionaries, handbooks, and other resources, including teachers, parents, or peers, as appropriate). Middle school students should not turn in any homework assignment for any class with misspelled words, as the student must learn to seek dictionaries and other resources when the spelling of any word is not known
- Use the standards of the writing rubric in essay-type questions on daily assignments, quizzes and test
- Evaluate quality of their own work before turning it in
- Use conventions of correct spelling, punctuation, and capitalization
- Use various parts of speech correctly in written work (including subject/verb agreement, common noun/pronoun agreement, possessive forms, the comparative and superlative of adjectives and adverbs)
- Write legibly
- Use a variety of sentence structure
- Use page format appropriate to the assignment or as outlined by the teacher
- Use electronic technology appropriate to the writing task, when available.

5. Make-up work

Generally, homework will be assigned to 1st – 5th graders in some subjects Monday, Tuesday, Thursday, and Friday. Middle school students can expect homework in all subjects every night. On Wednesday night homework will be kept to a minimum in order to accommodate those students who attend Wednesday night church services. Homework may be given on weekends or over extended holidays at the discretion of the teacher. After a student has been absent for one day a parent may call the school office on the second day by 9:00 a.m. and request homework from their child's teacher. Homework can be picked up in the office after 3:00 p.m.

As a general rule, students should receive 10 minutes of homework each night according to grade level (ex. 1st grade – 10 minutes, 2nd grade – 20 minutes, 6th grade – 60 minutes.) Of course, this will vary according to the abilities of each student. Also, advanced classes in middle school may require additional homework time. On Wednesday night, homework should be kept to a minimum in order to accommodate those students who attend Wednesday night service. Weekend homework is permitted.

It is the responsibility of the student to make up all missed assignments by a date set by the teacher. **Students will not be allowed to make up work for unexcused absences and will get zero (0) credit for tests given on days where an unexcused absence occurs.**

6. Academic Reporting Procedures

School and home communication is an integral part of the child's total learning process. Our reporting system is designed to keep parents continually informed of their child's progress in all areas of learning and development. The following means are employed:

- a. Written notes and phone calls are used by teachers to share with parent's information regarding their child's academic progress, as well as other concerns relative to the child.
- b. Progress reports are issued at the end of 4½ weeks of the grading period to students in grades K – 8th. The purpose of these reports is to inform the parents of the child's effort, work habits, conduct, and academic performance prior to the nine-week report card so that immediate attention can be given to any problems and progress not impeded. The reports should be signed by the parents and returned the following school day.
- c. Report cards are issued four times during the school year at intervals of approximately nine weeks. Report cards will be withheld by the office of any students whose school account is not current and/or have overdue library books.
- d. Parent/Teacher conferences may be scheduled at the request of the parent or teacher.

7. Cumulative Records

The permanent office records are very important to the pupil, parents and school for years to come. Permanent records are never to be taken from school. The records are under the supervision of the Headmaster and kept in the office. They are available to teachers at all times. It is the responsibility of the teacher to enter final grades on the cumulative record at the completion of the year. A copy of the last report card should be included.

8. Awards

Students who show outstanding achievement are recognized quarterly. Students are placed on an academic honor roll according to the following:

Headmaster Honor Roll – maintain all A's for the quarter.

Honor Roll – maintain A's and B's for the quarter.

Diligence Award – given to those students, regardless of GPA, who have worked diligently to their potential.

C. Discipline Policy & Procedures

1. Philosophy and Purpose of Discipline

“Molding Hearts as we Teach Responsibility”

The discipline program at NCA is designed to support students as they persevere towards being active, responsible members of the body of Christ. The teachers and administration see discipline as a process of discipleship in which the following components are emphasized:

- Parental Responsibility

- Student Responsibility
- Self-discipline
- Self-control
- Home and school partnership
- Balance between outward behavioral expectations and inward heart development

Parental Responsibility/School Partnership

Biblical responsibility for children rests upon the parents, although parents enlist schools and their members to share in this responsibility.

“Hear, O Israel: The LORD our God the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give to you today are to be written upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.” - Deuteronomy 6:4 – 9

Student Responsibility

We have all been created with the ability to make choices that will shape and direct our lives and we reap the fruit of these choices. Our behavior is not simply a fruit of our environment.

“Do not be deceived: God cannot be mocked. A man reaps what he sows. The one who sows to please his sinful nature, from that nature will reap destruction; the one who sows to please the Spirit, from the Spirit will reap eternal life.” – Galatians 6:7-8

“The man who plants and the man who waters have one purpose, and each will be rewarded according to his own labor.” – I Corinthians 3:8

Self-Discipline/Self Control

We are all maturing as individuals and are in need of Biblical and societal parameters that we implement on our self.

“Each one should test his own action. Then he can take pride in himself, without comparing himself to somebody else.” – Galatians 6:4

Outward Behavioral Expectations/Inward Heart Development

Our Lord emphasized the need for the right heart attitude during his short ministry on the earth. At the same time, we are required to maintain a level of conduct that meets or exceeds societal demands.

“Create in me a pure heart, O God, and renew a steadfast spirit within me.” – Psalm 51:10

2. Early Childhood and Elementary Discipline

The discipline program for preschool and elementary is classroom specific. Teachers are responsible to have and implement their own classroom management plan in accordance with guidelines set by their division (preschool, lower elementary, or upper elementary). To insure proper communication between the classroom, administration, and parents, these discipline procedures will be maintained.

Classroom Steps and Procedures

- Visible classroom discipline plan.
- Maintain an office communication check list.
- Notify Dean when a child’s behavior begins to affect the learning process of the class.

Administrative Steps and Procedures

- Student office referral.
- Dean will meet with student. Parents will receive a phone call explaining discipline concerns. A consequence that matches the concern will be given. (Examples: misses recess, writing assignment, lunch detention, etc.)
- In the occasion of continued discipline concerns, a parent meeting will be scheduled with the Dean.
- In the event of a No Tolerance violation, a conference with the parents may be scheduled immediately.
- Schedule a meeting with Dean and parents to determine how and if NCA can best continue to serve this family.

3. Middle School Discipline

- a. Extended Time Out (ETO)

An ETO (extended time out / lunch detention) will be given and recorded for minor academic and behavioral issues. A student given an ETO will be asked to personally sign an ETO notification form indicating that it is the student's responsibility to explain the behavioral or academic concern to his/her parent. The student will then be asked to serve a lunch detention as indicated on the ETO form. It is the student's responsibility to report for the ETO at the scheduled time. During the ETO, the students will eat lunch in a designated, supervised setting while working on an assignment given by the teacher or administrator who is supervising. Students that do not complete the assignment will return the next day that ETO's are served to complete the assignment. Students will not be allowed to work on other homework or talk during the extended time out. An accumulation of three (3) behavioral ETO referrals will result in an after school detention at which time a detention note will be sent home and the parent will be notified.

Examples of ETO Infractions:

- Disrupting class (talking, making noise, tipping in chairs, leaving seat without permission)
- Inappropriate hallway or lunch behavior
- Minor dress code infractions (belts, shoes, shirts un-tucked...)

b. After School Detention

After school detentions will be given for major academic, behavioral, and "no tolerance" issues. Parents will be notified of detentions that must be served. Students who must serve a detention cannot participate in any sports practice or game or any extracurricular activity on the day the detention is served. Detentions must be served on the designated day determined by the Dean and cannot be rescheduled for the convenience of the student. During a detention, the students will either be given an assignment which must be completed by the end of the detention period, or the students may be given various basic work, service, or cleaning projects in the school building. Students will not be allowed to work on homework during the detention.

Examples of detention infractions:

- Repeated disruption of class or inappropriate behavior
- Repeated dress code infractions
- Three (3) tardies or being late to class three (3) times in a four (4) week period
- Not turning in homework or turning in late homework three (3) times in a four (4) week period.

c. Saturday Detention

A Saturday detention will be given for an accumulation of three (3) behavioral detentions. After the third (3rd) behavioral detention, any subsequent detentions will automatically be assigned to be served on Saturday. Saturday detentions will take place for ninety (90) minutes on Saturday morning, at which students will be given a writing assignment that must be completed by the end of the detention period. The cost for a Saturday detention is \$15. We understand that Saturday detentions are inconvenient for families; however, we ask for the support of parents as we seek to discourage negative behavior, encourage responsibility, and mold hearts as we teach responsibility.

4. No Tolerance Issues

NCA has a "No Tolerance" policy towards the following:

- Vandalism
- Profanity
- Fighting
- Blatant disrespect & disobedience
- Lying
- Cheating
- Stealing
- Skipping class
- Sexual teasing
- Discriminatory comments
- Illegal activities

- Bullying or threatening another student
- Racism
- Possession of any type of weapon on campus
- Threats or inappropriate comments made to another student inside or outside of school, on or off campus
- General threats of violence

The above actions will result in serious consequences, which may include a detention and may even result in a suspension or expulsion if necessary. Students who are expelled for any of the above no tolerance items or for any other behavioral reason are responsible for full payment of tuition for the remainder of the year. No tuition refunds are given for expulsions.

5. Safety-related Discipline Issues

Safety is a primary concern at NCA. For this reason, any type of threat to the safety and security of the students, teachers, or staff of the school in any way will be taken seriously. Students must take care to consider the safety of others at all times. For this reason, the use of heeies and skateboards is forbidden on campus at any time. In addition, possession of any type of weapon, any item that resembles a weapon, or any item that could be used as a weapon on campus is forbidden. When any type of behavior or action could result in a threat to the safety of other students, teachers, or school staff, the school may bring in law enforcement to assist in dealing with the situation.

6. Probation

Probation gives a student an opportunity to understand and correct a problem before that student is expelled from school or asked to withdraw from the school.

Reasons for Probation

- An excessive number of detentions or ETOs. NCA considers three detentions per quarter to be excessive.
- If any student achieves below a "C" in two or more of his/her classes during any 9 week period or fails to meet the requirements of an Individual Education Plan.
- A serious breach of conduct inside or outside of school.
- Excessive numbers of tardies or absences (see attendance policy).

Procedures for Invoking Probation

The Dean will advise the Headmaster/Executive Director of any situations that may require student probation (academic or behavioral)

The Headmaster/Executive Director & Dean will make all final decisions on student probation.

A meeting with the administration, student, and parents will be scheduled to discuss their responsibilities during the probation period.

A student on probation may be required to relinquish positions of trust and responsibility during the probation period, as well as participation in extracurricular activities and sports.

The probationary period lasts one quarter (9 weeks) after which the Dean will recommend to the Headmaster/Executive Director that the student either be fully reinstated or dismissed from the school based upon the progress or lack thereof. In some circumstances, a student demonstrating significant progress after midterm (4 ½ weeks) may be reinstated by the Headmaster/Executive Director after a recommendation from the Dean.

Upon approval from the Board, a student who has withdrawn or been expelled may re-apply for admission after a minimum of one year from the date of withdrawal or expulsion.

A student placed on probation for a second time in a school year mandates a recommendation to the Headmaster/Executive Director that the student be expelled or withdrawn from school. Board approval is required for continued enrollment.

D. Classroom Materials

1. Curriculum Guides and Lesson Plans

All teachers are expected to follow the established curriculum guide when designing their lesson plans. This guide is in a state of continual amending and improving and we encourage teachers to suggest additions and to make recommendations. However, teachers must notify the administration or the curriculum coordinator before they choose to deviate from the guide. Teachers are to prepare a yearly overview for each subject taught in which they project the time periods when major units will be covered. Weekly lesson plans that give each day's educational objectives and assignments must be prepared by teachers and submitted for review according to administrative instruction. Monitoring of instructional planning is reflected in teacher evaluations and is overseen by the Dean/Principal. Teachers need to thoroughly understand the concept of integrating biblical truth into all academic disciplines and student activities. In addition, teachers need to make this integration a part of their educational objectives and to actively seek additional areas and methods of biblical integration.

2. Supplies

Classroom supplies will be ordered after July 1 but prior to the beginning of the new school year. Check with the office staff to check out supplies such as chalk, tape, staples, etc.

NCA will have a resource room that you may check out numerous articles needed throughout the year. You will be required to check out a key from the office and return it immediately when finished. Supplies needed during the year must be ordered according to the following purchasing procedures.

- a. Submit a supply requisition to the Business Office for approval.
- b. Once approved, the Business Officer will either place order or submit a purchase order number to you to place the order.
- c. When received, the order will be checked against the purchase order and forwarded to the teacher.

Any persons obligating the school without proper authorization, and/or without a purchase order, or persons obligating the school for unapproved amounts in excess of their approved budgeted allocation, will be held personally liable for the total costs of the order. All receipts for approved personal purchases are to be turned in to the Business Office. Reimbursement checks will be written once a week.

3. Textbooks

Textbooks will be ordered at the beginning of the school year and when needed by the team leader with approval of administration. Textbooks need to be covered by the children (no sticky covers). Lost books will be charged to the family account. Teachers are to record each book given out to each student, including the ISBN # and what condition it is in. That list is to then be given to the Office Manager at the beginning of the school year to provide an inventory of books at the end of the year. Students must return all books. Parents will be charged for any book not returned.

E. General Curriculum/Specials Policies & Procedures

1. Audio-Visual Instruction

The audio-visual equipment will be locked up. Teachers may check out any audio-visual equipment they need through the media center, library, or resource room. All teachers are strongly encouraged to make good use of the equipment. Review films and slides before showing them. No "R" rated videos will be permitted. PG-13 videos must be approved through individual parent permission slip prior to viewing. Sensitivities of all students must be taken into consideration when deciding to show videos.

2. Awards

An awards assembly is held at the end of each school year. Teachers may award certificates, medals, plaques and trophies to their students who have achieved special recognition in the areas of academics, fine arts, athletics, attendance and Christian character. This is done to produce a positive self-image rather than competition. Identifying students' individual God given gifts is highly encouraged—we try to always focus on the positive, not the negative.

3. Chapel
Weekly chapel is a special worship service for our students and faculty. Chapel provides an opportunity to praise our Lord through song, instrumental music and testimony; to become more knowledgeable of His Word through the study of the scriptures, sermons, dramatizations and films; and to share prayer and fellowship together in His name.
4. Field Trips
Visits to local museums, theaters, libraries, places of business, public utilities are an integral part of our educational program and help to enrich the student's personal growth. Teachers are to request approval by the Dean/Principal for field trips in advance and use a field trip packet as per the Dean's instruction. Dates for field trips should not conflict with school events. Once approved, permission slips from parents must be secured. Teachers must supply office staff with telephone numbers, cell numbers, riders and drivers. If there is a change in information, teachers are to tell office staff as soon as possible. Teachers are responsible for providing a substitute, if necessary, or contacting affected teachers.
5. Holidays
Teachers should appreciate the differences in denominational belief and practice. Any discussions touching on these differences will be respectful of the entire Christian community. For this reason, we must respect the right of parents to celebrate the holidays of Halloween, Christmas, and Easter with their families as they deem appropriate. Within the school program, we must avoid anything that could distort the spiritual significance or confuse the child.
Halloween – NCA emphasizes a harvest theme. The traditional Halloween themes and symbols including witches, ghosts, and death (Deuteronomy 18:10-22), black cats, superstition, fear (Psalm 10:4, I John 4:18), and darkness (I John 1:5-7) are all contrary to basic Bible truths as taught at NCA. In general, smiling pumpkins, stalks of wheat, displays of produce, and the like are acceptable harvest symbols.
Christmas and Easter – These holidays are joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and His Resurrection from the dead.
Cultural Icon Teaching Policy – While NCA is unashamedly a Christian school; we recognize that the parents of our students differ in their views on teaching their children with respect to such cultural icons as the tooth fairy, the Easter bunny, and Santa Claus. Accordingly, out of respect for the important responsibility and privilege of the parents to teach their children and out of an appreciation of the fact that the avoidance of such topics does not negatively impact a teacher's ability to teach, it is the policy of NCA for teachers to refrain from teaching on such topics. In the event a child brings up the subject, the teacher may explain that different people have different beliefs. The teacher should then encourage the child or children to direct questions on such subjects to their respective parents.
6. Library & Technology Lab
The library and technology facilities are for the use of all students. Weekly library times for each elementary classroom will be scheduled. Middle school teachers can schedule with the librarian time for their classes to do research or check out books. Teachers are to remain with their students. During library hours, books may be returned or checked out and research work may be done. Books are not to be taken from the library unless checked out by the students and/or teachers. Charges will be assessed for late, damaged, or lost books. The media section of the library contains many teacher aids. Teachers will be billed for any items borrowed for personal or class use that are not returned on schedule or before the end of the school year, whichever is earlier. The technology lab is available to teachers who must reserve in advance for their classes to use the lab.
7. Physical Education & Athletics
Physical education classes have an age-appropriate curriculum for each grade level and are considered an important part of each student's development. Because of a recent illness or injury, a student may be excused from PE by a note from the parent to the teacher. An extended excuse from participation requires a note from a doctor. Students are expected to wear athletic shoes or sneakers with socks. Elementary grades will wear shorts to PE class. Middle school students will wear designated P.E. uniforms. Extra-curricular sports participants must have no more than one 'D' and no 'F's for the most recent grading period.

F. Supervision Responsibilities

1. Release of Children

A child may not be released to anyone other than his custodial parent or legal guardian unless a written request has been submitted to the office by the parent or guardian. Each teacher will have an assigned time for before school and after school duty. The teacher is to promote safety by helping children to their car. When a parent desires to take his child out of school during school hours, he must come to the office and sign the child out. The child must be picked up at the office.

2. Restroom Supervision

Teachers are to supervise students during their restroom break. Be sure the restroom is checked before your children enter, and again after use in order to spot problems such as blocked toilets, running sinks, paper towel littering, etc. Please take time to review with your students proper bathroom procedures, such as using one towel at a time, disposing of used towels properly, flushing toilets after use, making sure faucets are turned off, etc. Be sure students know that "playing around," loud talking, swinging on doors, etc. will not be tolerated.

3. Playground

On the playground, the teacher will:

- a. Keep the students within view at all times and do not have back to students.
- b. Be responsible to care for any minor bruises, scratches, etc. (See attachment on Blood borne pathogens.)
- c. Bring any injured child to the office where medical help can be secured and parents called.
- d. Complete an accident form when an accident occurs.
- e. Prohibit rough play or the intimidation on one student by another.
- f. Provide for the emotional as well as the physical security of children at all times.

4. School Lunch

The faculty monitors lunchtime. All students are expected to respect and cooperate with those in authority. Supervisors are responsible to see that food is handled in an appropriate manner, and that spilled food is cleaned up quickly. The janitor is to be informed of a spill. Students are to assist in the general cleanup on a pre-assigned schedule.

5. Student Injury or Illness

Injuries:

Minor injuries can usually be treated by the teacher or in the office. Teachers should not place any medication on an open wound or provide any other significant medical treatment without the express consent of a parent or guardian. If there is doubt about the extent of an injury, the office needs to notify the parents. If the situation is more serious, the school will make every reasonable effort to contact the parent. If the parents are not available, the designated relative or neighbor (or, if necessary, the family physician) will be contacted. In the case of extreme emergency, a paramedic will be called and a hospital of the school's choosing will be asked to administer emergency aid to the child.

Illness:

Children should not be sent to school with fever, diarrhea, excessive coughing or sneezing, upset stomach, body rash, etc. Such symptoms may be contagious and may be transmitted to other children. Children should not return to school unless they have been free of these symptoms for twenty-four hours. If a student needs to be given medication at school the parent must fill out a medical form obtained from the school office.

Precautions:

Any faculty or staff member who cleans up after a child who has vomited or is handling a wound where there is blood should use rubber gloves.

Student Accident Insurance:

The cost of student accident insurance is included in parent fees. However, this plan is supplemental and requires the parent to submit an initial claim to his or her own health policy. Any portion, which is not covered on their personal insurance, may then be claimed under the student plan.

6. Reporting Suspected Child Abuse

Florida Statute, 39.201 requires that professional persons, which include all school personnel, including in performance of their duties, those personnel under contract, report any suspected child abuse to the Department of Children and Families. To meet this requirement teachers and staff shall familiarize themselves with the various indicators of child abuse. The law requires that any person,

including, but not limited any school teacher or other school official or personnel, who knows, or has reasonable cause to suspect, that a child is an abused or neglected child, shall report such knowledge or suspicion to the department's abuse registry on the single statewide telephone number (1-800-962-2873) or directly to the local office of the department responsible for investigation of reports made pursuant to this section. Reports involving known or suspected institutional child abuse or neglect shall be made and received in the same manner as all other reports made pursuant to this section. In general, "abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal guardian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child, 39.01(2), F.S. The specific definitions of child abuse, including but not limited to abandonment, physical, psychological or sexual abuse, exploitation, harm, and neglect, are found in 39.01, Florida Statutes. If any teacher or staff member suspects child abuse in their school, he/she shall do the following: Contact Children and Family Services immediately by telephone at 1-800-962-2873 as required by law. The teacher or staff member must, for their own documentation and protection, within 48 hours file a written report with the school administrator. Child abuse may not be a single physical act, a single act of deprivation, or a single act of molestation, but rather a pattern of behavior. Where there is a doubt as to whether a case is abuse or not, the doubt should be resolved in favor of the child and a report made. In any incident involving a substantiated allegation of child abuse by a school employee, the Dean shall notify the Executive Director or President of the Board immediately and shall follow this notification with a written report of investigative and disciplinary (if any) actions taken within two working days. Under no circumstances should the teacher or staff member do any of the following:

- a. Take it upon themselves to interview the child, talk with suspected abuser. Discuss the allegations with other potential witnesses or otherwise investigate the case.
- b. Contact the parents/guardians to let them know that a report was made. The notification to parents or legal guardian shall be the responsibility of the law enforcement agency or authorized state agency. The Dean or Executive Director or his designee will be contacted by that agency and informed that the notification or attempted notification has been made. All director information shall be provided by one of these school administrators or designee to the authorized agency for the purpose of parent/guardian notification. If a parent or guardian contacts the school in regard to the whereabouts of a child who has been removed from the school by an authorized agency, the Dean or Executive Director or his designee will inform the parent that the child has been taken into custody by the authorized agency and shall direct the parent to contact that agency for further information.
- c. Divulge any information to persons other than school officials, the Child Protection Team, the Department of Children and Family Services, law enforcement, the State Attorney or other court designee.

G. General Classroom Policies & Procedures

Better teaching and learning takes place in an attractive setting. Be imaginative! Let your room be a teaching tool, an effective atmosphere. Each teacher is responsible for the overall neatness of his/her classroom. This includes:

- a. Cleanliness of all chalkboards and trays.
- b. Cleanliness of all book areas and desks.
- c. Proper alignment of all desks at the end of the day.
- d. All waste paper and other debris cleared from the floor and desks. Teachers are responsible for vacuuming their classroom.
- e. The teacher's desk should be neat and orderly.
- f. Make every effort to make and maintain the room as attractive and pleasant as possible.
- g. Lock the doors, turn off all lights and turn up A/C to 80°.
- h. Report any damage or malfunctioning equipment immediately to the janitor by leaving a note in his mailbox.

IV. General Administrative

A. Security, Safety, and Emergency Procedures

NCA has a daily non-crisis building security plan/practice, which applies to all buildings each day and is as follows:

1. Securing Exterior, Office, and Classroom Doors:

- During the instructional day, all exterior doors remain locked except for the main entrances of both buildings. The door near the preschool may be unlocked during the mornings and when a class is being supervised in the northwest lunch area and/or playground.
- Maintenance staff members are responsible to assure that all exterior doors remain locked and operational.
- All after school supervisors, coaches, and those staff members responsible for unlocking/locking the building for community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the applicable areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building site.
- No one is authorized at any time to prop open a door that is supposed to remain locked.
- The office is open for regular business hours between 8 a.m. and 4 p.m. during school days. The office will remain locked at other times. When a teacher or staff member has permission to use the office after office hours, the front glass door should remain locked and the side door should be used for access.
- No classroom is to be unlocked unless a teacher is inside. Students are not permitted in a room unless a teacher is present. The last teacher to use a room in the day is responsible for turning off the lights and setting air conditioning at 82°, and making certain doors are locked and securely fastened.
- The school building will be locked at 5:30 p.m. each school day and during the weekend. Entrance may be gained by pre-arrangement with the office manager. Extended day care will be responsible for all exit doors being locked at the end of full, regular school days.

2. Visitors on campus:

- All visitors are required to report directly to the office to sign in and receive a nametag to be eligible to remain in the building. Each visitor must return to the office, sign out and return the nametag issued at the time of entry to the building site. Regular faculty and staff members wear nametags at all times.
- Substitute teachers and guest speakers must check in to the office to sign in and be identified to staff. Parents must also sign in at the office prior to visiting a teacher or visiting a classroom. The office will issue visitor passes/nametags to the parents while visiting the school site.

3. Procedures for releasing students:

- The parent/guardian must sign out the student through front office if picking up the student prior to regular dismissal time. Sign-out logs are carefully maintained.
- The parent/guardian should present photo identification, if unknown to the teacher, secretary, or person responsible for authorizing release of the student.
- The name of the parent/guardian and any others authorized to pick up the child must be indicated in writing and will be kept on file by the school. In cases where a parent/guardian wishes to authorize the student be picked up by any other person on a particular day, the authorization must be provided in writing.
- Parents are responsible to provide current court orders to the school and will be kept on file by the school.

4. Building safety and systems maintenance:

- Fire alarm systems are checked annually.
- Fire extinguishers are checked annually.
- Fire drills are conducted monthly.
- Other crisis drills are conducted regularly.

5. Fire alarms, fire drills, and Code Yellow Alerts

Code yellow alerts, or fire alarms, may be used in situations including, but not limited to the following:

- Bomb threat
 - Suspicious package
 - Toxic chemical release in building
 - Fire
- a. If you suspect a problem, contact the office using the intercom or call on a phone, or pull the nearest fire alarm. Office personnel will notify all personnel using the the fire alarm horns.
 - b. Evacuate the buildings according to standard fire drill procedure. Follow the posted fire escape plans by quickly and calmly evacuating the building with any students under your supervision. Have a student lead the class as you have practiced to the safety place outdoors and follow, taking your yellow fire drill folder and record book, closing the door, and turning off the lights as your leave the classroom. It is important for teachers to know their areas and where to go. Specials/related arts/gifted teachers keep students with them and move quickly outside the building. **DO NOT SEND STUDENTS BACK TO CLASSROOM TEACHER.** Faculty not immediately responsible for students will assist in the area they are in.
 - c. Upon arrival at the outdoor safety place, teachers will make a roll call check to ensure everyone is accounted for, according to standard fire drill procedure. Names of missing students/staff members will be relayed to the administrator.
 - d. If necessary, administration may direct teacher/staff members to escort the students to a staging area at the northeast corner of the neighboring Church of Christ parking lot, or another area that is a safe distance from the school to wait for further instructions.
 - e. If necessary, the administrator will meet with the police, fire and public officials when they arrive and assist them as needed. If a search is conducted the administrator and local law enforcement will determine if the building should be reentered. If the school cannot be reentered, the students will be moved into the Church of Christ building or the closest available facility that can safely house them.
 - f. No one shall reenter the building unless the all clear is sounded by a voice command from the administrator. No electronic devices shall be used to recall students into the building.
 - g. At the end of the normal school day, the teachers/staff shall meet with the administrator and Crisis Team to go over the events of the day. Adjustments will be made to the school evacuation plan, as needed, based on the information gathered at that meeting.

6. Code Red or Lockdown Procedures

Code Red alerts may be used in situations which include but are not limited to the following:

- Intruder Alert
- “Stranger danger” on campus
- Gunman on campus
- Any hostile threat to student or staff member from an individual while on campus

The procedures outlined below will only be implemented in an emergency situation in the event that students and/or staff are in eminent danger and their health and well-being are being compromised. In the event of a Code Red - type security emergency at NCA, the following procedure will be used:

- a. If you suspect a problem, contact the office using the intercom or call on a phone, and say “**CODE RED NOW**” 2 times, giving a full description of the problem.
- b. Office personnel will notify all personnel using the following message in the event of an actual or suspected problem. “**THERE WILL BE A CODE RED COMMITTEE MEETING TODAY.**” The statement must be repeated calmly and clearly several times. In the event that office personnel cannot be reached, this announcement can be made by any staff member over the phone system from any phone in the building by pressing the “page” key followed by the “*” key. Whoever makes the announcement must then dial 911 to notify the authorities.
- c. All faculty members must move students under their supervision immediately to the nearest secure classroom area. It is important for teachers to know their areas and where to go for the best security, which may vary from one situation to another. Persons in hallways must go to the nearest secure classroom. Any classes outside near buildings will go immediately to the gym, unless emergency is in the gym. Specials/related arts/gifted teachers keep students with them. **DO NOT SEND STUDENTS BACK TO CLASSROOM TEACHER.** Faculty not immediately responsible for students will assist in the area they are in.

- d. Persons outside the building must go to the staging area in the neighboring Church of Christ parking lot or, if directed to do so by an administrator or Crisis Management Response Team leader, inside the church building.
- e. If possible, office and maintenance staff will lock all exterior doors including the main entrances to the buildings. An adult monitor will be assigned to the main entrance door to screen individuals requesting entrance into the building until a law enforcement officer arrives to monitor the entrance to the building should that be necessary. In some cases, especially if the threat is in the hallways, this step will not be possible.
- f. Office staff will lock office doors. Front office secretary will call on intercom to rooms with a substitute that day. Front office staff will handle all incoming calls and will handle the intercom.
- g. All classroom doors must be locked by teachers and students moved inside. Students should be seated on the floor out of view from hall windows. Window blinds on outside windows should be closed. Attendance should be taken to be certain to account for all students present that day. **NO USING PHONES** during this time. The door must not be opened during the **“CODE RED”** status; classes will not open the door until released by administration or law enforcement personnel.
- h. Resume normal schedules and procedures after the intercom announcement: **“THE CODE RED MEETING THAT WAS SCHEDULED FOR TODAY HAS BEEN CANCELLED”**. If necessary, the administration may then ask for the building to be vacated. In this case, the northeast corner of the neighboring Church of Christ parking lot will be the designated assembly location. When told to do so, students should be accompanied to this staging area.
- i. In case of a real emergency, an administrator will be designated to speak with the media, if appropriate. No one else on staff will speak to the media during this time. Students will be instructed not to do so as well.
- j. All teachers must have a copy of this procedure in their substitute lesson plans, in the event of an emergency.

7. Tornado Alerts

The tornado alarm consist of a repeated, intermittent pulsing bell signal. Upon hearing the alert, teachers should immediately direct their students to take shelter according to the tornado plan posted in the classrooms. Classes in exterior classrooms will move quickly and orderly under the teacher’s direction into the hallway or an adjacent room without windows. Classes in interior classrooms without window will take shelter in that room. Students must be seated with their heads bowed and covered and must remain totally quiet to allow for teacher or administrative instruction.

8. Operational Lockdown

Operational lockdown procedures may be used in situations which include but are not limited to the following:

- Level 5 (red) on national terrorist alert
- Local emergency that could pose a threat to NCA students outside of the physical plant

The procedures outlined below will only be implemented in the event that Collier County Emergency Management notifies the school that students and/or staff are in a high risk of danger and their health and well-being could be compromised. In the event of an operational lock down at NCA, the following procedure will be used:

- a. After receiving notification from Emergency Management, Administration will notify the school office personnel that a lock down is in place. Office personnel will notify all personnel stating that an operational lockdown has been enacted. Notification of outside facilities will take place first followed by a general announcement over the school intercom system.
- b. Persons outside the building will immediately move inside the building and continue normal operations within the building.
- c. Office and maintenance staff will lock all exterior doors including the main entrances to the buildings. An adult monitor will be assigned to the main entrance door to screen individuals requesting entrance into the building until a law enforcement officer arrives to monitor the entrance to the building should that be necessary. Proper identification will be required for all persons entering the school. Persons will enter/exit only through the front entrance.
- d. Students will only be released to individuals who have been previously authorized and are able to show proper identification.
- e. All classes will continue as scheduled but students will be required to remain inside the building. (Physical Education classes will continue if possible and if it is deemed safe to do so, but students

- will enter and exit the gymnasium with adult supervision through the south entrance in the front hallway.)
- f. Student pickup and drop off will be handled in the same manner as rainy day dismissal and drop-off.
 - g. An administrator will be designated to speak with the media. No one else on staff will speak to the media during this time.
 - h. All teachers must have a copy of this procedure in their lesson plan book and their substitute lesson plans.

B. Business Office

1. Holding of records
Grades or transcripts will not be released until the financial account is paid in full and all library books returned or paid for. The business office will contact you regarding these accounts.
2. Insurance
Workers compensation claims should be made immediately to the business office, office manager, or administrator. If you have questions about your health insurance coverage, contact the insurance agent.
3. Orders & Check Requests
The business office or the team leader (III D. 1) will make all orders classroom materials. The Business Office must approve requests for reimbursement. The Business Office writes checks once a week. Please make sure all requests are in the office before that day.
4. Payroll
Paychecks will be distributed monthly on the 10th of each month beginning September 10, 2004. Any questions regarding paychecks need to be forwarded to the business office.
5. Textbooks
Reasonable wear is anticipated, but if a book is abused or destroyed, the parents are financially responsible for its replacement cost. Contact the business office when this occurs. New books are to be numbered by the receiving teacher. All textbooks are to be assigned to students by book number. At the end of the school year, the students are responsible to return the particular number that was checked out to him/her.

C. Faculty Meetings

Faculty members are to attend all team, faculty, and any other meetings to which they are assigned. In the event that attendance is impossible, advance arrangements should be made with the Principal. Faculty meetings are typically scheduled for Wednesday mornings at 7:45.

D. VIP (Very Important Parent) Program

The VIP program is a parent volunteer program. Parents volunteer in all areas around the school. Our VIP program is the lifeline of our school. Teachers are urged to make their needs known by completing a Joy Request. (Forms are located in the VIP office.) Encourage your parents to stop by the VIP office and to become involved. The VIP Coordinator will assign a homeroom parent to each teacher. Volunteers can make a major difference in what NCA can accomplish. Many can be used for special school projects that do not involve the classroom. Strong parental involvement makes for a stronger school.

E. Telephone Messages & Calls

1. Students
Parents may leave messages for students with the office in case of emergency. The office will handle emergency messages for students promptly. Parents are requested not to ask that students come to the phone except in an emergency. Students are not permitted to use the phone except in an emergency. A member of the staff will call the parent on behalf of the child if necessary. Teachers should screen all requests to come to the office prior to releasing the student to make the call.

Extended day - after 3:15p.m. parents who need to contact a child must do so by calling the Extended Day Classroom #115 at Extension 224.

2. Personal Messages

Messages for teachers may be left with the office personnel. Except for true emergencies, the messages will be placed in the teacher's mailbox to be picked up later in the school day. You are encouraged to always give your voice mail extension number rather than have office staff take phone messages.

F. Faculty/Staff Misc

- Coffee is made daily in the office and is available to all faculty and staff. It is your responsibility to maintain refills on the coffee pot, to wash your utensils after use and to keep the area orderly.
- The refrigerator in the office is available for storing faculty lunches. Please be responsible by throwing out any food that you do not plan to eat. If there is food left over from a class party that is to be made available to your peers, be sure that the food has a label - 'to be eaten by teachers and staff'. If you are holding food in the refrigerator for a class party, it should be there for the day of the party only, since there is not room for extended storage. PLEASE – put your name and the date on all of your food. Every Friday office staff will be throwing out anything that is not labeled.
- The resource room in the Outback has been set up to help teachers with bulletin board paper, laminating, and many things that the school has collected or been given over the years. It is for all of NCA to use but we need to be good stewards of what God has given us. To keep it neat and orderly, and to know what we need to re-order, teachers must check out what they are using between 8:00 a.m. to 4:00 p.m. by checking out a key from the office.

G. Student Withdrawal

- At the beginning of the school year each teacher is responsible for giving the office manager a list of students and locker numbers. This is important if there is a student withdrawal.
- If the teacher learns that a student is withdrawing from NCA, the parent is to be directed to the office where a withdrawal form is obtained. As school textbooks, are returned to the teacher, the teacher will initial that books are returned in satisfactory condition. When appropriate, the parent will go to the coach, music teacher, librarian and others and they will initial that all school property has been returned. The last person to release the student for withdrawal will be the business office, which will verify that all financial obligations have been met.

H. NCA Student Dress Code

NCA is a ministry to the Christian community at large in Naples, and in all things we try not to offend the convictions and the sensibilities represented by the many different churches and families at NCA. The uniform and dress code reflects what is considered to be casual, yet respectful, attire by most of our families. Students in the elementary and middle school (Kindergarten through eighth grade) are required to wear the official NCA uniform during school hours. Students should realize that NCA is not the place for controversial forms of self-expression in their dress and grooming (unusual haircuts, earrings for boys, radical hair color change, etc.). All hair color must be a natural color. When in doubt, leave it out, or check with the classroom teacher. We realize that there are no universal standards of appropriateness, but we reserve the right to make the final decision as to what is worn on school grounds. All clothing must be of correct size, in good repair, and worn appropriately. The Dean of Students is the final judge on what is appropriate. The standards of modesty contained in the NCA dress codes are in effect at all times students are on school grounds. Students staying after school for sports must also conform to the rule for modest attire. Students not properly attired may be sent to the office until proper and appropriate clothes can be acquired from home. Students must wear approved uniform tops and bottoms in order to attend classes.

1. K-8 Uniform and Vendor Information

The K-8 uniform includes NCA logo shirts in pique polo, short sleeve and long sleeve oxfords with khaki pants, shorts, skirts, jumpers, or skorts. The shirts are available in navy, white, and burgundy. Blue NCA

logo sweaters and sweatshirts are also available. The uniform tops and bottoms must be purchased from the NCA-approved vendor only:

Our Place School Uniforms 2044 Smith Street, Providence, RI 02911
800.937.4889 Fax 401.232.9220

Uniforms may be ordered by calling Our Place customer service toll-free and placing the order with a credit card. You may also send a check if you prefer. Product and price lists are available in the school office or from Our Place. With the exception of the initial startup order, uniforms are typically sent within three days of the order. Our Place guarantees the quality of their products and will also replace any item you receive within thirty days if you find it to be an incorrect size and the tags have not been removed. Preschool students are not required to wear uniforms. Uniforms may also be acquired from the parent-operated uniform swap which takes place throughout the school year. Watch the *Connection* for details.

2. Pre-School Dress Code

The preschool students are asked to wear clothes that are modest, the correct size, in good repair, and worn appropriately. Girls should wear shorts under skirts or dresses to ensure modesty on the playground and for P.E. Shoes should be sneakers or tennis shoes. Socks should be worn with shoes. No boots, sandals, thongs, or jellies should be worn. In addition, no overalls or body suits should be worn.

3. Elementary and Middle School Dress Code

In addition to the uniform requirements described above, elementary students should wear sneakers or tennis shoes without black soles. Belts are optional but preferred in 3rd–5th grades. Students may wear simple and appropriate jewelry, but nothing excessive, oversized, or that draws undue attention. Parents should be prepared to purchase additional pants, shorts, and skirts as their children grow, especially as this affects the length of shorts, skirts and dresses. Pants should be worn at a generally accepted height and should not be worn low. Middle School students have no restrictions on shoes other than no sport sandals or backless shoes. Shirts must be tucked in during school hours when students are in uniform unless the teacher in charge permits shirts to be un-tucked during physical education, recess, or lunch only. A complete and approved uniform must be worn by elementary and middle school students during school hours except when administration-approved exceptions are announced. Non-uniform sweatshirts are not permitted during school hours while inside the building. If a child is to be out of uniform, the parent must send a note explaining the circumstances. A uniform not being cleaned is not an acceptable excuse for being out of uniform. In most circumstances, if a child comes to school out of uniform or only in partial uniform, he/she will be sent to the office and the parent contacted and asked to bring a proper uniform to school for the child to change clothes.

4. Field Trip Uniform

Students in preschool must wear blue NCA polo shirts on field trips. Shirts may be purchased from Our Place Uniforms (see uniform vendor information above). Elementary and middle school students must be in full uniform and wearing the blue NCA polo shirt on field trips.

5. P.E. Uniform

Students in grades five through eight are required to purchase and wear a P.E. uniform for all P.E. classes. P.E. uniforms must be purchased from the uniform vendor described above. Students that own P.E. uniforms from prior years may use these uniforms instead of purchasing new ones. Students who are required to wear P.E. uniforms who do not have their uniform available to wear during a P.E. class may receive an ETO or a mark for non-participation on that day. It is recommended that all P.E. uniforms be labeled on the tag or inside the collar with the student's name in permanent marker for easy identification in the locker rooms.

6. Students out of uniform

Students who arrive to school out of uniform should be sent to the office. Office staff will contact the parent to determine the situation and either have the parent bring the proper clothing to school or to permit the student to return to class with an administrative permit to be out of uniform for a period of time determined by administration. Teachers should remind students to arrive at school and in class dressed with proper uniform. Teachers must also not allow non-uniform sweatshirts and jackets to be worn inside the school building.

I. Posting of Fliers and Posters and Displays in Hallways and Lobbies

Administrative team approval is required for posting notices outside of classrooms. Any posters for upcoming events which are to be displayed in hallways must be neat and professional in appearance and displayed according to administrative direction. No notices should be placed on front glass entry doors or on glass office doors. No items should be hung from ceilings in hallways or lobby. In order that we maintain a clean, neat, and safe lobby in accordance with local codes, unmanned tables and displays in the front lobby are not permitted.

J. Announcements in *The Connection*

Items may be placed in *The Connection*, the weekly parent newsletter, by submitting them to the administrative team or Connection editor. Items must be submitted two weeks in advance of publication date in order that they can be approved by the administrative team prior to publishing. Items may not be approved if space is limited or if they do not meet the goals or standards of the school or publication.

K. Parking Policies

Faculty and staff should have a valid NCA parking sticker displayed in their lower windshield. On school days, faculty and staff may park in the main parking lot, but not in any of the first four spaces in any of the three rows of parking, in order that these spaces be made available to parents and visitors. During major school events, faculty and staff should park in the adjacent Church of Christ parking lot.