**NORTH RALEIGH**

**CHRISTIAN ACADEMY**



**STAFF POLICY HANDBOOK**

2013-2014

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| **MISSION STATEMENT:**NRCA is a community Christian school assisting families by providing excellence in academics, fine arts, and athletics while instilling biblical principles in students’ lives that they might impact their society for Christ. **VISION STATEMENT:**NRCA stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God's service. |

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**HANDBOOK REVISIONS**

**This handbook is a living document and is subject to change. It is available by downloading its contents from the staff intranet. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, NRCA reserves the right to make the change at the discretion of the administration. Staff should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date posted on the first page of the handbook will indicate the time changes were made.**

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**SECTION 1: ADMINISTRATIVE POLICIES**

**1.001.1**

**School Name****School Name**

The name of the school shall be North Raleigh Christian Academy.

**1.002.1**

**School's** **School's Relationship to its Sponsoring OrganizationGovernance**

North Raleigh Christian Academy, Inc. is a nonprofit corporation. All authority is given to the Board of Governors. Among the duties of the Board is setting the policies in accordance with the Corporation's Constitution and appointing a Superintendent to direct administrative and teaching personnel as well as employing persons as may be necessary. The ultimate authority for governing the school is the Board of Governors.

**1.003.1**

**Vision Statement**

North Raleigh Christian Academy stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God’s service.

**1.004.1**

**Mission Statement****Statement of Purpose or Mission Statement**

North Raleigh Christian Academy is a community Christian school assisting families by providing excellence in academics, fine arts, and athletics, while instilling Biblical principles in students’ lives that they might impact their society for Christ.

**1.005.1**

**Core Values Statement**

As NRCA endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following commitments:

**1. Truth:**

Scripture is the revealed Word of God and is taught as truth, which is then integrated into the learning experience. Students are taught that the Ends priorities are:

* All truth is God’s truth.
* They are created in the image of God.
* They must confront the issue of sin and redemption.
* They can know God as revealed in Christ and made present through the Holy Spirit.
* They can have a personal relationship with our Lord Jesus Christ.
* They can live honestly and responsibly.
* They can fulfill God’s plan for their lives.

**2. Intellectual Development:**

The Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God’s principles with academic pursuits. The Ends priorities are to develop students with a biblical worldview who are well prepared in all academic disciplines with an emphasis on:

* Accurately interpreting the Word of God.
* Mastering communication skills.
* Showing proficiency in mathematics and science.
* Understanding history and God’s role in it.
* Appreciating literature and the arts.
* Reasoning and thinking critically.
* Finding, analyzing, evaluating, and appropriately using information.
* Integrating faith and learning in all academic disciplines.
* Developing innovative curriculum and programs.
* Teaching Bible as an essential core subject in the academic curriculum.

**3. Christian Leadership:**

The Board of Governors, Superintendent, administration, faculty, and staff shall be committed follows of Christ, teaching and leading from a biblically integrated perspective. The Ends priorities of those engaged with the school’s governance, leadership, and teaching will be to:

* Model Christ in their teaching and leading.
* Reflect and support the school’s mission and core values.
* Understand and focus on achieving the school’s vision and expected outcomes.
* Exhibit love, justice, humility, and service throughout the community.
* Implement in all cultural contexts a thoroughly biblical philosophy of education.
* Reflect a Christ-like sensitivity relevant to a diverse school community.

**4. Potential In Christ:**

Every learning experience aims to enable students to reach their full potential in Christ. End priorities will focus teaching on:

* Providing programs and services appropriate for the student.
* Establishing awareness of the student’s relationship and responsibility to society.
* Developing students intellectually, spiritually, socially, emotionally, and physically.
* Making disciples.
* Preparing for works of service.
* Developing an eternal view of life.
* Thinking and processing information in the context of a biblical worldview.

**5. Operational Integrity:**

The school’s day-to-day operational practices are a consistent model of integrity, efficiency, and accountability. End priorities of biblical values are consistently implemented as the school:

* Reflects the high road to policy development and accountability in governance.
* Manages people resources ethically and justly.
* Manages and monitors school finances with integrity and disclosure.
* Conducts straightforward Christ-like relations with the government and its agencies.
* Creates ethical strategies in business, development, marketing, and personnel.
* Conducts fair and consistent classroom management.
* Reflects honesty, openness, and fairness in parent relations.
* Maintains high academic standards with internal and external evaluation.
* Initiates a plan of consistent evaluation and assessment for continuous improvement.

**1.006.2**

**Faith Statement:**

This Faith Statement can never be altered to protect the integrity of North Raleigh Christian Academy as a Christian school: “The general nature and object of North Raleigh Christian Academy shall be to conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures; prepare young people academically and spiritually to impact society; unqualifiedly affirming and teaching the divine inspiration of the entire Bible; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of all people by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save mankind from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.”

**1.007.3**

**Ministry Goals:**

**1. Christ-Centered Purpose**: NRCA is a concept...a vision conceived in the hearts of parents in our community who saw both a tremendous need and an outstanding opportunity. NRCA is a commitment...a desire for excellence, for achieving one's best, and for developing character that is pleasing to God. NRCA is, above all, a community...a group of people who love God, who are committed to Him, and who have given themselves to the ministry of evangelism, discipleship, and education. It is a quest to achieve God's standard of excellence in all that is done; a commitment to raising and educating children to love God and serve Him whole-heartedly.

**2. Character-Building**: Character is frequently a neglected quality in education. We believe that a child's character ought to be molded by God's Word. NRCA is dedicated to shaping the lives of the students by teaching them the qualities which matter most--trust in God, honesty in word and deed, respect for authority, and kindness toward others. Central to our philosophy is the belief that a strong intellect alone is inadequate to face life's demands. There must be strong character, rooted in God's Word, for a fruitful life.

**3. Home-Strengthening:** Home and school should not be mutually exclusive or opposing influences in a child's life. In fact, the best school is one that supports the home and reinforces the values taught. We desire for parents to be actively involved in their children's educational experiences: assisting leaders, sponsoring clubs and participating in field trips, as well as daily overseeing academics. NRCA's administration and teachers do not view parents as intrusive, but as partners in the exciting privilege of providing children with the fullest, most well rounded education possible.

**4. Outstanding Staff and Program**: Outstanding describes the faculty and staff of NRCA. We seek qualified and experienced teachers who are certified or can be certified by the ACSI, Advanced, and/or State of North Carolina. The faculty members are exceptional both professionally and personally. Our approach to curriculum is outstanding. Our teachers are trained in classical methods to add creativity, critical thinking skills, and understanding of one’s learning style. NRCA has a system of academic field kindergarten through 12th grade that accent the classroom experience. NRCA offers a variety of sports opportunities. Boy’s sports include football, wrestling, soccer, basketball, baseball, swimming, track, tennis, golf, and cross-country. Girl’s sports include volleyball, basketball, swimming, softball, soccer, track, swimming, cross-country, golf, tennis, and cheerleading. NRCA offers excellent fine arts opportunities in art, drama, band, and choral groups. There are also local, state, and national competitions.

**5. An Oasis:** Sending our children into a world exposed to dangers unknown to previous generations is a legitimate concern of parents. An oasis is a place of refuge and refreshment. This is certainly an apt description of NRCA, where girls and boys are greeted each morning with cheerful words and an encouraging spirit. NRCA is a place where students are reminded of their significance, where they can relax in an atmosphere permeated with love and acceptance, and where they are spiced with the right kinds of challenges. NRCA students are safe, secure, and able to concentrate on the thrilling adventure of learning.

**6. Life Changing:** NRCA has one of the finest academic programs, but gaining knowledge is not enough. Children need a godly, personal, and loving influence to change their lives and allow them to be all that God intends them to be. The administration and faculty desire an educational experience that affects their entire life. We want the students of NRCA not only to make a living, but to make a life.

**1.008.4**

**Christian School Philosophy**

The educational philosophy of the North Raleigh Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God containing this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship--all grounded in the Christian concept of love. This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his/her choosing, whether in college, university or in vocational training areas. Our responsibility to the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and run through the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone--the scarlet thread must be woven throughout the total curriculum. It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas--else we become textbook-oriented rather than student-oriented. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of NRCA. Certain objectives are established in order to implement this philosophy:

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
2. To teach the basic doctrines of the Bible (Titus 2:1).
3. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9,10).
4. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22,23).
5. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
6. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
7. To teach the student respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
8. To help the student develop a Christian world view by integrating life, and all studies, with the Bible (II Peter 1:3).
9. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:103).
10. To help the student develop his identity in Christ as a unique individual, created in the image of God and to attain his fullest potential (Psalm 139:13-16).
11. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
12. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
13. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19,20).
14. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19,20; I Corinthians 10:31).
15. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20).
16. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
17. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
18. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] (I Cor.10:11; Rom. 13:1-7).
19. To teach the student biblical creationism, a literal six days of creation, and God’s direct act of creating Adam and Eve (Genesis 1-2).
20. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
21. To help parents to understand the school's purpose and program.
22. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
23. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deut. 6:4-7).

**1.009.5**

**Staff Goals**

1. NRCA will insure that every staff member is a growing, mature Christian that models and clearly teaches God’s Truth.
2. NRCA will provide a balance of male and female, married and unmarried, and less and more experienced teachers within our school.
3. NRCA will provide a salary structure and benefits that would allow and encourage staff members to commit their total working attention to their job at North Raleigh Christian Academy and attract them to stay for a long (10-20 years) period of time.
4. NRCA will provide disability, health, and retirement benefits for the staff that would meet their needs.
5. NRCA will assist teachers in providing a classroom environment that is enjoyable for teachers and students.
6. NRCA will encourage and support continual formal and informal spiritual and professional development of teachers and staff.
7. NRCA will develop a close personal, professional, and spiritual bond between the staff members so they are united in their service to students and parents.
8. NRCA will secure the advice of the staff for the ongoing evaluation and development of the spiritual, academic, social, and physical programs of the school.

**1.010.5**

**Staff Core Values:**

1. **Evangelism**:

We believe there is nothing more important than encouraging people to respond to the gospel of Jesus Christ. We desire to disseminate the gospel of Jesus Christ to as many people as possible. We believe the ultimate purpose in living is to know and glorify God and to attain eternal life through Jesus Christ our Lord, beginning within our own school families and then reaching beyond to the rest of the world that does not know of His love and sacrifice.

1. **God’s Ministry:**

This ministry was God’s idea, and we do not own it. We are simply the stewards of the opportunities and the resources He sends our way.

1. **Assisting Families:**

NRCA started by having a mission that said, “Assisting families”. Our primary focus each and every day is simply meeting the needs of our families and friends. It is our calling.

1. **Sense of Community:**

People will make a decision about who Jesus is by the way we treat them and the way we treat each other. Therefore, our responses will be personal, gracious, timely, and generous.

1. **Integrity:**

Because we live before an all-seeing God and are subject to public scrutiny, we attempt to be above reproach in the operation of this ministry by holding ourselves to the highest standards of accountability. We want to be worthy of the trust that has been placed in us by our school families.

1. **Excellence:**

We sweat the details to provide the highest level of quality we can achieve for the glory of God and the benefit of our constituents.

1. **Family**:

We believe that the institution of marriage was intended by God to be a permanent, lifelong relationship between a man and a woman, regardless of the trials, sickness, financial reverses, or emotional stresses that may ensue. We believe that children are a heritage from God and a blessing from His hand. We are therefore accountable to Him for raising, shaping, and preparing them for a life of service to His Kingdom and to humanity. We believe that human life is of inestimable worth and significance in all its dimensions, including the unborn, the aged, the widowed, the mentally handicapped, the unattractive, the physically challenged, and every other condition in which humanness is expressed from conception to the grave.

1. **Kingdom Education:**

Kingdom Education is a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. We believe that God has ordained three basis institutions—the church, the family, and the government—for the benefit of all humankind. The family exists to propagate the race and to provide a safe and secure haven in which to nurture, teach, and love the younger generation. The church exists to minister to individuals and families by sharing the love of God and the message of repentance and salvation through the blood of Jesus Christ. The government exists to maintain cultural equilibrium and to provide a framework for social order. The Christian school serves as a bridge in uniting these institutions within the community in the fulfillment of Kingdom Education (Deut. 6:7-9). Kingdom Education is a campaign for righteousness. This campaign into which we are called is as straightforward as the Gospel itself. Our goals are: to bring people to Christ; to deepen the walk of those who have been nominal believers; to clearly introduce the doctrines of His Lordship, sin, repentance, forgiveness, and justification by faith to those who don’t know God or those who only know Him as a ‘Friend’ and Creator; to point everyone to the resurrection and to judgment in the next world; to encourage young people and their parents to live by His standard of holiness and obedience to the Lord; to encourage intensive scriptural study and application of His Word to all areas of life; to motivate the people of God to practical actions in their communities and our nation in defense of righteousness; and to inspire those who are working at NRCA to love one another in a way that is pleasing to Him and displays to all the love of Christ. Let Kingdom Education burn within the hearts of every member of NRCA, and let it take root in each office, class, program, and activity of this ministry.

**1.011.6**

**Review of Statements and Goals****Review of Goals**

The Ends Ministry Statements: Mission, Vision, Core Values of School and Staff, and Faith Statements shall be made available to each staff member and parent of students in the school and shall be reviewed annually by the staff and Board of Governors. The Faith Statement cannot be altered.

**1.012.7**

**Use of Goals****Use of Goals**

Enduring goals will be used to guide the school in their decisions regarding recruitment, retention and development of teachers and students, and in the preservation of the spiritual, academic, socio-economic, emotional, and physical ministry of the school (Luke 2:52).

**1.013.7**

**Notice of Nondiscrimination****Notice of Nondiscrimination**

North Raleigh Christian Academy, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students 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, scholarship and loan programs, and athletic and other school-administered programs.

**1.014.7**

**ACSI Membership****ACSI Membership and Activities**

North Raleigh Christian Academy will be a continuing member of the Association of Christian Schools International.ACSI Activities

**1.015.7**

**ACSI Certification****ACSI Certification**

All teaching staff and full-time substitutes of North Raleigh Christian Academy will have a minimum of a Bachelor’s degree and hold a valid ACSI certificates. Teachers and administrators who have a Temporary Certificate are expected to complete the requirements for the Standard Certificate before the end of their fifth year of employment with NRCA.

**1.016.7**

**ACSI and AdvancED Accreditation****ACSI Accreditation**

North Raleigh Christian Academy shall maintain accreditation with the Association of Christian Schools International and AdvancED (Southern Association of Schools and Colleges-SACS CASI).

**1.017.7**

**ACSI Teacher Conventions****ACSI Teacher Conventions**

North Raleigh Christian Academy will cover the costs of accommodations and provide a meal allowance for all full-time and part-time teachers and administrators attending an ACSI-sponsored Teacher Convention annually.

**1.018.7**

**ACSI Administrator/Board Conferences****ACSI Administrator/Board Conferences**

North Raleigh Christian will cover the costs of all school administrators and selected administrative staff by the Superintendent to attend an ACSI-sponsored Administrator/Board Conference and vocationally beneficial conferences during the school year.

**1.019.7**

**Membership (Sponsorship and Control)****Membership (Sponsorship and Control)**

The members of this Corporation, North Raleigh Christian Academy are the Board of Governors of this Corporation and all elections and the government of this Corporation shall be determined by said Board of Governors.

**1.020.8**

**Responsibility of the Board****Responsibility of the Board**

The Board is the policy setting body of the school who hire one employee, the school Superintendent. The Superintendent is evaluated annually by the Board and is responsible for the day to day operations of the school including the hiring of all staff and the development of administrative policies in accordance with the Articles of Incorporation, Board By-Laws, and Board Policies.

**1.021.8**

**Superintendent’s Position****Pastor's Position**

The Superintendent of North Raleigh Christian Academy shall serve the schools as the chief education officer.

**1.022.8**

**Board-Superintendent RelationsBoardPrincipal Relations**

The School Board believes that the governance of policies is the most important function of a Board and that the execution of the policies should be the function of the Superintendent. Delegation by the Board of powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and allows the Board to devote its time to policy making and appraisal functions. The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

**1.023.8**

**Employee Eligibility****Employee Eligibility**

No teacher or staff member employed by the school shall be eligible to serve on the School Board.

**1.024.8**

**Church Membership****Church Membership**

All staff members shall be active members and in good standing in their respective churches.

**1.025.8**

**Divorce****Marriage, Divorce, and Remarriage**

Marriage was instituted by God (Gen. 2:18, 24). Marriage is a monogamous relationship (Gen. 2:22). Marriage is a heterosexual relationship (Gen. 1:27, 28). Marriage involves a vow before man and God (Eccl. 5:4-6). If prospective faculty members or employees have been divorced, an evaluation would be made and the following steps taken: (1) examine if they have sought or are seeking forgiveness of mate (Acts 24:16), (2) examine if they are purposing to whatever degree possible to rebuild broken relationships (Rom. 12:18), and (3) determine if they have turned the values of the past into a present message and ministry. New candidates seeking to be a faculty member or employee who are divorced will be considered based upon the above evaluation, counsel and approval from the President and Vice President of the Board and the Superintendent. A current Board or staff member who becomes separated should demonstrate a desire for restoration to remain in their position. If not committed to restoration, the person will be asked to resign. If a current Board or staff member initiates divorce with their mate, he or she will be dismissed. If initiated by the spouse, then evaluation will be made to ascertain if steps are being taken to correct the Board or staff member’s part in the conflict. If he or she is not seeking to restore the marriage relationship, he or she will be dismissed. Any situation not covered in the above policies will be considered by the Board of Governors.

**1.026.9**

**Staff Evaluations****School Board Evaluation**

The staff's performance shall be evaluated annually.

**1.027.9**

**Community Relations****Community Relations**

The school-community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services which are available to the school community. An informed citizenry is essential for complete cooperation and support.

**1.028.9**

**Availability of Staff Policies**

Availability of Board PoliciesThe Staff Handbook shall be given to each staff member.

**1.029.9**

**Coordination of Policies****Coordination of Policies**

When possible the NRCA professional staff shall be counseled in the formulation and implementation of the school policies and procedures. Those policies which affect teachers and educational program shall be transmitted to the teachers with pertinent interpretation and supplemented with discussion and reference handbooks

**1.030.9**

**Five Year** **EvaluationFive Year Study**

All major phases of the school's program, including school philosophy, school goals, instruction and curriculum services, shall be carefully studied and evaluated at least once every five years. The results of such studies shall be used to implement improvements.

**1.031.9**

**Written Policy System****Written Policy System**

The school program shall be operated in all areas according to written policies. Written policies shall consist of two forms and types. Board Policies shall consist of written statements officially adopted by the Board of Governors to govern its own operation and to serve as guides for administrative action. These statements should be specific enough to give clear direction and guidance to the Superintendent, but broad enough to allow for the use of administrative skill and discretion in making decisions. Board Policies, in statement form, should be developed and revised as needed to establish stability in Board operations and should serve to prevent indecisive and incorrect behavior. Staff Policies are developed by the Superintendent with the assistance of the administrative team to provide directions to the staff, students, parents, and alumni in the form of written statements called the Staff Handbook and Student Handbook. These statements should come within the boundaries of the stated policies of the Board, statutes of North Carolina, regulations of the Association of Christian Schools International, and should be developed by the Superintendent to design and implement plans and procedures to achieve goals and objectives of the school system.

**1.032.9**

**Content of Staff Handbook**

ConstitutionThe Staff Handbook is comprised of the Staff Policy Handbook, Fine Arts Handbook, Athletic Handbook, Parent Volunteer Association Handbook, Athletic and Band Booster Club Handbook, Crisis Management Handbook, Alumni Association Handbook, and the Board of Governors Handbook.

**1.033.10**

**Change of Policies**

Suspension of PoliciesThe operation of any section or sections of staff policies is subject to change if not established by law or contract with the approval of the Superintendent.

**1.034.10**

**Expected Student Outcomes**

Vision Statement: “Students graduate with a biblical worldview based upon established spiritual disciplines, sound academic thinking, and appropriate skill development that enables them to launch into adult life with the character and tools to navigate successfully for God’s service.” As we strive to attain our vision, we believe it to be important that the school develop programs, strategies, and methodologies within the context of biblical principles and its mission statement, sot that it produces graduates with a Christian worldview who manifest the following expected student outcomes:

**Expected Student Outcome #1: Spiritual Formation**

Impact Statement: One of the distinctive elements of Christian schools is its preparation of students for a life-keeping faith with God. Spiritual formation assists students in the development of a pattern of life that leads to Christ-likeness. The evidence of a biblical lifestyle involves the practice of spiritual disciplines, a balance of discipline and correction, head to heart development of the mind, body, and character, and a spirit of service and gratefulness.

Rationale:Students express an informed faith in Christ, have a visible testimony, are engaged in church and other related activities of growth and service that contribute to the Great Commission, act appropriately for justice, equity, and peace, and make maturing application of biblical principles in organizational, family, and social relationships.

Mission Objectives: Students …

1. personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
2. understand and commit to a personal relationship with Jesus Christ.
3. know, understand, and apply God’s Word in daily life.
4. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
5. treat their bodies as the temple of the Holy Spirit.
6. are actively involved in a church community, serving God and others.
7. respect and relate appropriately with integrity the people they work, play, and live with.

**Expected Student Outcome #2: Worldview Orientation**

Impact Statement: Christian schools have the opportunity to intentionally assist students in developing a coherent and consistent worldview. NRCA seeks to assist students in framing their view of God, molding their understanding of what it is to be human, grounding them in their faith, and shaping their values of a person’s place in society, community, family, and church.

Rationale:Students apply the unifying principle of God as the Creator and Savior in their thinking as it relates to all content disciplines, have a working knowledge of biblical theism and other worldviews, demonstrate an understanding of the inherent tension between popular culture and a biblical theistic worldview, and evidence a commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.

Mission Objectives:Students…

1. have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger.”

2. are committed to lifelong learning.

3. understand the worth of every human being as created in the image of God.

4. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.

5. possess apologetic skills to defend their faith.

6. embrace and practice justice, mercy, and peacemaking in family and society.

7. understand that work has dignity as an expression of the nature of God.

**Expected Student Outcome #3: Academic Thinking:**

Impact Statement: As an academic institution, it is our responsibility to well-educate our students. Students need to engage in ideas, principles, and knowledge of content in a thorough and comprehensive way. Learning should engage a general acquaintance with many things and a thorough examination and mastery of many others. Students should be able to reason, be reasonable, be articulate, and demonstrate graciousness.

Rationale: Students evidence learning across disciplines, demonstrate a proficiency in transferring learning from one subject to another, utilize higher order thinking skills, demonstrate an ability to think logically, support inferences, and justify conclusions, evaluate a variety of problems, and utilize multiple and creative strategies in solving or posing possible solutions to them.

Mission Objectives:Students…

1. are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.

2. are proficient in mathematics and science.

3. have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.

4. appreciate literature and the arts and understand how they express and shape their beliefs and values.

5. value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).

6. have an appreciation for the natural environment and practice responsible stewardship of God’s creation.

**Expected Student Outcome #4: Skills Development**

Impact Statement:Students must develop a strong knowledge base, but the academic institution has an obligation to teach the skilled use of that information. Students need to be able to read, speak, and write, make application of logic, utilize tools of research, frame their questions, compute the resources and facts, investigate their findings, and be confident in their conclusions.

Rationale:Students utilize a variety of resources including technology to develop and evaluate information, demonstrate an ability to develop thoughtful questions in problem solving, engage their community responsibly both politically and socially, evidence an attitude of responsible stewardship of Creation, life, time, finances, and material goods, and articulate the biblical respect for all vocational callings as a gift from God.

Mission Objectives:Students…

1. know how to utilize resources including technology to find, analyze, and evaluate information.

2. have the skills to question, solve problems, and make wise decisions.

3. understand, value, and engage in appropriate social (community) and civic (political) activities.

4. are prepared to practice the principles of healthy, moral family living.

5. are good stewards of their finances, time (including discretionary time) and all other resources.

**SECTION 2: FINANCIAL POLICIES**

**FINANCIAL POLICIES**

**2.000.12**

**Development Philosophy****Development Philosophy**

It is not our desire to appropriate funds on any basis other than our desire to fulfill the will of God in the lives of our staff, faculty, students, parents, and contributors. In all of our philosophy we desire to fulfill Matthew 6:33 in the deepest sense. "But seek first His kingdom and His righteousness and all these things shall be added to you.” Therefore, we will seek to follow these guidelines:

1. All development activity must be directed toward a work that honors God, not man (Exodus 25:2, 35:5; I Chronicles 29:1). We must never involve ourselves in "empire building," "busywork," "fads," "neat ideas," etc. Such activities are generally selfishly motivated. We must be able to clearly identify how each work contributes toward fulfilling the will of God in the lives of the Body of Christ.
2. We must recognize that God is the ultimate source for meeting the needs of our ministries (I Chronicles 29:12-16, Philippians 4:19). Fundraising is a means to communicate our needs and provide opportunities to give. Giving is a means of demonstrating our obedience and love, but God is the source of all gifts.
3. We will continue to acknowledge gifts of both individuals and groups of individuals (Exodus 35:30-35, II Corinthians 8:1-5, Philippians 4:10). We will express our encouragement over their concern and faithfulness as a means of encouraging them. This must be done so as to avoid contributing to a prideful attitude (Luke 17:10) or showing partiality to contributors of larger gifts (Mark 12:41-44, James 2:1-9). Contributors should be advised that their gift was received and must be provided with a receipt for tax purposes. Contributors must be given opportunities to rejoice with us as needs are met and to know of continuing needs. As we respond we will have an opportunity to minister to them through encouragement, through teaching principles of giving, etc.
4. In communicating with contributors, our focus must not be on the need or gift, but on providing them an opportunity to give and thus profit their account (Philippians 4:10,17; II Corinthians 9:6-8). Specifically, we must provide an environment that maximizes the opportunity for givers to fulfill their responsibilities and privileges. We want them to have the opportunity to:
	1. Follow Christ's perfect example of grace (II Corinthians 8:1,9).
	2. Give abundantly, generously, freely, beyond their ability (Exodus 36:5, Deuteronomy 15:8, I Chronicles 29:3,14,16; I Corinthians 16:2, II Corinthians 8:2,3; I Timothy 6:18, Hebrews 13:16).
	3. Rejoice over the abundance of giving (I Chronicles 29:9).
	4. Give willingly, voluntarily, with a whole heart, enthusiastically, cheerfully, with desire and readiness (Exodus 25:2, 35:5,21,22,29, 36:2; I Chronicles 29:3,6,9,17-19; Acts 8:18-24; II Corinthians 8:3-5,10,11, 9:7).
	5. Give out of obedience (Deuteronomy 15:4-8, 26:13,14; Malachi 3:6-10; II Corinthians 9:13).
	6. Give in a spirit of worship (Deuteronomy 26:2,10 ;I Chronicles 29:1-21).
	7. Give unselfishly, without covetousness (Matthew 6:19- 24, II Corinthians 9:5; I Timothy 6:6-11,17-19).
	8. Exercise faith (Matthew 6:25-34, Luke 12:13-34, I Timothy 6:17-19).
	9. Give consistently, periodically (I Corinthians 16:2).
	10. Give from the first fruits (Deuteronomy 26:2,10).
	11. Be sensitive to the needs of others, to love in deed (Deuteronomy 15:7-11; Romans 12:13; II Corinthians 8:8, 13-15,24, 9:12; I John 3:17,18).
	12. Complete the task or promise "just as he has purposed in his heart" (Exodus 36:3, I

 II Corinthians 8:8,10,11, 9:5-7).

* 1. Reap the blessings (Deuteronomy 14:28,29, 15:6,10,26:19; Malachi 3:10-12; II Corinthians 9:6,8-11).
	2. Give in secret, humbly, without pride (Matthew 6:1-4, Luke 17:10).

The above points represent a partial listing of responsibilities and privileges of giving and imply certain responsibilities on our part. For instance, it is our responsibility to make known giving opportunities that help others to exercise the above principles. While it is hard to make an absolute Scriptural case for making specific needs known to contributors (in Exodus 25 and 35 God commanded Moses to make specific needs known for a very special circumstance), our desire is to give contributors opportunities to give. As a practical matter, contributors often want to know the magnitude of the need in order to prioritize their giving.

1. We will tastefully remind contributors of unfulfilled pledges (II Corinthians 8:8, 10-11; II Corinthians 9:5-7). This will be done that they might complete the task to do as they have purposed in their heart. This must be a ministry to the individual contributor! It will be accomplished for their advantage (II Corinthians 8:10) that their testimony might be protected (II Corinthians 8:24, 9:4) and so that they might reap the blessings. Under no circumstances will this follow-up be accomplished with pressure tactics.
2. We must encourage givers to be good stewards. We will, as resources allow, educate givers relative to financial planning and giving opportunities that will assist them in this area. We will strive to never mislead contributors or allow them to err relative to their responsibilities to pay taxes. This is an issue of both obedience and conscience
3. We will make provisions for diverse means of giving (Exodus 25 and 35). Gifts may consist of valuables (money and other), materials, time, skills, etc. We will also accommodate planned giving such as will, life insurance, etc.
4. We will utilize and train skilled and gifted people in the various aspects of giving. We have a responsibility to the Body of Christ to teach and train in the aspects of giving, not selfishly toward the development goals of North Raleigh Christian Academy, but in general (I Timothy 6:17- 19). We must always seek to give and never to just receive.
5. We must never communicate a need so as to even imply complaint, but must always communicate out of a contentment with our circumstances (Philippians 4:11). Hence, our communication should focus on the opportunities and needs of the givers and others we minister to through NRCA.
6. We must maintain an attitude of confidence (II Corinthians 8:22, 24, 9:2,4) and rejoicing (Philippians 4:10) toward our family of givers. Our attitude will always be one of desiring that God's grace abound to them (II Corinthians 9:8-12).
7. We must seek first His kingdom and His righteousness, not being diverted by anxieties over our needs, but striving to be a people of faith (Matthew 6:25-34).
8. We must always strive to set an example to students, staff, faculty, and the Body of Christ in general in demonstrating our love for God and His ways (Luke 6:40). We must continually review our development philosophy in the light of Scripture and maintain a strong commitment to doing things God's way, thus serving as good disciples of those we teach.
9. Prior to initiating planning of a development activity, we will make every effort to assure we have the right motives and are being obedient to God, sensitive to His will (James 4:3; I John 3:22, 5:14,15).
10. We must be good stewards (Luke 16:1-13).
	1. We will take measures to assure that our needs do not originate in a lack of quality work, a lack of productivity, or other inefficiency (I Thessalonians 4:11, 12).
	2. We will make careful preparations prior to initiating a new ministry, expanding a ministry, etc. (I Chronicles 22:5, 28:11-19).
	3. We will accept only those gifts that are needed (Exodus 36:6,7).
	4. We will use the gifts with precaution and honor before God and man (II Corinthians 8:20,21). We will recognize we are administering what is His, not ours (Psalm 24:1).
11. We will follow a pattern of leaders giving first, followed by the remainder of the NRCA family and other supporters (I Chronicles 29:1-9). Leading by example is a biblical pattern. This approach also implies that the leaders will satisfy themselves that biblical principles are being satisfied in development efforts.
12. School leaders will praise and thank God publicly for His provision and leaders will provide an opportunity for others to participate in glorifying God (I Chronicles 29:10-22).
13. We will be alert to be mastered by nothing and will strive for unity (I Corinthians 6:12, II Corinthians 6:3). There will be practices, methods, projects, etc. which are lawful but not profitable, lawful but will master us. We will take care to make every effort not to offend, even when acting within our liberties. We must be willing to consider concern that is expressed by others relative to our fundraising policies and philosophy. There may be instances where unity of purpose becomes the overriding issue.
14. The following philosophy will be followed relative to seeking and accepting gifts from unbelievers:
	1. God does not specifically preclude or encourage accepting gifts from unbelievers. The Queen of Sheba, however, did provide gifts to Solomon after His wisdom glorified God (II Chronicles 9:1-9). Also, God does use the labor of the world to support Christians (Ecclesiastes 2:26).
	2. Just as in accepting a gift from believers, we must always be prepared to serve those who give. We will be sensitive to opportunities to share the Gospel.
	3. We will avoid conditions or "strings" that may be attached to gifts from unbelievers.
15. Prayer will be maintained as a key element of our activity (Philippians 4:6,7).

**2.001.14**

**Fundraising Policy****Fundraising Policy**

The giving of money to the Lord's work is a spiritual matter. Generous biblical giving indicates the interest of one's heart (Matt. 6:19-21, I Tim. 6:17). Money is service transmitted into currency, or talents and efforts made negotiable. Our giving reveals our heart attitudes, our willingness to trust God, and our commitment to Christ. The true basis for giving is our love for God. North Raleigh Christian Academy is God’s work. The school is not a church, but it is an educational ministry for the Lord. The principles of giving to the Lord apply to giving to the Christian school. Giving to the school is giving to the Lord's work of training God's children.

1. Biblical Principles About Giving
	1. General Principles:
		1. All that we have belongs to the Lord, not just 10% (Psalm 24:1, Psalm 50:10-12, I Chron. 29:11).
		2. The heart (emotions) and the head (intelligence) of the giver are both involved in giving (Exodus 25:2, II Cor. 8:10).
		3. Gifts can be made of money, material or time (Exodus 25).
		4. The ultimate purpose of any fundraising for the Lord's work is to give glory to God (I Chron. 29:1, Exodus 35:2, Col. 3:17).
		5. Giving is God's way of meeting needs (II Cor. 8:13, 9:12, Eph. 4:28).
	2. Principles for the Giver:
		1. Give with a willing heart, give cheerfully (Ex. 25:2, 35:5; II Cor. 8:7, 9:7).
		2. Give generously; as you are able, or more (II Cor. 8:2-7, 12).
		3. Give in proportion to income (I Cor. 16:2).
		4. Generous giving guarantees God's supply of our needs (Phil. 4:14-19, Matt. 6:33).
		5. Giving results in God's blessings (I Tim. 6:18,19).
		6. Giving is for all believers (I Cor. 16:2).
		7. Giving is a reflection of our love for God and for others (II Cor. 8:8,9; II Cor. 9:7; I John 3:11-18).
		8. Giving should be sacrificial (Mark 12:41-44, II Cor. 8:2,3; Phil. 4:18).
		9. Complete that which you promised (II Cor. 8:11, 9:5).
		10. Giving provides a spiritual blessing to the giver (Mal. 3:10, II Cor. 9:9-15).
	3. Guidelines for the Fundraiser:
		1. Pray without ceasing (I Thess. 5:17).
		2. Communicate the need (II Cor. 9,9).
		3. Take pains to do what is right (II Cor 8:20,21).
		4. Do things decently and in good order (I Cor. 14:20).
	4. These biblical principles give us a clear picture of God's instructions about giving. However, they do not specifically resolve every issue. As in other areas of Christian living, we must apply these principles to our present situation and culture. Biblical principles do not change; they are timeless, culture-less, and non-negotiable. However, the application of these principles may vary in different places. The following policy guidelines are presented in the sense of what we believe our policy should be in light of the biblical principles given above.
2. Fundraising Policies
	1. Our primary method of fundraising shall be to ask God (pray) and tell the people. We want to concentrate our energy and our planning into effective communication of our ministry with regular appeals for support. We will attempt to broaden the number of people who potentially may have an interest in our ministry.
	2. It is the Lord's people who will support the Lord's work. Our request for support will be directed to believers. However, we will request support from foundations, corporations, organizations or philanthropic individuals, which support independent education. We will not sell any products or appeal for support on a door-to-door basis or in a public place within our community.
	3. Giving through methods other than cash giving will also be encouraged (stocks, life insurance, deferred gifts, annuities, etc.).
	4. Organizations within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose: Senior Class, Junior Class, Cheerleaders, etc. Each organization is responsible for organization, promotion, etc.
		1. Promotion of these projects should be such that they do not interfere with regular giving to the school. They should primarily be directed to our community of school families and friends, not the outside community.
		2. Fundraising projects must be coordinated and approved by the superintendent. The Board’s criteria is as follows:
			* 1. It does not interfere with the regular giving to the school for current operating funds or capital funds.
				2. The project has a particular purpose that will be of benefit to the educational program of the school.
				3. The funds will be used for areas not covered by the operating fund.
				4. The project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body.
		3. Projects of this type (bake sales, dinners) should be raising funds for specific needs.
		4. Projects must be spaced out on the calendar so organizations are not in competition with each other.
	5. Acceptable Activities
		1. Appeals to the school family and the Christian community of gifts of support of a specific need.
		2. Telethons in keeping with the purposes of the school and for a specific need.
		3. Appeals to individuals, groups, foundations and similar organizations that are known to provide for specific projects.
		4. Fall festival or Bake Sales.
		5. Offerings.
		6. Silent auctions.
		7. Service projects for the school family and community at large.
		8. School Store, Book Fairs.
	6. Prohibited and Discouraged Activities
		1. Any game of chance or other activity that is or suggests gambling.
		2. Any illegal or morally questionable activity.
		3. Any commercial activity or any activity that requires or results in the ACSI’s name being used in a commercial advertisement.
		4. Sale of merchandise by students door to door.
		5. Raffles, bingo, slots, and video equivalents**.**

**2.002.16**

**Solicitation of Gifts****Solicitation and Acceptance of Gifts****Solicitation of Gifts**

As a matter of stewardship, our primary efforts in requesting gifts will be directed to God's people. Christians have the primary responsibility for and interest in accomplishing the Lord's work. We will also request gifts from those in businesses, organizations, foundations, and non-Christian individuals that support independent education, or are generally philanthropic, or because of some identifiable relationship (e.g. employer of a parent, school vendor, grandparent, friend) may be supportive. Gifts will not be requested from any individuals or entities that generate their funds through illegal or undesirable activity. Solicitation of such persons or entities may tend to endorse the underlying activity and, thereby, at least create the appearance of evil.

**2.003.16**

**Acceptance of Gifts**

Regardless of the source of a gift, no conditions may be attached by the donor or assurances given by the recipient without the prior approval of the Board. Any conditional gift must be approved by the Board before it may be accepted. Any gift or solicitation not clearly authorized by this policy statement must receive Board approval before the gift may be accepted or the solicitation conducted. Because of the appearance of evil, even unsolicited gifts from persons or entities generating their funds through illegal activity must be declined under all circumstances. Mere acceptance of such a gift does not promote or endorse (even to the donor) the underlying activity and does not violate God's Word. Anonymity, moreover, prevents even the appearance of evil and guarantee that such gifts will not be a stumbling block to the brethren.

 General Policies

2.004.16

**Donor Recognition**

Donor RecognitionBiblical Principles and ObservationsBiblical Principles and Observations

1. As servants of the Lord Jesus Christ we should not seek the recognition of men, but work for the honor of God. See John 7:18; Luke 14:8-11; Prov. 25:27; Phil. 2:3-11.
2. Giving should be generous and cheerful, motivated solely by love for God. See Mt. 6:1-4; 2 Cor. 9:6-7; Ex. 35:29.
3. Generous giving should not only supply the needs of God's people, but should also result in thanksgiving and praise to God. See 2 Cor. 9:10-15; Mt. 5:16.
4. Honoring others because of their position or because of their outstanding contributions to the Lord's work is scripturally mandated. See Ex. 20:12; Rom. 13:7; 1 Tim 5:17; Phil. 2:29.
5. Public recognition of contributions to the Lord's work is scripturally modeled. See Neh. 3, Neh. 7, Acts 4:36, and 2 Cor. 8:1-9.
6. From God's perspective, the value of a gift is measured by the size of the heart that gave it. See Mark 6:41-44.

General Policies:General Policies

1. Each gift (of money or property) to NRCA, regardless of its value, will be acknowledged by a letter of thanks from NRCA to the donor. Even the smallest of gifts are deeply appreciated.
2. From time to time, as the Board determines to be appropriate, a list of donors may be published. The purpose of such a list would be to encourage others to follow the example of those listed and to allow the generosity of those participating in the ministry at NRCA to overflow in thanksgiving and praise to God.
3. Donors to the building fund will be identified in a single list of some form (e.g. large book or single wall plaque) to be located in the lobby of the high school building. Special notation will be made on the list of gifts made in honor or memory of one other than the donor.
4. Capital campaigns require the solicitation of significant gifts to assist in keeping overall costs down. Bronze plaques may be used in honor or memory of the designee of the donor as stated in the proposals.
5. Special recognition shall be accomplished according to the memorial gifts policy and procedures outlined below.

Memorial Gifts:Memorial Gifts

1. Definition - The term "memorial gift" shall mean a gift of outstanding service to NRCA (whether of property, time or talents) that is selected by the Board for specific individualized commemoration. As used in this policy statement, the term "memorial gift" does not include student class gifts. Such gifts may be commemorated without reference to the restrictions in this policy.
	1. Memorial gifts encompass gifts commemorated in memory of living persons, as well as those deceased.
	2. To assure that the biblical purposes of memorial gifts identified below are accomplished and to assure that the commemorative significance is not trivialized:
		1. A gift of money or other property is normally eligible for selection as a memorial gift only if its value is equal to or greater than $50,000; and
		2. No portion of the school building smaller than a single classroom shall be eligible for memorial gift designation.
2. Purpose - The biblical purposes to be accomplished through memorial gifts are as follows:
	1. To serve as a perpetual reminder of God's faithfulness (Joshua 4:7),
	2. To inspire thanksgiving and praise to God (Mat. 5:16; 2 Cor 9:10-15), and
	3. To honor those donors to whom special honor is due (Rom. 13:7; Mark 14:9).

Primarily a memorial gift should commemorate the event for the purpose of glorifying God. A specific name is connected with the event only secondarily to reference a worthy example and to honor that example. In selecting memorial gifts, care must be taken to assure that the primary purpose is not lost or subordinated to other purposes.

**2.005.18**

**Investments**

InvestmentsAvailable funds (tuition, gifts, etc.) shall be invested in accounts or securities that are risk free with a guaranteed return until needed.

**2.006.18**

**Books of Record and Financial Statements****Books of Record and Financial Statements**

The financial transactions of the school shall be recorded on a monthly basis in the books of record. Said books shall include at least a cash receipt and disbursements journal, general journal entries, and a general ledger, consisting of all the financial accounts of the school. The business manager shall reconcile the bank statements(s) monthly and post all monthly entries in the books of record and present the financial statements monthly at the regularly scheduled Board of Governors meeting. The Finance Committee of the Board should review the financial records monthly. The treasurer of the Board of Governors shall review these statements prior to the board meeting. The Board will hear a motion to accept the monthly financial report upon its presentation. The financial statements presented shall include a balance sheet and an income statement. The income statement shall reflect the current month’s financials compared to the approved quarterly budget as well as the year-to-date financials compared to the year-to-date budget.

**2.007.18**

**Budgetary Process**

Budgetary ProcessNRCA overall financial program for each school year is developed and implemented primarily through the budgetary process. The superintendent, the business manager, and the Finance Committee serving for the Board are responsible for developing the annual school budget and submitting it to the full board, which is responsible for approving the budget and assuring availability of adequate funds. Upon approval of the budget, the superintendent is responsible for its implementation and administration through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment (I Cor. 14:40).

**2.008.18**

**Audits**

AuditsAn annual audit is should be completed at the time tentative budgets are prepared. However, a minimum of a yearly review and/or compilation externally is required.

**2.009.18**

**Long-Term Debt****LongTerm Debt**

Approval to assume long-term debt must be acquired from the full board.

**2.010.18**

**Tax Exempt Statement****Donated Facilities Tax Statement**

The Academy is a tax-exempt organization under Internal Revenue Code Section 501 (c) (3). The tax-exempt certificate number is 56-1975907.

**2.011.18**

**Facilities Use Policy**

Facilities Use PolicyNRCA facilities are a gift from the Lord, and the school wants to be a good steward of that gift. The following guidelines must be adhered to:

1. Any school organization desiring use of a facility must receive prior permission from the superintendent’s office.
2. Any organization outside the school will be considered for use of the facilities if:
	1. It is a non-profit organization.
	2. It has some affiliation with or relationship to the school.
	3. Its use would in some way benefit the school.
	4. It is willing to pay the cost of using the facility.
	5. It serves a community service.

**2.012.19**

**Facilities Rental Policy**

1. Facilities may be rented for an established fee to various groups.
	1. The rental will be scheduled through the appropriate school office and subject to approval of the superintendent to avoid scheduling conflicts with school activities.
	2. Use of facilities will be limited to those organizations, persons that support our ministry, that have a spiritual emphasis and are consistent with our statement of faith. Any exceptions must have superintendent’s approval.
2. The aim of NRCA in any activity is to glorify the Lord Jesus Christ whom we serve. All actions and language must not detract from the purpose. There will be no smoking in or around the buildings at any time.
3. Any promotion or publicity items such as posters, advertisements, mailings, etc. concerning programs being held in our facilities must be approved by the superintendent’s office. They must state in all advertisements, posters, mailings, etc. the following:

Sponsored by (name of organization),

 Using the facilities of North Raleigh Christian Academy (address)

 4. The organization must provide a certificate of insurance with the required minimum liability coverage naming NRCA as an additional named insured.

**2.013.19**

**Receipts and Disbursements****Receipts and Disbursements**

All receipts of the school shall be documented and deposited on a timely basis by the school administration. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds as well as the source. All disbursement for the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The expenditures shall be approved by at least the superintendent, principal, and/or business manager. No withdrawals of funds from scholarship and endowment funds or redemption of certificates of deposit shall be made without the prior approval of the President of the Board of Governors.

**2.014.19**

**Checking and Other School Accounts**

Checking and Other School AccountsEach account of NRCA shall be authorized by the Board of Governors. This includes checking accounts, savings accounts, certificates of deposit and "special" accounts such as scholarship and endowment type accounts. On an annual basis, upon the election of new officers, the Board of Governors will formally approve the authorized signers on the accounts of the school. Though the Board of Governors shall approve more than one authorized signer, there must be two authorized signatures on all accounts. On certificates of deposit and "special" scholarship and endowment accounts, two authorized signatures will be required, one of which shall be an officer of the board. The appropriate bank signature cards and other documentation shall be executed by appropriate board members, so authorized. All accounts of the school shall be maintained at a national banking association that is a member of the FDIC.

**2.015.20**

**Financial Policy (Budget)**

Financial Policy (Budget)This policy outlines the procedures by which NRCA’s operating fund monies are planned and disbursed. Accounting for these funds will be reported monthly to the Board of Governors. Further, at the end of each fiscal year, the treasurer of the board will arrange for NRCA’s financial books to be reviewed by an independent auditor. Audit reports will be presented to the Board of Governors at the first regularly scheduled board meeting after the report has been signed by the auditor and delivered to the treasurer of the board. The procedures listed below outline the guidelines by which monies are handled.

1. Operating Monies
	1. The Superintendent initiates a zero-base operating budget for each school year with the consultation of the treasurer of the board. This operating projected budget will be completed by October 31 of each year for the succeeding school year.
	2. The superintendent, business manager, and Finance committee will make an operating budget recommendation to the Board of Governors specifically itemizing line item expenses and itemizing revenue income.
	3. After review by the Board of Governors in October and/or November of each year, the next year's operating budget will be approved.
	4. A final budget will be created by the superintendent, business manager, and the Finance Committee in the March and/or April of each year and recommended to the Board of Governors for final approval.
2. Procedures for changes to current year operating budget, after approval has been given by the Board of Governors:
	1. Monies will not be committed and spent unless approved by Board of Governors in operating year budget.
	2. Unbudgeted requests by the superintendent will need the following materials:
		1. Emergency basis only
		2. Request will be in writing to treasurer of the board with copies provided to officers of the board.
		3. Justification to include:
			1. Reason for request.
			2. Why it is necessary and why it was not budgeted.
			3. How request will be funded including specific account numbers where monies will come from.
		4. If monies are to be raised to cover costs, monies will be in hand prior to commitment to vendor or project.
	3. Treasurer of the board will approve or disapprove request and present request at next regularly scheduled board meeting.
	4. Board of Governors will make final authorization. It is necessary to have a majority vote of board members at a regularly scheduled board meeting with a quorum present.

**2.016.20**

**Check Requisitions**

Purchase OrdersThis is a written instrument that lets the superintendent know what you wish to purchase. Upon approval by the superintendent or principal, the person will receive a check or credit card for purchase. Without approval, the purchase is the responsibility of the staff member.

**2.017.21**

**Purchase Orders**

1. Get P.O. from school office.
2. Fill out P.O. and return to school office.
3. School office sends P.O. to superintendent or principal for his signature.
4. The superintendent or principal returns P.O. to school office.
5. When the P.O. comes back to the school office with a signature of approval, the order will be placed.

Packing Slip - The packing slip is the written record of material shipped. It must be signed/dated by the receiving party. It becomes proof of material received (or not received). It will contain an itemized list of material shipped showing back orders, and where they occur. Each shipment has its own packing slip.

Freight Bill - A freight bill is not a packing slip. It contains only the number of packages shipped and weight. It will show the shipper and address.

The Consignee (person to whom addressed) and Method of Transport (i.e., freight line, United Parcel Service, etc.)- The check should be made by the person receiving to see that the correct number of packages has arrived. Any discrepancies should be reported to the deliverer.

The Warrant (or check) is the method of paying for the merchandise received. Before a warrant can be paid the bookkeeper must have received a receiving copy of the purchase order, a packing slip, and a freight bill (if any). After the warrant has been paid the transaction is complete. Miscellaneous- All personal cashing of checks must be witnessed. This is for the employee's protection.

**2.018.21**

**Petty Cash**

Petty CashPetty cash shall not exceed $200 at any time. All receipts shall be affixed to the petty cash voucher that must be properly filled out and signed by both parties. All vouchers and receipts are to be stapled together and shall be kept in the petty cash box. As needed, but not less than each four weeks, an accounting shall be made and recorded in the petty cash accounting books. All purchases from petty cash shall be for items less than $200.00. Any purchases over that amount shall have a voucher.

**2.019.21**

**Petty Cash Checking Account**

A petty cash checking account will be available for daily expenditures of the general budget. This will be the responsibility of the Business Manager.

**2.020.21**

**Government Aid****Government Aid (Funding) Policy**

NRCA will not participate in any federal or state programs that are not clearly and legally designated as "aid to the families" of the school under the "Child Benefit Theory." Any such program in which NRCA does take part, in the view of the Board of Governors, becomes, or threatens to become, restrictive to the basic mission of the school will be discontinued.

1. Government philosophy is becoming more humanistic and secular which is contrary to God's ways or wisdom (Is. 55:8, 9).
2. Any governmental subjection, collaboration, or control could be counter to God's ways but we are always to remain under subjection to the government even when we choose to obey God rather than man. (Acts 5:29) When we choose God rather than man, we will remain under subjection (Romans 13:1) and accept the consequences.
3. Use of governmental funds presently and in the future, permits and promotes subjection, collaboration and control to the government.
4. Therefore, as a matter of conscience, NRCA should not participate in any governmental funds, aid or any form of government subsidy directly available to the corporation. We see the areas presently available and fitting into this category as follows:
	1. Federal Title Programs
	2. Federal Subsidy for Breakfast, Lunch and Milk
	3. State Auxiliary Services Funding
5. Acceptance of indirect relief such as Tax Exempt Status (Local, State and Federal) is not seen as in contradiction to the school's present position.
6. Participation by parents directly in government subsidy such as school transportation should be left to the discretion of the parents.

**2.021.22**

**Fiscal Year**

Fiscal YearThe fiscal year for North Raleigh Christian Academy is July 1 to June 30.

**2.022.22**

**Tuition and Fees**

TUITION AND FEESAll policies regarding tuition and student fees need to be stated in writing for the benefit of parents and the school. Such policies should include, but not be limited to: registration fees, late registration fees, reenrollment fees, testing fees, resource fees, capital fees, book fees, after school care fees, tuition rates, tuition discounts, payment schedules, delinquent accounts, refunds, returned checks, and scholarships. These policies should be reviewed by the board every year to determine the appropriateness of each policy.

**2.023.22**

**Registration Fee**

Registration/Application FeeAll students must pay the entire registration fee at time of enrollment for reenrollment. This holds a place for the student until the resource fee is due.

**2.024.22**

**Resource Fee****Reenrollment Fees**

All students must pay a resource fee according to the Payment Plan chosen on the annual tuition and fee schedule. If not paid, a late fee will be incurred.

**2.025.22**

**Capital Improvement Fee**

All students must pay a capital improvement fee according to the Payment Plan chosen on the annual tuition and fee schedule. If not paid, a late fee will be incurred.

**2.026.22**

**Annual Fund**

School families are asked to make a tax-deductible gift by December 15 in lieu of school-wide fundraisers to the Annual Fund.

**2.027.22**

**Aftercare****After School Care**

Aftercare begins upon dismissal of school and ends at 6:00 p.m. Only full-time aftercare is available; no drop ins. Students are considered enrolled for the entire school year. If a child leaves the aftercare program during the school year, they may not return to the program for the remainder of the year. The full month’s payment is due for any month in which the student attends one day. The aftercare program is not available on half-days, teachers’ workdays, school holidays, or summer vacation.

**2.028.23**

**Field Trip Fund**

Field Trip FundExpenditures for approved class field trips will be paid for from the Field Trip Fund within the operating budget. All field trip expenses will be paid for out of the budget including, but not limited to, transportation and admission fees. Lunch, dinner and other refreshments will be the responsibility of the participants, teachers, and sponsors. However, for overnight trips, meal allowances are given to the teachers and sponsors.

**2.029.23**

**Tuition Philosophy**

Tuition PhilosophyMany Christian schools raise part of their operating cost each year through donations. It is NRCA policy to charge a tuition rate that will cover all operating expense each year. The school is for families and it is the desire to make the school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality, Christian education. This can be done in two ways. First, if facilities are debt-free a substantial charge can be eliminated from tuition. Second, the more facilities available, the more students can be accommodated. The larger numbers also reduce costs through a spread of fixed costs. Payment of tuition by the parents is not the complete discharge of responsibility to the school. Other ways of participation include prayer for the school and its families, attendance at school meetings, service on committees, volunteer work to help maintain and improve the buildings and grounds, cooperation with the faculty in the training and discipline of their children, and partnership in giving to meet the financial needs.

**TUITION DISCOUNTS**

**2.030.23**

**Full-time Christian Servants Discount****Pastors' Discounts**

The children of full-time Christian servants will receive a discount on tuition as follows: first-child-50% discount, second child-33% discount, third child-25% discount, and fourth child, free. To be considered for this discount, the full-time servant must receive a full-time salary (35 hours per week paid compensation) and be an ordained minister.

**2.031.23**

**Faculty Discounts****Faculty Discounts**

Children of full-time staff receive tuition free. Discounts are offered for part-time staff (20-34 hours) of 50% 1st child, 33% 2nd child, and 25% 3rd child.

**2.032.23**

**Non-Faculty Discounts**

Children of full-time students at Southeastern Seminary receive a 10% discount.

**2.033.23**

**Employee Fee Payments**

Employee Tuition & Fee PaymentsEmployee fee payment must be made in full at its due. Exceptions require the approval of the business manager.

**2.034.24**

**Tuition and Fee Exclusions**

Tuition ExclusionsTuition does not include all costs that may be incurred by the family. Examples of such costs are novels, transportation to and from school, lunches, various student activities, school supplies, special field trips, and other miscellaneous expenses.

**2.035.24**

**Tuition and Fee Refund Policy**

Tuition Refund PolicyAll fees are due in full and are non-refundable. The full month’s tuition is due for any month in which the student attends one school day. Refunds are for tuition only and will be made on accounts that are paid beyond the current month.

**2.036.24**

**Tuition Payment Schedules**

Tuition Payment SchedulesTuition, as per the current fee schedule, may be paid using one of two payments plans, annually or 12 monthly installments. Exceptions to these plans require the advance approval of the superintendent.

**2.037.24**

**Delinquent Accounts****Delinquent Accounts**

The business office will contact accounts in arreas to determine the reason for the delinquency. If installment payments are not received by the due date, the account is considered delinquent and a $25.00 late fee is charged. Each month an installment tuition payment remains unpaid, an additional $25.00 late fee is charge, per unpaid installment payment. All student accounts must be current within 30 days by the end of the semester in order for the student to continue in school second semester. If a tuition account continues to be delinquent during the second semester, and is not current to within 30 days by the end of the second semester, the Board has determined that the right to monthly installment payments be withdrawn for the next year. All tuition accounts must be paid in full before a child can re-enter school. If the privilege of monthly installment payments is withdrawn, tuition must be paid in advance per semester for the school year. Semester Tuition dates would be August 1 and December 1. Student records (report cards or transcripts) shall not be released for any child who has an outstanding balance shall graduate from the school without the consent of the Board. The following procedures will be used for delinquent accounts:

1. If a payment is not received by the due date, the business office will contact the family to determine the reason for delinquency.
2. If the account is over 30 days past due at the end of the semester, the business office will call and inform the family that the account must be current in order for the students to return the next semester.
3. The Business Manager will provide a listing of any delinquent accounts to the Superintendent at the end of each month.
4. Payment alternatives like post-dated checks, cash, or payments in advance of a semester may be required of chronically late accounts.

**2.038.24**

**Returned Checks**

Returned ChecksAny check returned to NRCA for any reason will result in a charge of $30.00 to the account of the check writer to cover fees and additional bookkeeping.

**2.039.24**

**Payroll****Payroll**

All employees shall be paid on the 15th and last day of the month. Staff will receive payment in 12 monthly increments. The first check shall be issued on August 31. The final check shall be issued on August 15. Should the normal payday fall on a weekend or holiday, checks will be issued on the last business day prior to the normal payday.

**2.040.25**

**Salary Schedule****Salary Schedule**

"A laborer is worthy of his reward" I Timothy 5:18. A Christian institution owes to its employees the very best remuneration that it can afford to pay. The Board of Governors shall annually review and adopt a salary schedule.

**2.041.25**

**Social Security and Workers' Compensation****Social Security and Workers' Compensation**

Social Security and Worker's Compensation benefits all staff members, regardless of hours worked, as required by law.

**2.042.25**

**Severance Pay****Severance Pay**

The following full-time employees are eligible for severance pay:

1. Employees permanently terminated for reasons that, in the judgment of the principal, are beyond their control.
2. Employees whose resignation is requested in lieu of the termination.
3. The following employees are not eligible for severance pay:
	1. Employees discharged for cause.
	2. Employees who voluntarily resign.
	3. Employees who have worked less than one year.
4. The following regulations will apply to employees qualifying for the benefit:
	1. Any employee eligible for severance pay will receive one month’s pay severance.
	2. All principals terminating with more than three months service will receive three month’s pay severance while the superintendent will be a minimum of six months.

**2.043.25**

**Short and Long Term Disability**

NRCA provides self-insured short-term disability according to the guidelines set in the teacher handbook. Long term disability is available at the employee’s expense.

**2.044.25**

**Life Insurance**

NRCA carries $200,000.00 life insurance on all full-time employees. The first $50,000.00 is tax- free. The additional tax liability is the responsibility of the employee.

**2.045.25**

**Retirement**

RetirementNRCA offers a retirement plan with matching funds. The matching funds begin in the three-year of employment at NRCA. The scale is as follows: 3-5 years-3%, 6-9 years-5%, 10-14 years-7%, and 15+ years-10%.

**2.046.25**

**Compensation/Benefit Summary for Survivor of Deceased Employee**

Compensation/Benefit Summary for Survivor of Deceased EmployeeIn the event of a contracted NRCA employee's death, the following salary and employee fringe benefits will be provided to the surviving spouse and/or dependents as defined by IRS.

Compensation

NRCA will pay, after death, an additional three month equivalent of the annualized contracted salary payable over a three month period.

Tuition Discount

NRCA will maintain the deceased employee's tuition discount benefit as long as his surviving dependent children attend NRCA or until the surviving spouse remarries.

Medical

1. NRCA will continue to pay for its portion of the medical cost for an additional three months after death.
2. NRCA will continue to carry the surviving spouse and eligible dependents on its group medical plan for up to 18 months from the time of the employee's death or until remarriage. The cost, after the initial three months, will be borne by the surviving spouse.

**2.047.26**

**Employee Travel and Expense**

Employee Travel and ExpenseThe school shall bear expense for authorized employee travel and travel-related costs. Monthly reimbursement based on mileage reports shall be authorized for certain employees required to travel extensively. Reimbursement shall be made for actual expenses incurred during authorized out-of-county travel. Receipts shall be required for air travel, meals, lodging, registration fees, and travel incidentals. The Board of Governors shall approve the assignment for all vehicles owned or leased by the school. The superintendent shall develop the necessary procedures for implementing this policy.

**2.048.26**

**Contracting of Extracurricular Personnel****Contracting of Extracurricular Personnel**

The Board of Governors of NRCA authorizes the superintendent of schools to put under contract those who are not members of the faculty or administration, but who will be involved in extracurricular activities, such as coaching, drama productions, musicals, etc. These personnel must adhere to all personnel policies and procedures inherent with any person employed by North Raleigh Christian Academy.

**2.049.26**

**Relocation Reimbursement**

Relocation ReimbursementNewly hired full-time faculty members are eligible to receive reimbursement for relocation. Receipts must be kept for truck or moving vans, gas, meals, etc. Each single employee will receive up to $500.00, up to $1000 for a married head of household, with discretion for out-of-state employees left to the superintendent as to what is appropriate.

**SECTON 3: PERSONNEL POLICIES**

**3.000.27**

**Non-Discriminatory Hiring Policy**

NonDiscriminatory Hiring PolicyNorth Raleigh Christian Academy’s governing board reiterates the following racial nondiscriminatory policies: "NRCA recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration or its educational policies, scholarships/loans/fees/ waivers/educational program and athletic/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. NRCA does not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel."

**3.001.27**

**Recruitment and Selection:** **Recruitment and Selection**

All applicants must complete an application stating their background of training and experience in addition to personal and professional references. Applications and resumes must be submitted to the superintendent or respective principal for the purpose of checking personal references. Criminal and credit checks are required for all employees, full or part-time. No applicant shall be requested to appear for a personal interview prior to receiving a favorable response to personal reference inquiries by the superintendent or respective principal. All expenses connected with obtaining personal credit information and criminal checks relating to an applicant shall be paid by the Academy.

**3.002.27**

**Personal Qualifications for Employment**

Personal Qualifications for EmploymentAll employees at the NRCA shall be born-again Christians. All employees shall be active members of an evangelical church. All employees shall be in agreement with the stated purposes of the school and the Faith Statement and ACSI Statement of Faith. All employees shall give evidence of good moral character. **Employees will sign an annual Staff Code of Conduct.** The superintendent with the counsel of the respective principal, and if requested, the counsel of the President and Vice President of the Board of Governors officially employs all personnel. Applicants shall secure and complete a staff application that is available at the school's office. The superintendent and/or principal shall initially interview all prospective employees. The superintendent makes the final decision as to employment.

**3.003.27**

**Professional Qualification for Certification and Appointment****Professional Qualification for Certification and Appointment**

Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university. Teachers shall have a valid certificate from ACSI or make application within 30 days of their first year of employment.

**3.004.27**

**Spiritual Qualifications for Employment****Spiritual Qualifications for Employment**

1. Has accepted Jesus Christ as personal Lord and Savior (Rom 10:9-10).
2. Demonstrates a conviction that God has called him to become involved in a Christian school ministry (I Cor. 7:21-24).
3. Demonstrates a consistent outward evidence of an inward Christian character (I Tim. 4:12).
4. Maintains a regular and contributing involvement in a church, as a member in good standing, having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Heb. 10:24-25).
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Ps. 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
7. Has a workable knowledge of the Word of God, knowing how to feed himself spiritually (I Tim. 4:7).
8. Has a working knowledge of biblical creationism thereby teaching the literal six days of creation and the direct act of God in creating Adam and Eve. (Genesis 1-2).

3.005.28

**Family Home Life Qualifications for Employment****Family Home Life Qualifications for Employment**

1. Must meet the qualifications of I Tim. 3:8-13.
2. Possesses a submissive spirit with respect to God-given authority within the home.
3. Demonstrated a conviction to fulfilling the responsibilities to one's spouse as outlined in Ephesians 5:22-32 and views marriage as a reflection of the relationship between Christ and His Church.
4. Men: Demonstrates an understanding of his life under Christ's authority and responsibility for the leadership and care of the family. His family unit is to provide a positive testimony for Jesus Christ (I Tim. 3:4-5).
5. Women: Demonstrates an understanding of her life under her husband's authority and genuinely reverences him; is responsible to him for the way she orders her household and cares for the children (Eph. 5:22-32).
6. Children: Each faculty/staff member having qualified children shall have them enrolled in the Academy unless the students have certified learning needs, have disciplinary issues, and/or are being home-schooled. Approved must be given by the superintendent.

3.006.28

**Teacher Certification Policy**

Teacher Certification PolicyInitial Certification

Faculty members must be college graduates that are certifiable by ACSI. Initially a Temporary Certificate, or a certificate from another state will be accepted. The school will pay for the application for initial certification.

Required Certifications

A Standard Level, ACSI Certificate, in field of service should be the goal of every teacher. Staff will be encouraged to achieve the Professional Certificate.

Certification Policies

1. All teachers and full-time substitutes who initially do not have an ACSI Standard Certificate must obtain at least Standard Level Certification within their first five years of employment as a teacher.
2. If a teacher is outside his/her field of certification, an active and documented plan to be certified in field should be pursued.
3. If ACSI Standard Certification cannot be obtained within the noted time constraints, a written application for extension must be submitted to the respective principal. The plan to obtain the required certifications and progress toward certification must be included. Reasons must be valid and Superintendent approval is required.
4. Educational administrators must also carry appropriate in-field certifications from ACSI.
5. Full-time teachers with a current standard or professional certificate from ACSI will receive a designated stipend annually.

**3.007.29**

**Certification and Salary Scale Policy**

Certification and Salary Scale PolicyTeachers who permit their certifications to lapse or who fail to have certification on file are paid on the base salary rate until the certificate is on file.

**3.008.29**

**Disagreements, Controversy, and Claims****Institute for Christian Conciliation**

Employees and NRCA agrees to the following: That in the event of any disagreement, controversy, or claim, arising out of or related to this contract, or the breach thereof, including any disagreement with the school or its representatives regarding my employment, salary, benefits, position, or duties, will follow the biblical instruction to resolve the issue within the school structure. In the event such a controversy, disagreement, or claim, cannot be resolved within the school structure, they will agree to follow the grievance procedure stated under 5.038.10 under personnel policies. The North Carolina Arbitration Code shall not apply to any arbitration or award under this Agreement. I further agree to abide by the decision rendered by the President of the Board of Governors. Neither I nor the Academy, shall institute litigation or any Court proceedings as to any matter that can be properly submitted to the Board. If either party to this Contract files any Court proceedings prior to the issue being fully determined by the Board, the Court shall stay its own proceedings until the Board has completed its determination process and the matter has been fully handled by said President, decision or award of rendered by the President.

**3.009.29**

**Contracts of Employment**

Contracts of EmploymentAll teachers of the NRCA must have a contract that has been signed by the Superintendent and President of the Board of Governors. All contracts shall be for a one-year term. Teachers shall be sent letters of intent during the month of January. These letters of intent are not a contract, but simply express the desire of the employee to return at the current position. In the spring, contracts will be offered. The reason for non-renewal shall be given at that time. Teachers shall return their letter of intent to their respective principal by January 30th as to their intent to return for the following year. This is necessary so that adequate plans may be made in the area of staffing. Contracts not signed and returned within five (5) calendar days of issuance shall be considered rejected. NRCA retains the right to withdraw an offer anytime prior to its acceptance.

3.010.29

**Tenure****Tenure**

NRCA does not operate a tenure system for instructional staff, but hires by annual contracts.

**3.011.29**

**Teacher Contracts****Teacher Contracts**

Contracts for staff members will be renewed annually unless the respective principal and/or superintendent recommend non-renewal. Length of contracts for teachers will be for the amount of time needed to conduct 175-180 days of class and any days needed for orientation, conventions, workdays, and closing out unless they are 12-month employees.

**3.012.29**

**Stipends**

Stipends for after hours work shall be set by the board in the annual pay package and added to employee’s annual salary.

**3.013.30**

**Establishing Personnel Salaries****Establishing Personnel Salaries**

The salaries of all personnel shall be set in a annual pay package. All salary scales including those for administrative, professional, and auxiliary personnel, substitute teachers, visiting teachers, etc., by contract, schedule, or rate shall be proposed by the superintendent for board consideration and approval. The superintendent shall be responsible for the following:

1. Developing an employee salary plan for consideration by the Board in October of each year.
2. Communicating salary schedules to all personnel.
3. Developing procedures for payment of salaries.
4. Developing payroll and other related procedures.

**3.014.30**

**Credit for Teaching or Related Experience****Credit for Teaching Experience**

In determining the proper pay level for each teacher the following guidelines will be used:

1. Teachers who are employed by NRCA will be allowed credit for all years of teaching experience times a set service increment percentage which will be added to the base salary.
2. Credit will also be allowed for related experience and expertise in a particular field at the discretion of the superintendent times a set service increment that will also be added to the base salary.

**EMPLOYEE LEAVE OF ABSENCE POLICIES**

**3.015.30**

**Credit for Additional Education**

An employee can receive additional service increments for post-graduate degrees.

**3.016.30**

**Credit for Honors and Advanced Placement Classes**

An employee can receive additional stipends for honors or advanced placement classes as stated in the annual pay package approved by the Board of Governors.

**3.017.30**

**Principal’s Starting Salary**

A principal’s starting salary is established by the Board of Governors in the annual pay package.

**3.018.30**

**Jury Duty Leave****Jury Duty Leave**

Upon receipt of a jury duty notice, the employee should report to their respective principal. A letter of release will be submitted by the respective principal to the clerk of the court. If the assignment stands, the employee shall be granted a leave of absence while fulfilling the jury duty assignment. The leave shall be with pay and the employee shall be required to reimburse the Academy the daily duty fee excluding any travel or other expenses actually paid. Hourly employees are not entitled to receive pay for any time absent from work under this provision.

**3.019.30**

**Funeral Leave****Funeral Leave**

All certified employees shall be allowed one to three days at the discretion of the superintendent without loss of pay when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child or any other person residing in the same household. Additional time, not to exceed two days, shall be granted without loss of pay, at the discretion of the superintendent, when it is necessary to travel. All employees shall be allowed one day without loss of pay for the following relatives: grandparents, immediate in-laws, grandchildren, aunts, or uncles.

**3.020.31**

**Sick Leave****Sick Leave**

All salaried employees and teachers shall receive full pay for absence on account of personal illness or personal incapacity due to injury up to the allowable limit indicated below. All absences must be reported. The effective date for sick leave will be the first day of the employee's required attendance and will end with the date that required attendance ends, except 12-month employees (August 1-July 31). Sick leave for full-time employees is 8 hours times the number of sick days allotted. Sick leave for part-time employees is the number of hours worked per day times the number of days. Sick leave will carry forward to the next year up to an accrued total of six workweeks for all previous years of service. Accumulated sick leave will not be compensated upon termination of an employee or if an employee decides not to return the following year. In addition, note the following:

1. Employees who need additional sick days may use accrued sick leave from previous years or take medical leave without pay at the discretion of the superintendent.
2. Employees may use sick leave for the illness of a family member (father, mother, spouse, and child) up to 40 hours annually. Beyond 40 hours is at the discretion of the Superintendent and leave without pay.
3. Sick leave may be used for doctor’s appointments, but staff should strive to have all appointments before the school day starts or after 3:30 p.m. Doctor’s appointments during the school day must be approved by the respective principal at least one week in advance. **Doctor’s appointments during the school day cannot be scheduled on Monday afternoon or Friday.** Unless it is a medical emergency, appointments, not in advance, will not be granted if a substitute cannot be found. Staff should also not plan doctor’s appointments at the beginning of the school year (1st four weeks of the school year) or the conclusion of the year (month of May/June) unless there are extenuating circumstances.
4. Teachers not using any sick leave during the contract period shall receive a bonus of $100 at the end of the school year.
5. Four Hour Increment Policy:
If a doctor/dentist appointment is made PRIOR to the end of the division’s school day as designated below, full-time staff MUST take time in 4 hour increments as follows:

 (a) If it is a 7:15-3:30 staff contract: 7:15-11:15 a.m. or 11:30-3:30 p.m.
 (b)   If it is a 7:15-4:00 staff contract: 7:15-12:00 p.m. or 11:15-4:00 p.m.

1. Designated End of Division's School Day:
The only exception to the 4-hour increment policy for appointments during the school day is if the dismissal time is after the following times and before the end of the employee’s contract day (no Monday or Friday afternoons).  Sick time is charged to a staff member's account in increments of 15 minutes.  Plan accordingly.  Designated end of division’s school day for the Four Hour Increment Policy is:

(a) 2:30 for Kindergarten

(b) 2:45 for Grades 1-2
(c) 3:00 for Grades 3-12\*
(d) 3:00 for Full-Time Administration, Office, and Support Staff: This allows staff to have time to drive to a late day appointment without incurring the 4 hour increment policy. **Doctor’s appointments at the end of the school day cannot be scheduled on Monday or Friday.**
\*Carline is covered except for grades 6-12.  If a staff member requests dismissal at 3:00, it is their responsibility to have a staff member to cover their carline.  Safety has to be a priority.

1. Examples:
	* + - 1. If a kindergarten teacher makes an appointment and leaves school at 2:30, they will only be charged for 1 hour.
				2. If a 2nd grade teacher leaves at 2:45, they will only be charged for 3/4 hour.
				3. If a teacher in grades 3-12 leave at 3:00, they will only be charged for 1/2 hour.
				4. If administration, office, or support staff members leave at 3:00, they will only be charged for 1 hour because they are contracted until 4:00 p.m.
2. Sick Time-15 Minute Increments:
Sick time is charged to a staff member's account in increments of 15 minutes.  Plan accordingly.  If you choose, for instance, as a 9th grade teacher to be dismissed at 3:10, you will be charged for 1/2 hour.  However, if you choose dismissal at 3:15, it will be 1/4 hour.
3. Part-Time Staff:
Part-time Staff will miss the day if an appointment must be made during their teaching or support work time.
4. Policy Compliance:

If the above policies are not followed, there will four hours deducted from sick time. If non-compliance occurs a second time disciplinary action will occur.

3.021.32

**Medical Leave**

Medical Leave(including pregnancy related or childbirth disability)

1. Medical Leave is intended to cover long-term illnesses, disabilities and hospitalization.
2. Medical Leave would require a covered employee's written request to their respective principal.
3. Except to the extent of accumulated unused Sick Leave and Personal Leave, Medical Leave would be without pay unless short-term disability benefits apply. Short-term disability is self-insured by the school.
4. Included within Medical Leave would be leave required due to a pregnancy related or childbirth disability. All the above points in (1) through (3) would apply to such a requested Leave. Medical Leave because of pregnancy related or childbirth disability would be distinguished from Maternity Leave because in the former, an employee would be medically unable to continue working at any time during her pregnancy or medically unable to work as a result of childbirth as supported by a written declaration of her attending physician. [As required by Federal Law, disability benefits (i.e., Sick Leave and Medical Leave) must be applied to pregnancy related or childbirth disability cases in the same manner as any other medical illness or disability.]
5. The school would have the prerogative of discussing the reasons for the Medical Leave application with the attending physician and also the right, if deemed necessary, to require a second opinion. A final decision would be based upon an employee’s job function (ex. can they sit if their job requires them to stand, etc.), prenatal records, medically supported questions to the doctor, and interaction with the employee by the administration. The school must seek to meet the qualifications of its long-term disability carrier.
6. Medical Leave will not extend beyond one quarter, at the expiration of which time the superintendent reserves the right to replace the employee except in the case of the Family and Medical Leave Act.
7. The full time salaried employee must have written permission from his or her physician before returning to work.

**3.022.32**

**Maternity Leave****Maternity Leave**

1. Covered full time salaried employees shall be entitled to a Maternity Leave of up to six (6) weeks after a normal childbirth and (8) weeks for a C-section.
2. Maternity Leave is defined as leave after the birth of the baby and will be compensated as follows: day 1 to day 14 will be covered by personal leave first and then sick leave and/or accrued sick leave, day 15 to day 28 will be compensated 100%, day 29 to day 42 will be compensated 60%. If a C-section is required, the employee may have day 43 to day 56 at 60% compensation. If an employee works until the birth of the baby, returns in the allotted time of maternity leave, and assists the interim teacher with lesson plans, grading, etc., the employer reserves the right to give full compensation for day 29 to 42.
3. Any additional time after the six weeks (eight weeks if a C-section is required) would be voluntary without pay. According to the Family and Medical Leave Act, up to 12 weeks of unpaid leave may be taken for the birth of the child. Your 12 weeks begins if certified pre-natal care is needed or with the birth of the child. Certified pre-natal care (ante-partum), if necessary, is generally recognized by our long term disability carrier as the two weeks prior to the birth of the baby. The employee must not be able to do their duties even with adjustments (ex. like sitting instead of standing). To apply for leave prior to the birth of the baby (ante-partum), the employee must apply for Medical Leave and provide medical certification. The school would have the prerogative to require a second opinion from a different group of physicians. A final decision would be based upon an employee’s job function (ex. can they sit if their job requires them to stand, etc.), prenatal records, and interaction with the employee by the administration as indicated by our long term disability carrier. Maternity leave with pay may not extend beyond the contract period.
4. Maternity Leave (without the existence of a medical reason for the leave) simply guarantees the employee's right to return to her position.
5. A teacher will be required to provide detailed lesson plans for the planned period of their maternity leave.
6. The full time salaried employee must submit in writing to the respective principal a request for Maternity Leave in a timely fashion both prior to commencement of the leave and prior to its expiration.

3.023.33

**Personal Leave (Four Hour or All Day increments)**

NRCA provides full-time employees 8 hours of personal leave times 3 and part-time employees (20-34 hour employees) hours per day times 3 for personal leave. Personal leave must meet the following qualifications:

1. Personal leave must be approved by the respective principal.
2. Personal leave time requests must be completed if a staff member leaves campus between the start of the school day and 3:30 p.m. for personal business or family matters.
3. Personal leave does not carry over, but is bought back at the rate set by the annual pay package at the end of the contract year.
4. Personal leave should not be requested prior to or following a school holiday, during in-service, teacher workdays, teachers’ convention, or the months of August, December and May. Only under extreme circumstances like a wedding or serious illness of a loved one should this request be made.
5. No more than one personal day may be taken at a time. Occasionally, a trip opportunity may occur where two personal days may be granted if done in a timely manner. A two-day request must be approved by the superintendent.
6. In general, personal leave without pay may not be requested, so personal leave should be used carefully. Realizing lifetime opportunities may arise, the Superintendent does have discretion concerning personal leave without pay. However, family vacations, business trips with spouses, etc. are not lifetime opportunities.
7. Personal Time Increments:

**Personal time will be taken in 4-Hour or All-Day increments only (no Monday afternoon, and, of course, all day is not available on Monday)**

Four Hour Increment Policy:
    a.   If it is a 7:15-3:30 staff contract: 7:15-11:15 a.m. or 11:30-3:30 p.m.
    b.   If it is a 7:15-4:00 staff contract: 7:15-12:00 p.m. or 11:15-4:00 p.m.

1. Additional Days: More than one day of personal time requires Superintendent approval.
2. Designated End of Division's School Day:
The only exception to the 4-hour increment policy for appointments during the school day is if the dismissal time is after the following times and before the end of the employee’s contract day.  Personal time is charged to a staff member's account in increments of 15 minutes.  Plan accordingly.  Designated end of division’s school day for the Four Hour Increment Policy is:

a. 2:30 for Kindergarten

b. 2:45 for Grades 1-2
c. 3:00 for Grades 3-12\*
d. 3:00 for Full-Time Administration, Office, and Support Staff

**This allows staff to have time to drive to a late day appointment or ballgame without incurring the 4-hour increment policy (no Monday afternoons).**
\*Carline is covered except for grades 6-12.  If a staff member requests dismissal at 3:00, it is their responsibility to have a staff member to cover their carline.  Safety has to be a priority.

1. Examples:
	* + - 1. If a kindergarten teacher makes an appointment and leaves school at 2:30, they will only be charged for 1 hour.
				2. If a 2nd grade teacher leaves at 2:45, they will only be charged for 3/4 hour.
				3. If a teacher in grades 3-12 leave at 3:00, they will only be charged for 1/2 hour.
				4. If administration, office, or support staff members leave at 3:00, they will only be charged for 1 hour because they are contracted until 4:00 p.m.

**3.024.34**

**Short/Long Term Disability/Unemployment Benefits**

Short-term disability covers accidents, extended illnesses, childbirth, and hospitalization where the employee is not able to perform the duties so contracted. The school self-insures short term disability. It is available to all employees with 30 or more hours per week. Full-time staff members are responsible to cover the first 14 days with sick and personal leave. Beginning day 15 to day 28, the school will cover the employees at 100% of their salary. At day 29, if they have additional days of sick leave, they may use them up first to receive 100% of their salary. When they are depleted, they would then receive 60% of their salary. Termination of employment and benefits will occur at day 90 of a short-term disability unless an earlier date is agreed upon by the school and employee.

**3.025.34**

**School Tuition**

Full-time staff receive free tuition for their children. If an employee works 20+ hours per week, there is a 50% tuition discount for the 1st child, 33% discount for the 2nd child, and 25% discount for the 3rd child.

**3.026.35**

**Graduate School Tuition Assistance****Graduate School Tuition Assistance**

1. Teacher/Administrator must have been a full-time employee of NRCA.
2. Course work must be related to field of certification or preparation for a designated position at NRCA.
3. Individual must be contracted to return to NRCA for at least one year following tuition assistance.
4. Tuition assistance is limited to seventy five percent (75%) of tuition cost and does not include books, fees, or travel.
5. Tuition assistance is limited to those personnel with at least a bachelor's degree.
6. To insure payment, superintendent approval should be obtained in advance of registering for a course.
7. If the teacher does not return the next year, 50% of the cost of the tuition will be deducted from the last paycheck.
8. A maximum of 6 hours per year may be taken.
9. Prior approval from the Superintendent is required.

**3.027.35**

**Qualified Tuition Reduction Plan**

Whereas Internal Revenue Code Section 117(d) states that a qualified tuition reduction provided to an employee of an educational institution is excluded from the employee’s gross income for federal income tax and employment tax purposes; and whereas North Raleigh Christian Academy is an educational institution as defined in the IRS Code Section 170(b)(1)(A)(ii); and whereas North Raleigh Christian Academy desires to adopt a qualified tuition reduction plan under the IRS Code Section 117(d) for the benefit of its employees; now, therefore North Raleigh Christian Academy adopts the following NRCA Qualified Tuition Reduction Plan: (1) Tuition for natural and/or adopted children of full-time employees (35 hours or more per week) enrolled in North Raleigh Christian Academy will be reduced in an amount equal to 100% of all tuition if their children meet the required admission requirements; or (2) Tuition for natural and/or adopted children of part-time employees (20 up to 35 hours per week) will be reduced in an amount equal to 50% for the first child, 33% for the second child, and 25% for the third child, if their children meet the required admission requirements; and/or (3) if a staff member is a full-time employee (35 hours or more per week) for more than four years, NRCA will subsidize college undergraduate tuition and fees (non-scholarship tuition only and excluding books) for natural and/or adopted children of full-time employees (35 hours or more) paid by semester at an amount determined annually by the Board of Governors. The children of the full-time staff member must be enrolled full-time (minimum of 12 hours), attending a recognized and accredited college institution, and provide documentation by semester of enrollment. Summer school is excluded from the benefit. This benefit is available for four consecutive years beginning the fall that follows their high school graduation. The benefit will be paid directly to the college for non-scholarship tuition and fees only. In the event, a natural or adopted child of a full-time employee receiving this benefit is (a) no longer designated as a “dependent” as listed on the full time staff member’s Federal Income Tax Return; (b) no longer considered a “dependent” pursuant to IRS guidelines or (c) married, then such Qualified Tuition Reduction shall cease. The benefit may be prorated for part of the year if the student’s dependency status changed during the current contract year. **Children of full-time employees (35 hours or more) receiving the college tuition reduction benefit must meet the same religious and lifestyle requirements of a student enrolled at NRCA. If conduct occurs that is an expulsion offense if the student were enrolled at NRCA, the qualified tuition reduction benefit will no longer apply.** NRCA reserves the right to review and approve or deny each staff member’s request for the Qualified Tuition Reduction on a case-by-case basis.

3.028.35

**Medical Insurance (Health)**

Medical Insurance (Health)All full time employees (30 hours or more) are entitled to health insurance coverage. NRCA will pay 80% for an individual and 50% for a family to the school’s group plan. The difference will be done by payroll deduction. The school reserves the right to change the health insurance company at the time of renewal.

**3.029.36**

**Liability Insurance**

Liability Insurance$1,000,000.00 of comprehensive general liability insurance shall be maintained by North Raleigh Christian Academy that covers all employees. $1,000,000.00 of automobile liability insurance covering all school-owned, privately owned, and automobiles that are hired, rented, or borrowed, while used for school business, shall be maintained by North Raleigh Christian Academy.

3.030.36

**Life Insurance**

Life InsuranceNRCA provides $200,000.00 life insurance on each full-time employee (30 hours or more) of which only $50,000.00 is tax-free.

**3.031.36**

**Worker's Compensation**

Worker's CompensationThe school participates in a mandatory worker's compensation insurance. All injuries due to the employee's work must be reported to the office within 24 hours of injury or illness. The school must make a written report of the injury or illness within 120 hours to our insurance company, and a phone call within 24 hours. Because we desire a safe working environment for you and our rate is based on our safety record, we encourage you to avoid unsafe activities and report any unsafe working conditions to the office immediately.

**3.032.36**

**Social Security**

Social SecurityThe Social Security Law of 1983 extends Social Security coverage to employees of all non-profit organizations including Christian schools. Under prior law, participation in Social Security was optional for non-profit organizations. This provision applies to all employees rather than newly hired employees. The school matches payments for social security withheld from employee checks. School employees who are ordained ministers may refuse to participate in social security based on their religious conviction. In such a case there will not be any FICA withheld or will there be compensation to the employee for the loss of benefit.

**3.033.36**

**Retirement Benefit**

The school has a qualified retirement plan under a tax-sheltered annuity. The school will match a percentage of a teacher's annual contracted salary for retirement benefit. This benefit becomes available for an individual employee after completing two (2) years of employment at the school. The employee's contributions will be handled as a payroll deduction. The school will match the employee's contribution according to the following scale per years of experience: 3 to 5 years = 3%, 6 to 9 years = 5%, 10 to 14 years = 7%, 15+ years = 10%.

**3.034.36**

**Atmosphere/Environment**

Atmosphere/EnvironmentThe opportunity to work with and be supported by a group of fellow Christians, in addition to the general attitude and support of the entire school family is a benefit enjoyed by only a small minority of people while at work.

**3.035.37**

**In-Service Education****InService Education**

Faculty meeting, pre-school year in-service, teacher’s convention, and staff professional workdays will ordinarily be used for the school's in-service training program, attention being given to various areas in the instructional program needing study and/or improvement. Teachers are urged to maintain contact with current studies and periodicals in education and to read at least one book on Christian education or related areas each year. Teachers are encouraged to attend any local in-service workshop that would be of value to their classroom at their expense and with superintendent approval. All teachers are expected to attend the 2-day convention sponsored by ACSI each year. NRCA will provide in alternating summers an accredited college class in an educational field at its expense if needed.

3.036.37

**Educational Conferences**

Educational ConferencesThe superintendent, principals, and selected administrative staff of NRCA will attend the ACSI Administrator’s Conference annually. Advanced Placement teachers will be required to attend AP workshops at the school’s expense. The superintendent and/or principals may visit educational institutions if, in the superintendent’s opinion, it is professionally desirable, without loss of pay. The superintendent may require written reports to be submitted as a part of the school's in-service program. Additional workshops and conferences for administration and staff are at the discretion of the Superintendent.

**3.037.37**

**Parent Communications**

Your work as a teacher will be greatly enhanced through the active involvement of parents. Strive to keep them informed in a timely manner on the progress, potential academic problem areas, behavior and/or response to personal circumstances. Provide information on your goals and expectations for the classroom, and express your availability for personal conferences. “Catch” your students doing something good and make it your goal to send a good report on each student to the parents, in writing, at least once each semester. Conferences should be scheduled whenever they are needed, or requested by parents. Do not delay in contacting parents, as many difficulties can be averted through early cooperation between home and school. Parents want to hear from you often. Be encouraged to develop a system. Parents of a new student should receive a positive telephone call from the teacher within the first quarter of school. **Homeroom teachers should contact the parents of their homeroom students prior to the Friday after Labor Day to express our appreciation and encourage open lines of communication.**

3.038.37

**Dismissal of Employees During The Contract Year**

Dismissal of Employees During the Contract YearA staff member may be discharged and salary payments terminated by the board during the school year for one or more of the reasons listed in the terms of their contract and the guidelines set in the Staff Handbook. Before a staff member shall be discharged during the year for any of the causes set forth in their contract or the student-teacher handbook, the staff member shall be notified by their respective principal of the proposed action and the grounds assigned therefore. The staff member shall have an opportunity to respond to the notice of proposed action before being discharged. If any decisions to terminate employment of an administrator or employee, no consideration shall be given to the sex, national origin, or race of the employee.

**3.039.38**

**Grievance Procedure**

Grievance ProcedureBecause the work wherein we are engaged is an area involving the religious tenants of belief and is composed of spiritual activities over an educational function and that it is a sacred undertaking, we cannot authorize anything other than arbitration before the believers for any kind of dispute that may exist. Arbitration in this manner is the only biblical means that is acceptable for discipline purposes. 1 Corinthians 6:1-8 is very clear on this point and as believers we should waive all rights to take our cause before a court of law. This procedure is intended to establish effective means of communications by which to channel personnel problems. This procedure is IN NO WAY INTENDED TO DENY the rights of any individual to seek a satisfactory solution by himself. A grievance is based upon an event or situation that affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of established policies or regulations. The term "employee" may include a group of employees similarly affected by a grievance. A "party in interest" is the person(s) making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem. The term "days" when used in this regulation shall, except where otherwise indicated, mean working days. It is important that grievances be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement. In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the next school term, could cause harm to the employee concerned, the time limits set fort herein shall be appropriately reduced.

LEVEL ONE: The employee with a grievance shall present the matter in writing to his immediate supervisor or principal, whoever has the authority to deal most effectively with the grievance, no later than ten (10) days following the happening which prompted the grievance. The employee and the supervisor or principal shall confer on the grievance within ten (10) days with the view to arriving at a mutually satisfactory solution of the problem. In the event the grievance is first discussed with anyone other than the supervisor or principal, the supervisor or principal shall be appraised of the discussion. Following the conference, the supervisor or principal shall communicate, in writing, his decision to the aggrieved employee within five (5) days.

LEVEL TWO: If the grievance is not resolved on Level One, the aggrieved employee may appeal to the superintendent within ten (10) days after the decision has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, shall be accompanied by a copy of the appeal and decision at Level One, and reason why the decisions at the previous level were unacceptable. The superintendent shall meet and confer with the employee on the grievance within ten (10) days after the appeal has been mailed with a view to arriving at a mutually satisfactory solution of the complaint. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall be given to the supervisor or principal who rendered decision on Level One. All parties to the grievance shall be present at the conference to state their views. Following the conference, and within ten (10) days, the superintendent shall communicate reasons, to all parties in interest.

LEVEL THREE: If the grievance is not resolved at Level Two, the aggrieved employee may appeal to the President of the Board of Governors within ten (10) days after the decision of the superintendent has been mailed. The appeal shall be in writing, shall set forth specifically the reasons for the appeal and the decision at Level Two, and include the reasons for not accepting the decisions at Level Two. The President shall schedule a conference, no later than ten (10) days following receipt of the appeal. The aggrieved employee shall be given at least a two-day notice of the conference. The employee shall be present. Notice of the conference shall also be given the parties in interest at Levels One and Two. All Parties to the grievance shall be present at the conference to state their views. Following the conference, and not later than ten (10) days, the President of the Board of Governors will communicate his or her decision in writing, together with supporting reasons, to all parties in interest. The President's decision shall represent the final step in the procedures.

GENERAL PROVISIONS: No reprisals of any kind shall be taken by any party to this procedure against any party in interest, any witness, or any other participant in the grievance procedure by reasons of such participation. The procedure set forth above shall be the sole and exclusive course available to an aggrieved person hereunder. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved employee to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level shall be deemed as acceptance of the decision rendered. Action must be within the time limits. The time limit specified at any level of the proposed procedure may be extended in any specific instance by mutual agreement. All communications, notices, and papers required to be in writing shall be served personally or by mail. Any grievance should be treated as confidential by all the parties concerned.

**3.040.39**

**Loyalty Requirements**

Loyalty RequirementsScripture indicates that believers need to have and show a strong loyalty to the ministry. The school, as a ministry, needs that loyalty. All teachers shall agree to uphold the purposes and objectives of North Raleigh Christian Academy as stated in the Staff Handbook, Parent-Student Handbook, the Employee’s Contract, the Staff Code of Conduct, the Statement of Faith, all other NRCA handbooks and this document. Should a teacher find he/she is no longer in harmony with the stated purposes and objectives as outlined in the above paragraph, it is his/her Christian duty to notify the Superintendent and submit a resignation.

**3.041.39**

**Resignation and Abandonment of Contract**

Resignation and Abandonment of ContractIf it should become apparent that the employee under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to their respective principal and/or superintendent. When an employee is absent from his duties for more than three days without due approval, the board may rule the contract to have been breached and declare the position open.

**3.042.39**

**Resignation Process**

Resignation ProcessAn employee shall notify their respective principal in writing if he/she is unable to fulfill the terms of contract. The employee shall be obligated to remain until proper replacement can be secured. In no case shall this be less than two weeks. At the time of resignation, the contract shall be dissolved and remaining compensation forfeited.

**3.043.39**

**Reduction in Staff**

Reduction in StaffIn situations where staff contracts cannot be renewed because of reduction in staff, the principals shall use seniority, teaching effectiveness, and overall value of the staff member’s gifts, strengths, and general qualifications in making recommendations to superintendent. A staff member not offered a contract renewal shall have seven days after notification in writing to request a hearing with the superintendent. Approval of the President of the Board of Governors and the Superintendent are required for any release of a teacher due to reduction in staff.

**3.044.40**

**Remuneration for Those Who Resign or are Dismissed**

Remuneration for Those Who Resign or are DismissedIf a staff member resigns or is terminated during the period of service covered by his/her contract, the teacher shall be paid only that portion of the annual salary which the number of days of actual duty worked bears to the number of days of actual duty covered by the contract. Severance pay will be in accordance with the terms of the employee contract. All fringe benefits terminate at the end of the last full month of active employment.

**3.045.40**

**Exit Interviews**

Exit InterviewsPrior to the interview the principal will fill out the exit report and discuss the report with the superintendent. The superintendent should be present with the principal for the interview. The superintendent should take the lead in the interview. The superintendent should give the departing employee the choice whether the principal is present. If the principal is not present, a second person from the administrative staff should be present primarily as a witness and listener. Discuss the report with the employee. Allow the employee to make any comments or rebuttal on the form. Both the interviewer and the employee need to then sign the form. If the employee refuses to sign, note that fact on the form, but still provide a copy of the form to him/her. The original form needs to be filed in his/her personnel file. The employee should be advised that this exit report may be provided to prospective employers. After the interview, add on a separate paper any unresolved problems, suggestions, and compliments made by the employee. These separate comments should be attached to the original report to be filed. At the next board meeting, take time to summarize the exit interview for the board. If there are significant findings, take time to discuss and appropriately deal with them.

3.046.40

**Hiring of Relatives and Spouses**

Hiring of Relatives and SpousesRelatives of the members of the Board of Governors or members of the administration shall not be eligible for employment by NRCA without approval of the President and Superintendent.

**3.047.40**

**Faculty Evaluation Procedures**

Classroom Visits (Formal Evaluations)

1. A designated number of classroom observations are required for each full time and part time faculty during the school year. The number of observations conducted will be based on factors such as teacher experience or prior performance and will be determined annually by the respective principal.
2. These observations will be made by the principal and/or lead teachers and department heads.
3. Evaluations of these observations will be written on the “Teacher Evaluation Form” and turned into the superintendent at the end of the semester.
4. The written evaluation will include the following:
	1. Teacher’s name, date, and period time
	2. Rating of all designated areas on evaluation form
	3. Signature of the evaluator
	4. Signature of the teacher to indicate a conference after the evaluation
5. A teacher may question any part of the evaluation and may attach a note of explanation to the evaluation form if they feel it is warranted.
6. Informal evaluations are non-scheduled, unannounced visits by the principal to the classroom and may be made anytime and may or may not be followed by a conference. If a written note is placed in the employee’s file, however, a copy will be given to the teacher. The teacher may request a conference at that time.
7. The superintendent will respond to questions about a principal’s evaluation only after a teacher/principal conference.

**3.048.41**

**Teacher Evaluations**

Teacher EvaluationsTo be effective in achieving the highest degree of efficiency and quality, evaluations will be performed on a regular basis. The principals, department heads, and/or lead teachers shall conduct at least two formal times of classroom supervision for every teacher. There will be a teacher-principal conference after each evaluation. The teacher will receive a copy of the evaluation for their files and for the school. (The school's file on the teacher shall be accessible to the teacher.) End of year conferences will be scheduled with all teachers. Self-evaluative forms will also be used with the teachers, periodically, during the school year. Appraisal of professional personnel performance should serve three purposes:

1. To raise the quality of instruction and educational services to the students of the school.
2. To raise the standards of the profession of Christian teaching as a whole and,
3. To aid the individual to grow professionally.

Evaluation of performance shall be a cooperative, continuing process designed to improve the quality of instruction. All professional employees shall be involved in the evaluation process and shall have opportunity to see and sign the evaluation conclusion. The principal shall have the responsibility of developing, organizing, and implementing a program of evaluating the instructional process as one means to insure quality control of instruction. The principal shall develop the necessary administrative procedures to implement this policy. It shall be the responsibility of the administrative staff to develop a high level of teacher competence. This may be accomplished by classroom visitations, in-service training, conferences and any other means that will enable the teacher to mature in his profession. The superintendent shall be responsible for the evaluation of all members of the professional and non-professional staff. He will be directly responsible for all administrative personnel. Principals will be responsible for the faculty and staff, reporting to the superintendent. The Athletic Director will be responsible for his coaching and sponsor staff.

If the principals, at their discretion, find that a teacher is not meeting the highest standards of excellence, the staff member can be placed on a personal improvement plan. If the expectations of the personal improvement plan are not met, a teacher can be placed on probation by the respective principal at any time of the year. If expectations are not met while on probation, a teacher will be dismissed. The only exception may be that a second personal improvement plan may be instituted if it is in an area not addressed by the first plan. However, the employee will understand that no teacher will receive more than two plans during their years of NRCA employment.

 **3.049.41**

 **Self-Evaluation****sSelfEvaluation**

1. Every teacher is encouraged to evaluate his lesson and classroom performance daily, weekly, biannually and annually.
2. The teacher's in-class performance will be observed regularly and systematically.
3. Upon the recommendation of the superintendent, teachers may be given the opportunity for evaluating the performance of the principal to whom they are immediately responsible. Also, the superintendent may request the principals to evaluate his performance.
4. Teachers shall be encouraged to permit students to evaluate teacher performance, using a carefully constructed evaluation form and with prior consent of the principal.
5. Students may be given the opportunity to evaluate the overall school program.

**3.050.42**

**Outside Employment****Outside Employment**

Faculty and staff members employed by NRCA on a full time contract may not engage in other employment regardless of number hours per week without obtaining prior consent from the superintendent. Such consent will be given only in the case of hardship, unusual needs or if the employment is consistent with and enhances the contribution of the staff member to his duties at NRCA.

**3.051.42**

**Health Requirements**

1. All NRCA faculty and staff shall maintain the physical and emotional health necessary for job performance.
2. It is the responsibility of employees to convey information to the administration upon diagnosis or to certify good health upon administrative request.
3. No teacher or staff shall be qualified for employment who is hospitalized for serious emotional disorders. Eligibility for re-employment shall be established upon certification by the attending psychiatrist and no less than a one-year period of time following hospitalization in which healing can take place.
4. Employees serving the after school programs shall provide annual certification of health.
5. Effective 9/1/11 any new employee will submit record of a complete physical.

3.052.42

**CPR and First Aid Training**

CPR TrainingThe principals shall schedule, at regular intervals, training in CPR and First Aid.

**3.053.42**

**First Aid Certificate**

First Aid CertificateAny person employed as a teacher, coach, childcare supervisor, or administrative assistant, is required to hold a valid first aid and CPR certification. It will be that person's responsibility to take such courses as are necessary to keep a Standard First Aid and CPR certificate by the American Heart. The principals shall schedule, at regular intervals, training for specified staff.

**3.054.42**

**Assignment and Placement****Assignment and Placement**

All school personnel shall be assigned working positions by the superintendent. Assignment shall be based on the needs of the school as required. Requests for specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school. In decision-making relating to the assignment or reassignment of personnel, no consideration shall be given to the sex, national origin or race of the employee. All personnel of the school, regardless of classification, are employed subject to assignment and/or reassignment by the superintendent.

**3.055.42**

**Teacher Dress Code**

GENERAL: Teacher Dress CodeTeachers are to be neat, clean and professional in appearance. The staff is not to participate in Dress Privilege Day. Body piercings other than earrings for ladies are not permitted. Tatoos must be covered at all times. “Loud” clothing combinations or tight-fitting clothing should be avoided. LADIES: Ladies are to wear modest dresses, skirts, and blouses. Proper dress length should be observed. Dress slacks or pants may be worn if full-length (no capris, jeans, or jean-like pants). Total appearance should be of a modest nature in order to set a high standard for the girls. Ladies should wear dresses or skirts on chapel days (grades 6-12). Shoes should be neat in appearance. Tennis shoes should be white soled. MEN: All men are to be clean-shaven with beards and mustaches properly groomed. Hair length should be in accordance with school dress code. Men should wear dress shirts and ties on chapel days. Men should wear slacks (no jeans), with dress shirts or polos (no T-shirts). Shirts must be tucked at all times. Shoes should be dressy-casual shoes (no sandals). Tennis shoes should be white soled. No tennis shoes on chapel days. PE TEACHERS AND COACHES: P.E. teachers may wear color-coordinated warm-up suits and/or appropriate length shorts as well as tennis shoes (white soled). If P.E. coaches have academic classes as part of their schedule, they must wear long pants or warm-ups.

**3.056.43**

**Teacher Conduct Outside the Classroom**

Teacher Conduct Outside the ClassroomTeachers are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should a teacher engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. This includes such things as drinking alcoholic beverages, smoking, pornography, attending inappropriate movies, or listening to music that is inappropriate. Abstinence in these areas is 24/7, year-round (inclusive of the summer months).

**3.057.43**

**Faculty Responsibilities and Duties****Faculty Responsibilities and Duties**

1. Said teacher will attend all faculty meetings, or other meetings as directed, and perform other duties that may be assigned by the principal, without additional compensation. Such things include attending student functions, i.e., athletic events, musicals, field trips, drama, etc.
2. The length of the school day shall be fixed by the school, as well as the hours of teaching and duties to be performed. The teacher agrees that, in addition to the regular school work to be performed, he will carry on a program of contacts with the parents of the students, pursuant to the directions of the superintendent of the school.
3. The teacher's duties will involve not only the responsibilities ordinarily incumbent, but also those responsibilities related to the special spiritual ministry to which he or she is called - the training of the child in Christian faith and practices. In a very real sense, therefore, it is the expectation of the board that the teacher will strive at all times to understand, appreciate, love and serve the pupils entrusted to him or her for instruction and that he (she) will, to the best of his (her) ability, provide for their fullest intellectual, physical, emotional and spiritual development. As a servant of the Lord Jesus Christ, the teacher will faithfully attend the regular services of a local gospel-preaching church as an example of the believer.
4. The teacher agrees to be present and on time for faculty devotions and to remain in the building until the end of their contract day. The teacher also agrees to remain after school for such meetings and conferences as may be called by the superintendent or principals acting on his behalf.
5. The teacher agrees to abide by the regulations set forth in the Staff Handbook and any additions made during the year and to cooperate in every way with the school authorities.
6. The teacher agrees to accept, without reservation (be it mental or verbal,) the school’s educational philosophy.
7. The teacher agrees to adhere to I Corinthians 3:16-17, and 6:19-20. Along with Romans 14:13, we interpret this to mean abstain from the use of profane language. The teacher also agrees that the role of the male and female are clearly defined in I Corinthians 11:3. Romans 1:24-32 states that God recognized homosexuals and other deviates as perverted, and because of this willful condition, such cannot be an employee of this School.
8. The teacher agrees to follow the biblical pattern of Matthew 18:15-17, Galatians 6:1 and by a resolve to utilize biblical principles - always presenting a united front.
9. The teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.
10. Attendance at faculty meetings, conferences, meetings with parents, counseling sessions with students, and preparation time are normal duties and may require additional time.
11. No employee of NRCA shall engage in activities that would use students of NRCA as possible contacts for commercial sales or financial gain.
12. Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
13. Teachers shall have the right to inspect their personnel file.
14. Comments of a derogatory nature shall not be entered into the personnel file until the teacher shall have had an opportunity to review and make comments within three working days of the review.
15. Teachers are expected to integrate biblical concepts with each subject they teach.

3.058.44

**Supervisory Responsibilities of Staff**

Below are various areas of responsibility for our staff. Teachers must understand that students under our direction and supervision are our responsibility. Teachers should not be engaged with other adults, using the cell phone, or any other activity that will impact their direct supervision of the students.

Carline and Lunchroom**:** All staff are expected to serve in carline and lunchroom duty as directed by the respective principals and carline supervisor.

Supervisory Responsibilities of StaffContinuous Supervision:Continuous Supervision At no time are students to be left unattended in a classroom or on the playground. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems. Teachers, therefore, must also leave their classroom doors locked when they leave their classrooms.

Playground Duty:Playground Duty Teachers or other staff will be required to fulfill playground duty one or two times per day. Teachers are to be on the playground at the time appointed for their supervisory responsibility and should avoid conversation or play that would keep them from watching students. Teachers are to enforce playground rules, insure safe behavior on the playground and discipline misbehaving students.

Field TripsField Trips: The teacher is to assure that field trips are well supervised. They should ask parents to come as chaperons when an activity demands more supervisory personnel than we have school personnel attending. If students return to school after a field trip and the regular after-school supervisory staff has left, the teacher(s) are responsible to stay with students until the last student has been picked up.

Extra-Curricular ActivitiesExtraCurricular Activities: Teachers or other staff supervising students at extra-curricular activities are responsible to insure that students' behavior is respectful, safe, and represents NRCA and Jesus Christ well. After the activity is over, the teacher(s) or staff member(s) responsible are to stay with the students until the last student is picked up.

Principal Designated Duty: Duty may be assigned by principals such as monitoring hallways between classes, before or after school, etc.

Time Supervision BeginsTime Supervision Begins: Unless otherwise specified by a principal, teachers or supervisory staff are to come fifteen minutes before a program or activity begins to supervise students arriving for or being transported to an event.

Supervision by Custodians or Non-School PersonnelSupervision by Custodians or NonSchool Personnel:

At no time are custodians or non-school personnel to be given responsibility to supervise students on their own. (i.e. - A parent cannot be left to supervise other students after an event so a teacher may go home.)

Supervisory Age RequirementsSupervisory Age Requirements: At no time are students to be left in the sole care of a supervisor that is not yet eighteen years of age.

**3.059.45**

**Teacher Ethics and Conduct****Teacher Ethics and Conduct**

For reasons of building intra-school loyalty, internal problems are to be discussed only between faculty members, the principal or individual parties involved. Principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve a problem. Maintain a professional relationship with parents. Avoid developing a relationship with parents that makes you feel that you must treat a student differently because of the relationship. Avoid "talking shop" with parents. Unless you have the parents' written permission, you may not share information from a student's cum folder or other private information with anyone outside of NRCA professional school community. When talking with parents, say something positive about their children before you discuss problems relating to their child. Please inform and reimburse the school for personal phone calls made from the school phone and for personal use of the copier. Avoid discussion of school problems in the office where parents, salesmen or students may overhear. Never discuss negative aspects of one student in front of another. Avoid socializing with parents and faculty members in the office.

**3.060.45**

**Biblical Integration**

Biblical IntegrationAll teachers are expected to integrate biblical principles with their teaching in language arts, science, history, social studies, math, art, music, physical education and any other subject taught at NRCA. All subjects are to be taught in a manner consistent with Scripture. However, we do not expect that every lesson will have biblical principles or proof texts to support teaching because the Bible was not written as a comprehensive school subject text.

**3.061.45**

**Sexual Harassment**

Sexual Harassment of Employees or StudentsNo staff member shall harass another employee or student in reference to sexual relations nor should an employee be harassed by another employee or student. Any harassment should be reported immediately to the respective principal or to another authority if the principal was involved.

**3.062.45**

**Evaluation of Student Work**

Evaluation of Student WorkTeachers should have a minimum of an average of one-and-a-half to two graded items per week for each student for each major subject taught and one graded item per minor subject taught. A testing calendar is online accessible to teachers, parents, and students. Each teacher must schedule tests and quizzes on the online testing calendar. Tests and quizzes should be dispersed throughout the quarter. Major projects or papers should be scheduled so they are not due the last two weeks of the quarter, not to included semester exam days. On any given day, the following amount of tests or quizzes may be given: two tests, one test and two quizzes, or four quizzes. Principals will define which subjects are considered major for each grade level. Kindergarten students will not receive A, B, C grades. If notification was not given, an incomplete will be given on the report card and the student will be given two weeks to improve the grade before a permanent grade is entered. Teachers will grades tests, projects, and written assignments in a timely manner. Tests, major papers, and projects should be graded within 3-5 days understanding all assignments for the previous week must be posted in PowerSchool by the following Wednesday. Homework should be graded and posted within two days. Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates. Teachers are to communicate or provide a means to communicate student progress to parents when the student is working below his/her ability or is doing poorly in a class. **A personal telephone call to the parent should occur for the first failed test or failure to complete homework.** If a pattern persists, additional interaction with the parent should occur. Teachers are to use grades as one of the means to evaluate the effectiveness of their teaching as well as the effectiveness of students' learning. Anytime that twenty percent or more of the students are receiving D's or F's in a subject at mid-quarter or the end of the quarter, a teacher should reevaluate his/her grading scale, his/her teaching or both. Students scoring a stanine of 4 in our annual Standardized Tests who are working their best should be able to make a C in their classes at NRCA. A teacher who has a higher standard should adjust their expectations, homework or tests to allow the average student to have a measure of success. Students will be tested by a nationally referenced test annually and the results supplied to teachers, parents, principals, and superintendent.

**3.063.46**

**Child Abuse and Neglect****Child Abuse and Neglect**

NRCA uses as its authority, the Word of God (the Bible), in establishing this policy. In accordance with the Scripture, this policy balances the principles of Matthew 18:15-17, the God-given right of parents (Deut. 6:5- 7 Eph. 6:4) and the role of State authority (Romans 13:1-7). Matthew 18 calls for the process of restoration of the school to commence first if applicable, then in response to Romans 13 recognizes the State's legitimate right of notification. Notification of proper authorities must not be construed as betrayal of the parents' trust. Restoration results in forgiveness but doesn't remove the consequences of a violation of a state statute. Neither parental rights nor religious freedom were ever intended to give refuge to abusive parents. It must never appear to either the parent or the state that the school will allow our freedoms to be used as a "cloak of maliciousness" (I Peter 2:16). As a guiding principle, Ephesians 6:4 seems to give the parameters for legitimate parental responsibility. It includes both the negative ("do not exasperate...") and the positive ("training and instruction...") aspects of the parent-child relationship. In other words, parents are commanded not only to refrain from abusing their children (by direct act or by neglect) but also to take an active role in teaching them the fear of the Lord. A biblical approach to child discipline must acknowledge the legitimacy of corporal punishment. The writer of the Proverbs observed that, "Folly is bound up in the heart of the child, but the rod of correction will drive it far from him" (22:15 cf. 13:24 29:15). Attention does need to be given to distinguishing between legitimate corporal punishment and physical abuse. It would seem to be a matter of the frame of mind and motive of the parent while he disciplines. Corporal punishment should be a positive teaching tool. If done in anger, this value is lost, and physical abuse easily follows. Attention must be given to defining the difference between verbal/emotional abuses and explaining to children the plan of salvation, which includes the part about being a sinner and sinners suffering for their sins. Verbal or emotional abuse would include those words or actions that are intended to inflict pain and not healing. It must be conceded that an imbalanced presentation of the Christian gospel could be construed as a form of verbal/emotional abuse if a child is constantly reminded of his unworthiness and never told that he is the object of divine love. Although the gospel begins with Romans 3:23 ("All have sinned..."), it goes far beyond to Romans 8:1 ("There is no condemnation..."). Since the goal of this policy is restoration and reconciliation of the family, the school must be prepared to minister to the needs of not only the abused child but also the abusive parent, especially when and if the authorities have become involved. These policies and procedures follow established biblical principles. All conferences and proceedings are to be thoroughly documented.

1. When child abuse is suspected, the following procedure will be used.
	1. Respective principal and/or superintendent meets with student and other appropriate personnel.
	2. If necessary, the school nurse, or a designated staff member, examines the student and documents findings.
	3. The respective principal and/or superintendent meets with appropriate parties to discuss findings to determine course of action. Superintendent is notified of findings.
	4. The following represents the possible courses of action:
		1. If there is no reasonable indication of abuse or neglect, the parent will still be notified and no further action will be taken.
		2. If question remains as to reasonable indication of child abuse or neglect, parents will be called for an immediate conference. If the conference with parents indicates any reasonable indication of abuse or neglect, the parents will be requested to make immediate contact with the appropriate agency. If they refuse or can't be reached, then the administration will make the contact.
	5. Upon completion of the appropriate course of action, all personnel, including the Superintendent, is to be notified of the results.
2. When Children Services Board or appropriate agency notifies NRCA and requests an audience with suspected abused or neglected child, the following procedure is to be followed
	1. Parent and superintendent is contacted and made aware of the request.
	2. Children Protective Service Worker will be granted permission as long as an appointed staff member is present.
3. If child abuse is determined and has been reported to the Children Service Board, the process of restoration and reconciliation of the abusive parent is as follows:
	1. The school recognizes the place of the family's church fellowship and must be careful not to usurp its role in this process. Every effort must be made to support the pastor's involvement with and ministry to the family.
	2. The school should take the initiative to help the abusive parent find counsel. We not only recommend, but also help to arrange professional Christian counsel, if that is feasible. In any case, the parent should commit in writing to seek professional counsel.
	3. In the likely event that the parent is denied custody of the abused child and the child is not able to continue attending NRCA, the school should make a concentrated effort to maintain at least some contact with both the child and the parent.

3.064.47

**Student Teachers**

Student TeachersNRCA, in its desire to advance the cause of Christian education across the country, is active in the developing of new teachers. NRCA also recognizes its need to faithfully present a quality educational program to the families that send their youngsters to its system for training. Thus the following corporate policies are in effect as it relates to the use of student teachers:

1. Student teachers must be born again Christians and must subscribe to NRCA Statement of Faith.
2. No teacher with less than three years of actual classroom teaching experience is to be assigned a student teacher.
3. No teacher in their first year with NRCA is to be assigned a student teacher even though they might meet the three-year teaching experience requirement.
4. All prospective student teachers are to be interviewed by their respective principal and must fill out a NRCA employee application.
5. No teacher in the school system is to have a student teacher more than once every other year.
6. No elementary school is to have more than 2 student teachers (classroom) per year. Maximum Junior High/High School is to have no more than 2 at a time.
7. Each student teacher is to have direct control of the class no more than three weeks out of their time within our system. During the three weeks that they have actual classroom control, the coordinating teacher is to be in the classroom.
8. Each student teacher is to have the student/teacher handbooks reviewed with him/her on the first day of the student teaching assignment.
9. Prior to the first day on the job, each student teacher will be exposed to the philosophy of education for NRCA.

**3.065.48**

**Guidelines for Parent Volunteers and Student Helpers**

Guidelines for Teacher Aides, Parent Volunteers and Student HelpersAssistants, volunteers and helpers can make an important contribution to the Christian school program at NRCA. In order that we may make good use of this type of contribution it will be important to follow certain guidelines. Prospective assistants, volunteers, and helpers shall be approved in advance and assigned to classrooms by the respective principal. No payment or other financial benefits will be given for their services. These volunteers will be Christians who are caring, dependable and effective with children. They should be willing to work cooperatively with a teacher and under a specific teacher's supervision. Teachers will need to provide these individuals with clear information regarding the classroom management program, curriculum and his or her teaching style. Teachers need to schedule some uninterrupted time to plan with the volunteer. Teachers and volunteers will need to work closely together and be attuned to each other's needs.

3.066.48

**Resource People**

All resource people must be approved by your respective principal and follow these guidelines:Resource People

1. The person should be reminded that we are a Christian school.
2. The person should be reminded to watch language.
3. The person should be sympathetic with the Christian faith and not antagonistic towards it.
4. Background of the class or material being covered in class should be given to the person, so that the presentation is relevant.
5. Seek where possible the recommendation of a recognized Christian source.
6. Each teacher is encouraged to utilize resource people to aid in classroom experiences. Parents and/or community people are able to provide additional dimensions to many classroom experiences. Care should be given in the selection of the people we use.

**3.067.48**

**Spiritual Conduct for Students and Teachers****Spiritual Conduct for Students and Teachers**

Conduct for spiritual life will not be regulated by a list of do's and don'ts, but by the principles of Scripture that exhort us to abstain from every appearance of evil and to do everything heartily as unto the Lord.

**3.068.48**

**Disciplinary Policy Statement****Disciplinary Policy Statement**

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. The Academy’s discipline policies include instruction, correction, punishment, and reward. All of these elements are biblical principles and a balance between punishment and reward is essential. A detailed description of the individual teacher's complete discipline plan must be written and submitted for approval by the elementary principal for K5-5th grade. Teachers in grades 6-12 should have a working knowledge of the discipline referral form.

**3.069.48**

**Corporal Punishment**

Corporal PunishmentNRCA does not use corporal punishment as a method of discipline.

**3.070.49**

**Field Trips**

Field TripsTeachers take their classes on assigned educational field trips during the school year. It is the teacher's responsibility to organize class and field trip experiences that are interesting and fun, but also contain spiritual or academic value.

**3.071.49**

**Yearly Curriculum Guides**

Yearly Lesson PlanTeachers are to prepare yearly curriculum guides for each subject taught. Curriculum guides should be updated, approved, and posted quarterly as scheduled on the calendar submitting to their respective department head/lead teacher recommended changes; having department heads approve and recommend the changes to the respective principal, and upon approval by the principal having the teachers post the updates. They may use the order of material presented in the text. Approximate time periods for major units should be projected. The yearly curriculum guides are maintained on the school server. The respective principal, department heads, and lead teachers will assist in their format.

**3.072.49**

**Teachers’ Weekly Lesson Plans And Webpages**

Webpages should be updated by Monday for the upcoming week. Weekly Lesson PlansWeekly lesson plans giving each day's educational objective and assignments will be prepared by teachers and given to their department heads before classes begin each Monday or earlier if required. Department heads and lead teachers will submit their lessons plans to their respective principals Monday along with their teacher lesson plan/webpage checklist at the respective principal’s designated time. If a staff member is repeatedly late, the respective principal will establish an alternate plan of action and a note will be placed in your personnel file.

**3.073.49**

**Detailed Lesson Plans**

Detailed Lesson PlansDetailed lesson plans accompanied by seating charts are expected to be available in the event of the teacher's absence. These are to be provided by the teacher for his/her substitute by the start of the school day or earlier on the day of their absence. If you are away due to emergency or illness, arrange, if at all possible, to have your home-developed plans brought to school in time for the substitute to become acquainted with them.

**3.074.49**

**Emergency Substitute Folder/Classroom Substitute Folder**

Preparing for a Substitute TeacherGood planning is essential to good teaching. It seems reasonable, therefore, to expect the classroom teacher to keep a written record of his/her planning - both long and short range - and have it readily available for use by a substitute. Pupils become adjusted to the classroom routine of the regular classroom teacher. It should be made easy for a substitute to carry on the same general procedure by having the following materials available: seating chart, record of the grouping of pupils, special services schedule, textbooks, guidebooks, instructional plans, attendance book containing attendance sheets, and a note concerning special problems. The regular teacher should discuss any dissatisfaction with the substitute's work with the principal. It is unwise to discuss such things with other teachers or with pupils. The substitute's work can be improved if the principal is made aware of any shortcomings. Conversely, a note or expression of appreciation can be given in behalf of a substitute who has done a good job with your class.

Each elementary teacher should keep a substitute folder in the principal’s office and a copy of the folder in their classroom with their red notebook. These are due by the day after Labor Day. The folders should include:

1. Three daily plans for substitute
2. Weekly schedule for substitute
3. Restroom directions
4. Lunchroom order instructions and assigned duties information
5. Entrances, recess and dismissal responsibilities and procedures
6. Special classes information and schedule
7. Room habits and regulations
8. Seating chart
9. Note concerning special problems

Each middle school and high school teacher should keep a substitute folder in the principal’s office and a copy in their classroom with their red notebook. These are due the day after Labor Day. The folders should include:

1. Three daily plans for substitute
2. Daily class schedule for substitute with room number assignments
3. Lunch order instructions and assigned duties information
4. Seating charts and class rosters
5. Note concerning special problems
6. Traffic pattern and floor plan.

**3.075.50**

**Substitute Teachers**

Substitute TeachersSubstitute teachers must attend training in order to substitute. The designated administrative assistant will obtain substitute teachers from an approved list of substitutes. Candidates for the position of substitute shall apply, attend the training, and have a criminal background check as required for all personnel. Substitutes shall be placed on a priority calling list according to the following:

1. Experienced, certified former teachers.
2. Certified but inexperienced teacher candidates.
3. Adults with college degrees.
4. Adults without college degrees.

Every effort should be made to use substitutes who agree with the principles of Christian education. Substitute pay should be reviewed each year at the time of budget preparation.

**3.076.50**

**Substitute Teacher Salaries**

Substitute Teacher SalariesPay, for substitute teachers, is approved annually in November by the Board of Governors. Adequate funds need to be budgeted to anticipate all expenses for the year.

**3.077.50**

**Resource Material for Classroom Use**

Resource Material for Classroom UseResource material chosen and presented for the classroom (and/or the library) must lend itself to the fulfillment of the objectives and philosophy of the school. The material should be of a generally high quality, from a recognized, skilled talent in the field, with a worthy theme obviously and well developed. It should be at the age level for which it is geared in both intellectual and emotional substance, with an eye to the maturity of that age level, it should not depict an irrational bias, nor didactic (either overtly or covertly) in presenting an anti-Christian philosophy. Material which is objectionable either en-tote or in part would be presented to the class in a manner that apprises the students of the objectionable matter and how a Christian might deal with it. It should be an intention of the teacher to help portray the world with its problems and perversities to the student but at the same time, taking care not to contribute to the pollution of the student’s mind. The material should always be able to be used in a positive way, in a way that would support biblical precepts. It also should be a consideration of the teacher that the student be adequately prepared for higher education by being exposed in the Christian context to material that they will meet later. More specifically, the language of the material should not be unnecessarily profane, prurient nor coarse, but conducive to a mind-set such as that suggested in Phil. 4:8. In each and all cases, the material should be "interpreted" Christianly and there should be a healthy balance between the negative and the positive. The presentation must always have in mind, as an ultimate aim, the further glory of God and, at the same time concomitantly, the edification and maturation of the student. As much as possible, explicitly Christian materials should be used. Where it is not, the material should be examined to determine its potential for teaching Christian truth, either by contrast or example. From this statement of policy stem certain directives that have been applied to the following areas:

Literature, text, film, recordings and art.

1. A work should not contain more than an absolute minimum of the following:
	1. profanity (James 3:5-10). Must be administrative approval.
	2. blasphemy (Ex. 20:7).
	3. reference to sexual acts but no graphic depiction of sexual acts and conduct (Rom. 1:24-27, I Cor. 6:13-18, Gal. 5:19).
	4. nudity (the unclad human form) but no nakedness (sensual presentation of nudity) (Matt. 5:28). Biology class is an acceptable setting.
	5. exalting human philosophies which are contrary to Godly principle (Col. 2:8).
2. A work should not contain the following:
	1. promotion of cult practice to encourage conversion (II Peter 2:1-2).
	2. glorification (and practice) of the occult (example: card and palm reading seances, Ouija board, astrology, even when played as a game, including "Dungeons and Dragons", etc.) (Deut. 18:10-13).
	3. exalting depravity or vice, or even being neutral toward it (example: well-known personalities notorious for ungodly living, drug use, etc. music which depicts same (Rms. 13:12, Eph. 5:11, I Jn. 5:21).
	4. glorification of pagan holiday traditions example: Halloween, Santa Claus, Easter Bunny, etc. (I Jn. 5:21).
	5. evolution, except when explicitly presented as a theory (Gen. 1:11).
3. Seek where possible the recommendation of a recognized Christian source.
4. The recognized worth of the resource by Christian or non-Christian should be considered.
5. The work should be such as could be used to present an overall positive contribution to the class rather than a negative one.
6. The work must be representative of the main trend of literature or art.
7. The work must be geared to maturity level (emotional, intellectual, spiritual) of the student.
8. The work should be previewed by the teacher and (or) department head and if any question or doubt submit to the principal.

**3.078.51**

**Scope and Sequence**

Scope and SequenceA Scope and Sequence for each subject shall be adopted to guide teachers in the use of the curriculum materials provided by the school.

**3.079.52**

**Nationally Referenced Standardized Testing**

Nationally Referenced Standardized TestingStudents in K5-9 will be tested annually by a reputable, nationally referenced standardized test. The tests may used for individual target teaching to special needs of students, but will primarily be used to assess the strengths and weaknesses of the schools' curriculum and secondarily, the staff's instructional skills.

3.080.52

**Reviewing** **Media (Videos, DVD’s, U-Tube, Etc.)Reviewing Films**

The following shall govern the use of all media used in any way for classroom instruction or entertainment. No media shall be shown that in any way displays immodesty, unnecessary violence or that has gross language in it that is not vital to the use of the movie. For example, media about the German's treatment of the Jews may show graphic pictures of the Jews and the horrible things that were done to them and may be appropriate for teaching, whereas media showing graphic violence for entertainment purposes only may not be used. Media ratings shall be used with caution but shall be followed as to age restrictions. For example, a "PG" rating is limited to adults and their children if the parents have given approval for them to watch it. We cannot make that decision for the parents. Also, a "G" rating does not necessarily mean that the media is always okay to watch. Media is only rated when they are released for theater viewing. Many videos now being made for home use have no ratings and we cannot assume that they are okay for that reason. All media must be owned by the NRCA. No other videos may be shown.

3.081.52

**Fire Drill Regulations**

1. Fire Drill RegulationsFire Alarm System

 The signal that initiates a fire drill is a constant intermittent sound of an horn.

2. Fire Drills

 a. Every fire exit drill is an exercise in group control and fire drill organization for principal, teachers, and pupils. The purpose of fire drills is to thoroughly instill in the mind of the pupil the correct procedure for clearing buildings so that in case of emergency it may be done with no confusion. Great stress should be laid upon the execution of each drill. They should be brisk, quiet, and orderly in manner. Running and talking are prohibited. If there are pupils physically incapable of holding their places in a line moving at a reasonable speed, provision should be made to have them move independently of the line of march, under the supervision of a responsible student or adult.

 b. Fire drill exits should be conducted during the first week of school until proficiency is attained. Thereafter, fire drills are to be held at least once a month.

 c. Elements of a Good Fire Drill Exit

All school personnel and visitors should be required to leave the building regardless of the activities in which they are engaged. It is essential, if the importance of fire drills is to be impressed upon the pupils, that all adults as well as children conform to regulation.

1) Speed should be subordinate to control and order. There should be no talking, running, pushing, or skipping steps on stairs.

2) All pupils should stop work immediately. Pupils in shops should turn off motors, torches, gas and water outlets, etc. in accordance with a prearranged plan. Pupils on the playground should go immediately to their previously designated area on the grounds and assume regular fire drill discipline.

3) Pupils should not stop to take books, wraps, flags, or personal belongings with them. The protection of property is the responsibility of the Fire Department.

 4) The first pupil to reach any door should open it.

5) The last one to leave a room should check to be sure everyone is out and then close the door.

 6) Pupils should start moving as in a prearranged plan and proceed to an assigned place on grounds or sidewalk away from buildings.

 7) Pupils in restrooms should join nearest lines in making exits proceed to stopping place and then with permission of those in charge, join their own group report to the teacher and take their places in line.

 8) In no case should any group stop less than 75 ft. from a building.

 9) Students should not stop in front of gates or other entrances that may be used by the Fire Department.

 10) There should be no intersection of line of egress.

11) Egress from rooms on the upper floor should be so distributed that each stairway accommodates a proportionate share of students.

12) There should be no exit from the building that is not occasionally used during a fire exit drill.

13) Each individual fire alarm box in the plant should be numbered and a record kept on the testing of each box.

3. Teacher's Duties in a Fire Exit Drill

 a. The teacher should supervise the exit of the group and make certain that it is done in an orderly manner, with as little commotion as possible.

 b. In a blocked exit drill, the teacher should know the alternate route and guide or instruct the group as to the course to take. It is not necessary for the teacher to stay at the head of the line. Maximum control is to be desired, and the position from which this can best be maintained should be taken.

 c. The teacher should see that the group goes to its assigned position on the grounds after which roll should be called to make sure that all members of the class are present. Teachers must remain with the class.

4. Posting of Routes for Egress

Each teacher is responsible for posting in a conspicuous place in the room a copy of the school grounds plan with the routes clearly indicated. (Copies available in school office.)

**3.082.53**

**Fire Drills Procedures:**

Teachers should be familiar with the fire drill map that is posted. The fire drill signal is the fire buzzer – with continuous ringing. Upon receiving the signal, all in-class activities must cease and exits must be made promptly in accordance with posted instructions. Classroom doors should be closed as room is vacated. The signal for re-entry will be the blowing of a whistle. It is imperative that the following rules be followed during the required monthly fire drills.

1. Teachers:

 a. Instruct pupils as to the purpose of the fire drill.

 b. Work out a system for closing all windows and leaving the room. Make certain pupils know and follow it.

 c. Take your roster so that you can account for all pupils.

 d. Exit the room last and turn out all lights and shut all doors.

 e. Check restrooms.

 f. Insist on quiet order.

 g. Guide students to the assigned waiting area.

 h. Wait for return to classroom until instructed.

 i. Do not excuse any student for a drink or to go to the restroom during or immediately following a fire drill.

 j. Each class should return to its classroom and remain there for five minutes before anyone is excused.

2. Students:

 a. Listen carefully to teacher instructions.

 b. Walk quietly, without rushing or pushing, in single file line.

 c. Do not talk or play inside or outside the building.

**3.083.54**

**Tornado Disaster Drill**

Each teacher should discuss with the class the appropriate procedures for such a drill, which is indicated by a siren sound. Students should proceed in a quick and orderly manner to their designated areas. Exit the room quickly and quietly. Stay in single file. At the assigned area, students should kneel down facing the interior walls, as far away as possible from windows and doors, with their heads down and hands covering their heads. Listen to teacher’s instruction. Classroom doors should be closed. If there is not time to exit a room to a safer location within the building, students should take cover under their desks, as close as possible to interior walls. Talking should be kept to a minimum so that instructions may be heard. Instruct students as to purpose and importance of a tornado drill.

**3.084.54**

**Accidents, Injuries, and Safety****Accidents, Injuries, and Safety**

In the event of injury on school premises, employees shall not make statements to persons other than authorized personnel of the NRCA regarding the events leading to the injury without first consulting with the principal or his designee. An accident report shall be completed within 24 hours. This should be done by the injured employee, but if impossible, their supervisor shall complete it. In the event of a child injury, the employee on duty in that area at that time shall complete the accident report.

**3.085.54**

**School Bus Policies**

1. The use of school vehicles is limited to school related activities or organizations where a majority of the passengers will be school members.
2. Any group must have adequate supervision to ensure proper care of the vehicle.
3. Reservations must be made as far in advance as possible (at least two weeks) to assure the proper assignment of drivers.
4. All vehicles are reserved on a first come basis.
5. Each organization that uses a vehicle must be responsible for leaving the bus fueled, keys turned in, and the interior of the bus clean, (especially on weekends).
6. Accident reporting - any driver involved in an accident must complete the accident form and follow the accident reporting procedure that is posted in all vehicles.
7. Driver Qualifications
	1. All school vehicle drivers must be between the ages of 21-65 years old.
	2. All drivers must be in good physical condition.
	3. Any driver with more than two violations should not drive. Any driver with a DUI should not drive.
	4. All drivers must be approved by the athletic director.
	5. All drivers will be subject to all state, federal, and all Department of Transportation regulations.
	6. All drivers will be subject to the school bus rules (attached to these policies).
8. All mechanical problems will be reported to the school office on the return of the vehicle.
9. The athletic director will be responsible for maintenance records on all school vehicles.
10. The athletic director will keep drivers records on all school-approved vehicles.
11. The athletic director will be responsible to the superintendent for the recommendation of the sale and purchase of all school vehicles.
12. Revision of these policies will be recommended as needed by the athletic director.
13. All exceptions to these policies will be referred to the superintendent.

**3.086.55**

**School Bus Driver Rules**

1. School Bus Driver RulesWalk around bus, check tires and look for anything unusual. At night check all lights.
2. Inside, check all safety latches on windows and look for anything unusual. Report anything unusual to school office.
3. After starting, check all gauges for proper operation.
4. Make sure all passengers are seated before moving.
5. Obey all speed limits and traffic laws.
6. Never stop to give assistance to a motorist. You have too much responsibility of your own.
7. Keep conversation with passengers to minimum it could be distracting.
8. Be Alert!
9. While on a trip:

Visually check the outside of the bus, including tires, at every stop for fuel, food or breaks.

Each time the bus is fueled check all fluid levels. If additional fluids are needed refer to tag on drivers door for proper fluids to use.

 Follow the listed procedure if you encounter a mechanical problem.

* 1. Determine the severity of the problem. Does it or could it in any way effect the safety of the passengers? If yes, stop the bus immediately and seek professional help.
	2. Seeking help - Consult a truck repair shop or service station or garage.
	3. If the anticipated repair bill is over $100, or if you feel charges are out of line with normal fees, call the athletic director for advice/approval.
1. Before leaving bus:
	1. Make sure everything is turned off.
	2. Check interior for items left behind. (Turn in items to school office.)
	3. Clean interior of bus. This includes trash and sweeping the floor.
	4. Lock all doors.
	5. Service bus if you return on Saturday afternoon or evening (check fluid levels, fill with gas).
2. After exiting the bus:
	1. Check all doors and make sure they are locked.
	2. Check and make sure all lights are turned off.
	3. Check for anything unusual.

**3.087.55**

**School Bus Driver Accident Reporting Procedure****School Bus Driver Accident Reporting Procedure**

1. Take adequate precautions to insure the safety of the passengers. Help passengers exit the bus and then walk them to a safe location.
2. Call police for all accidents so they can complete an accident report. This must be done for all accidents on public property.
3. Complete accident report.
4. Contact principal as soon as possible.
5. Turn into the principal the police report as soon as possible.

**3.088.56**

**Involuntary Termination**

Involuntary TerminationAn employee may be terminated for any one or more of the reasons listed below:

1. Inefficiency in the performance of his/her duties.
2. Discourteous, offensive or abusive conduct or language toward other employees, pupils, or the public.
3. Personal conduct unbecoming an employee of North Raleigh Christian Academy.
4. Repeated and unexcused absence or tardiness.
5. Abuse of sick-leave privileges.
6. Falsifying any information supplied to the school including, but not limited to, information supplied on application forms, employment records, or any other school records.
7. Persistent violation or refusal to obey rules or regulations made applicable to the school by the superintendent or any appropriate state or local government agency.
8. Willful or persistent violation of the policies and procedures of NRCA.
9. Abandonment of position.
10. Advocacy of overthrow of federal, state or local government by force, violence, or other

 unlawful means.

1. Consistent ratings or evaluations below NRCA standards for continued employment.
2. Physical or mental inability to perform the duties required for the classification the employee holds.
3. Any other reason, not specified above, deemed sufficient by the superintendent of NRCA.

**3.089.56**

**Notice of Dismissal**

Notice of DismissalNotice of dismissal shall be delivered in person or by certified mail by the superintendent and/or the respective principal. Principals and/or the superintendent shall be handled by the President of the Board of Governors.

**3.090.56**

**Right to Appeal**

Right to AppealA regular employee who has been dismissed may appeal the action by following the grievance procedures adopted by the Board.

3.091.56

**Overtime or Compensatory Time**

Overtime or Compensatory TimeThe decision as to whether the school shall pay an hourly employee for overtime or give compensatory time off shall rest with the superintendent. It shall not be at the option of the employee. Overtime is worked in excess of 40 hours in any one week or 8 hours in any day.

**3.092.56**

**Worker's Compensation (Classified Employees)**

Worker's Compensation (Classified Employees)All employees of NRCA are covered by Worker's Compensation as required by law. All injuries self-inflicted are exempted. You must report all on-the-job injuries to your supervisor immediately; then within the next three working days, file a complete Worker's Compensation injury report with the school secretary.

**3.093.56**

**Service Recognitions**

Service RecognitionsA staff person with five years service will receive a $50.00 gift certificate. A staff person with ten years service will receive a $100.00 gift certificate. A staff person with fifteen years service will receive a gift of $500.00 and a staff person with twenty years service at NRCA will received an additional personal day for the year and a gift of $1000.00

**3.094.57**

**Partisan Politics in the Classroom**

Partisan Politics in the ClassroomThe classroom is not a forum to promote partisan politics. This does not mean that political matters are never discussed. They should be discussed. Christian school students should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage. Most Christian schools have students of many faiths represented in the school. While we attempt to lead them to Christ and strengthen them in the Word, the teacher should use utmost discretion in discussing denominational doctrines.

**3.095.57**

**Indebtedness**

IndebtednessThe employee should use special care in making certain that he/she does not incur indebtedness beyond his/her ability to pay. It is understood that NRCA will not be responsible for personal or private indebtedness acquired or charged to any individual employee presently employed or past employed.

**3.096.57**

**Role Model Policy****Role Model Policy**

The teacher will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents, and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs, pornography, and the use of vulgar and profane language(Col. 3:17, Titus 2:7-8, I Thess. 2:10, 5:18, 21-22, James 3:17-18). The teacher agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model. The unique role of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination (Romans 12:1-2, I Cor. 6:9-20, Ephesians 4:1-11, 5:3-5, I Thess. 4:3-8, I Tim. 4:12, II Tim. 2:19-22, I Peter 1:15-16, I John 3:1-3).

**3.097.57**

**Leadership Levels 2-4: Eleven and Twelve Month Bonus Day Policy**

Eleven Month: The Eleven Month Leadership Team members, Level 3-4, will not be contracted for the month of July. Eleven Month Leadership Team members have three personal days (to be used during the academic school year or reimbursed according to school policy). Eleven Month Leadership Team members, Levels 3-4, receive three bonus days upon completion of their 5th full-time year and five bonus days upon completion of their 10th full-time year (to be used in the upcoming academic school year with approval of the Superintendent and can be individual or collective dependent upon schedules). These bonus days may be used during the academic school year or be reimbursed according to personal day policy. There will be some flexibility as to August, December, and May if the request does not fall around a school holiday or on a professional/in-service day. If an employee does not re-contract or return, the next year’s bonus days are not reimbursable.

Twelve Month: The Twelve Month Leadership Team members, Levels 2-4, have two weeks summer vacation (to be taken during July in week increments) and three personal days (to be used during the academic school year or reimbursed according to school policy). All summer vacation time must be completed by July 31. Twelve Month Leadership Team members, Levels 2-4, receive three bonus days upon completion of their 5th full-time year and five bonus days upon completion of their 10th full-time year (to be used in the upcoming academic school year with approval of the Superintendent and can be individual or collective dependent upon schedules). These bonus days may be used during the academic school year or be reimbursed in accordance with personal day policy. There will be some flexibility as to August, December, and May if the request does not fall around a school holiday or on a professional/in-service day. If an employee does not re-contract or return, the next year’s bonus days are not reimbursable.

**3.098.58**

**Leadership Level 5: Eleven and Twelve Month Bonus Day Policy (Taken in 1 day increments)**

Eleven Month: The Eleven Month Leadership Team members, Level 5, will not be contracted for the month of July unless job requirements dictate otherwise. If this is the case, the employee, in coordination with their direct supervisor and approval by the Superintendent, has two weeks free in June and two weeks free in July. All non-contract time must be completed by July 31. Eleven Month Leadership Team members, Level 5, have three personal days (to be used during the academic school year or reimbursed according to school policy). Eleven Month Leadership Team members, Level 5, receive two bonus days upon completion of their 5th full-time year and three bonus days upon completion of their 10th full-time year (to be used in the upcoming academic school year with approval of the Superintendent and can be individual or collective dependent upon schedules). These bonus days may be used during the academic school year or be reimbursed in accordance with personal day policy. There will be some flexibility as to August, December, and May if the request does not fall around a school holiday or on a professional/in-service day. If an employee does not re-contract or return, the next year’s bonus days are not reimbursable.

Twelve Month: The Twelve Month Leadership Team members, Level 5, have two weeks summer vacation (to be taken during July in week increments) and three personal days (to be used during the academic school year or reimbursed according to school policy). All summer vacation time must be completed by July 31. Twelve Month Leadership Team members, Level 5, receive two bonus days upon completion of their 5th full-time year and three bonus days upon completion of their 10th full-time year (to be used in the upcoming academic school year with approval of the Superintendent and can be individual or collective dependent upon schedules). The bonus days may be used during the academic school year or be reimbursed in accordance with personal day policy. There will be flexibility as to August, December, and May if the request does not fall around a school holiday or on a professional/in-service day. If an employee does not re-contract or return, the next year’s bonus days are not reimbursable.

**3.099.58**

**Administrative Assistants: Eleven and Twelve Month Bonus Day Policy (Taken in 1 day increments)**

Eleven Month: The Eleven Month Administrative Assistant will not be contracted for the month of July unless job requirements dictate otherwise. If this is the case, the employee, in coordination with their direct supervisor and approval by the Superintendent, has two weeks free in June and two weeks free in July. All non-contract time must be completed by July 31. Eleven Month Administrative Assistants, have three personal days (to be used during the academic school year or reimbursed according to school policy). Eleven Month Administrative Assistants, receive one bonus days upon completion of their 5th full-time year and two bonus days upon completion of their 10th full-time year (to be used in the upcoming academic school year with approval of the Superintendent and can be individual or collective dependent upon schedules). These bonus days may be used during the academic school year or be reimbursed in accordance with personal day policy. There will be some flexibility as to August, December, and May if the request does not fall around a school holiday or on a professional/in-service day. If an employee does not re-contract or return, the next year’s bonus days are not reimbursable.

Twelve Month: The Twelve Month Administrative Assistants have two weeks summer vacation (to be taken during July in week increments) and three personal days (to be used during the academic school year or reimbursed according to school policy). All summer vacation time must be completed by July 31. Twelve Month Administrative Assistants, receive one bonus days upon completion of their 5th full-time year and two bonus days upon completion of their 10th full-time year (to be used in the upcoming academic school year with approval of the Superintendent and can be individual or collective dependent upon schedules). The bonus days may be used during the academic school year or be reimbursed in accordance with personal day policy. There will be flexibility as to August, December, and May if the request does not fall around a school holiday or on a professional/in-service day. If an employee does not re-contract or return, the next year’s bonus days are not reimbursable.

**3.100.59**

**Family Educational Rights and Privacy Act****Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, the NRCA employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the principal in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student.
3. With the exception of "directory" type information - name, address, and phone number - the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
4. According to the law the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

**3.101.59**

**Skipping a Grade**

Skipping a GradeA sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not a beneficial practice in most cases and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school principal must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At NRCA it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic as well as a steady social development. There is no feeling of urgency to accelerate a student through the grades.

**3.102.60**

**Extra Work Requests**

Extra Work RequestsStudents often ask for extra work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades.

**3.103.60**

**Christian Athletics****Christian Athletics**

The Christian philosophy of athletics must stem directly from the school's Christian philosophy of education. The ultimate goal must be "to be conformed to the image of Jesus Christ" (Rom. 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body." (I Thess. 5:23) It is the goal that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletics is a microcosm of life. The athletes are confronted with all types of life situations, perfect learning situations for teaching biblical principles. It is the job of the coaches to properly direct them in these situations as to build the character qualities. Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach. There should be a commitment to excellence in each particular sport. "Do heartily as unto the Lord." Athletics are a means to an end, not an end in itself, in that athletics represent an aspect of the educational program, not the main focus of the program. Students developing into a well-rounded individual and striving toward his God-given potential is the goal. The athletic program shall provide well-planned and well-balanced inter-scholastic activities for as many participants as possible, consistent with available facilities, or personnel, and financial support. The athletic program shall be planned so as to present a minimal amount of interference with the academic program. The athletic program shall function so as to involve not only the participants, but also the student body and school community. The athletic program shall provide an opportunity for the loyalty of parents, and friends of the school to be renewed, strengthened, and united. It shall be a goal to win the contest. This winning attitude encompasses both spiritual and physical victory. (I Cor. 9:24-27) "Do you know that in a race all the runners run, but only one gets the prize? Everyone who competes in the games goes into strict training. They do it to get a crown of laurel that will not last but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly, I do not fight like a man shadow boxing. No, I beat my body and make it my slave so that after I have preached to others I myself will not be disqualified for the prize." A coach shall play as many players as possible, but not necessarily all in any one game.

**3.104.60**

**Standards of Student Athletes, Coaches, and Spectators' Behavior**

Standards of Student Athletes, Coaches, and Spectators' BehaviorNRCA conducts an intensive interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Sportsmanship is an important part of this training. We expect our coaches, our players, and our students to represent the school in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests. The administration is directed to implement these policies, and those established by the league, at all levels of competition.

**3.105.60**

**Student Council/Class Officers**

Student OrganizationEach of the middle school and high school homeroom will elect a President and Vice-President (who will serve as Student Council representatives) and a Secretary and Treasurer. A Chairman (Senior), Vice Chairman (Junior), and Secretary-Treasurer (Sophomore) will be elected from and by the elected representatives. The high school principal and Student Life Director will serve as advisors. The duties of the Student Council are as follows:Student Council

1. Assist the Student Life Director in planning student activities.
2. Heading up student outreach into the community.
3. Promote spiritual growth, school spirit, and Christian attitudes in the student body.

**3.106.61**

**Fund Raising**

Fund Raising by Student OrganizationsAll proposed fund raising activities by student or parent organizations must be submitted to the superintendent in writing for approval prior to implementation.

**3.107.61**

**Early Dismissal for Jobs**

Student Outside JobsHigh school students will not be allowed to leave school in order to work at outside jobs unless they are in the General Track. Juniors in the general track only may request work release after 6th period, if they have employment verification, administrative approval, and can meet graduation requirements. Seniors in the General Track only may request work release after 4th or 5th period if they have employment verification, can meet their graduation requirements, and have administrative approval. Students must provide weekly time cards to continue work release.

**3.108.61**

**Activity Approvals**

No activity is to be announced until it has been approved and is scheduled on the master calendar in the school office. Use of facilities must be approved and placed on the master calendar. All special guests need to be approved before the guest is presented to the class as an activity. Approval rests entirely in the hands of the principal and the superintendent. Once approved, you will receive confirmation if your activity can be scheduled. This would include any and all activities that involve NRCA’s students and\or faculty. Facility requests must be submitted at least one week in advance of an activity. Classrooms are not to celebrate Halloween, Easter bunnies or Santa Claus.

**3.109.61**

**Video/DVD Educational Guidelines**

1. Video/DVD watching is an active process. The teacher remains at the front of the class.
2. The teacher is to have previewed the video/DVD and is prepared to make frequent interruptions. The teacher uses the video/DVD to manage classroom interactions, calling out questions, checking students understanding and engaging them in dialogue with classmates.
3. Selecting a video/DVD relative to the subject is critical. The material must be selected to allow maximum time on task; occasional “fast forwarding” may be necessary. The teacher should be aware of bringing the thinking process of students into the viewing experience.
4. Video/DVD in the classroom is not a passive activity. Students must be actively involved. To sit and watch a program from beginning to end without interaction is not appropriate.
5. Video/DVD must be owned by NRCA and shown through the media center.

**3.110.61**

**After School Help Classes and Tutoring**

Teachers should schedule help classes once a week at their discretion. All tutoring, if done on NRCA’s campus, must go through the principal and follow these guidelines:

1. Private tutoring after school starts at 3:30 p.m.

 Standard fee: Private: $30.00 per hour; $15.00 per half hour

 Group: $15.00 per hour

1. Help classes should be available as needed (at least once a week).
2. Do not schedule tutoring classes on the days of faculty meetings.

**3.111.62**

**Early Dismissal of Elementary Students**

Parents picking up their elementary students early are to check their students out at the office. Send any sick student to the office with a sick note form. The office staff will contact the parents in case of illness. The pass will be signed by office personnel and returned by the student.

1. Dismissal Procedures: Students should never be left unattended.
2. Kindergarten: Students may be picked up by the approved time of the elementary principal.
3. Elementary: Assigned teachers will take the students to the extended care and check them in with the workers. Students are to line up at the pick up area by the designated time. Teachers will remain with their students as designated by the administration.

**3.112.62**

**Keys and Badges**

Keys and cards will be issued to each staff member for their classroom, the teacher’s workroom, faculty bathrooms, and any other areas to which the teacher needs access. The facility manager is in charge of keys. Keys lost or stolen will be replaced for the cost of making new keys. Under no circumstance are you to duplicate any key belonging to the school. If you unlock a classroom or interior door on a weekend or after 4:00 p.m. on a weekday, please lock it behind you. If you are here after hours, you are responsible to lock any doors unlocked. If you disarmed the security system, you must check to see if anyone else has entered the building and rearm the system.

**3.113.62**

**Child Abuse**

Child abuse takes many offensive forms. The physical abuse of a child is the first that comes to mind, probably because its outward signs are evident: cuts, fractures, burns or bruises. Be aware that there are other violations of children, some less obvious, all devastating. Emotional abuse can destroy the courage and self-esteem of a young person. Domination, withdrawal of affection, verbal battering can leave permanent mental scars. Neglect is failure to provide a safe place for children to live, play and grow. Neglected children have more accidents, more disease, more tragedy than children who are carefully tended. The signs of sexual abuse are too often well hidden by the abuser and the young victim. Depression, irritability, hyperactivity, or nightmares can be quiet screams for help. Children are such easy prey. They are innately trusting, dependent creatures who want so much to please, to be loved, to be accepted by the adults in their world. If you need help, please remember that the vast majority of abusive patterns can be changed. Please get help.

**3.114.62**

**Sexual Harassment**

Sexual harassment means that someone is treated differently because of his or her sex. It is a behavior or words that: (1) are directed at a person because of his or her sex, (2) are uninvited, unwanted, and unwelcome, (3) cause a person to feel uncomfortable or offended, (4) create an environment that makes learning difficult, and/or (5) may be repeated or may be very offensive on a one-time basis. Examples of physical sexual harassment are (1) grabbing or touching someone, especially his or her sexual parts, (2) tearing or pulling at a person’s clothing, (3) purposely bumping or rubbing against a person, (4) kissing or holding a person against his or her will, or (5) impeding a person’s movements or preventing a person from moving freely. Examples of verbal sexual harassment are (1) comments about body parts or rating people’s bodies, (2) sexual suggestions or threats, (3) spreading sexual rumors or stories, (4) sexual jokes and (5) using sexual orientation as an insult. Examples of nonverbal sexual harassment are (1) staring or pointing at a person’s body or body parts, (2) making obscene gestures, (3) displaying obscene sexual material or placing it in someone’s locker or on someone’s computer, and (4) writing people’s names along with sexual remarks, suggestions, or drawings in public places.

**3.115.63**

**Communicable Diseases**

North Raleigh Christian Academy wants to maintain a healthful school environment by making controls designed to prevent the spread of communicable diseases. The “Communicable Disease” will mean an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or principal who reasonably suspects that a student or employee has a communicable disease will immediately notify the school superintendent. The reported diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS) Mumps

AIDS Related Complex (ARC) Paralytic Shellfish Poisoning

Amebiasis Parvovirus B19 (Fifth)

Animal Bite (by a potentially rabid animal) Pertussis

Anthrax Pesticide Poisoning

Botulism Plague

Brucellosis Poliomyelitis

Camphylobacteriosis Psittacosis

Chancroid Rabies

Chicken Pox Relapsing Fever

Dengue Fever R. Rickettsia

Diphtheria Rocky Mt. Spotted Fever

Encephalitis Rubella including congenital

Giardiasis (acute) Salmonellosis

Gonorrhea Shigellosis

Granuloma Inguinale Smallpox

Hansen’s Disease (Leprosy) Syphilis

Hemorrhagic Fevers Tetanus

Hepatitis Toxoplasmosis (acute)

Histoplamosis Trichinosis

Human Immunodeficiency Virus (HIV) Tuberculosis

Legionnaire’s Tularemia

Leptospirosis Typhoid Fever

Lymphogranuloma Venereum Typhus

Malaria Vibrio Cholera

Measles (Rubeola) Vibrio Infections

Meningitis Yellow Fever

Any student or employee with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students and employees with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, NRCA may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. NRCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

**3.116.64**

**Copyright Law**

COPYRIGHT LAW: 17 U.S.C.G. SEC. 107:

Guidelines for “fair use” in the educational setting are as follows:

1. Singly copying for teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach class.

A chapter from a book

* 1. An article from a periodical or newspaper
	2. A short story, short essay or short poem, whether or not from a collective work
	3. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper.
1. Multiple copies for classroom use
	1. The copying meets the test of brevity and spontaneity as defined below
	2. Meets the cumulative effect test as defined below
	3. Each copy includes a notice of copyright
2. Prohibitions as to 1 and 2 above

 Notwithstanding any of the above, the following will be prohibited:

1. Copy will not be used to create or to replace or substitute for anthologies, compilations for collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or reproduced and used separately.
2. There will be no copying of or from works intending to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
3. Copying will not:
	* 1. Substitute for the purchase of books, publishers’ reprints or periodicals
		2. Be directed to higher authority
		3. Be repeated with respect to the same teacher from term to term
		4. Be charged to the student beyond the actual cost of photocopying

**3.117.64**

**Crisis Communication Policy**

Crisis communication relates to both emergencies and controversial issues. See Section 7: Crisis Management Plan.

**3.118.64**

**School Cancellation Due To Emergency Or Power Outage**

The teacher’s responsibility is as follows:

1. Remain calm and stay in your classroom.
2. As much as possible, continue to provide teacher-directed activity. Have some activities preplanned for the occasion.
3. Do not respond to repeat rumors regarding school dismissal. You will be notified of the schedule and informed as to the situation as soon as possible should the situation develop.
4. If the decision is made to cancel school because of an emergency situation you will be notified. Kindergarten and elementary teachers are to remain in their own classrooms. (If the class is with an elective teacher, they should be taken immediately to their regular classroom.) The teacher will be fully responsible for his/ her class until all children have been properly checked out of school or until regular dismissal time. MS/HS teachers are to keep their students in the classroom. All MS/HS high teachers are to assist in checking students out.
5. No faculty member will be released from responsibilities until all students have been signed out or until the regular dismissal time or the school superintendent gives approval for the faculty to leave.
6. It is important that should any of the above mentioned situations occur, that the teacher assumes responsibility for the safety and well being of their students, and is willing to assist with the general well being and safety of all students.

**3.119.65**

**Elementary Chapel Procedures**

Students are to enter quietly and sit in assigned areas. Students need to listen to the speaker and follow directions. Teachers need to go over proper behavior in chapel with students before chapel begins. Teachers rotate chapel responsibility. Responsibility includes scheduling a speaker and leading in Worship. Please choose a speaker that can speak on the level of the students.

**3.120.65**

**Elementary Guidelines for the Cafeteria**

In order to be sure all of us are moving in the same direction, the following guidelines are to be followed in the cafeteria:

1. General:
	1. The lunch time is a part of the instructional program and should be used accordingly.
	2. The lunchtime is time of eating and social fellowship; it is not a time for games, playful activities, boisterous loud talking and/ or laughing. The general atmosphere should be orderly and quiet.
2. Specific:
	1. Prior to coming to the cafeteria, or as a class in the cafeteria, under the direction of the teacher, the class should ask a “blessing” and “give thanks” for the food. Teachers are to be sure students understand the basis for this activity.
	2. Students make every effort to obtain all the food they need when placing an order in the morning. Students are not permitted to purchase soft drinks in grades K-5 through 5th grade.
	3. Upon sitting, students are to remain in their seats until dismissed by the teacher or to return for food or utensils. There should be no standing or walking around the cafeteria during mealtime.
	4. Students should enjoy talking quietly with persons in the immediate area of their seat.
	5. Students in grades K5 and 2nd grade are not permitted to use the microwaves.
	6. Students will leave the cafeteria under the supervision of their teacher.
	7. Prior to departure, students are responsible for their immediate area and placing all debris in waste receptacles.

**3.121.65**

**Report Card Procedure**

1. All grades on the report card are letter grades. Number grades are kept on computer. Report cards have a place for the final year average and conduct code.
2. Each pupil’s attendance is totaled on the computer by the teacher.
3. A copy of the report card, front and back, is to be made at the end of the school year and placed with the student’s permanent records.
4. Elementary grades for music, P.E., computer, Spanish, and art will be graded as follows:

Outstanding

Satisfactory

Needs Improvement

Unsatisfactory

1. Report cards are computerized. If a change should be necessary on the report card after change options are not available on the computer, see your respective principal.
2. Report cards have a place for the final year average.
3. Conduct of elementary students is assessed in several areas, including work habits, interpersonal behavior, and character.

**3.122.66**

**Classroom Procedures and Management**

Classroom Procedures:

* Turn on computer and pull up homeroom attendance.
* After homeroom attendance is taken, pull up first period attendance so you are ready for the next class.
* Strive to have a brief devotion and prayer.
* Doors should be locked during class.
* Designate a student to open the door for latecomers or guests to minimize interruptions.
* Take attendance at the beginning of class. This is a liability issue.
* If a student comes in late, make a note, and correct attendance immediately at the end of class.
* Sign in teacher assistants.
* Guard class time.
* Videos without a purpose or personal health time are not acceptable.
* No student should be sent to the library without supervision.
* Keep your windows closed.
* If you are having a problem with temperature, contact the facility manager.
* Close blinds after lunch for temperature control especially if your classroom faces the front of the building.
* If you leave your classroom during your planning period or at the end of the day, please turn off the lights and lock the door.
* Remember no food or drink in classrooms.
* Students should not bypass the front desk for attendance.
* Crude language like crap, sucks, etc. are not appropriate.
* Encourage students to use good manners and decorum.

Classroom Management**:**

1. General
	1. Each teacher is responsible for the control of their classroom.
	2. First three weeks: The first three weeks will set the classroom pattern for the year. Get off to a business-like start.
	3. Lining up (K-6th Grade): The teacher must be in control at all times. Designate check points. While in the building, there is to be no talking. Moderate talking is allowed when the class is away from the buildings.
	4. At no time are students to be left unattended in the classroom. A teacher is to remain in the class until the students are gone.
2. Elementary

Dismissal time: Students are to be in line ready to leave the classroom promptly at the end of the day. Plan ample time for the students to gather their belongings. The teacher is to escort the class to their designated area for car pool line. Please assist students into their cars. The remainder of the class (staying in after school care) must wait until supervision has arrived. Before leaving for the day, turn off the lights, TV’s, blinds, and lock your door.

Bathroom time: Students are to be quiet during bathroom breaks as classes are in progress. The teacher is to line up the girls and boys checking the bathrooms before allowing students to enter. Teachers are also to check the bathrooms after their classes’ use and check for any trash on the floor. Any malfunctions of toilets or faucets should be reported immediately to the school office.

Instruct the students to wash their hands and to not waste soap and paper towels. Male teachers should never enter the girl’s bathroom. Female teachers of 5th grade should never enter the boy’s bathroom, but can step to the door and listen. Students should only use the restroom during scheduled times when the entire class goes, however you may have several students who need to go to the restroom in addition to the scheduled times.

1. Middle School/High School Hall Passes

Generally, students are not to leave the classroom until the period ends. The teacher should be discerning in giving a student permission to use the restroom during class time. No student is to be out of class without a pass and a teacher’s permission.

Middle School:

Each student receives two bathroom and two locker passes that may be used interchangeably per quarter. Upon leaving the classroom, the student signs out on the Hall Pass Checkout Log. Upon returning to the classroom, the student signs back in.

 High School:

Upon leaving the classroom, the student signs out on the Hall Pass Checkout Log. Upon returning to the classroom, the student signs back in.

Teacher Assistants:

Office Assistants should have the Office Lanyards to verify that they are on office business. Teacher Assistants will be tardy if they are not at their designated teacher’s classroom at the beginning of a period. A teacher assistant should not leave the classroom of their designated teacher without permission. If a teacher has a field trip, it is the teacher’s responsibility to find another teacher to oversee the teacher assistant.

Nurse’s Pass (Bright Green):

Students given permission to leave class for sickness must have a Nurse’s Pass.

**3.123.67**

**Prayer**

Begin each day and throughout the day with a word of prayer. Use prayer time to teach students how to pray, not to preach. Never allow prayer time to degenerate into sarcasm or jokes. The teacher must always control this time.

Teach students how to pray:

1. Acknowledge Christ and include praises.
2. Include thanksgiving.
3. Include silent confession.
4. Include petitions praying in God’s will.
5. Pray in Jesus’ name.

**3.124.67**

**Arrangement of Room**

Elementary classrooms may arrange your room and display your materials according to your taste. However, the teacher’s desk must remain in front of the customized cabinets. In middle school/high school classrooms, the desks must face the whiteboard. The Superintendent must approve the addition of any furniture in the classroom. Your room will reflect your tastes, your interests, your neatness, and your approach to teaching. It influences the attitude of your students, so try to make the room bright and cheerful.

**3.125.68**

**Bulletin Boards**

Boards should be changed a minimum of once each quarter. The respective principals will check rooms periodically, but at a minimum, quarterly. Classrooms should be as colorful and appealing as possible. Make use of the creative work of students. Think in terms of projects and activities and long-term assignments as you prepare units that will allow students to display their work. Bulletin boards should always be current. Holiday boards should be changed immediately after the holiday. Boards may include a Bible lesson, students’ work, scenery, holiday or other creative ideas. Bulletin board themes should stay away from Halloween, Santa Claus, or the Easter bunny. The Academy will provide background paper. However, all bulletin boards must have border.

**3.126.68**

**Pointers for Promoting Classroom Order**

1. There should be no books or other articles in the aisle or beside a student’s desk. Cubbies or lockers are provided for all articles other than textbooks and necessary supplies. Nothing should be kept on the student’s desk except materials needed for the immediate activity. Watch for writing on the desks. Prepare a seating chart for assigned desks.
2. Keep the students engaged in learning. The student should have something to do the moment he/she enters the classroom. A helpful practice is to write on the blackboard the first responsibility for the following morning before leaving your classroom the day before. Reserve one end of the front board for the listing of all assignments. Long range assignments should be set forth at the bottom of the list and special attention called to them as the due date approaches. By this means every student is aware at all times of work that needs to be done.
3. Praise the work of the class as a group and of individuals when the work or conduct deserves it. Find something every day for which to pay a compliment. When the classroom order is good, the students should know that the teacher is pleased. If it is possible to reward the class with some activity that they particularly enjoy, it is a good thing to follow praiseworthy conduct with some such action. A friendly interest in the children of the classroom as individuals will do much to build an atmosphere of mutual trust and esteem that will pay dividends in classroom order. Even as we urge the teacher to be friendly, we must warn against the dangers of seeking to be popular with the students at any price. This effort many times will lead to a familiarity that hampers good working arrangements in the classroom, or to a frustration that develops when a personally popular teacher is released by school administration. Perhaps “friendly without being familiar” conveys the desired relationship.
4. Don’t talk too much. This is an occupational hazard, and every teacher must be on guard against it. Frequent, lengthy illustrations from personal experience are danger signs. To the unprejudiced observer, these appear as an undue exploitation of the captive audience (the class).
5. As the class is working, walk around the room. If an individual or group tends to be noisy, stand by them. Reassign seats at regular intervals. This provides the teacher with a natural opportunity to relocate individuals or to distribute disturbing groups of students.

**3.127.68**

**Respect**

1. DO NOT raise your voice to secure attention!!! Wait for attention before proceeding. One suggestion would be of having the student stand at the beginning of the class period when the teacher is ready to begin the work is an effective means of securing class order. In the Christian school, this can be the time for the opening prayer of the class session.
2. Never speak thoughtlessly or under the influence of anger. Whenever possible, avoid an open clash. Never discuss a private matter publicly.
3. Carry out every threat, but don’t make threats you can’t carry out.
4. When punishment is used, help the pupil understand why he/she is being punished.
5. When the punishment is determined, administer it as quickly as possible.
6. Do not punish the group for the offense of one or two. This is a sure way of losing class support. Find out who is doing the wrong.
7. Be fair in grading. Be consistent in discipline on a daily basis. Make it your goal to teach so well that no one fails your class.
8. Call the home and establish communication with parents.
9. At all times BE CALM. An adult in a fit of temper always looks awkward in dealing with youngsters. If you do lose your temper, make certain that you calm down as soon as possible. This is a must if your adult Christian example is to have any impact upon the children under your care. “Let your moderation be known unto all men.” Philippians 4:5
10. Use Mr., Mrs., Miss or Coach when speaking to other faculty in the presence of students,

parents and when at school. Do not discuss problems with other teachers or students. Your responsibility is always to be supportive. If you have a concern with any teacher, speak directly to them. Do not share intimate details about your personal life with your class. Be professional in your discussions.

**3.128.69**

**Middle School/ High School Homeroom Procedure**

1. Keep students quiet, orderly and in the classroom.
2. Take lunch orders.
3. Read necessary announcements to students.
4. Have prayer and devotions.
5. Complete and submit an attendance record online.
6. Scan the dress code as the students enter homeroom.

7. The primary responsibility of dress code check falls on the homeroom and first period teacher.

**3.129.69**

**Daily Class Procedures**

1. Scan for dress code as the students enter the classroom. Homeroom teachers, 7:00 a.m. teachers, and 1st period teachers should be focused on dress code at the beginning of the day.
2. Check attendance list. Students arriving late must present a signed pass.
3. Open with prayer.
4. Begin the day’s work.

**3.130.69**

**Elementary Orientation Day**

An open house will be held each year for the students and parents the week before regular classes begins (grades 1st - 5th). K5 will have an open house independent of the 1st-5th grade open house.

**3.131.69**

**Open House/Orientation**

Open House/Orientation Procedures (K5-5th Grade)

1. Rooms should be completely ready for school to begin.
2. Children’s name should be on their desk, cubby and bulletin board.
3. Prepare an orientation packet to give parents which should include: Daily schedule for beginning the first day, procedure for where students should be before school begins, lunch procedures, attendance requirements, what to do if a child is absent, doctor’s appointments, homework procedures and homework assignment pads, discipline policies....
4. Be cheerful and positive; seek to establish a good rapport with the parents.
5. Allow the parents to ask questions and sign up for various parties and field trips.
6. Have textbooks and workbooks on each student’s desk so parents can take them home to be covered. Soft cover books are to be covered with clear contact paper.

Open House/Orientation Day Procedures (Grades 6-12)

In addition to daily procedures outlined above, the following tasks should be completed:

1. Give out locker assignments.
2. Issue books and list condition of book by each student’s name (See Textbook Section). Explain that lost books must be replaced at student expense. Insist that students bring books to class.
3. Inform students that all books must be covered by the end of the first week of school. Paperback books should be covered with clear contact paper. Hardback books should receive removable covers.
4. Discuss books, supplies and materials needed. Students are responsible for having sufficient supplies at all times. Borrowing of books, paper, pencils, etc., is not permissible. A pink slip may be given to a student without proper supplies in class.
5. Discuss expectations for behavior and assignments as well as academic goals for the year.
6. Discuss the grading scale and grading procedure for homework, quizzes, tests, and exams.
7. Give the homework assignment for the following day.

**3.132.70**

**Textbooks**

Particular attention should be paid to which textbooks are considered consumable and permanent. Just because a textbook is paperback does not mean it is consumable and belongs to the student at the end of the school term. Consumable texts are those in which students write and are consumed as student’s progress through the school year. Students must pay the cost associated with replacing permanent texts that are not returned or damaged beyond further use. Textbooks should be counted and listed on the Book Inventory Form. Each textbook should be assessed as to condition and assigned a number to indicate the condition Textbooks are issued at the beginning of the school year or semester. Each book should have a number inside the front cover, indicating its condition. List on separate sheet book number, issued to whom, and condition and submit a copy to the principal. Record this number beside the student’s name in the grade book. At the end of the semester/year, be sure each student returns books that were specifically assigned to him. Subject teachers need to collect money for lost books and fines assessed for book damage.

**3.133.70**

**Student Mobility**

A student should never be out of class without a pass.

1. Sickness: In case of sickness, send the student to the School Nurse with a Nurse’s Pass. If it appears that the students will be leaving school for the day, collect any assignments due and remind students of the need to turn in any other due assignments to the appropriate teachers before leaving school. Be discerning as to whether the sickness is genuine and act accordingly.
2. Early dismissal: Students being dismissed early for previously planned reasons (i.e. doctor appointments) must present a note from home asking for permission to be excused from class. Students in grades 6-12 leaving school early, for whatever reason, must clear it through the office and sign out before leaving campus. No parents should come directly to the classroom to take a child out of school. This should be handled through the office. Juniors and seniors may opt for a school schedule that includes early dismissal.
3. Requesting students miss another class: As a general rule, students are not excused from classes for meetings or other purposes. In the event that this is necessary, a list of affected students should be submitted to the principal at least 2 days prior to the time at which students would be out of class. Upon the principal’s approval, notice should be given to affected teachers (specifying affected students) via the daily bulletin or by notes that are placed in the appropriate teacher mailboxes. Emergency meetings may be held the same day during lunch or after school.

**3.134.71**

**Lockers**

Homeroom teachers hand out class schedules with locker assignments at Open House/Orientation Day. No stickers or foam tape should ever be placed inside or outside the locker. No food or drink is to be kept in lockers unless it is in a lunch bag or box and may only be opened at lunch. Book bags, sports bags, coats, etc., must be kept in lockers.

**3.135.71**

**School Rental or Bus Use**

School sponsored trips may use buses or cars driven by parents of students or school employees. At times, charter buses may be used. No student drivers are permitted. All school-sponsored trips must be approved by the administration. Vehicles must be reserved at least one week in advance. The following guidelines should be followed when traveling:

1. Adults should position themselves for adequate supervision.
2. Students must be seated at all times and buckled into seat belts.
3. Athletic teams are to remove muddy shoes or cleats before boarding any vehicle.
4. The vehicle is to be filled with gasoline at end of the trip. Should a driver have to use his/her funds to put gasoline into a vehicle, a receipt must be turned into the school office within 48 hours.
5. Before leaving the vehicle at the end of any trip, the vehicle shall be thoroughly “policed” for trash, windows left in “up” position and all doors locked.
6. For school buses, any unusual circumstances or repair work needs to be reported.

**3.136.71**

**General Supervision of Students**

All employees of North Raleigh Christian Academy have the authority and the obligation to be alert and stop and/or report any questionable conduct on the part of students or visitors to the campus. Adults without a visitor or staff ID should be questioned as to their purpose for being in the building.

**3.137.71**

**Daily Announcements**

Announcements are made by way of the intercom, video system, memos, and staff emails. It is the teacher’s responsibility to read appropriate announcements and to share pertinent information with their students, such as schedule changes, meetings, and administrative requests.

**3.138.71**

**Devotion and Duty Responsibility**

A devotional time is scheduled each morning for all faculty and staff at the designated time. The purpose of this time is to begin the school day corporately before our Lord. Prompt, regular attendance by all personnel is expected. Punctuality is a sign of professionalism. Staff should be in devotions at the assigned time. **After an initial warning, 15 minutes of personal time will be docked.** Principals will have their respective sign-in sheets. If you are late, see your respective principal after devotions. The same policy and loss of personal time applies to scheduled duty morning or afternoon.

**3.139.72**

**Staff Hours**

The staff is expected to be at school in accordance with their contract each day. Teachers will reserve at least one afternoon each week to tutor students. If a staff member needs to leave early, a personal time form should be completed and approved by their respective principal.

**3.140.72**

**Faculty Afternoon Meetings**

Faculty meetings will be announced and held weekly at a designated time and place beginning at 3:30 p.m. All faculty members are required to attend these meetings. Do not ask to be excused from faculty meetings as this is a part of your responsibility. **You should not plan doctor appointments or parent conferences on the designated day of a faculty meeting.** Appropriate grade and departmental meetings will be scheduled bi-monthly. During accreditation renewal or special projects, additional meetings may be required. Special meetings may be called by the superintendent. Prompt, regular attendance by all personnel is expected. If a staff member is repeatedly late, the respective principal will establish an alternate plan of action that can include loss of personal time for tardiness.

**3.141.72**

**Cheating/Academic Dishonesty**

Cheating is a matter that teachers must address and deal with properly. Prevent cheating in the classroom by the following:

1. Craft your tests where essay questions may vary from class to class and multiple-choice may not be in the same order. Remember that students can pass tests from year to year to siblings and other students.
2. Provide colored cover sheets or privacy folders for the student to use.
3. Circulate throughout the room during a test.
4. Teachers should post themselves at the front of the room when no circulating.
5. Students should not be allowed the leave the classroom until the end of the period.
6. Desks should be cleared of all books and notebooks except for test and cover sheet or privacy folder.
7. Remember that cell phones and electronic devises are not to be present in the classroom unless needed for the test.
8. Be observant of students reaching for notebooks on the floor, writing on hands, etc.
9. Collect all papers at the same time, or collect the test when completed.
10. Never leave any student or class unattended while a test is in progress.

**3.142.72**

**New Students**

When a student enrolls during a 9 weeks grading period, the grades from the previous school and the grades from NRCA should be averaged together. The teacher will average the grades together (both schools) to get the nine-week’s grade to be placed on the report card. If the student attended 3 weeks at the previous school and 6 weeks at NRCA, grades would be averaged as one third and two thirds.

**3.143.72**

**Schedule Changes**

All schedule changes must be cleared through the college admissions director. If the student has an approved schedule change, he/ she will present it to both of the teachers involved in the schedule change. Students will have 2 weeks at the beginning of the first semester to change schedules.

**3.144.73**

**Faculty Lunch**

Lunch conversations should be positive and not include discussion of students, parents, faculty, staff, or school policy. In addition to the monitoring of behavior, each teacher is responsible to make sure the lunchroom and picnic areas are left clean. Faculty should not eat lunch or snacks in front of students in class. Coffee or drinks with lids are permissible but please contact the office in the event of spills.

**3.145.73**

**Outside Speakers**

Elementary chapel programs, including the securing of outside speakers and guests, are the responsibility of the designated teacher in charge for that date. MS/HS chapel speakers are the responsibility of the Student Life Director.

**3.146.73**

**Staff Development Days**

Staff development days are provided in the school calendar for personnel growth, accreditation, and development. All teachers will be expected to be on campus during this time. Staff Development Day hours are 8:00 AM to 3:30 PM. Daily dress code is appropriate except for CPR/1st Aid Training.

**3.147.73**

**Standards of Written Work**

Good grammar, neatness and spelling accuracy should be expected by all teachers. The form of written work is left to the discretion of the individual teacher, but it is expected that there be considerable consistency between courses so that students recognize the high standards expected for all classes. Carelessness to details and thoughtless content are not to be tolerated. Such work should be returned to the student for re-working.

**3.148.73**

**Student’s Class Day**

One of the greatest predictors of academic achievement is the amount of time a student spends in the learning process.

1. Grades K- 4: Teachers are expected to have their rooms open and ready for students by 7:45 each morning. Students who must arrive prior to this time will report to the cafeteria, which opens at 7:30. Elementary children arriving prior to 7:30 cannot be the responsibility of the school. Students will be dismissed to go to the classroom at 7:45 by the supervising teacher. Parents will be notified if a tardy problem develops. Students enter the room quietly, take care of books and materials, and begin work quietly in their seats.
2. Grade 5: Teachers should report to the cafeteria until 7:35. Teachers will pick them up at 7:35. Students arriving after 7:35 should go directly to their classroom.
3. Middle School: The outdoor basketball courts will be supervised at 7:15 for students arriving early. Students should not remain in parked cars or other areas, but should go directly to the outdoor basketball courts. Middle school classrooms will open at 7:35.
4. High School: High school students arriving early should not remain in parked cars, but should go to the designated areas. Classrooms in the High School building will be open at 7:35.

**3.149.73**

**Tutorials**

Teachers should be available to assist students immediately following the normal school day who are having academic difficulty. At least one day a week should be designated for tutoring at no cost to the student. Because difficulties may be rooted in problems that are not academic, teachers should be sensitive to the needs of the student. If counseling is needed, please refer the student to the respective principal.

**3.150.74**

**Playground Recess**

Follow the schedule for recess time–do not extend time in playground area. The elementary playground is for kindergarten through 3rd grade. Teachers are responsible for their classes during recess time and must be observant and aware of children’s playtime. Recess is not a time for teachers to socialize. Please follow these guidelines:

1. Should an accident occur, the respective teacher is responsible to have another teacher assume responsibility for his\her class as the injured child is attended to by the respective teacher. All accidents–including minor ones–must have an accident form filled out and the parent contacted immediately and informed as to the nature of the injury.
2. Students are not allowed to take food from the lunchroom to the playground area. Students are not to be allowed to litter on the playground or school grounds or lean on the fence causing damage to school property. Each class is responsible in policing the playground before leaving.
3. Students need to know that their teacher is in control of every situation, available for them and their needs.

**3.151.74**

**Playground Rules**

1. Demonstrate good sportsmanship and encourage fair play. No criticism of another’s performance. Make sure all children are included.
2. Exercise self-control over anger. Cooperate with other team members. Emphasize others first, self second.
3. No undue roughness, quarreling. No fighting of any kind will be condoned (outdoors or indoors).
4. The cafeteria courtyard playground is off limits to grades 4 - 12.

**3.152.74**

**Playground Supervision**

Faculty members on duty for playground supervision should be on time for duty and should place themselves near the students, and in a position to insure a good view of all students at play. Playground activities cannot be adequately supervised at a distance. Good and intelligent supervision will prevent most playground accidents and problems. *Do not become involved in reading, paper grading, cell phone use, or conversation with other students or teachers that will inhibit adequate supervision.* Occasionally join in on student play.

**3.153.74**

**Dress Code Enforcement**

If a student (grades K-5th) is not properly dressed, the teacher is to send home a note to the parent. If the violation is a modesty issue, the parent will be called. **This should primarily be the responsibility of the homeroom and first period teachers, but violation should be reported regardless of the time of day.** If the student is in 6th-12th grade, the teacher should complete a discipline referral form and follow the procedures outlined by the Assistant Secondary Principal.

**3.154.74**

**Staff Workroom**

The workroom should exemplify what is expected of students. All faculty and staff must assume responsibility in keeping this area in an orderly fashion. **Responsibility for the refrigerators will be rotated among the staff on a monthly basis.** Please removed any unused foods on Fridays or it will be discarded. At Christmas and the end of the year, all items should be removed or will be discarded.

**3.155.75**

**Holidays**

Classrooms should be neat, clean and orderly. Classrooms should be decorated to reflect the Christian philosophy of NRCA. Halloween decorations such as witches, jack-o-lanterns, etc. should not be used. Christmas and Easter decorations should reflect our Christian beliefs–the birth of Christ and resurrection of our Lord. All guests and entertainment should be Christ-centered.

**3.156.75**

**Parent-Teacher Relations**

Teachers should recognize the awesome responsibility of a parent in raising a child. Teachers should be sympathetic and understanding when working with the parent when it revolves around the report card. Teachers should make comments of encouragement or criticism in addition to the regular marks when they are warranted. Teachers may also contact the parent with a note in the student’s assignment pad. To be sure the note has been read, have the parent sign the note. The teacher should remove all notes from the assignment pads the following day. Communications about the student’s behavior should be by phone or in person if at all possible. Teachers should check their emails and voice mails daily for messages from parents. **It is recommended that each teacher strive to respond within 24 hours.**

**3.157.75**

**Parent-Teacher Conferences**

Parent-teacher conferences may be arranged at the request of parents and/or teacher and or designed to be mutually beneficial. A parents’ request for a conference should be responded to promptly by the respective teacher. Requests for a conference should be scheduled before or after school hours. Always conduct your conferences in a quiet, business-like manner as a true professional.

1. Open in prayer.
2. Give the parent pertinent information concerning the child, and listen with true interest.
3. Have questions prepared to ask the parent. Let them know you value their opinions.
4. Have samples of the child’s work available.
5. Note specific accomplishments and shortcomings.
6. Give suggestions to parents on how they might help their child at home if appropriate.
7. Relay to them what you plan to do to help their child in the classroom.
8. Give a brief summary of what material will be covered during the remainder of the school year.
9. Be open and honest in a tactful manner.
10. Avoid being defensive.
11. Accept graciously any criticism.

**3.158.75**

**Conducting Effective Conferences**

Effective conferences require careful and thorough planning. The teacher is both coordinator and moderator of the conference. The following guidelines have been used successfully and are offered to assist the teacher in conducting a parent conference.

1. Time:
	1. Schedule enough time to cover the material without rushing.
	2. Allow time for parent interaction.
	3. Start on time and end on time.
2. Preparation:
	1. Prepare a folder for the child. It should contain samples of the child’s work and a sheet of paper with any pertinent information (such as test and quiz scores, incomplete assignments, etc.) you want to share with the parent. After the conference, use the same paper for comments.
	2. Have something for the parents to take home, some of the child’s papers or a brief summary of the conference.
3. Organization:
	1. Prepare your own agenda for each child. (Use the paper in the child’s folder.)
	2. Stay on task. If the parent introduces a subject that does not pertain to the child, tactfully bring discussion back to the child.
4. Conduct:
	1. Look and act professional! Do not chew gum. Parents expect you to be confident and composed.
	2. Avoid criticism of other teaching methods, materials, or personnel.
	3. Refrain from exhibiting a complaining attitude.
5. Communication:
	1. Begin with prayer.
	2. Use language the parents can understand. Avoid educational jargon.
	3. Resist “talking down” to the parent.
	4. Choose words carefully. Be honest in evaluation of the student, but be tactful in presentation.
	5. Maintain confidentiality. Parents want to know that the information shared with them will be seen or heard by them alone. To insure this:
		1. Have a separate folder for each student. Do not shuffle through a pile of papers to find the work of the child.
		2. Never discuss the performance or behavior of another student, parent, or teacher.
	6. Provide pertinent information. Although each conference will contain material unique to the individual child, there is general information that should be included in all conferences.
		1. Functioning levels that are appropriate. Is he/she keeping up with academic demands? What is his/her current placement?
		2. Specific skills. What are his/her strengths?
		3. Specific failures. What are his weaknesses? Use concrete examples.
		4. Recommendations for remedial measures, if necessary. Be specific. State what will be tried at school. Suggest ways for the parent to help at home.
		5. Expectations. Give the parent some idea of what can be expected from his/her child.
		6. Plans for follow-up: perhaps another conference, weekly report, or telephone conference.
		7. Summary. Always summarize the major points that were discussed.

What do parents want to know? Although a parent may not ask all the following questions, the following represents the concerns expressed most often asked during conferences:

* + - * How is my child doing as an individual?
			* How is my child doing compared with his peers?
			* Is my child at grade level, above or below?
			* What are my child’s strengths and weaknesses?
			* Are assignments completed? On time? On his own without teacher prodding? What do the results mean?
			* How does my child get along with his/her classmates? With teachers?
			* Does my child exhibit good manners and behavior?
			* Does my child exhibit self-confidence?
			* Does my child exhibit any odd behavior?
		1. Listen. Often parent/teacher conferences become parent-listen/teacher-talk conferences. Parents have the opportunity to know their child better than anyone else. Use this resource and actively involve the parent in the conference.
			- 1. Encourage questions. Remember, a teacher is not expected to have all the answers.
				2. Encourage dialogue. Use questions such as, “What works for you at home?” Or, “Have you tried this?” Ask, “What would you like to see changed in your child?”
				3. Listen carefully. Is the parent ready for your insights? Teacher may see Kenny as “just about average” while Mom says, “He is so smart.” Listen and hear what is really being said.
				4. Focus on constructive ideas offered by the parent and ignore the negative aspect.
		2. Handling anger. Sometimes a parent comes to the conference angry, or perhaps anger is generated by something said or implied during discussion. In either case, the teacher should not take the anger personally. Recognize that it exists and attempt to deal with it. A positive working relationship with the parent will ultimately benefit the child.
			- 1. If a parent arrives angry, make small talk for a few minutes to calm things. The anger may be a result of traffic and may not be related to school.
				2. Parents may have strong opinions about teachers, school, or their own child. These opinions have probably existed for a long time and have nothing to do with you. Do not become defensive. Present the facts and be tactful.
				3. Do not become defensive if you are blamed for the child’s poor performance. Recognize the parent’s frustration.
				4. Do not argue with a parent. If the situation might get volatile, suggest another conference or a time for the parent to meet with you and the principal.

**3.159.77**

**Permanent Records**

Permanent records are kept in the office and may not be taken from the office. Records are kept on file in the office on each individual student and consist of a copy (front and back) of the student’s report card and all testing scores.

**3.160.77**

**Elementary Field Trips**

A field trip planning form must have the signed approval from the principal. All field trips should be scheduled at least two weeks in advance. Two different grade levels may not be allowed to go on a field trip on the same day, as this may pose problems with having enough drivers (parents of multiple children). A completed list of the students going on the trip should be filed in the office. All students who leave campus must have a permission form signed by the parent and in the teacher’s possession for the duration of the trip. Dress code should be included on the permission slip. Dress on the field trip should be appropriate for the event. Maps for the trip should be on file in the office and copies for each driver provided. Field trips should be of academic value, and each class should take one per semester

**3.161.78**

**Equipment and Books**

1. No salesman or distributor of any commodity whatsoever shall be permitted to solicit or give demonstrations to the students, or to sell directly through the school to the parents.
2. No school-owned equipment is to be loaned to groups other than those with direct school affiliation and then only with express permission from the superintendent.
3. No teacher may engage in selling books, encyclopedias, or any other commodity to the students or parents.

**3.162.78**

**Entertainment**

1. No entertainment of any kind whatsoever shall be permitted without the express permission of the superintendent.
2. No literature of any kind whatsoever shall be distributed or made available in the classrooms or on the campus without permission being given by the superintendent.

**3.163.78**

**Copying Procedures**

Teachers will do their own copying. Teacher’s assistants are not to use the copier. Monthly limits will be set. Each teacher will be given a copy number. Do not share this number with any students or other teachers. If a problem occurs, go to the office personnel and they will assist you.

**3.164.78**

**American Flag**

“I pledge allegiance to the flag of the United States of America, and to the Republic, for which it stands. One nation under God, indivisible, with liberty and justice for all.” **The pledge should be done weekly on Friday during homeroom.**

**3.165.78**

**Christian Flag**

“I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, buried, risen, and coming again, with life and liberty to all who believe.”

**3.166.78**

**Bible Pledge**

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart so that I might not sin against Thee.

**3.167.78**

**Classroom Maintenance**

1. Each teacher is responsible for the control of his classroom. This control includes student discipline, furniture arrangement, the use of teaching aids, regulation of lighting, and control of ventilation.
2. The first three weeks set the classroom pattern for the year. Get off to a business like start. Begin each class period with a word of prayer.
3. Furniture has been arranged to accommodate the various uses of the facility. Display material according to individual taste. The organized teacher will organize room each afternoon after classes are completed. Classrooms reflect a teacher’s interests, neatness, and approach to teaching. It influences the attitude of the students.
4. Keep desk and furniture arranged and the room as clean as possible. The floor should never be littered.
5. Before leaving the class for the day, have students clear the floor of trash. Turn off the lights, TV’s, close the blinds, and shut the door. Be sure the windows are closed at all times.
6. Care and maintenance of equipment assigned to the teachers use is his/ her responsibility.
7. Be alert to students writing or marking on desks or other equipment. Insist that students sit in the same seat, and maintain a seating chart. As soon as any writing on a desk appears, do something about it.
8. Dry erase boards should be kept free of tape and other damaging materials. Always erase boards. The only thing that should be left on the board from day to day is on-going assignments.
9. Remember, a room is the teachers’ and students’ home for more than six hours a day. Encourage students to care for it accordingly.
10. Use Mr., Mrs., Miss, or Coach when speaking to other faculty in the presence of students, parents, and when at school in public places.

**3.168.79**

**Discipline**

Steps of Discipline: Follow the steps below *as a guideline* for effective behavior management rules should not be enforced like a blunt instrument on a student. Such attitudes lead to dangerous conformity or outright rebellion. (Rom. 7:7-25; Eph. 5:4)

1. When problems occur, talk privately with the student, but never address undesirable behavior/ actions publicly. Ask the student to meet you after class, and do not allow the student to argue or discuss “why?” in class.
2. A student who persists to argue or question the teacher should be asked to leave the classroom. Depending on the degree of the situation, it may be necessary to have the student wait in the Assistant Secondary Principal’s office. No student should be allowed to wander in the halls.
3. Make sure the student’s offense is a clear violation of school policy or your classroom policy.
4. Complete in full an additional consequence. Include a brief expatiation on behavior offences. *Make sure that your explanation is clear and consistent with the offense so there is no misunderstanding between you, the student, the Assistant Secondary Principal, and the parent.*
5. Forward the Pink Slip to the Assistant Secondary Principal, after discussing the violation with the student. The Assistant Secondary Principal will schedule the appropriate discipline.
6. Call home if a problem persists. The teacher’s should follow a “positive-negative-positive” form when talking with parents. Be solution minded as the problem is discussed with the parent. *The goal is to win the confidence and support of the parent, and the cooperation of the student.*
7. Address the situation with the principal if problems persist after a couple of calls home. The principal will decide if a conference will need to be made with the parent/ student or both. *The goal is conflict resolution between the student and the teacher.*

**3.169.79**

**Discipline Referral Form (Grades 6-12)**

The teacher is to issue the discipline referral form called the “pink slip” and the Assistant Secondary Principal administers the discipline. The Assistant Secondary Principal will keep track of the number of detentions each student receives. **(See Appendix B, pages 118-121).**

**3.170.79**

**Setting Classroom Rules**

Each teacher has the responsibility to set their own classroom guidelines in what they will or will not allow. A couple of guidelines to follow to make classroom discipline effective:

1. Ask God what He would have accomplished in the lives of the students entrusted to a teacher in a year. Pray about the objectives and guidelines set for each class.
2. Keep classroom rules simple, positive and few (no more than 5 key rules).
	1. Listen during instruction time.
	2. Complete assignments on time.
	3. Be prepared for class (i.e. in seat, appropriate book(s), notebooks, and pen)
3. Make rules that can be enforced consistently.
4. Communicate rules to students both verbally and in written form.
	1. Have a handout ready for the beginning of the year, and some extras to hand out during the year for those needing a reminder.
	2. Write out your course objectives, grading procedures, make up work policy, and extra credit work guidelines on the same sheet as your rules.
	3. Target only those students who ignore your guidelines (not the whole class).
5. Talk to them after class or that same day.
6. If problem persists, call a parent and get their support.
7. If problems still persist, use the pink slip system.

**3.171.80**

**Middle School/High School Chapel**

The primary purpose of chapel is to promote spiritual growth in students through sacred music, films, special speakers, and class programs. Although the themes are not always directly Biblical in nature, they should be Christian in atmosphere and purpose. The following are procedures for entering and leaving chapel:

1. All teachers should be on time and participate in chapel.
2. Teachers should sit in designated areas.
3. Teachers should observe and direct students to the Fine Arts Center.
4. Students should show respect to the speaker and program activities.
5. Teachers should be observant.
6. Students are not to take any book bags or books to chapel other than their Bible.
7. This is not a time to grade papers.
8. General behavior suggestions:

 a. Students may talk quietly in their seat before chapel begins.

 b. Booing or whistling is not permitted.

 c. Teachers should instruct students to behave in a respectful manner toward guests.

**3.172.80**

**Post-School Planning**

Teachers will work in their rooms after the end of the year awards assembly. A checklist will be distributed to all faculty members for completion before signing out for the school year.

1. Rooms:

a. Dispose of all useless material.

b. Pack or lock all materials on bookshelves, desks, cases, walls or on windows. Leave bulletin boards up or cover with a background sheet.

2. Leave classroom so it can be cleaned and painted easily.

3. Follow all guidelines indicated for the End of the Year checkout.

4. Curriculum guides and scope and sequences should be complete and updated before checkout.

5. All teachers should have an inventory of all materials and supplies stored in the classroom.

6. Turn in your labeled keys and badges to the principal.

7. During the summer we ask faculty to lift the school up in prayer. Please continue to pray for fellow teachers, students, our fall enrollment, and those working at NRCA during the summer.

**3.173.81**

**Middle School/High School Supplies**

The student must have necessary supplies at all times. Borrowing of books, paper, pencils, etc., is not permissible. A pink slip may be given to a student without proper supplies in class. Textbooks should remain covered throughout the year.

**3.174.81**

**Phone, Voice-Mails, Texts, and Emails**

The purpose of this policy is to avoid interruptions within the classroom and educational facilities, as well as to demonstrate to students a professional image. Cellular phones may only be used during established break periods away from students. Telephones are located in the school office and faculty lounges. During non-break period telephones should be turn either completely off or placed on silent and should be put away. There shall be NO personal texting between employees and students. Family and friends of NRCA employees should be instructed that emergency contact with employees must be made through voice mail or the office.

* A voice-mail system is in operation for each teacher, and should be checked twice daily.
* Teachers should never leave students unattended to make or receive a phone call.
* If an emergency arises, the principals or administrative staff should be contacted and allowed to make the necessary calls.
* Cell phone calls and text messages should not be made, received, or read while students are in the classroom under the teacher’s supervision.
* The staff@nrcaknights.com address, where communiqué is sent to all staff members, should be used for school business only unless approved by the Technology Director.
* Telephones are located in the school offices and faculty lounges.
* The office staff will forward any message sent to the office by voice mail or faculty mailboxes.
* Students may use the telephone in the office with a faculty member’s written permission.

**3.175.81**

**Tests and Examinations**

1. Keep a copy of each test on file so it may be referred to for subsequent tests or lesson planning. At the top of each test include the name of the class, the name of the teacher, the date, and the subject or period of time covered by the test.

Example:

Subject:

Teacher:

Date:

Student Name:

2. Semester Examinations: The semester exam will constitute 20% of the student’s semester grade. The following guidelines should be used:

 a. The exam must comprehensively cover material from both quarters.

 b. It must be of appropriate length to merit 20% of the student’s semester grade. It should take the student approximately one hour to complete.

 c. A student is exempt from the exam if he achieves an “A” average for both quarters and has no more than five excused and unexcused absences.

 d. The exam must be typed.

3. Standardized Testing: Standardized achievement tests are given in the spring of each year to the kindergarten-ninth grades. In addition, an ability test is given in the second, fifth, and eighth grade. The tenth and eleventh grade must take the PSAT. The twelfth grade is required to take both the SAT and ACT. The ACT is the competency test for graduation.

**3.176.82**

**Teaching Aids and Supplies**

Each year teachers are given a monetary amount to purchase their own supplies. Laminating is available in the elementary teacher’s workroom. Copier use has a monthly limit. Background paper for bulletin boards is provided.

**3.177.82**

**Withdrawal Procedures**

The student must turn in all books, supplies, sports uniforms, etc., to the office on his last day of school. Records will not be released until all school items have been returned. Teachers should finalize current grades online for the Admissions Director’s office.

**3.178.82**

**After School Detention Procedure**

A student is required to bring his Discipline Referral Form with a parent’s signature to detention. This should be turned in to the faculty member that is supervising, who in turn will submit it to the Assistant Secondary Principal upon completion of the detention period. The student is required to bring their Bible, paper, and a pen for completing the writing assignment given to him by the Assistant Secondary Principal. Failure of a student to attend an assigned after school detention will result in an additional detention. Flexibility in scheduling after school detentions is applicable as follows: (1) a day’s allowance for scheduled ballgames and doctor’s appointments or (2) 48 hours notice for jobs. Repeat offenders will lose this flexibility. In certain situations, the Assistant Elementary Principal may require an afterschool detention.

**3.179.82**

**Saturday Detention Procedure**

Saturday detention is generally held from 8:00 AM – 12:00 PM. Students should report to the Assistant Secondary Principal office, with their detention fee ($30.00), Bible, paper, and pen. Supervision of Saturday detention is done by the faculty and staff. Flexibility in scheduling Saturday detentions (one week only) is applicable as follows: (1) for scheduled ballgames, (2) family trips, or (3) job notification. Repeat offenders will lose this flexibility. In certain situations, the Assistant Elementary Principal may require a Saturday Detention from 8:00 AM – 10:00 AM. A detention fee of $20.00 is required.

**3.180.82**

**Pep Rallies**

Students are to be dismissed from classes when the dismissal bell rings. Teachers are to walk to the designated gathering place with their classes. To build spirit, teachers should sit with their classes and initiate the enthusiasm.

**3.181.82**

**Off-Campus Parties:**

NRCA is not responsible for any party not officially sponsored by the school. NRCA does not sponsor any parties after school except the Junior-Senior Banquet and approved Parent Volunteer Association events. Students and/or parents planning non-sponsored after-school parties should not make announcements in class or collect money for these activities during school hours. NRCA does not endorse or host school dances due to the issues of testimony, personal convictions, exclusion of students, styles of dance, concerns of modesty, lyrics of songs, and types of music. NRCA staff will not serve as sponsors at off-campus dances in a staff capacity.

**3.182.83**

**Determining MS/HS Grades**

1. Students’ grades in grades 1-2 are determined by Tests (50%) and Quizzes, Classwork, and Homework (50%). Students’ grades in grades 3-5 are determined by Quizzes, Classwork, and Homework (40%, minimum of 6 grades), and Tests, Projects, and Papers (60%, minimum of 3 grades). Students’ grades in grades 6-12 are determined by Homework (10%), Daily Quizzes and Classwork (30%, minimum of 6 grades), and Tests, Projects, and Papers (60%, minimum of 3 grades).

 2. Semester Grades: Grades are computed for each semester by averaging the numerical grades for the two marking periods plus the final exam. Each quarter’s grade is 40% of the semester grade and the semester exam is 20%. Students with an “A” average for both quarters and no more than five excused and unexcused absences are exempt from exams. For those exempt, each quarter is 50% of the semester grade. An easy way to compute semester grades of students who take exams is to double each of the 9 weeks grades and the exam grade. Divide this sum by 5.

3. Final Grades: The final grade for the year is determined by averaging the two semester grades. At the end of the year, report cards are to be copied for the permanent folders and turned in to the principal.

**3.183.83**

**Half Days**

During exams, half days of school will be held for all grades. Parents and teachers will be notified of dismissal times. Students that are exempt from all exams on a given day are not required to attend school that day

**3.184.83**

**Permission to Interview Pupils****Permission to Interview Pupils**

Upon the presentation of proper identification to the principal or his appointees, duly authorized representatives of law enforcement agencies shall be allowed to interview pupils. Whenever it may be of assistance to, and requested by, the investigating police officer, the principal or his certificated designee may be present at such an interview. Parents shall be contacted before interviewing unless there is extenuating circumstances. Law enforcement personnel entitled to interview pupils on school premises under the above conditions shall include:

1. Police officers of the Wake County or Raleigh Police Department.

2. The Probation Officer of Wake County or his deputies.

3. The County Counsel or his deputies.

4. Parole officers of the United States or the State North Carolina.

5. Officers of the North Carolina Highway Patrol.

6. Agents of the Federal Bureau of Investigation.

7. Health Officers of the Wake County and City of Raleigh.

**3.185.83**

**Permission to Remove Pupils from School****Permission to Remove Pupils from School**

No pupils shall be taken from school during school hours by a person other than a certificated school employee, with the following exceptions:

1. By a parent or guardian when properly identified. In cases in which the parents have been divorced or separated, the child may be released only to the parent having legal custody of the child.

2. By another person upon written request, properly verified, of the parent or guardian.

3. By properly identified representatives of law enforcement agencies.

 a. Making an arrest under North Carolina Penal Code.

 b. Presenting a warrant for the arrest of the pupil.

 c. Taking the pupil into custody under North Carolina Welfare Code.

4. By properly identified representative for law enforcement agencies when not making an arrest or taking the child into custody as stated above:

 a. When it appears necessary to the peace officer to remove the child for purpose of identifying suspects or physical evidence or in other ways aiding a criminal investigation.

 b. Whenever the assistance of a child is required by the peace officer in the detection or apprehension of a criminal.

**3.186.84**

**Major Projects and Papers**

Teachers should plan major projects and papers to come due during the first six weeks of each quarter. This will eliminate overload for the students and teachers as we close out each quarter.

**3.187.84**

**Security System Instructions**

These instructions must be followed to prevent the police from charging the school for false alarms. **The building is not armed Monday-Friday from 6:00 a.m. to 11 p.m. It is armed at all other times. *At these times, you must enter the building through the front door only and disarm the system.*** If you are in the building at 11 p.m., the alarm will arm and you will set it off. You can delay the alarm by following the instructions. Once disarmed, the alarm will remain off for one hour. You can extend this period by following the instructions. If you are not sure, contact Mike Hartmann, the Facilities Manager, at 573-7931 work, 264-4649 cell, or 325-3044 home.

Sign-in Procedure: When entering the front doors during armed times, please sign the “Security System Sign In Sheet”. It is located by the front desk. Put your name and time you disarm the system. If extending the disarm period, put that time on the sheet. If someone is already in the building, their name and time should be on the sheet. Remember you have one hour from the time the system is disarmed before it rearms automatically. Don’t extend the disarm to an earlier time if the disarm is already extended from someone else in the building. Check the sign-in sheet. When you leave, exit through the front doors after signing out. If you are the last one to leave, rearm the system.

Disarm Procedure: Upon entry at the front door, you will hear audible beeps from the security keypad. This is an indication that action is required. At the keypad, do the following:

1. Depress the command button until the display shows “Arm” “Disarm”.

2. Depress the button under “Disarm". The display will indicate: “Enter code”.

3. At this point, present your ID card to the keypad. The display will ask “All Yes/No”.

4. Depress the key under “Yes”. The system will disarm.

Extending The Period Disarmed:

1. Depress “Command” key until the display indicates: Menu Yes/No.

2. Depress “Yes” key.

3. Depress “Command” key until the display indicates “Schedules”.

4. Depress the top left key.

5. Depress the “Command” key.

6. Depress the key “EXT”.

7. Enter the time of day you intend to leave the school. At this time the system will automatically re-arm.

Arming The Security System:

1. Depress the “Command” key until the display indicates: “Arm” “Disarm”.

2. Depress the top selection key under “Arm”.

3. The display will then indicate: “All” “Yes/No”.

4. Depress the top selection key under “Yes”.

5. You will then have 45 seconds to leave the building through the front doors.

**3.188.85**

**Bus Policies**

Seating:

1. Whenever possible, buses should be by gender, boys on one bus, girls on the other. If buses must be mixed with boys and girls, girls are in the front and boys in the back.

2. At least two sponsors should be placed between the two groups.

3. If team managers are of the opposite gender, they are to sit up front with the coaches.

4. Only one student should be in each seat and students should remain seated when.

Videos:

1. Staff and coaches are responsible for all videos played on school and/or rented vehicles.

2. Only DVD’s provided by the school are acceptable to play (no exceptions).

3. Remember to collect and return your DVD’s to the Superintendent’s office
Music:

1. Staff and coaches are responsible for all videos played on school and/or rented vehicles.

2. Students in grades 9-12 are allowed to use ipods, iphones, or other similar electronic devices when traveling on field trips or to and from games. However, these may not be used at the playing fields, in the gyms or in the school buildings. On field trips, these devises should be put away while engaged in activities or walking from event to event for safety.

3. Students in grades 6-8 are not to have these devices on trips.

4. A student’s electronic device used inappropriately will be taken and disciplinary action will result. Music and video selections on a student’s electronic device should not contain crude, profane, or vulgar language, gestures, or sexual innuendos.

5. Staff and/or coaches have the right to request electronic devices at any time to check its contents as to its alignment with these policies. Inappropriate content will result in disciplinary action.

Trip Guidelines:

1. Begin the trip with prayer. Remind the students to remain seated when the bus is moving. Chaperones should circulate periodically. Always have a map in the event the driver is not familiar with where you are going.

2. Food stops should be where students do not have to cross a major thoroughfare (no exceptions). Chaperones should honor this policy by abiding by it as well.

3. Clean the bus at the end of a day trip. If the trip is multiple days, clean periodically and at the end of the trip.

4. If the trip is overnight, bus drivers should receive a tip. Collect money from the students and present it to the bus driver at the last stop before arriving back at school.

5. Chaperones should remain until all students are picked up by their parents.

**3.189.85**

**Lunchtime Bible Study Groups**

1. Students in grades 9-12 desiring to have a lunchtime Bible study group should see the Student Life Director. The Student Life Director and High School Principal should both approve on-campus lunchtime Bible study groups, especially if the picnic areas are used or MP-1 is reserved.

2. Bible study groups during lunch may be conducted in the lunchroom or picnic areas around the cafeteria for grades 9-12 where there is staff supervision. Bible study groups off campus, grades 11-12 do not require staff supervision.

3. As a senior privilege, seniors may reserve MP-1 for Bible study groups if the following conditions are met:

a. A facility request must be made by the High School principal on behalf of the Bible study group for room reservations.

b. The Bible study group understands that school events can supercede scheduled Bible study group times.

c. Bible study groups should be supervised by a staff member. Students may need to secure two supervisors so that staff will not forgo their lunchroom responsibilities. High school staff has off times from lunchroom duty and can serve as supervisors during those times. The Student Life Director should checkout the rotation and make recommendations to the Bible study group.

d. The group may reserve MP-1 from 1-2 times per month. In other words, the Bible study group can meet monthly or bi-monthly in MP-1. Of course, they may meet other times in the lunchroom, picnic area, or off campus (grades 11-12).

e. If food is involved, the room must be cleaned including tables and floor.

f. The Bible study group must have a planned course of study whether it be a book study or topical. The Student Life Director will give approval.

g. To reserve the room, there must be at least 10 in the Bible study group on a regular basis.

**3.190.86**

**Student Relationships**

NRCA understands and encourages students and faculty members to forge personal relationships. It is well established that teachers and coaches have the potential to server as the very best mentors and role models to students even years after graduation. Students benefit from these kinds of relationships, not just academically, but also emotionally. However, close student-faculty relationships pose difficulties when boundaries are not well-defined and when those boundaries are crossed. The risk of close student-faculty relationships are the increased potential for claims by students or their parents, the difficulty of establishing and maintaining authority, and the confusion about the faculty member’s role in the student’s life. To minimize the potential for inappropriate conduct while still encouraging close relationships between students and faculty, clear guidelines are required.

1. Faculty must initially establish a professional relationship with the student and set clear boundaries. Not to do so, can result in a loss of respect by colleagues, parents, administrators, and students.

2. Don’t assume that students will intuitively understand these boundaries.

3. Ultimately, faculty are authority-figures first—not friends—to students.

4. Faculty are representatives of the school both onsite and offsite.

5. Though faculty can be open with students, they are expected to establish clear boundaries for the relationship, not the student.

6. Inappropriate conduct and unprofessional interaction between students and faculty is prohibited in all settings.

7. Faculty should know the guidelines for communications by students and faculty on social media, via email, text messaging, or cell phones, personal conversations about non-academic matters, and other day-to-day interactions.

8. In the evident of a problematic interaction with a student or knowledge of such, the faculty members should report the situation to the superintendent or appropriate principal, who should immediately address it.

9. Faculty should not conduct their own investigations into any situation.

10. Faculty should not try to “work out” the situation by themselves if they are the ones involved with the problematic student interaction.

11. No faculty member should simply keep quiet about a troubling faculty member-student interaction.

12. Faculty members are to report any situation that seems out of the ordinary so that the administration can investigate and resolve the situation for the protection of the student, the faculty member, and the school.

13. Faculty and administration must realize they have been entrusted with a significant responsibility to their students.

**3.191.87**

**Social Networks**

Social Networking Policy Statement:

NRCA realizes that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur. Therefore, this policy applies to all Internet communications available to the public. All Internet communications during work hours are subject to this policy and the school’s Internet and computer-use policy. All employees are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school. The school’s policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the employee’s or the school’s Christian testimony, that contain confidential student or parent information, that contain confidential school information, that disparage the school or other employees or officers, or that violate the school’s anti-discrimination and/or anti-harassment policies may result in requests to remove the communications and employee discipline, including termination. The school shall hold employees personally responsible for all material they post or blog on a website or for content posted by third parties to employee’s social-networking or blog Web pages.

Basic Social Networking Rules:

1. The personal use of Twitter and/or social networking sites must not interfere with your working time at the school.

2. School approval is required for employees who use electronic resources of the school to send “tweets” or other public messages on social networking sites.

3. The superintendent must approve any message that may act as the “voice” or position of the school.

4. Any identification of the author, including usernames, pictures/logos, or “profile” Web pages, should not use any logos or other intellectual property of the school without prior approval of the administration.

5. If employees are not providing an official message from the school, those who comment on any aspect of the school must include a disclaimer in their “profile” or “bio” that the views are their own and not the views of the school.

6. A message should not disclose any confidential information about the school, the students, or the employees of the school.

7. Written messages are, or can become public. Use common sense!

8. All social networking activities are subject to all the school policies and procedures.

9. Employees should exercise caution in friending or accepting friend requests from current students or parents, alumni or alumni parents. Should you choose to participate in social networking with current students or parents, please be aware that at all times you are a representative of NRCA. Anything you post including pictures is a reflection of NRCA.

10. Remind other members of your network of your position at NRCA and that your profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in our postings to all friends’ sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.

11. Recognize that there is no such thing as complete privacy on a social networking site. Take care in anything you post online. Keep your privacy settings at appropriate levels to protect yourself.

Participation Rules for School Employees Using School-Sponsored Sites

Social networks allow people to broadcast their thoughts on the Web and collaborate on documents and issues that are interesting and important. It is these elements that create the attraction to this media. As wonderful as these tools are for bringing people together, building relationships, and accumulating knowledge, they can quickly develop into contentious bickering, dialogue, and controversy. Understand that opinions are not necessarily truth or sources of authority. Please exercise “common sense” when using this mode of communication. All school policies must be adhered to in the social network.

NRCA reserves the right to edit, modify, or delete comments that are inappropriate and that violate the established rules herein. Potential edits include, but are not limited to, removing some or all the information that may threaten the security of individuals or compromise the testimony and integrity of the school.

For the benefit of all, the following participation rules apply when posting content to any NRCA social network.

You agree not to post content characterized by any of the following descriptions: Irrelevant to the subject (moving from business topics to personal), deceitful or deceptive, profane (contains or infers profanity), harmful, abusive, harassing, defamatory, libelous, slanderous, fabricated, misleading, insulting or embarrassing to groups or individuals, threatening in any way, unlawful, pornographic, sensitive and confidential, invasive of another’s privacy, infers shouting or uproar (i.e., all CAPS), harmful to minors in any way, discriminatory, misrepresentative of your affiliation with NRCA as a person or entity, a chain letter or pyramid scheme, soliciting or promoting a commercial interest, and/or malicious or destructive (i.e., contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment). This list is not intended to be complete. NRCA reserves the right to add or modify these guidelines at any time.

Guidelines for School Employees Using School-Sponsored Sites

Public social networking is one of the many venues we have established for communication. It is not just about transmitting marketing messaging and fun stuff, but developing relationships with our constituents through authentic conversation that is related to our school mission. Any staff member interested in creating a school social network to communicate with our constituency must complete the Social Network Application. Social network participation is an opportunity for people to share their thoughts and express their opinions about specific subjects and school connections. People designing social network sites under the NRCA banner must obtain approval from the school administration. All social network spots must have a clear rationale for existence and adhere to the following guidelines:

1. All social networks that represent NRCA on the Web need to have a domain name that is registered through the school IT department. All domain names, views, comments, and articles posted on those social network sites will be exclusively owned and maintained by NRCA.

2. When school staff members are interested in developing a social network site, they must complete an application, which must be authorized through the administration. Upon approval, a domain name will be procured as needed and registered under NRCA. All tools and setup procedures must be established within the parameters of the NRCA website. The staff members will be given access to Web tools and the social network site within two weeks after approval.

3. All social networks should ultimately be operated and controlled by NRCA employees. NRCA personnel who manage social network sites must ensure compliance with social network guidelines by approving, modifying, or deleting social network content posted by participants. Rules and guidelines for participation must be clearly stated on the social network sites.

4. All social networks should have a consistent branding that represents the philosophy, ideas, and goals of the school and adheres to the school mission and vision.

5. Management of monitoring of, and response to social network content is the prerogative of the employees who are establishing the social network and must not detract from time required for other work assignments. Approval means that the management of the site is included in the job description of the person or people responsible for monitoring.

6. When starting a social network, care must be taken to avoid disclosing any information that is confidential or proprietary to NRCA or to any third party that has disclosed information to us.

7. NRCA provides technological equipment for job-related purposes and specifically reserves the right to monitor the employee work performance and use of any mechanical, electronic, or other work-related device. This includes telephones, voice mail, computer, Internet, Web content, and e-mail. Misuse of NRCA equipment may lead to disciplinary action up to and including dismissal.

8. NRCA employees who oversee social network sites should demonstrate respect for the school, its employees, its parents, its students, its vendors, and others (including its competitors).

9. People managing social network sites should write and respond while having NRCA in mind. They should maintain a consistent witness for Jesus Christ and a humble and courteous attitude in all communications. Free expression, disagreements, and heated debates are common on social networks, but these should never become personal. Avoid posts that may be considered obscene, profane, defamatory, threatening, harassing, abusive, hateful, or embarrassing to another entity.

10. School employees should avoid posts that solicit or promote a business or commercial interest not related to NRCA.

11. School employees should avoid posts that contain chain letters or pyramid schemes.

12. School employees should bring controversial content on social network sites to the attention of the school administration, with whom strategies to deal with controversy can be agreed upon.

13. NRCA reserves the right to temporarily or permanently suspend inappropriate social network sites or those that violate the established guidelines; threaten the integrity and/or the security of NRCA; or violate local, state, or federal law.

14. A social network is media content, and social network postings may generate media coverage, discussions, misunderstandings, differing opinions, differing ideas, and differing theologies. In the event a NRCA social network draws media attention for any reason, all such contact must be referred to the school administration so that they can formulate a proper response.

15. All social network postings representing NRCA must accurately represent the services, philosophies, and positions of NRCA.

16. NRCA may approve third-party vendors, affiliates, or partners for social network software and support. To receive approval, these third-party entities must be included on the Social Network Application and receive approval by the superintendent.

17. NRCA may not approve third-party vendors, affiliates, or partners for social network software and support if they are deemed incompatible with our Web platform or social network guidelines stated herein.

18. Not everyone who reads NRCA social networks will feel comfortable responding to posts if they feel their feedback will become public. In order to maintain an open dialogue that everyone can comfortably engage in, NRCA personnel who manage social network sites are asked to welcome “off social network” feedback from colleagues or constituents who would like to respond privately. The acceptance of off-social network comments should be made clear on the social network site.

19. Any photographs or graphics images posted on NRCA social networks must have appropriate photo releases and copyright permissions.

20. Any type of intellectual property posted on NRCA social network sites must have written permission of the author.

21. E-mails tied to a social network site should not be personal e-mails. The e-mail addresses should be generic in nature and viewed as a school mailbox, and the associated usernames and passwords should be known by more than one person in the school.

**SECTION 4: STAFF JOB DESCRIPTIONS**

**4.000.91**

**Superintendent**

Supervisor: Board President

Evaluation: Board President

Board Expectations:

1. The Superintendent seeks to administrate all practices, activities, decisions, and organizational circumstances lawfully, prudently, or in accordance with business and professional ethics and in harmony with the Statement of Faith, Mission, Vision, Core Values, and Strategic Plan of North Raleigh Christian Academy.
2. The Superintendent seeks to administrate conditions, procedures, and decisions which are safe, dignified, necessarily intrusive, biblical, or that afford appropriate confidentiality and privacy for current and prospective students and families.
3. The Superintendent seeks to administrate conditions that are fair, lawful, safe, biblical, dignified, or affords appropriate confidentiality for staff and parent/student volunteers.
4. The Superintendent seeks to meet the Board’s Ends priorities in financial planning and maintain the core value of Operational Integrity at NRCA.
5. The Superintendent seeks to ensure that school assets are protected and adequately maintained.
6. With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Superintendent seeks to maintain the fiscal integrity and Christian testimony of North Raleigh Christian Academy.
7. The Superintendent seeks to keep the Board informed and supported in its work in a timely manner.
8. With respect to the programs and services provided by the school, the Superintendent seeks to ensure that these programs and services meet or exceed standards for excellence and are consistent with the philosophy and core values of North Raleigh Christian Academy in program quality and safety.
9. With respect to donor, donations, and fundraising, the Superintendent seeks for all facets of fundraising and donor acknowledgments to be done in accordance to biblical stewardship principles and Board defined goals and applications.
10. The Superintendent seeks to provide clear policies as defined in the student handbook as to what may or may not be expected from the service offered, a biblical grievance process, and a means by which to inform the Board when internal grievance procedures have been exhausted.
11. The Superintendent seeks to direct the course of the Board-developed Strategic Plan towards the Board’s Ends priorities derived from a multi-year plan.
12. The Superintendent seeks to provide a Christ-centered environment for students and families as characterized by the Board of Governors.
13. The Superintendent seeks to not knowingly discriminate on the basis of race, color, national, and ethnic origin in the administration of NRCA’s educational policies, admissions policies, employment, scholarship and loan programs, athletic programs and other school administered programs.

Ministry Expectations:

1. The Superintendent seeks to promote the vision and mission of NRCA based on its core values and faith statement that promotes a Kingdom education lighthouse of students who are impacting their society for Christ.
2. The Superintendent seeks to be a model of servant leadership to the NRCA school family, staff, and students.
3. The Superintendent seeks to provide wisdom and counsel to the administrative team in particular and the staff at large.
4. The Superintendent seeks to provide training for the staff through in-service, staff professional days, conferences, and conventions in Christian worldview, Biblical integration, and servant leadership.
5. The Superintendent seeks to mentor future leadership for roles on the administrative team.
6. Provide leadership in the accomplishment of the spiritual mission of NRCA.
7. Authorize contracts to agencies or persons outside the school.
8. Supervise the principals in the daily operation of the school through supervision of staff and coordination of activities.
9. Prepare and monitor annual budgets with assistance from the Finance Committee of the board and the Business Manager.
10. Establish clear lines of authority, assign personnel, and develop job descriptions.
11. Meet regularly with administrative team to insure coordination of programs and quick problem resolution.
12. Establish and implement procedures for the admission of students.
13. Develop yearly calendars and maintain schedule of all school events.
14. Coordinate Parent Advisory Committee and Parent Council meetings.
15. Develop and disseminate school policy manuals for staff, parents, and students.
16. Provide for administrative staff development, retreats, etc.
17. Provide leadership in obtaining and maintaining accreditation and certification.
18. Advise principals in supervision of staff, improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate.
19. Consult with parents as requested for problem resolution and provide leadership in parent education and parent prayer activities.
20. Resolve problems in coordination with administrative staff.
21. Lead Executive Leadership Team, Leadership Team, and Emergency Response Team.

**4.001.92**

**High School Principal**

Supervisor: Superintendent

Evaluation: Superintendent

1. The principal is responsible for the school’s professional and non-professional staff.
2. The principal administers and supervises the educational activities of the school.
3. The principal recommends policies to the superintendent for the further development of the school.
4. The principal is to assist the superintendent in operating the school within the approved budget.
5. The principal is to identify problem areas in the school, determine solutions, and assist staff members to solve them.
6. The principal is to know the requirements for accreditation and assist the superintendent in keeping the school accredited.
7. The principal is to encourage improvement in teaching techniques.
8. The principal is to encourage harmony among staff members.
9. The principal is to conduct teachers’ meetings at least weekly.
10. The principal is to be available to meet parents and other interested people.
11. The principal is to carefully interpret the philosophy and objectives of the school.
12. The principal is to give prompt attention to complaints.
13. The principal is to keep a record of procedures and how they are best handled.
14. The principal shall make annual recommendations for improving salaries and fringe benefits to the superintendent.
15. Carry out the mandates of the school board, as articulated by the Superintendent.
16. Supervise support staff as assigned.
17. Supervise all teachers and staff of grades 9-12, including:
	1. grade and class assignments
	2. teacher orientation week and debriefing
	3. observation and evaluation (frequent non-official and formal evaluations)
	4. assist superintendent with ACSI teacher certification of assigned staff
	5. enforcement of the guidelines in the staff policy manual
18. Supervise all students in grades 9-12, including:
	1. admissions testing and parent interviews
	2. discipline involving major problems as referred by the assistant secondary principal, teachers, or staff.
	3. enforcement of the guidelines in the student handbook
19. Oversee the carrying out of the assigned curriculum.
20. Handle conflicts that may arise involving teachers and students, parents, or other staff.
21. Attend weekly chapels.
22. Promote involvement in academic competitions.
23. During the school year, have Assistant Secondary Principal inform you of eligibility of students involved in extracurricular activities (athletics and fine arts).
24. With teachers, compile a list of students required to attend summer school and arrange staffing.
25. Attend conventions and seminars as requested.
26. Monitor completion of quarterly and yearly grade averages for report cards and office files.
27. Work with College Counseling Director and teachers to select and winners of year-end awards.
28. Lead/participate in staff devotions, teachers' meetings, and ACSI conventions.
29. Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
30. Supervise final checkout of teachers at end of year.
31. Oversee all details for Homecoming with Athletic Director, Middle School Principal, and Assistant Secondary Principal.
32. Work with superintendent to plan course needs, teacher needs/workloads, and master schedule for the next school year.
33. Inform students and parents of the option of independent study option (high school). Screen students and monitor progress in courses taken.
34. Assist the superintendent and/or conduct Parent Information Meetings.
35. Work in conjunction with the College Counseling Director for TerraNova Test Battery.
36. Oversee the compilation of honor roll lists (grades 9-12) and a listing of students exempt from final exams (grades 9-12).
37. Attend extracurricular activities.
38. Attend all Booster Club meetings and submit a report to the superintendent.
39. Administer all programs in accordance with policies and procedures adopted by the board and superintendent of NRCA and serve as Assistant to the Superintendent.
40. Serves as Junior/Senior Banquet sponsor and oversee all senior programs and activities.
41. Conduct bi-monthly high school department head meetings and oversee department heads.
42. Monitor the teachers’ webpages weekly to assure each teacher webpage is current and updated.
43. Guide, assist, and approve speeches for Homecoming, Honor Society, Student Council, Valedictorian, and Salutatorian.
44. Submit weekly principal progress folder to the Superintendent.
45. Assess quarterly grades of students and place students on academic probation as needed.
46. Oversee all teachers’ classrooms for updated quarterly bulletin boards, neatness, etc.
47. Oversee respective school’s substitute teachers.
48. Coordinate all elementary schedules, use of facilities, duty rosters, etc. as assigned by the superintendent.
49. Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
50. Check curriculum guides quarterly, webpages weekly, and PowerSchool weekly. Monitor assignments, homework, tests, etc.
51. Order textbooks grades 6-12.
52. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team, and Emergency Response Team.
53. Serve as the Assistant Superintendent and conduct all principals’ summative evaluations.
54. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.002.94**

**Middle School Principal**

Supervisor: Superintendent

Evaluation: Assistant Superintendent

1. The principal is responsible for the school’s professional and non-professional staff.
2. The principal administers and supervises the educational activities of the school.
3. The principal recommends policies to the superintendent for the further development of the school.
4. The principal is to assist the superintendent in operating the school within the approved budget.
5. The principal is to identify problem areas in the school, determine solutions, and assist staff members to solve them.
6. The principal is to know the requirements for accreditation and assist the superintendent in keeping the school accredited.
7. The principal will assist the superintendent in maintaining ACSI certification records for principal’s assigned staff.
8. The principal is to encourage improvement in teaching techniques.
9. The principal is to encourage harmony among staff members.
10. The principal is to conduct teachers’ meetings at least weekly.
11. The principal is to be available to meet parents and other interested people.
12. The principal is to carefully interpret the philosophy and objectives of the school.
13. The principal is to give prompt attention to complaints.
14. The principal is to keep a record of procedures and how they are best handled.
15. Carry out the mandates of the school board, as articulated by the superintendent.
16. Supervise office and support staff as assigned.
17. Supervise all teachers of grades 6-8, including:
	1. grade and class assignments
	2. teacher orientation week and debriefing
	3. observation and evaluation (non-official and formal evaluations)
	4. assist superintendent with ACSI teacher certification for MS staff
	5. enforcement of the guidelines in the staff policy manual
18. Supervise all students in grades 6-8, and any other teacher assigned, including:
	1. admissions testing and parent interviews
	2. discipline involving major problems as referred by the assistant secondary principal, teachers, or staff.
	3. enforcement of the guidelines in the student handbook
19. Oversee the carrying out of the assigned curriculum.
20. Handle conflicts that may arise involving teachers and students, parents, or other staff.
21. Attend weekly chapels.
22. Promote involvement in academic competitions.
23. During school year, have the Assistant Secondary Principal inform you of eligibility of students involved in extracurricular activities (athletics and fine arts).
24. Contact parents and students quarterly, who need to be placed on Academic Probation.
25. With teachers, compile a list of students required to attend summer school and arrange staffing.
26. Attend conventions and seminars as requested.
27. Monitor completion of quarterly and yearly grade averages for report cards and office files.
28. Monitor the teachers weekly concerning the posting of tests and quizzes.
29. Monitor the teachers’ webpages weekly to assure each teacher webpage is current and updated.
30. Work with College Counseling Director and teachers to select winners of year-end awards.
31. Lead/participate in staff devotions, teachers' meetings, and ACSI conventions.
32. Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
33. Supervise final checkout of teachers at end of year.
34. Oversee all details for Homecoming with Athletic Director, High School Principal, and Assistant Secondary Principal.
35. Guide, assist, and approve speeches for Homecoming, Honor Society, Student Council, Valedictorian, and Salutatorian.
36. Work with superintendent to plan course needs, teacher needs/workloads, and master schedule for the next school year.
37. Assist the superintendent and/or conduct Parent Information Meetings.
38. Work in conjunction with College Counseling Director for Terra Nova Test Battery.
39. Oversee the compilation of honor roll lists (grades 6-8) and a listing of students exempt from final exams (grades 6-8).
40. Attend extracurricular activities.
41. Oversee dress approval for the Junior/Senior Banquet assisted by the principal’s administrative assistant and the advancement team administrative assistant.
42. Organize and supervise annual fashion show.
43. Work in conjunction with the high school principal guiding middle/high school students in developing speeches for various ceremonies throughout the year.
44. Assess quarterly grades of students and place students on academic probation as needed.
45. Submit weekly principal progress folder to the Superintendent.
46. Oversee all teachers’ classrooms for updated quarterly bulletin boards, neatness, etc.
47. Conduct bi-monthly department head meetings and oversee middle school department heads.
48. Serve as a member of the PVA Executive Committee representing the Middle School.
49. Oversee respective school’s substitute teachers.
50. Coordinate all middle school schedules, use of facilities, duty rosters, etc. as assigned by the superintendent.
51. Oversee Middle School Leadership Conference assisted by the Student Life Director.
52. Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
53. Check curriculum guides and bulletin boards quarterly, webpages weekly, and PowerSchool weekly. Monitor assignments, homework, tests, etc.
54. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
55. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.003.96**

**Elementary Principal**

Supervisor: Superintendent

Evaluation: Assistant Superintendent

1. The principal is responsible for the school’s professional and non-professional staff.
2. The principal administers and supervises the educational activities of the school.
3. The principal recommends policies to the superintendent for the further development of the school.
4. The principal is to assist the superintendent in operating the school within the approved budget.
5. The principal is to identify problem areas in the school, determine solutions, and assist staff members to solve them.
6. The principal is to know the requirements for accreditation and assist the superintendent in keeping the school accredited.
7. The principal is to encourage improvement in teaching techniques.
8. The principal is to encourage harmony among staff members.
9. The principal is to conduct teacher’s meetings at least weekly.
10. The principal is to be available to meet parents and other interested people.
11. The principal is to carefully interpret the philosophy and objectives of the school.
12. The principal is to give prompt attention to complaints.
13. The principal is to keep a record of procedures and how they are best handled.
14. The principal shall make annual recommendations for improving salaries and fringe benefits to the superintendent.
15. Administer all elementary programs including kindergarten, elementary classes, after school program, home school program, summer programs, etc. in accordance with policies and procedures adopted by the Board and administration of NRCA.
16. Coordinate all elementary chapel programs.
17. Coordinate special events related to the elementary program.
18. Supervise all teachers and staff of grades K-5, including:
	1. grade and class assignments
	2. teacher orientation week and debriefing
	3. observation and evaluation (frequent non-official and formal evaluations)
	4. assist superintendent with ACSI teacher certification of assigned staff
	5. enforcement of the guidelines in the staff policy manual
19. Supervise all students in grades K-5, including:
	1. admissions testing and parent interviews
	2. discipline involving major problems as referred by the assistant secondary principal, teachers, or staff.
	3. enforcement of the guidelines in the student handbook
20. Review curriculum, make suggestions for adoption, order and maintain inventories of materials, texts, supplies, etc.
21. Coordinate all elementary schedules, use of facilities, duty rosters, etc. as assigned by the superintendent.
22. Oversee respective school’s substitute teachers.
23. Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
24. Provide leadership and assistance in the discipline of students.
25. Consult with parents, coordinate staffing, and assist in any parent education programs.
26. Evaluate elementary programs and personnel and recommend changes as appropriate.
27. Report needs for maintenance, repairs and security.
28. Interview and make recommendations of new student admissions as delegated.
29. Provide spiritual leadership, coordinate prayer meetings as assigned and counsel staff as appropriate.
30. Maintain professional relationships with and among faculty especially in the application of Matthew 18 in problem resolution.
31. Provide check-outs for assigned staff at the end of year including inventories, cleaning, storage, projected orders, etc.
32. Provide leadership in the profession through memberships and participation in professional associations.
33. Assist superintendent in maintaining ACSI certification records for principal’s assigned staff.
34. Assist the superintendent and/or conduct Parent Information Meetings.
35. Check curriculum guides quarterly, webpages weekly, and PowerSchool weekly. Monitor assignments, homework, tests, etc.
36. Work in conjunction with College Counseling Director for TerraNova Test Battery.
37. Conduct bimonthly lead teacher meetings and oversee lead teachers.
38. Carry out mandates of the school board, as articulated by the Superintendent.
39. Supervise office and support staff as assigned.
40. Promote involvement in academic competitions.
41. Oversee supervision of SMART boards and Ipads.
42. Lead/participate in staff devotions, teachers’ meetings, and ACSI Conventions.
43. Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
44. Supervise final checkout of teachers at end of year.
45. Oversee compilation of perfect attendance and honor roll lists (grades 1-5).
46. Submit weekly principal progress folder to the superintendent.
47. Oversee all teachers’ classrooms for updated quarterly bulletin boards, neatness, etc.
48. Serve as a member of the PVA Executive Committee representing the Elementary.
49. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
50. The principal administers and supervises the educational activities of the Pre-K.
51. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.004.97**

**Facility Manager**

Supervisor: Superintendent

Evaluation: Superintendent

1. Develop a rich spiritual climate among out-services and custodial employees while keeping the buildings and grounds maintained, cleaned, repaired, open on time and closed securely at appropriate times.
2. Cooperate with school staff leaders to meet the need of their ministries in using the facilities including all buildings, vehicles and grounds owned by the school.
3. Help the superintendent of schools establish a reasonable budget for the priority needs of the school.
4. Control expenditures within the approved budget. Receive permission from the superintendent before committing our organization to spend more than $500.00 on a non-budgeted item.
5. Under the direction of the superintendent, supervise the completion of all work so that the building and grounds are clean, set up appropriately for events, in proper repair, opened in a timely manner and secured following events.
6. Recommend to the superintendent the hiring and firing of all summer employees.
7. Secure bids on repairs or improvements from outside vendors.
8. Organize volunteer workers to fulfill responsibilities on special workdays.
9. Maintain computer hardware and its inventory throughout the facility.
10. Serve on the Technology committee.
11. Maintain all storage areas throughout the facility.
12. Do minor maintenance and supervise summer work crews.
13. Assist superintendent in any and all duties necessary at his discretion.
14. Maintain Pool (requires Certified Pool/SPA Operator & Wake Co. Certification).
15. Maintain & manage all building equipment (HVAC, pumps, electric, alarm & fire systems, Badge/Door access, etc.) either by vendor or internally.
16. Oversees Dynacal entries and changes especially in the opening and closing of the facility.
17. Serve as first contact for the security alarm in the protection of the facility at any hour.
18. Serve on the Crisis Management Team.
19. Unload all trucks in a timely manner and expedite delivery including summer delivery of textbooks.
20. Manage the parking for major events like homecoming, football, parent orientations, etc.
21. Manage field usage between the different groups (band, football, PE, etc.).
22. Manage and maintain IP security cameras.
23. Analyze camera footage for trespassers and recommend camera placement.
24. Provide annual assessments of all vendors and evaluations of maintenance time card employees.
25. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
26. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.005.98**

**Business Manager**

Supervisor: Superintendent

Evaluation: Superintendent

1. General Description: This position is responsible for the daily financial management and monthly reporting for the school. This would include responsibility for all general ledger accounting, accounts receivable, accounts payable and payroll, and the production of monthly financial and statistical reports. The position reports directly to the superintendent of the school and assists the superintendent in other projects as directed.
2. Experience and education: The person filling this position should have a minimum of a Bachelor’s degree in Accounting or Business Administration. They should have a minimum of five years experience in accounting with some managerial experience. A candidate who is a CPA is preferred. They must have a working knowledge of accounting systems and computers.
3. Job Responsibilities:
4. Responsible for cash applications to the customer’s accounts and making deposits on a timely basis.
5. Responsible for processing the bi-monthly payroll and maintaining all payroll and tax records. Ensuring all payroll tax returns and deposits are made on a timely basis.
6. Responsible for approval, posting and payment of accounts payable invoices.
7. Responsible for reviewing and reconciling the general ledger and bank accounts on a monthly basis.
8. Prepares monthly financial statements in accordance with GAAP. Including Monthly P&L, YTD P&L, Balance Sheet, Cash Flow Statements, A/R Aging and other reports as requested by Finance Committee.
9. Assists the superintendent and the department managers with the preparation of the annual operating budget. Prepare the annual budget package with the superintendent for presentation to the Board of Governors.
10. Reviews vendor statements to assure proper and timely payments have been made and posted correctly.
11. Performs follow up on delinquent customer accounts and works with the families to assure timely payment. Put grade on hold and pull report cards of any family with a delinquent balance over 30 days past due.
12. Monitor the daily cash balance and seek ways to maximize cash flow. Responsible for maintaining the integrity of the cash in the system.
13. Performs financial analysis to assist in maintaining operations within the current approved budget. Meets with the superintendent and finance committee to review monthly financial operations. Meets with the Board of Governors to present the monthly financial report upon the review of the superintendent and treasurer of the board.
14. Audits accounting systems to assure the integrity of the financial statements. Makes recommendations to the superintendent to implement improvements when appropriate.
15. Manage the 403b plan including annual audit, filing of 5500 and document changes. Assist employees and past employees with 403b plan requests.
16. Responsible for timely reporting of annual tax reports. This would include forms 990, 5500, property taxes, sales tax, and the bi-annual sales tax refund return with the State of North Carolina.
17. Assists the Superintendent in capital projects, financial projections on service expansion, and other projects relating to the finances of the school system.
18. Participates in school activities, fund raising events and other projects as deemed appropriate by the superintendent of the school in order to show proper school support.
19. Meets with the school department managers and teachers as needed to assist them with financial responsibilities of their departments or areas of responsibility.
20. Make monthly reports for the superintendent and finance committee.
21. Provide teachers with supply and art money at the beginning and middle of the year.
22. Provide, send, and file school, staff and student insurance claims.
23. Provide any necessary services deemed appropriate by the superintendent and treasurer of the board.
24. Maintain and broker proper insurance at competitive prices for employee related insurance (health, dental, life, etc.), property and casualty, liability, auto, worker’s compensation, student accident insurance, and others as needed to protect the assets and viability of the school.
25. Maintain PayPal Account for online giving.
26. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
27. Evaluate annually business office assistants, cafeteria director, and aftercare director.
28. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.006.100**

**Assistant Secondary Principal**

Supervisor: High School and Middle School Principals

Evaluation: High School and Middle School Principals

1. Administer appropriate student discipline in the MS/HS by following the policies established.
2. Maintain records of all middle school and high school discipline.
3. Provide a weekly electronic report to the Superintendent and MS/HS principals and a quarterly summary of disciplinary actions to all principals.
4. Review discipline system yearly and make recommendations to the superintendent.
5. Supervise and monitor vehicle registration and parking assignments.
6. Assist with duty roster and monitor schedule’s implementation.
7. Assist the MS/HS Principals with the process of sorting and binding of textbooks grades 6-12.
8. Assist MS/HS Principals with interviews and recommendations of new student admissions.
9. Assist MS/HS Principals in the supervision of instruction, teachers, in-service programs, orientation, and faculty meetings.
10. Assist with tours and questions during parent information meetings.
11. Oversee and schedule after school detentions and Saturday school.
12. Oversee the MS/HS end of the year awards by ordering the awards, updating PowerPoint, and setting up the awards table.
13. Accept responsibility for other assigned duties deemed necessary by the superintendent and/or middle and high school principals for the operation of NRCA.
14. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
15. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.007.100**

**Assistant Elementary Principal**

Supervisor: Elementary Principal

Evaluation: Elementary Principal

1. Assists the elementary principal in the development and establishment of the goals and objectives of the school’s instructional program.
2. Assists the elementary principal in the direction of the staff’s goals and objectives
3. Promotes and maintains open communication, positive student attitudes, dignity and worth of staff and students and compiles with established lines of authority.
4. Acts to upgrade professional knowledge and skills.
5. Oversee morning and afternoon car-line duty.
6. Report maintenance needs, repairs and security.
7. Assist elementary principal in supervision of instruction, assisting teachers, coordinating in-service programs, orientation, and faculty meetings.
8. Assist elementary principal with interviews and recommendations of new student admissions.
9. Maintain professional relationships with faculty and among faculty especially in the application of Matthew 18 in problem resolution.
10. Accept responsibility for other assigned duties deemed necessary by the superintendent and/or elementary principal for the operation of NRCA.
11. Oversee the elementary end of the year awards.
12. Assist with tours and questions during parent information meetings.
13. Order elementary textbooks.
14. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
15. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.008.101**

**Fine Arts Director**

Supervisor: Superintendent

Evaluation: Superintendent

1. Coordinate all ACSI Fine Arts events for all schools.
2. Supervise all coordinators for ACSI events NRCA hosts.
3. Assist the superintendent with the scheduling of fine arts events.
4. Oversee fine arts staff and conduct bi-monthly meetings.
5. Oversee the collection, recording, and disbursement of funds for all fine arts events.
6. Assist NRCA Business Manager in establishing and regularly monitoring departmental budgets.
7. Regularly attend and be actively involved in the Booster Club.
8. Coordinate fine arts Booster requests and participate in preparing yearly Booster budgets.
9. Be responsible for the inventory and storage of all fine arts equipment.
10. Oversee, inventory, and be responsible for all sound and fine arts equipment.
11. Oversee the Fine Arts Center and the scheduling of rehearsal and performance events.
12. Oversee student technical crews for Fine Arts Center.
13. Work with Student Life Director to coordinate chapel specials.
14. Serve as a member of the Superintendent’s Leadership Team.
15. Evaluate annually piano teachers, fine arts assistants, strings teacher, dance instructors, etc.
16. Assist superintendent in any and all duties necessary at his discretion.

**4.009.101**

**Athletic Director**

Supervisor: Superintendent

Evaluation: Superintendent

1. Develop and coordinate all athletic programs of NRCA.
2. Be actively involved and regularly attend Booster Club meetings.
3. Check eligibility list provided by Assistant Secondary Principal and inform athletes of their status.
4. Schedule all athletic events for all levels of students.
5. Schedule all practices within the facilities available.
6. Prepare annual budget for athletic programs.
7. Maintain inventory of all athletic supplies, equipment, uniforms, etc., including ordering, maintenance, assignments, etc.
8. Secure officials and security as needed for all home athletic events.
9. Coordinate athletic schedules with organizations in or out of school.
10. Schedule transportation as needed for athletic practices and events.
11. Secure coaches and sponsors for teams as needed with approval of superintendent. Provide in-service training as appropriate.
12. Maintain records of student and team accomplishments to provide information for future athletic awards.
13. Serve as administrative representative for professional conferences, regional and state meetings.
14. Provide information for highlights and the public media regarding athletic events.
15. Conduct coaches meetings, coaches’ clinics, in-service, observations and evaluation of performance.
16. Organize and provide guidance for youth sports programs and camps.
17. Organize and implement invitational tournaments as scheduled.
18. Supervise and coordinate the work of assistants to the athletic director.
19. Administer all programs in accordance with policies and procedures adopted by the board and superintendent of NRCA.
20. Submit check requisitions for officials.
21. Serve as a CPR/First Aid Trainer
22. Obtain and maintain a valid Commercial Drivers License.
23. Evaluate annually coaching staff and assistant athletic directors.
24. Serve as a member of the Superintendent’s Leadership Team and the Emergency Response Team.
25. Assist superintendent in any and all duties necessary at his discretion.

**4.010.102**

**IT-Technology Director**

Supervisor: Superintendent

Evaluation: Superintendent

1. Monitor school network availability and address problems as they arise.

2. Oversee deployment and management of school computers.

3. Manage software usage and licenses on desktop computers.

4. Conduct IT purchases.

5. Manage departmental budget.

6. Supervise daily activities of IT staff.

7. Develop technology policies for the school and monitor adherence to policies.

8. Oversee the development of student assistants with the school’s technology.

9. Research and implement services to reduce overhead of the school network and provide better reliability.

10. Plan for future growth of school and current technologies.

11. Secure bids on various network and equipment repairs or improvements from outside vendors.

12. Maintain and upgrade servers as deemed necessary.

13. Conduct regular inspections of hardware to discover problems or perform routine maintenance.

14. Administer Voice-over-IP call manager phone system, voice mail, and phones.

15. Keep concise documentation dealing with technology resources.

16. Maintain and manage all user accounts and address any related issues.

17. Develop web applications to provide services for users.

18. Oversight of the technical aspects of the school website (webmaster).

19. Administer school’s Internet filtering software.

20. Develop and teach high school computer science courses unless enrollment dictates otherwise.

21. Serve as department head of the technology department and conduct departmental meetings.

22. Oversight in the utilization of the technology team in generating and implementing training materials for faculty and staff.

23. Coordinate training sessions for new teachers and elementary teachers.

24. Attend conferences and seminars as necessary for continuing education.

25. Serve as a member of the Superintendent’s Leadership Team and the Emergency Response Team.

26. Evaluate IT staff annually.

26. Assist the Superintendent in any and all duties necessary at his discretion.

**4.011.103**

**Advancement Director**

Supervisor: Superintendent

Evaluation: Superintendent

Position Purposes:

1. While under the general supervision of the Superintendent, create and execute plans for the solicitation of stewardship gifts raised as non-tuition income, particularly those capital funds needed for school projects and expansions as approved by the Superintendent and Board.
2. Coordinate with the Superintendent with respect to various public and media relations.
3. Coordinate and oversee all fundraising efforts and coordinate with the Superintendent with respect to constituent information and development of an integrated communication plan that supports the school’s mission and objectives.
4. Provide direction for admissions, parent/alumni services, college admissions and advancement.

Essential Job Responsibilities:

1. Develop and implement an action plan that will successfully carry out and report on non-tuition financial goals, including but not limited to: Annual Fund, Golf Classic, Building Campaigns, Major Donor/Planned Giving Initiative, Corporate Giving, and Grants.
2. Oversee the department budget.
3. Research foundations on Guidestar and detail methods of proposals.
4. Coordinate with the Superintendent communications with the public associated with the school, including all press releases for various school events.
5. Assist the Superintendent in promoting a unified image of the school through advertisement, public relations, promotion, and printed material to market the school and its mission.
6. Coordinate with the Superintendent planning, designing, and implementing a total program for information tracking, consisting of storage of information, data viewing, access and reporting, and retrieval and segmentation.
7. Coordinate with the Business Manager the policies and procedures for receipting, acknowledgments, reporting, solicitation and pledge management to ensure efficient and effective flow of information into and out of the development office.
8. Coordinate all fundraising activities, at the Superintendent’s discretion, to ensure that all solicitations are appropriate and timely with regard to major gift prospects.
9. Follow up on all referrals and responses to marketing efforts in a timely manner and in the most personal way possible while planning, organizing, and promoting programs to build strong relationships with the community, churches, corporations, and foundations.
10. Identify prospective donors and qualify those who are most likely to have both the interest in and capability of making planned gifts to the school.
11. Complete contact reports to record the outcomes of contacts along with specific follow-up plans.
12. Develop and prepare planned gift proposals with the aid of estate planners.
13. Initiate grant and foundation research for proposal development.
14. Develop and oversee development strategies to reach target constituencies such as alumni, parents of alumni, and volunteers.
15. Be responsible for development related articles for the Shield and State of the School.
16. Coordinate with the Superintendent and the Executive Assistant for the production of all printed materials needed to inform donors of the need for non-tuition income.
17. Coordinate with the Superintendent on NRCA public and media relations.
18. Develop and execute action plan for Annual Golf and Tennis Classic through mailings, sponsor and vendor solicitation, tip off party, day of event activities, and post-event collection and evaluation.
19. Assist Superintendent with cultivation of Superintendent Club members.
20. Coordinate Superintendent Club communication and rewards.
21. Evaluate advancement team members and advancement team administrative assistant annually.
22. Serve as a member of the Superintendent’s Leadership Team.
23. Be responsible for Development web content and management.
24. Represent the school in other ways as requested by the Superintendent.

Qualifications and Expertise:

1. Significant experience in development or related field.
2. Christian believer who subscribes wholeheartedly to organization’s mission.
3. Four-year college degree or equivalent.
4. Thorough command of the English language including excellent spelling, grammar, punctuation, form, and syntax.
5. Knowledge and ability to use all appropriate office technologies.
6. Good interpersonal communication skills.
7. Ability to prepare and make public presentations.
8. Self-starting, able to work without direct supervision.
9. Excellent organizational and time management skills.
10. Able to maintain confidentiality and work with discretion where appropriate.
11. Exhibit leadership skills.

**4.012.104**

**Executive Assistant to the Superintendent and Board**

Supervisor: Superintendent

Evaluation: Superintendent

Requirements:

1. Relevant Bachelor’s degree required; Master’s degree preferred.
2. Must have three-five years of administrative assistant experience at the executive level of administration and office management preferably working directly for a CEO.
3. Requires excellent Word, Excel, PowerPoint, E-mail, and Internet skills. Requires outstanding communication skills-both written and verbal. Must be independent thinker/worker, diplomatic, friendly, approachable, confident, and assertive. Must be able to make presentations on demand with graphics and customized animation.
4. Requires ability to sit, stand, or walk for long periods of time.
5. Reports to the Superintendent.

Job Summary:

Be responsible for managing the activities, schedules, budget, records and documentation for the Superintendent and Board of Governors at North Raleigh Christian Academy. Coordinate meetings, agendas, equipment and minutes. Prepares correspondences and reports. Assist the Board of Governors Secretary with minutes, correspondences, and maintaining the Policy and Procedures Manual. Ensures that Superintendent and Board of Governors are compliant with Policies and Procedures, Articles of Incorporation, Bylaws and other requirements. Serve as a member of the Superintendent’s Leadership Team and the Emergency Response Team.

Schedule Management:

Manages calendar, schedules, meeting materials and related requirements for Superintendent. Daily items include opened mail, staff and board birthday and anniversary cards with addressed envelopes, and thank you’s for donations with addressed envelopes.

People Management:

Conveys the organization’s strategic plan to staff, ensures that they understand their role in achieving goals and mission, fosters support to accomplish objectives and accept organizational decisions.

Board of Governors Responsibilities**:**

Manages Board schedules, meeting agendas, meeting minutes, material, travel, reporting and board website, etc. Ensures that meeting schedules are clearly documented and distributed to all board members; revises meeting schedules and communicates changes as necessary. Contacts board members by phone or e-mail to communicate important information in time-sensitive situations. Performs work at request of board such as preparing reports, communicating information, collecting information, etc. Independently initiates steps necessary to meet the requirements of the Policy and Procedures Manual, the Bylaws and the Articles of Incorporation.

Management of Correspondences and Reports:

Assist the Board Secretary; prepares both routine and ad hoc correspondences and reports for Superintendent and Board of Governors.

Information Management:

Manages information that comes to the Superintendent’s Office through mail, e-mail, fax, delivery, etc. Uses excellent judgment and confidentiality when opening and sorting mail. Prioritizes, discards and responds appropriately on behalf of Superintendent and Board of Governors.

Special Projects:

As assigned or identified independently, coordinates or engages in special projects related to the Superintendent’s Office or other areas of school and Board operations. Actively participate in most NRCA events/activities; encourage staff to do the same; represents the school well.

* Assists the Superintendent and High School Principal with senior events such as Junior-Senior Banquet, Junior-Senior Ring Orders, and Senior Invitations.
* Assists the High School Principal with the Junior/Senior Banquet.
* Designs all printed school publications and promotions.
* Oversee school website.

**4.013.105**

**Student Life Director**

Supervisor: Superintendent

Evaluation: Superintendent

1. Oversee the community service program for grades K-12 and related activities.
2. Encourage spiritual life and ministry among students and staff.
3. Develop and supervise Christian Service activities, e.g., suggesting projects, developing reporting procedures, etc.
4. Coordinate and oversee the chapel ministries K-12.
	1. Grades 1-2 Chapel
	2. Grades 3-5 Chapel
	3. Middle School Chapel
	4. High School Chapel
5. Schedule chapel speakers Grades 6-12.
6. Establish relationships with local churches and youth pastors.
7. Schedule, coordinate, and facilitate youth pastor lunches.
8. Coordinate and develop Student Devotions (Live the Life).
9. Coordinate Friday Staff Devotions.
10. Oversee and supervise the Student Life Team.
11. Plan and execute annual student and staff missions trips.
	1. Missions 101, 201, 301
	2. Train group leaders and sponsors.
12. Develop programs that foster student leadership.
	1. High School Small Group Leadership Program
		1. Identify, select, and mentor small group leaders.
		2. Develop, plan, and lead the annual high school leadership retreat.
		3. Provide weekly leadership lunch meetings with the small group leaders.
	2. Middle School Leadership Program
		1. Develop, plan, and lead the annual middle school leadership retreat.
		2. Select the students that should attend.
		3. Invite, host, and support other ACSI schools that choose to attend.
		4. Develop, plan, and lead the annual middle school leadership one-day conference.
13. Plan and oversee missions programs and community service graduation requirements.
14. Plan and execute annual Spiritual Emphasis Week selecting speakers and worship bands that connect with the students and share on relevant topics.
15. Coordinate and Plan special spiritual days like See You At The Pole, National Day of Prayer, ACSI Regional Day of Prayer, etc.
16. Plan and carry out the student festivities at Homecoming celebration.
17. Assist the superintendent with student retreats and overnight field trips.
18. Assist with the counseling of students.
19. Plan and oversee family fun nights and social events.
20. Develop and maintain the Spiritual Life section of the school library.
21. Develop and maintain the Campus Life section of the NRCA website.
22. Accept responsibility for other assigned duties deemed necessary by the superintendent for the operation of NRCA.
23. Attend conventions and seminars requested.
24. Attend extracurricular activities.
25. Serve as Junior-Senior Banquet sponsor and coordinator of all senior programs.
26. Lead/participate in staff devotions, teachers’ meetings, and ACSI Conventions.
27. Support, research, and help the Superintendent rewrite Bible curriculum as needed.
28. Teach two Senior Bible courses.
29. Assist the Superintendent in any and all duties necessary at his discretion.

**4.014.107**

**IT-Technology Systems Facilitator**

Supervisor: Technology Director

Evaluation: Technology Director

1. Develop and extend the use of the school intranet to facilitate communication.
2. Monitor school network availability and address any problems that arise.
3. Maintain and troubleshoot school computers.
4. Research, evaluate relevant innovations implementing such services with appropriate approval to reduce overhead of the school network and provide better reliability.
5. Maintain and upgrade servers as deemed necessary.
6. Conduct regular inspections of hardware to discover problems or perform routine maintenance.
7. Maintain and manage all user accounts and address any related issues.
8. Teach high school technology classes unless enrollment dictates otherwise.
9. Evaluate and implement new technologies to provide better services to students, parents, and staff.
10. Consult on technology budget for computer resources including hardware, software, learning resources, and training needs.
11. Assist Technology Director as needed with the school’s website.
12. Serve as a member of the Superintendent’s Leadership Team.
13. Assist superintendent in any and all duties necessary at his discretion.

**4.015.107**

**IT-Technology Video Facilitator**

Supervisor: Technology Director

Evaluation: Technology Director

1. Manage, maintain, and train as necessary in the use and implementation of all video equipment campus wide.
	1. This involves the filming and editing of special events, chapels, Fine Arts productions, school promotional videos, etc.
	2. Instructing students and faculty on the operation of projectors for presentations around the school.
2. Develop and teach a Middle School and High School video production class.
	1. The Middle School class introduces students to the basics of video production.
	2. The High School class gives students a more professional level of interaction and training in video production, editing, etc.
3. Assist in the management and operation of all sound and stage lighting campus wide.
4. Develop and instruct an after-school student technology crew that assists in the operation, set up, and tear-down of chapels, Fine Arts Productions, etc…
5. Serve as a member of the Superintendent’s Leadership Team.
6. Assist superintendent in any and all duties necessary at his discretion.

**4.016.108**

**Admissions Director**

Supervisor: Advancement Director

Evaluation: Advancement Director

Applicants and New Students:

* + 1. Point of contact for New Student phone inquiries. Answer questions about the school and our admission process. Mail any requested admissions paperwork or applications requested.
		2. Point of contact for prospective New Student “walk-ins” requesting information about the school,

current openings or the admission process. Answer questions and talk them through the

admission process. Conduct school tour if time permits (if prospect is from out of state and unable

to attend a scheduled Parent Information Meeting.

* + 1. Collect and log in application from prospective New Student applicants.
		2. Track completion of New Student application until it is complete. Follow up with emails and phone

calls to the prospective family until all paperwork is turned in.

* + 1. Coordinate and oversee New Student Admission Testing.
			1. Test applicants whenever necessary if applicant is unable to attend scheduled

Saturday Admission testing.

* + - 1. Administer weekly testing during May, June, August, September and October

when scheduled monthly testing is unavailable. Score testing. Assign stanines

and percentiles based on SAT scoring guidelines and have the Administrative

Assistant mail a copy of test results to applicant and place a copy of results in

New Student application for review during principal interview.

* + - 1. Alternate oversight of proctors with College Admission Director for Saturday New

Student Testing that involves: (1) Scheduling student testing, (2) pulling testing

booklets, (3) emailing and scheduling proctors (4) generating and completing test

forms for principals, (5) mailing completed test forms to parents, and (6) filing

test booklets. Give results to Advancement Director Administrative Assistant.

* + 1. Forward completed New Student application to Assistant to Principals to schedule interview.
		2. Meet with Principals as needed throughout New Student admission process to discuss applicant

pool, available openings and anything they assign to be followed through on regarding a

potential candidate for admission. Inform them of anything unusual that has occurred while working

with a family during the process.

* + 1. Inform applicant of acceptance or declination in person after interview if possible or by phone

call if Principal requests waiting period or needs additional information prior to acceptance or

declination.

* + 1. Go over New Student checklist with family member once offer is accepted and explain necessary

Business Office paperwork to ensure proper tuition payment and timeliness of tuition payment.

* + 1. Add New Student to overall headcount tracking and adjust admission numbers accordingly after

each acceptance.

* + 1. Update Superintendent, Principals, and Business Manager weekly as to enrollment/admission

numbers.

* + 1. Close out New Student application if offer is declined or not extended. File application in

withdrawn applicant drawer and keep for three years. Purge these as necessary annually.

* + 1. Send for new student records. Upon receipt, check for accuracy, log them in, and place in the

student’s file. Maintain any changes to student records as necessary.

* + 1. Coordinate the set up for monthly Parent Information meetings. Schedule administrative

assistants to assist with two meetings each admission season. Coordinate with Video Department to

make sure equipment is ready for meetings. Be available the entire evening to tour parents,

collect paperwork and answer admission questions.

* + 1. Contact New Student’s previous school if they neglect to send records. Continue to follow up

until all New Student records are received and accounted for.

* + 1. Forward log of all new students to Parent Volunteer Coordinator to ensure all New Students are

informed of New Student/ New Family Back to School activities.

Reenollment Responsibilities:

* + 1. Ensure Re-enrollment and New Student Applications are ready for November release date. Collect and keep tract of any changes that need to be made to these forms annually and get these changes to Superintendent’s Assistant for graphic changes to be made so they are ready for release each year.
		2. Coordinate with IT department to ensure on-line re-enrollment process is up to date and inform them of any changes that need to be made to application. Follow up to make sure deadline is met and ready for re-enrollment packets to be mailed.
		3. Collect, prepare and mail re-enrollment information packets.
		4. Keep track of re-enrollments received on line and update admissions database daily/weekly from November through close out of re-enrollment in January.
		5. Call all students who did not re-enroll and find out if returning and if not, track reason if possible. Generally about 100 phone calls. Update database once these calls have been made. Continue to follow up every few days with families until re-enrollment forms are completed online.
		6. Set up re-enrollment center in lobby for re-enrollment week. Collect online forms and payment, log in, and pass on to Business Office.
		7. Compile re-enrollment report once all reenrollments are accounted for.

Student Withdrawals:

* + 1. Assist Principals throughout withdrawal process. Inform them if a student is withdrawing and notify their assistant so an exit interview can be scheduled with appropriate principal. Give assistant the withdrawal form for principal to give family.
		2. Assist student with locker clean out and collect any school materials (text books, library books, uniforms, instruments, etc.) Collect students medications from school nurse and return to student upon withdrawal from school
		3. Inform media center of withdrawal to check if there are outstanding books owed to the school.
		4. Inform teachers, and all other necessary persons of withdrawal. Follow up to make sure grades are entered so the student can have a final transcript printed and records released.
		5. Remove the student from Powerschool and close out records. Clean out student file and send all necessary records and transcripts to forwarding school.
		6. Assist the withdrawn student by providing forms, records and signatures they need to apply to another school.
		7. Adjust admission numbers once withdrawal is complete and begin process to fill the opening.

International Students:

 1. Must know agencies admissions requirements.

 2. Issue I-20 paperwork and acceptance letters.

 3. Manage SEVIS process and updates for F-1 students.

 4. Attend bi-annual SEVIS training.

 5. Work in conjunction with the Superintendent in course scheduling.

Additional Responsibilities:

* + 1. Contact and maintain relationships with area preschools, Chamber of Commerce, Realtors in area and provide them packets about our school. Make sure they have current information.
		2. Attend Preschool, Elementary, Middle and High School Fairs as requested each year.
		3. Assist Advancement Department with College Fair, Grandparents Academy, etc
		4. Help coordinate New Parent Coffee
		5. Assist Executive Assistant with Back to School Guide
		6. Assist with the identification and qualification of potential donors.
		7. Switch all student records in the Cumulative File Record room each August. Maintain those student records throughout the year.
		8. Serve on the Superintendent’s Leadership Team and the Emergency Response Team.
		9. Assist superintendent and/or principals in any and all duties necessary at their discretion.

**4.017.110**

**College Counseling Director**

Supervisor:Advancement Director

Evaluation: Advancement Director

1. Meet with students (and parents) concerning course selection and college/career planning as needed.
2. Work with administration on course scheduling and provide online course registration.
3. Utilize and maintain PowerSchool as it pertains to college admissions duties.
4. Attend Senior Information night and give overview of senior activities regarding college planning.
5. Coordinate special speakers and present at College Night, giving high school students detailed information regarding the college planning process.
6. Reschedules student during "Drop/Add" period.
7. Make arrangements for the PSAT testing and interpret results to students.
8. Register students for the PSAT Prep Class.
9. Distribute PSAT results to respective students and parents.
10. Inform and help students register for the SAT/ACT ensuring every senior has taken the ACT.
11. Assist students with other college entrance tests like TOEFL, SAT subject tests, etc.
12. Discuss and interpret test scores with students and parents.
13. Counsel students on vocational/career choices, college selection, etc.
14. Send transcripts to colleges as requested.
15. Write college recommendation letters and counselor reports.
16. Assist students with college admission forms, financial assistance, etc.
17. Coordinate the annual College Fair.
18. Coordinate and oversee International Student College Tours in fall and spring.
19. Meet with new students to plan individual schedules as needed.
20. Ensure students have access to up-to-date college information.
21. Assure that seniors have required courses and credits and assign the appropriate academic track.
22. Administer and conduct National Honor Society and National Junior Honor Society inductions.
23. Keep the College and Career bulletin board current.
24. Maintain the College Planning section of the NRCA website.
25. Coordinate achievement testing program in coordination with principals.
26. Develop and implement testing services relative to career guidance.
27. Enter the transcript information (historical grades) for all new high school students.
28. Identify qualified students for the fall and spring TIP programs of Duke University.
29. Order and coordinate all graduation awards for the Baccalaureate/Senior Awards Ceremony with the High School Principal.
30. Coordinate the annual Career Day.
31. Administer Saturday New Student Testing along with the Admissions Director.
32. Make arrangements for and administer all AP testing.
33. Assist the Alumni Director at Class Reunions (5 and 10 year).
34. Serve on the Superintendent’s Leadership Team.
35. Assist the superintendent in any and all duties necessary at his discretion.

**4.018.111**

**Alumni and Parent Services Director**

Supervisor: Advancement Director

Evaluation: Advancement Director

1. Maintain the alumni database.

1. Plan alumni events and reunions.
2. Keep the Alumni bulletin board posted with current information.
3. Maintain the Alumni section of the NRCA website.
4. Manages volunteer data for Lobby Guard System.
5. Coordinate and/or serve as liaison of Volunteer Organizations and activities.
	1. Booster Club
	2. PVA, committees, events
	3. Senior Trip Funding committees and events
	4. Moms in Prayer
	5. Senior Moms
	6. Facility requests for the above organizations.
	7. School pictures
6. Serve as event planner and coordinator for special events (i.e. Grandparents Academy, Art Extravaganza, Book Fair, and Alumni events)
7. Assist with the identification and qualification of potential donors.
8. Serve on the Superintendent’s Leadership Team.
9. Assist the superintendent in any and all duties necessary at his discretion.

**4.019.111**

**Department Heads and Lead Teachers**

Supervisor: Respective Principals

Evaluation: Respective Principals

1. Serve as a conduit for information from administration to faculty.
2. Sustain accurate and relevant scope and sequences.
3. Oversee implementation of scope and sequences.
4. Model exemplary, consistent teaching strategies and consistently exhibit an attitude that aligns with the mission and philosophy of the Academy.
5. Maintain accurate and current inventory of textbooks.
6. Plan instructional lessons for assigned field trips to assure correlation with scope and sequences.
7. Conduct regular department or grade level meetings (minimum bi-monthly). Dates are to be presented to the respective principals. Appoint a secretary to take notes during the meetings as needed. Department heads/lead teachers receive a copy and a copy is sent to the respective principal.
8. Assist and mentor new teachers.
9. Apprise respective principals of suggestions, ideas, or concerns regarding instruction, scope and sequences, etc…
10. Assist principals in the review of future textbooks and teaching materials.
11. Assist in the development of elementary programs that lead into the middle school/high school classes.
12. Critique lessons plans and curriculum guides. Oversee grade level or department in maintaining current and upgraded curriculum guides and scope and sequences.
13. Send quarterly proposed curriculum guide updates to respective principal for final approval. After final approval, post updated curriculum on the school server.
14. Observe classroom instruction giving appropriate feedback.
15. Help develop and implement documents, collection of data, etc. for accreditation.
16. Assist in the interviewing process for prospective teachers.
17. Share ideas for biblical integration, best practices, hands on activities, etc…
18. Assist principals as needed in any additional assigned duties.
19. Assist the superintendent in any and all duties necessary at his discretion.

**4.020.112**

**Media Center Director**

Supervisor: Middle School Principal

Evaluation: Middle School Principal

1. Work to ensure that resources are available in the Media Center that promote the spiritual growth and/or educational enrichment of NRCA students and faculty.
2. Oversee all operations of the Media Center, including the following:
	1. purchase of materials
	2. review of donated materials
	3. cataloguing and processing of resources
	4. conducting and scheduling of classes
	5. book checkout and tracking
	6. collection of fines
	7. book and shelf maintenance
	8. balancing and weeding of collection
	9. computer and computer lab usage
	10. video management and troubleshooting
	11. Media Center Assistant and volunteer assignments
	12. selection and purchase of online research tools
3. Serve as a resource for students, faculty, and staff by providing information and assistance on subjects, titles, authors, literary works, research/book reports, and age appropriate materials.
4. Specify and coordinate process for review of contested materials.
5. Conduct classes for lower elementary students, encouraging a love for reading and a knowledge of basic library skills.
6. Handle the check in and out of ACSI philosophy books.
7. Carry out any other specific duties as assigned by the principal.
8. Assist the superintendent in any and all duties necessary at his discretion.

**4.021.113**

**Assistant Athletic Directors and Administrative Assistant**

Supervisor: Athletic Director

Evaluation: Athletic Director

General for All Assistant Athletic Directors:

1. Attend all athletic events as assigned by athletic director.
2. Call and verify all scheduled games.
3. Set up for all games indoor/outdoor as assigned by athletic director.
4. Organize and maintain uniform room.
5. Distribute and inventory all uniforms.
6. Sell and inventory all physical education uniforms and knights wear items.
7. Update informational bulletin boards.
8. Issue lockers for both girls and boys sports.
9. Assist athletic director in any and all duties necessary at his discretion.
10. Serve on the Emergency Response Team.
11. Serve as a CPR/First Aid Trainer.
12. Assist the superintendent in any and all duties necessary at his discretion.

Year-Round Assistant Athletic Director:

* + 1. Update schedules when changes and cancellations occur.
		2. Send schedules and rosters to opponents each season.
		3. Enter rosters into PowerSchool for early dismissal attendance.
		4. Send out weekly early dismissal list to the staff.
		5. Make hotel reservations for all teams travelling for tournaments and games.
		6. Post all scores for each team on the website within 24-48 hours of the game.
		7. Collect all award forms from coaches and create a list for the athletic director to order awards and use as program for awards night.
		8. Maintain cumulative records of all award winners, conference winners, state winners, and coaches years of service.
		9. Work with College Counseling Director for slides of athletic events (TV and electronic boards).

Athletic Administrative Assistant:

1. Create notebooks for coaches for distribution at seasonal meetings including schedules and rules for each sport as well as the athletic calendar.

2. Duplicate and distribute information to classrooms and homerooms.

3. Fax information.

4. Answer calls and emails that are of a general nature.

5. Do participation certificates for each athlete as well as All-Conference certificates.

6. Sell tickets for awards dinners including miscellaneous cash receipts for business office.

7. Create a tally for ordering food and contact volunteers to help with the dinner by collecting tickets and serving food.

8. Gather senior information for Senior Nights, send invitations to senior parents, order flowers, and create a program for each sport or venue.

9. Send coaches information via email regarding picture day and schedule. Send picture forms to coaches. Send pictures to coaches upon arrival and help with any problems or issues.

10. Administer the collection of rosters and team information for tournaments, create and publish tournament programs, communicate to participating schools relevant information (hotel, schedule, parking, etc.), complete miscellaneous cash receipt for business office.

11. Collect camp money, Knights league registrations, etc.

12. Assist superintendent in any and all duties necessary at his discretion.

**4.022.114**

**Cafeteria Director**

Supervisor: Business Manager

Evaluation: Business Manager

1. Hires staff with Superintendent and Business Manager approval, and directs all lunchroom and outsource personnel.
2. Supervise the students in the cafeteria from 7:00-7:15 a.m.
3. Sell lunch tickets starting at 7:00 a.m. and those submitted by teachers A.M.
4. Plan the menu.
5. Coordinate the purchase of all needed food, kitchen supplies, equipment, and coffee supplies for the teacher workrooms.
6. Daily prepare the lunch order and call the vendors.
7. Manage vendor relationships and negotiate pricing for food and supply items.
8. Make weekly order of ice cream, milk, snacks, and coke items.
9. Purchase weekly supplies from Sams.
10. Be responsible for the cleanliness and maintenance of the kitchen, cafeteria, storage areas, and coffee areas in the workrooms.
11. Supervise all food personnel.
12. Supervise the food preparation, serving, and clean-up.
13. Be responsible for lunch ticket money and preparation of invoices for payment.
14. Launder towels on weekend.
15. Help maintain vending machines.
16. Assist Booster Club with supplies.
17. Give any needed recommendations or input to Business Manager.
18. Maintain lost and found items.
19. Carry out any other specific duties as assigned by the Superintendent and/or Business Manager.

**4.023.114**

**Aftercare Director**

Supervisor: Business Manager

Evaluation: Business Manager

1. Hires staff with Superintendent and Business Manager approval, and directs all aftercare and outsource personnel.
2. Perform staff duties as outlined in Aftercare workers job description.
3. Plan for staffing by recruitment, report as to needs, and participate in interviews when requested.
4. Supervise staff by keeping children loads balanced, staff focus on the children, discipline consistent, and staff meetings effective and efficient.
5. Maintain accurate records of attendance for students and staff.
6. Communicate to staff and parents all activities in a timely manner.
7. Plan and execute training of existing and new staff.
8. Provide innovative opportunities for the children introducing new educational and recreational activities and eliminating those not longer functional.
9. Make effective use of the budgeted funds, control inventory, insure proper storage of all supplies, and be efficient in use of manpower.
10. Inform business office when new students join aftercare and provide necessary documents to allow for monthly billing of aftercare fees.
11. Carry out any other specific duties as assigned by the Superintendent and/or Business Manager.

**4.024.115**

**Teachers**

Supervisor: Respective Principal

Evaluation: Respective Principal

Recruitment and Selection: Recruitment and Selection

All applicants must complete an application stating their background of training and experience in addition to personal and professional references. Applications and resumes must be submitted to the superintendent or respective principal for the purpose of checking personal references. Criminal and credit checks are required for all employees, full or part-time. No applicant shall be requested to appear for a personal interview prior to receiving a favorable response to personal reference inquiries by the superintendent or respective principal. All expenses connected with obtaining personal credit information and criminal checks relating to an applicant shall be paid by the Academy.

Personal Qualifications for Employment:

Personal Qualifications for EmploymentAll employees at the NRCA shall be born-again Christians. All employees shall be active members of an evangelical church. All employees shall be in agreement with the stated purposes of the school and the ACSI Statement of Faith, the NRCA Statement of Faith, NRCA Code of Conduct and Affirmation of Service. All employees shall give evidence of good moral character. The superintendent with the counsel of the respective principal and the President and Vice President of the Board of Governors officially employs all personnel. Applicants shall secure and complete a Staff Application that is available at the school's office. The superintendent and/or principal shall initially interview all prospective employees. The superintendent shall consult with the President and Vice President of the Board of Governors concerning the consensus of the superintendent and respective principal who will best fill the various positions. In all cases, the superintendent makes the final decision as to employing.

Professional Qualification for Certification and Appointment:Professional Qualification for Certification and Appointment

Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from a recognized college or university. Teachers shall have a valid certificate from A.C.S.I. or make application within 30 days of their first year of employment.

Spiritual Qualifications for Employment:Spiritual Qualifications for Employment

1. Has accepted Jesus Christ as personal Lord and Savior (Rom 10:9-10).
2. Demonstrates a conviction that God has called him to become involved in a Christian school ministry (I Cor. 7:21-24).
3. Demonstrates a consistent outward evidence of an inward Christian character (I Tim. 4:12).
4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Heb. 10:24-25).
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Ps. 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
7. Has a workable knowledge of the Word of God, knowing how to feed himself spiritually (I Tim. 4:7).

Family Home Life Qualifications for Employment:Family Home Life Qualifications for Employment

1. Must meet the qualifications of I Tim. 3:8-13.
2. Possesses a submissive spirit with respect to God-given authority within the home.
3. Demonstrated a conviction to fulfilling the responsibilities to one's spouse as outlined in Ephesians 5:22-32 and views marriage as a reflection of the relationship between Christ and His Church.
4. Men: Demonstrates an understanding of his life under Christ's authority and responsibility for the leadership and care of the family. His family unit is to provide a positive testimony for Jesus Christ (I Tim. 3:4-5).
5. Women: Demonstrates an understanding of her life under her husband's authority and genuinely reverences him; is responsible to him for the way she orders her household and cares for the children (Eph. 5:22-32).
6. Children: Each faculty/staff member having qualified children shall have them enrolled in an elementary or secondary Christian school unless approved by the superintendent.

Teacher Conduct Outside the Classroom:

Teacher Conduct Outside the ClassroomTeachers are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should a teacher engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. This includes such things as drinking alcoholic beverages, smoking, attending inappropriate movies, or listening to music that is inappropriate.

Faculty Responsibilities and Duties:Faculty Responsibilities and Duties

1. Said teacher will attend all faculty meetings, or other meetings as directed, and perform other duties that may be assigned by the principal, without additional compensation. Such things include attending student functions, i.e., athletic events, musicals, drama, etc.
2. The length of the school day shall be fixed by the school, as well as the hours of teaching and duties to be performed. The teacher agrees that, in addition to the regular school work to be performed, he will carry on a program of contacts with the parents of the students, grading, professional development, and any projects necessary to improve their skills.
3. The teacher's duties will involve not only the responsibilities ordinarily incumbent, but also those responsibilities related to the special spiritual ministry to which he or she is called - the training of the child in Christian faith and practices. In a very real sense, therefore, it is the expectation of the board that the teacher will strive at all times to understand, appreciate, love and serve the pupils entrusted to him or her for instruction and that he (she) will, to the best of his (her) ability, provide for their fullest intellectual, physical, emotional and spiritual development. As a servant of the Lord Jesus Christ, the teacher will faithfully attend the regular services of a local gospel-preaching church as an example of the Believer.
4. The teacher agrees to be present and on time for faculty devotions, which begin each school day (7:15 a.m.), and to remain in the building until 3:30 p.m. unless otherwise stipulated in their contract. The teacher also agrees to remain after school for such meetings and conferences as may be called by the superintendent or principals acting on his behalf.
5. The teacher agrees to abide by the regulations set forth in the Staff Handbook and any additions made during the year and to cooperate in every way with the school authorities.
6. The teacher agrees to accept, without reservation (be it mental or verbal,) the school’s educational philosophy.
7. The teacher agrees to adhere to I Corinthians 3:16-17, and 6:19-20. Along with Romans 14:13, we interpret this to mean abstinence in use of profane language. The teacher also agrees that the role of the male and female are clearly defined in I Corinthians 11:3. Romans 1:24-32 states that God recognized homosexuals and other deviates as perverted, and because of this willful condition, such cannot be an employee of this School.
8. The teacher agrees to follow the biblical pattern of Matthew 18:15-17, Galatians 6:1 and by a resolve to utilize biblical principles - always presenting a united front.
9. The teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.
10. Attendance at faculty meetings, conferences, meetings with parents, counseling sessions with students, and preparation time are normal duties and may require additional time.
11. No employee of NRCA shall engage in activities that would use students of NRCA as possible contacts for commercial sales or financial gain.
12. Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
13. Teachers shall have the right to inspect their personnel file.
14. The teacher shall have had an opportunity to review and make comments within three working days of any performance review.
15. Teachers are expected to integrate biblical concepts with each subject they teach.

Supervisory Responsibilities of Staff:

1. Supervisory Responsibilities of StaffContinuous Supervision:Continuous Supervision At no time are students to be left unattended in a classroom or on the playground. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems. Teachers, therefore, must also leave their classroom doors locked when they leave their classrooms.
2. Playground Duty:Playground Duty Teachers or other staff will be required to fulfill playground duty one or two times per day. Teachers are to be on the playground at the time appointed for their supervisory responsibility and should avoid conversation or play that would keep them from watching students. Teachers are to enforce playground rules, insure safe behavior on the playground and discipline misbehaving students.
3. Field TripsField Trips: The teacher is to assure that field trips are well supervised. They should ask parents to come as chaperons when an activity demands more supervisory personnel than we have school personnel attending. If students return to school after a field trip and the regular after-school supervisory staff has left, the teacher(s) are responsible to stay with students until the last student has been picked up.
4. Extra-Curricular ActivitiesExtraCurricular Activities: Teachers or other staff supervising students at extra-curricular activities are responsible to insure that students' behavior is respectful, safe, and represents NRCA and Jesus Christ well. After the activity is over, the teacher(s) or staff member(s) responsible are to stay with the students until the last student is picked up.
5. Time Supervision BeginsTime Supervision Begins: Unless otherwise specified by a principal, teachers or supervisory staff are to come fifteen minutes before a program or activity begins to supervise students arriving for or being transported to an event.
6. Supervision by Custodians or Non-School PersonnelSupervision by Custodians or NonSchool Personnel: At no time are custodians or non-school personnel to be given responsibility to supervise students on their own. (i.e. - A parent cannot be left to supervise other students after an event so a teacher may go home.)
7. Supervisory Age RequirementsSupervisory Age Requirements: At no time are students to be left in the sole care of a supervisor that is not yet twenty-one years of age.
8. Teacher Ethics and Conduct:Teacher Ethics and Conduct For reasons of building intra-school loyalty, internal problems are to be discussed only between faculty members, the principal or individual parties involved. Principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve a problem. Maintain a professional relationship with parents. Avoid developing a relationship with parents that makes you feel that you must treat a student differently because of the relationship. Avoid "talking shop" with parents. Unless you have the parents' written permission, you may not share information from a student's cum folder or other private information with anyone outside of NRCA professional school community. When talking with parents, say something positive about their children before you discuss problems relating to their child. Please inform and reimburse the school for personal phone calls made from the school phone and for personal use of the copier. Avoid discussion of school problems in the office where parents, salesmen or students may overhear. Never discuss negative aspects of one student in front of another. Avoid socializing with parents and faculty member in the office.
9. Biblical Integration: Biblical IntegrationAll teachers are expected to integrate biblical principles with their teaching in language arts, science, history, social studies, math, art, music, physical education and any other subject taught at NRCA. All subjects are to be taught in a manner consistent with Scripture. However, we do not expect that every lesson will have biblical principles or proof texts to support teaching because the Bible was not written as a comprehensive school subject text.

**4.025.118**

**Full-Time Substitute Teachers**

Supervisor: Administrative Assistant to the Principals

Evaluation: Principals

1. Assist the designated Administrative Assistant by substituting for teachers or staff who are absent due to sickness, personal time, or school business.
2. Assist the Administrative Assistant to the Principals on days not needed to substitute.
3. Assist teachers with grading at the direction of a principal.
4. Seek to have substitutes who have a minimum of a Bachelor’s Degree.
5. Provide lobby coverage for lunch if not substituting.
6. Provide coverage in lobby from 3:10-3:30 when needed.
7. Assist the Superintendent, Principals, Administrative Assistant to the Principals, and Administrative Assistant to the Advancement Director in any and all duties necessary.
8. Assist superintendent in any and all duties necessary at his discretion.

**4.026.118**

**Media Center Assistant**

Supervisor: Media Center Director

Evaluation: Media Center Director

1. Support the goals and objectives of the Media Center by helping assist the Media Center Director to insure that resources promote resources promote the spiritual growth and/or educational enhancement of our students, faculty, and staff.
2. Perform routine library procedures, including:
	1. review of materials.
	2. cataloguing and processing of materials.
	3. check in/checkout of materials.
	4. tracking of materials and collection of fines.
	5. Shelf maintenance.
	6. Assist in scheduling for library and computer labs.
	7. Order library supplies.
	8. Assist with setting up and conducting library classes.
	9. Assist teachers, students, and staff with finding needed materials.
3. Carry out any other specific duties as assigned by the Media Center Director.
4. Assist superintendent in any and all duties necessary at his discretion.

**4.027.119**

**Nurse**

Supervisor: Elementary Principal

Evaluation: Elementary Principal

Daily:

* + 1. Be present in the Nurse’s Station during the day except when at break, lunch, in class, or assisting in an emergency.
		2. Nurse’s Daily Schedule:

7:15-7:30 Staff Devotions

7:45-10:15 Nurse’s Station

10:15-10:30 Break

10:30-1:25 Nurse’s Station

1:25-2:10 Lunch

2:10-3:05 CNA Class

3:05-4:00 Nurse’s Station

* + 1. Set up and dispense medication with name, time, and dosage.
		2. Maintain clinic log of student visits, reason for visit, and treatment administered.
		3. Maintain records of all medications brought by parents and/or students and dispensed at school.
		4. Medications should be dispensed as directed by physicians and with written permission of the parents.
		5. All medications should be returned to parents at the end of the year.
		6. Perform office, secretarial, and any other duty as determined by the administrative assistants of the Advancement Team and Principals.

Maintenance:

1. Provide blood pathogen kits for teachers; maintain first aid kits for teachers, coaches, bus drivers and other special groups within the school; prepare medications needed for staff to administer to students on field trips.

2. Maintain accurate records for faculty/staff CPR and First-Aid certification.

3. Order and maintain adequate medical supplies.

1. Insure that AED (Automated External Defibrillators) are properly maintained.
2. Clean cots with disinfectant between students.
3. Prepare nurse’s station for mopping at end of school day.

Service:

* + 1. Handle routine medical needs and emergencies.
		2. Provide crisis intervention for acute illness and/or injury.
		3. Accompany a student, employee, parent, or visitor to the hospital if needed in an emergency.
		4. If it is determined a student should go home, call the parents and notify the teacher (elementary) or attendance secretary (MS/HS).
		5. Conduct screenings (vision, hearing, scoliosis) as determined by the Superintendent.
		6. Coordinate with other trainers and teaches CPR and First-Aid training for all faculty/staff as needed.
1. Incorporate a method of transporting essential medications in a crisis.
2. Serve on the Emergency Response Team as directed by the superintendent and/or a principal.

Members of the Superintendent’s Emergency Response Team are Dr. S. L. Sherrill, Audra Brosnahan (nurse), Justin Melanson (athletic trainer), Kathy Freeman, Steve Lykins, Bruce Mack, Danny Watkins, Kevin Mathes, Debbie Sherrill, Richard Corey, Mike Hartmann, Ted Hassert, Doug Penny, and Karen Blom.

1. Assists in the control of communicable diseases through early detection, surveillance, and reporting with follow-up of communicable diseases.

Policy and Procedures:

* + 1. Maintain confidentiality of health records of each student.
		2. Adhere to all Wake County and North Carolina state health regulations pertaining to the distribution of all prescription and non-prescription medication.
		3. If there are concerns about medications taken, the nurse should communicate with the respective principal and parents about those concerns.
		4. Collect K5 Physical Assessment forms for all incoming kindergarten students.
		5. Conduct annual state audit of K5 and 1st Grade Immunization Records. Complete and return the paperwork on time in compliance with state law. Follow up with parents if any immunizations are missing and collect updated immunizations for student files.
		6. Maintain AHA CPR and First Aid certifications and assist with staff training.
		7. If a teacher recognizes a student is having emotional issues, the student should be referred to the respective principal, not the nurse. Some examples of students being sent to the principal are:
			- 1. If a student is crying due to classroom drama and cannot be consoled in the classroom, the teacher should send the student to the respective principal.
				2. If a student is emotional due to stress whether self-imposed, parental, or whatever, the teacher should send the student to the respective principal.
				3. If there is a questionable bruise or injury, the student should be referred to the respective principal.
				4. If there is second-handed information made known to a teacher about the well-being of a student, the teacher should share the information with the respective principal.

The principals will seek to afford “reasonable care” for every student. Assessment of the seriousness of the situation, how credible the information is, and who is affected by the circumstances will determine the steps taken to assist the student and parents. Steps taken by the principals may include any or all of the following: (1) monitor the student, (2) contact the parents, (3) notify teachers, (4) recommend a counselor, (5) recommend a health care professional, and/or (6) notify the Department of Social Services.

5. Examples of students that should NOT be sent to the nurse are as follows:

 a. Injuries and accidents that did not occur on campus or at an NRCA activity.

 b. Wardrobe malfunctions that require a safety pin or sewing needs.

c. Illnesses or injuries where the parents desire the school to refer students to a nurse or doctor before seeking care for the student.

 6. Assist superintendent in any and all duties necessary at his discretion.

**4.028.120**

**Athletic Trainer**

Supervisor: Athletic Director

Evaluation: Athletic Director

1. Provide monitoring of all home games, (priority given to contact sports events).
2. Works with and maintains systems for Athletic Department to insure that sports physicals are completed on students who are participating in extracurricular sports.
3. Evaluate, treat or rehabilitate all athletic injuries, and or refer the athlete to a doctor or specialists or emergency services when necessary.
4. Collect and enter all physicians’ physicals exam forms into the school database.
5. Distribute to coaches emergency/physicals manual.
6. Responsible for the education of, “ off campus” coaches in blood pathogens protection and first aid.
7. Maintain medicine cabinets in gyms, field houses, and athletic facilities.
8. Issue and supply all athletic training kits and first aid boxes located in gym and field areas.
9. Monitor for safe playing/practice conditions.
10. Teach, supervise and train all student trainers.
11. Serve on the Superintendent’s Emergency Response Team.
12. Certify all coaches for blood pathogens and testing.
13. Assist with moving buses to front parking lot for early dismissal.
14. Not required to attend practice sessions except for football season.
15. Available to cover state/invitational tournaments when supplemental coverage is not available.
16. Assist with any additional duties that may be given by the Superintendent and/or Athletic Director.

**4.029.121**

**Cafeteria Assistants**

Supervisor: Cafeteria Director

Evaluation: Cafeteria Director

1. Work 9:30-1:30 Monday-Friday.
2. Set up lunch line, snacks, supplies, and ice cream.
3. Fill coke machines with ice.
4. Prepare plastic trays for K5-2nd grade trays.
5. Stock hot food for four lunch periods.
6. Mark student lunch cards.
7. Restock snacks, supplies, and ice cream.
8. Wash trays and utensils as needed.
9. Clean microwaves after each lunch period.
10. Sell lunch tickets if needed.
11. Help maintain records and lunch cards for students who need assistance.
12. Put away all snacks, supplies, and food at the end of all lunch periods.
13. Clean up serving areas.
14. Lauder towels on Thursday.
15. Prepare ice bags for injuries.
16. Offer suggestions for improvements.
17. Work during open house in August selling lunch tickets.
18. Assist with any additional duties assigned by the Cafeteria Director.
19. Assist superintendent in any and all duties necessary at his discretion.

**4.030.121**

**Aftercare Assistants**

Supervisor: Aftercare Director

Evaluation: Aftercare Director

1. Report to director for daily assignments and be at assigned positions five minutes prior to the arrival of the children.
2. Provide care and safety for the children.
3. Record attendance daily.
4. Take CPR and 1st Aid training and practice emergency drills twice a year.
5. Monitor the children at all times.
6. Communicate with the parents in an attentive and professional manner.
7. Handle issues in a timely manner and report to the director. Prepare reports if necessary.
8. Clean up and lock areas as required.
9. Assist in the training of new personnel.
10. Attend all staff meetings.
11. Support the policies of NRCA.
12. Assist with library coverage on Monday’s during weekly teachers’ meetings.
13. Perform other duties as assigned by the director.
14. Assist superintendent in any and all duties necessary at his discretion.

**4.031.122**

**Administrative Assistant to the Principals**

Supervisor: Principals

Evaluations: Principals

1. Maintain file and conduct substitute teacher’s meeting.
2. Oversee substitute pool and schedule substitutes for grades 6-12.
3. Reconcile substitute sign in/sign out sheets and time cards.
4. Organize all mailboxes in all workrooms.
5. Maintain sick and personal leave records making monthly copies for Executive Assistant.
6. Create and maintain class rosters, youngest and only, if requested.
7. Assist principals in correspondence and appointments.
8. Inform the principals daily of faculty absences and calendar appointments.
9. Administer blood pathogens test to staff and coaches.
10. Pick up mail daily from workrooms for principals.
11. Maintain megaphones and batteries.
12. Prepare annual fire drill schedule.
13. Create and copy forms, memos, letters for the principals and maintain and copy calendars daily.
14. Order books as needed and coordinate book order for next year.
15. Update faculty and staff list for principals (listing, not personal information).
16. Coordinate all flyer and memo distribution for the principals.
17. Rotate with administrative assistants for parent information meetings.
18. Copy staff applications as needed.
19. Make, edit and, copy In-Service Packets for K-12.
20. Maintain personnel files, credit, and background reports.
21. Schedule interviews for new students and families.
22. Do test calendar.
23. Assist assistant secondary principal with girls’ dress code and dresses for special events like homecoming.
24. Assist superintendent/principals in other duties necessary at their discretion.
25. Prepare ballots for student elections throughout the year.
26. Utilize nurse for general office duties.
27. Assist principals with scheduling Skype interviews for international students.
28. Assist superintendent in other duties necessary at his discretion.

**4.032.123**

**School Receptionist**

Supervisor: Advancement Administrative Assistant

Evaluation: Advancement Administrative Assistant

1. Answer all incoming phone calls.
2. Call students to the office for the administrative staff or a parent.
3. Set up front desk daily events info.
4. Maintain and manage Lobby Guard system.
5. Update student family database if changes are made throughout the school year after reenrollment.
6. Responsible for sign in and sign out of office assistants.
7. Rotate with administrative assistants for parent information meetings.
8. Direct parents to webpages and email for students who are absent.
9. Help administrative staff, faculty, parents, and students as needed.
10. Serve as Administrative Assistant to the Student Life Director.
	1. Do the filing and reporting of community service and missions trips.
	2. Send letters to parents regarding Community Service and Mission Trip requirement reminders.
	3. Assist with the Ski Retreat and Mission Trips
	4. Order lunch for chapel speakers or band when needed.
	5. Assist with Student Life events, including Spiritual Emphasis Week.
	6. Create booklets and coordinate all supplies for activities for the HS & MS Leadership Retreats.
11. Sign for packages, open, and have office aides distribute.
12. Contact the Facility Manager with deliveries and appointments.
13. Messages on student information line for inclement weather, and trips. Notify TV and radio stations for school closings.
14. Assist superintendent and principals in other duties necessary at their discretion.

 *Note: The presence of the School Receptionist at the front desk at all times is essential.*

**4.033.123**

**Attendance Secretary**

Supervisors: Advancement Administrative Assistant

Evaluation: Advancement Administrative Assistant

1. Obtain substitute teachers for PreK-5th Grade.
	1. Maintain Google calendar for grades PreK-5th teacher’s time-off.
	2. Upon principal’s approval, email confirmation to teacher/principal and update calendar with teacher’s time off.
	3. Coordinate daily with Principal’s Assistant for substitute placement.
	4. Update and maintain substitute teacher’s call list.
	5. Assist the Principal’s Assistant with Substitute Information Meetings.
2. Provide phone backup for school receptionist daily (automatic rollover).
3. Serve as Administrative Assistant to the Assistant Secondary Principal.
	1. Assist with discipline records and attendance.
	2. Contact students for discipline matters.
	3. File pink slips in Assistant Secondary Principal’s Office.
	4. Maintain list of students not allowed off campus lunch privileges.
	5. Monitor student sign in/out and early dismissal notes, absence notes and phone messages.
	6. Inform the principals of chronic absentees and tardy students.
	7. Process daily attendance. Provide daily reports requested by the principals.
	8. Run daily reports as needed for student’s tardy to Homeroom.
	9. Run daily reports as needed for student’s tardy from off campus lunch.
	10. Collect gum/parking fines and pink slips.
	11. Assist Assistant Secondary Principal in assigning parking spaces to students.
	1. Collect forms from students and log the date and time.

2. Turn money collected to the business office with the proper form.

3. Enter all vehicle and student data on Excel spreadsheet.

4. Prepare parking stickers to be given out on orientation night.

5. Be present to process new vehicle registration at student orientation night.

 l. Generate Excel list by grade of perfect attendance. Have Executive Assistant print certificates. Provide copy of certificate list by grade and certificates sorted by grade to principals.

 m. Inventory and maintain sign-out procedure for elevator badges to include:

 1. Maintaining scanned copies of all doctor’s notes validating need for badge.

 2. Communicating with facilities manager on badge status and inventory.

 3. Guiding students through daily sign out/in procedure with proper forms.

1. Serve as the Administrative Assistant to the Fine Arts Director.
	1. Assist with correspondence, scheduling, recruiting, registration, and coordination with participating schools for the ACSI Festival.
	2. Mail boxes after dramatic productions.
	3. Assist with correspondence, scheduling, playbill, budgeting, for Dramatic Productions.
	4. Oversee online ticketing for fine arts productions to include:
		1. Set up and maintain online ticketing capability.
		2. Monitor and report tickets sales for Board, Advancement, and Booster Club and provide sales report to Fine Arts Director at end of each production.
		3. Set up, operate, and maintain all computer laptops and scanning equipment used for ticket sales and redemption.
		4. Act as house ticketing manager during fine arts productions.
	5. Coordinate and assist parent volunteers with meal preparations and box office.
	6. Assist in other necessary duties.
	7. Provide log requests from parents for piano or strings lessons.
2. Rotate with administrative assistants for parent information meetings.
3. Assign locker number to the 4th and 5th grades.
	1. Obtain locker ranges for each 4-5th grade class by lead teacher.
	2. Insure Principal receives locker range information by year end.
	3. Elementary principal sends class rosters to Technology Director for locker combination assignment.
	4. Upon receipt of combination assignment, make labels and generate individual student locker information cards for 4th and 5th grade teachers.
4. Assist superintendent/principals in other duties necessary at their discretion.

*Note: The presence of the Attendance Secretary at the front desk at all times is essential.*

**4.034.125**

**Advancement Department Administrative Assistant**

Supervisor: Advancement Director

Evaluation: Advancement Director

1. Office Manager:
	1. Oversee student office assistants who distribute mail to the workrooms and offices.
	2. Oversee Administrative Assistant to the Athletic Director.
	3. Oversee and evaluate School Receptionist and Attendance Secretary.
	4. Oversee lunch coverage for School Receptionist and Attendance Secretary.
	5. Work with Administrative Assistant to the Principals in the office utilization of the Full-time Substitutes when not teaching classes.
	6. Maintain the fax machine and faxes for the school office.
	7. Deliver school office faxes, memos, and emails to appropriate mailboxes.
	8. Make sure school office copier is full of paper.
	9. Utilize nurse for office activities.
2. Rotate with administrative assistants for parent information meetings.
3. Serve as Administrative Assistant to the Advancement Director
	1. Gift entry and maintenance of donor files.
	2. Assist with donor correspondence including mailings, printing thank you letters, and

report generation.

* 1. Assist with mailngs, sponsorship follow-up, tipoff party, and post-event follow-up for Golf Classic, Tennis Classic, and auctions.
	2. Assist with Superintendent Club mailings and rewards communication and coordination.
	3. Assist as requested with the Annual Fund.
	4. Submit matching grant forms and maintain files.
	5. Assist with Finalsite web content and communication.
	6. Monitor and update Advancement website including Golf Classic.
	7. Assist with the creation and maintenance of web surveys/registration.
1. Serve as Administrative Assistant to the Parent and Alumni Services Director
	1. Assist with data input for the Lobby Guard System.
	2. Assist with Alumni and Advancement Events.
	3. Prepare and mail invitations to reunions and Grandparents Academy.
	4. Assist with Grandparents Academy registration.
	5. Assist with Lifetouch picture collection and senior pictures.
	6. Help prepare nametags and information for the New Parent Coffee.
	7. Prepare alumni pass for seniors.
2. Serve as Administrative Assistant to the College Counseling Director
	1. Help create and maintain online Honor Society evaluations.
	2. File SAT/ACT Scores Filing.
	3. Assist with Drop/Add week filing.
	4. Assist with distribution and packaging of TerraNova Testing.
	5. Assist with and College Fair and Career Day registration.
	6. Assist with AP Exam registration.
	7. Assist with ordering of senior awards.
	8. Create and maintain online registration for events.

 6. Serve as Administrative Assistant to the Admissions Director

a. Forward completed New Student application to the Assistant to Principals to schedule interview.

* 1. Answer inquiry phone calls and meet with families any time during the application process if Admissions Director is unavailable. Prepare and send out information packets as requested.
	2. Complete assignment of car tags, lost tags, and duplicates.
	3. Assist with enrollment and reenrollment processes to include data input, phone calls, and filing.
	4. Distribute Kingdom Education books and car tags to new families.

f. Set up New Student Folders.

g. Forward log of all new students to Parent Volunteer Coordinator.

h. Create nametags, mail invitations, and prepare gift bags for New Parent Coffee and assist at the New Parent Coffee. Nurse can assist.

j. Assist Admissions Director and College Counseling Director with new student admissions testing: (1) schedule student testing, (2) pull testing booklets, (3) file and mail completed test forms to parents, and (6) re-file test booklets.

*Note: Due to the varied assistance given by the Advancement Administrative Assistant, duties that take her away from her desk should be essential and kept to a minimum.*

**4.035.126**

**Business Manager Administrative Assistant (Payables)**

Supervisor: Business Manager

Evaluation: Business Manager

1. Oversee accounts payable and match to invoices.
2. Maintain the database for accounts payable.
3. Keep files, cabinets, and closets organized in school office area.
4. Handle staff and student insurance claims.
5. Reconcile monthly credit card statements.
6. Troubleshoot problems with vendor accounts.
7. Serve as receptionist for the business manager.
8. Maintain lunch order forms for elementary.
9. Maintain copiers, copier codes, and copier service. Maintain fax in administrative offices, do monthly copier reports for Business Manager and Superintendent, and order copier paper and supplies for school.
10. Order office supplies for the school.
11. Deliver administrative office faxes, memos and emails to appropriate mailboxes.
12. Assist with other accounting duties as assigned by the Business Manager.
13. Assist in the absence of the Facility Manager with access to facilities by approved vendors.
14. Collect and reconcile senior fundraising, senior trips, and PSAT and AP Exam Fees.
15. Phone backup for Attendance Secretary when at lunch and out of the office.
16. Assist superintendent/business manager in other duties necessary at their discretion.

**4.036.126**

**School Accountant**

Supervisor: Business Manager

Evaluation: Business Manager

1. Oversee all aspects of accounts receivable.
2. Post cash receipts.
3. Maintain the database for accounts receivable.
4. Initiate phone follow-up/collection calls on accounts receivable.
5. Input of monthly charges.
6. Work with delinquent families on payment plans to get A/R current.
7. Assist with other accounting duties as assigned by the Business Manager.
8. Rotate with administrative assistants for parent information meetings.
9. Oversee all aspects of payroll
	1. Maintain ADP employee database.
	2. Process payroll semi-monthly.
	3. Maintain employee deductions (Health, Aflac, dental insurance, and 403b)
	4. Maintain ADP deduction tables.
	5. Reconcile insurance to monthly payroll deductions.
	6. Process substitute payroll with time cards from Substitute Director.
	7. Ensure payroll is processed in a timely manner and all direct deposits by pay dates.
	8. Prepared and post GL entries for each payroll date.
10. Prepare deposits.
11. Reconcile the monthly bank statements.
12. Initiate monthly ACH bank draft for aftercare and piano room rental payments.
13. Maintain student/parent access to grades on PowerSchool for delinquent accounts.
14. Calculate amount owed or refunded for all student withdrawals and wait list removals.
15. Process all re-enrollment forms and update accounting database with student’s rising grade and demographic changes.
16. Maintain FACTS database with accurate account and payment information for all families on monthly payment plan.
17. Work with FACTS in the management and accounting for all tuition drafts.
18. Assist superintendent/business manager in other duties necessary at their discretion.

**4.037.127**

**Assistant to the Nurse**

Supervisor: Nurse

Evaluation: Nurse

1. Dispense medication with name, time, and dosage in the absence of the School Nurse.

2. Administrate first aid if needed.

3. Serve as an all-day substitute in the absence of the Nurse.

4. Assist superintendent in any and all duties necessary at his discretion.

**4.038.127**

**IT-Academic Technology Coordinator**

Supervisor: Technology Director

Evaluation: Technology Director

* + 1. Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.
		2. Assist faculty in learning about, becoming proficient in, and applying instructional technology.
		3. Meet with small faculty groups to discuss curriculum and suggest ways to use technology in the delivery of curriculum.
		4. Model and team teach to assist teachers as they implement new strategies.
		5. Teach MS/HS computer classes.
		6. Assist Technology Director in departmental meetings with expertise.
		7. Create learning resources for teachers, staff, and students.
		8. Coordinate training sessions for new teachers and elementary teachers.
		9. Consult on technology budget for computer resources including hardware, software, learning resources and training needs.
		10. Assist in the coordination of professional development activities directly related to the integrated use of technology in all content areas.
		11. Develop instructional materials and products for faculty and staff in the use of technology.
		12. Provide individual support to teachers as they actively use technology in their classrooms.
		13. Identify trends in software, curriculum, teaching strategies and other educational areas.
		14. Assist Superintendent and Technology Director in any and all duties necessary at his discretion.

**APPENDIX A**

**NRCA STAFF CODE OF CONDUCT**

As a staff member of the North Raleigh Christian Academy, I shall do my utmost to represent the Academy family’s interest in Kingdom education by adhering to the commitments that follow. Please affirm by checking each box.

* I will be committed to my responsibilities as assigned by the administration, realizing this is a God-given ministry and deserves my best attention, preparation, and energies (Col. 3:23).
* In everything, I shall seek primarily to bring honor and glory to God and to His Son, Jesus Christ (I Cor. 10:31).
* I will seek to be conformed to the express image of Christ in my attitudes, communications verbally and written, and interactions with my colleagues, parents, and students.
* I will be subject to the authority of the board and administration and wholeheartedly support all policies and procedures of the school in a positive and affirming fashion with my colleagues, parents, and students (Rom. 13:1).
* I will maintain my fellowship with God by regular prayer, study of the Bible, mediation, personal cleansing, and consistent fellowship with believers in a local church. I understand that it is my responsibility to be a member in good standing in a local ministry on a weekly basis. I will notify the superintendent or respective principal if at any point I am not engaged in a local ministry and the reasons why.
* I will seek to pray daily for the school, Board of Governors, superintendent, faculty and staff, parents, and students.
* I will govern my relationships and duties by the principle of love for one another (I Cor. 13, I Jn. 3:11).
* I shall fulfill my responsibilities with honesty and integrity.
* I will focus my efforts on the mission of the school and not on my personal goals and agenda.
* I will represent all school constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan groups.
* I will avoid any conflict of interest or the appearance of impropriety that could result from my position, and shall not use my position for personal gain or publicity, or that of friends.
* I will refer all concerns by chain of command to the appropriate individual.
* I will unqualifiedly affirm and teach the divine inspiration of the Bible only. I will integrate its principles in my daily walk and classroom.
* I will seek to prepare young people academically and spiritually to impact society.
* I will affirm and teach biblical creationism inclusive of the six literal days of creation and the creation of man and the world by the direct act of God.
* I acknowledge that I am a born again Christian who manifests by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Tim. 4:12) both in and out of school with my students, and as an example to parents and colleagues in judgment, respect, and Christian living.
* I will demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arrives with fellow employees or the administration.
* I will faithfully seek to present the Gospel to my students and their families.
* I will, in good faith, affirm and carry out the provisions of my contract, the staff handbook, and the student handbook.
* I will commit to promote NRCA in a positive light at all times to all constituents—staff, parents, and students.
* I will abstain from the use of tobacco, alcohol, illicit drugs, pornography, and the use of crude, slang, vulgar, and/or profane language (Col. 3:17, Titus 2:7-8, I Thess. 2:10, 5:18, 21-22, James 3:17-18).
* I will abstain from any promiscuity, homosexuality, or other deviant sexual behavior. I affirm the unique role of males and females as clearly define in Scripture. Such deviation from Scriptural standards is grounds for termination (Romans 1:24-32, 12:1-2, I Cor. 6:9-20, Ephesians 4:1-11, 5:3-5, I Thess. 4:3-8, I Tim. 4:12, II Tim. 2:19-22, I Peter 1:15-16, I John 3:1-3).
* I believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ. I believe in His identification as the Son of God.
* I believe in His vicarious atonement for sins by the shed blood on the Cross, the resurrection of His body from the tomb, Christ’s power to save mankind from sin, the new birth through regeneration by the Holy Spirit, and the gift of eternal life by the grace of God.
* I believe in the Second Coming of the Lord Jesus Christ.

**Staff Member Annual Affirmation of Service**

* I will continue to support our mission, vision, and leadership.
* I will be faithful, prepared, and punctual for all my classes, scheduled meetings, and assigned duties.
* I affirm and adhere to the NRCA Statement of Faith and Ministry Statements.
* I am able to affirm ALL of the above items in the Code of Conduct and look forward to continued service.
* If anything should occur during the year that would not allow me to keep these intentions of being a positive contributor to our staff, I will take the initiative to talk to the superintendent and/or respective principal about voluntary resignation.
* Given my current circumstances, I am unable to affirm ALL the Code of Conduct and request that the school accept my resignation and seek a replacement that meets all expectations.

**APPENDIX B**

STUDENT DISCIPLINE REFERRAL FORM

## NORTH RALEIGH CHRISTIAN ACADEMY

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_ Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

*This slip must be signed by a parent/guardian and returned on the date assigned. Thank you!!*

**Level 1 – Non-Detention Violation**

\_\_\_\_ 1. Driving violation:

 1st offense = Two week suspension of off-campus lunch privilege

 2nd offense = Four week suspension of off-campus lunch privilege & Saturday Detention

 3rd offense = Nine week suspension of off-campus lunch privilege

\_\_\_\_ 2. Unexcused tardy from off-campus lunch: (per quarter)

 1st offense = One week suspension of off-campus lunch privilege

 2nd offense = Two week suspension of off-campus lunch privilege

 3rd offense = Nine week suspension of off-campus lunch privilege

### Level 2 – After School Detention

\_\_\_\_ 1. Gum violation: $5 Fine and After School Detention

\_\_\_\_ 2. Dress code

\_\_\_\_ 3. Parking violation (parking in unassigned spot, no parking sticker displayed)

 1st offense = $5 Fine and After School Detention

 2nd offense = $5 Fine and one week suspension of off-campus lunch privilege

\_\_\_\_ 4. Three unexcused tardies ***to an academic class*** in a semester

\_\_\_\_ 5. Six unexcused/excused tardies/absences ***to homeroom*** in a quarter

\_\_\_\_ 6. Littering - 1st offense = After School Detention

\_\_\_\_ 7. Inappropriate behavior

 \_\_\_\_ Direct disobedience

 \_\_\_\_ Disruption of class/activity

 \_\_\_\_ Class Policy Infractions

\_\_\_\_ 8. Failure to attend detention or failure to bring a signed pink slip to detention

\_\_\_\_ 9. Cell Phone/iPod – Must be stored in Locker or Car during the school day – 1st offense

\_\_\_\_ 10. Crude / Abusive Language including euphemisms (verbal, nonverbal, or printed) (crap, sucks, piss, etc…) – 1st offense

\_\_\_\_ 11. Eating/Drinking outside designated areas

\_\_\_\_ 12. Other (see explanation below)

### Level 3 – Saturday Detention

\_\_\_\_ 1. Disrespect toward God, staff member, or another student

\_\_\_\_ 2. Saturday Detention for honor code violation

1. Cheating – Level 1 (1st offense homework or classwork)
2. Plagiarism – Level 1 (1st offense minor notations or passages)
3. Vandalism – Level 1 (1st offense minor infraction)

\_\_\_\_ 2. Crude / Abusive Language including euphemisms (verbal, nonverbal, or printed) - 2nd offense

\_\_\_\_ 3. Littering - 2nd offense

\_\_\_\_ 4. Inappropriate behavior

 \_\_\_\_ Direct disobedience

 \_\_\_\_ Disruption of class/activity

 \_\_\_\_ Physical horseplay

 \_\_\_\_ Out of class without permission

 \_\_\_\_ Inappropriate Display of Affection

\_\_\_\_ 5. For the third After School Detention offense in a semester

\_\_\_\_ 6. Six unexcused tardies ***to an academic class*** in a semester

\_\_\_\_ 7. Eleven unexcused/excused tardies/absences ***to homeroom*** in a quarter

\_\_\_\_ 8. Cell Phone/iPod – Must be stored in Locker or Car during the school day – 2nd offense

\_\_\_\_ 9. Other (see explanation below)

### Level 4 – Suspension and/or Dismissal

\_\_\_\_ 1. Suspension for inappropriate behavior

 \_\_\_\_ Direct disobedience

 \_\_\_\_ Disruption of class/activity

 \_\_\_\_ Inappropriate Display of Affection

\_\_\_\_ 2. Suspension for honor code violation

1. Stealing – up to a five day suspension
2. Cheating – up to a five day suspension – Level 2 (quiz, test, project, paper or Level 1 2nd offense)
3. Lying – up to a five day suspension
4. Plagiarism - up to a five day suspension – Level 2 (major notations or passages, or Level 1 2nd off.)
5. Vandalism – up to a five day suspension – Level 2 (major infraction or Level 1 2nd offense)
6. Bullying – up to a five day suspension
7. Profanity/Vulgarity (verbal, nonverbal, electronic media, or printed) – up to a five day suspension

\_\_\_\_ 3. Suspension or dismissal for physical and/or sexual harassment and/or fighting

\_\_\_\_ 4. Suspension or dismissal for use/possession/distribution/solicitation of tobacco or weapons

\_\_\_\_ 5. Suspension or dismissal for lack of cooperation of parent and/or student

\_\_\_\_ 6. Suspension for the sixth After School Detention offense

\_\_\_\_ 7. Suspension for the third accumulated Saturday detention offense OR for the 2nd automatic Saturday detention offense

\_\_\_\_ 8. Suspension for leaving school property without NRCA Administrative permission

\_\_\_\_ 9. Littering - 3rd offense

\_\_\_\_ 10. Suspension for nine unexcused tardies ***to an academic class*** in a semester

#### \_\_\_\_ 11. Suspension for the 16th unexcused/excused tardies/absences *to homeroom* in a quarter

\_\_\_\_ 12. Cell Phone/iPod – Must be stored in Locker or Car during the school day – 3rd offense

\_\_\_\_ 13. Skipping class/school

\_\_\_\_ 14. Crude / Abusive Language including euphemisms (verbal, nonverbal, or printed) - 3rd offense

\_\_\_\_ 15. Possession of pornography and/or and computer/internet use for pornographic, defiant, or vicious purposes.

\_\_\_\_ 16. Dismissal for use/misuse (prescription)/possession/distribution/solicitation of drugs on or off campus

\_\_\_\_ 17. Dismissal for the buying, selling, distributing, or consumption of alcohol

\_\_\_\_ 18. Dismissal for violation of disciplinary probation

#### Background/incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Action Taken

\_\_\_\_ 1. Fine collected $\_\_\_\_

\_\_\_\_ 2. Suspended off-campus lunch privilege: From: \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ 3. Assigned After School Detention (3:10 – 4:00) for: Date: \_\_\_\_\_\_\_\_\_\_ Room: \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ 4. Assigned Saturday Detention (8:00 – noon) for: Date: \_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_

* Fine of $30 to be paid to the assigned teacher (make checks payable directly to assigned teacher)
* Meet teacher in the front lobby at NRCA at 7:55 a.m.

\_\_\_\_ 5. Assigned Suspension for Date: \_\_\_\_\_\_\_\_\_\_ Assignment: \_\_\_\_\_\_\_\_\_\_

* Students in grades 7-12 will receive point deductions from their final quarter grade in each class
* Automatic placement on disciplinary probation as a result of suspension
* Parents must meet with the appropriate Principal on the day the student returns to school to sign probation contract

\_\_\_\_ 6. Dismissal effective: Date: \_\_\_\_\_\_\_\_\_\_ Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### NOTICE TO PARENT/GUARDIAN:

Please note the current offense listed as well as the consequence for a future offense.

**NOTICE TO STUDENT:**

The above has been assigned to you for your personal benefit. We ask that you take ownership for the offense stated and to take appropriate action to prevent this from happening again. This action is a way to help you become a more responsible student at North Raleigh Christian Academy.

It is **your responsibility** to...

* See that this pink slip has been seen and **signed by your parent**, and **returned on the date assigned.**
* Bring two pens, paper **and your Bible** for any after school or Saturday detentions assigned.

**STUDENT SIGNATURE:**

I understand the offense and accept the consequences given:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT SIGNATURE:**

I have read and understand my child’s offense and its consequence(s):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please contact the Staff Member listed above or the Assistant Secondary Principal with any questions during normal school hours at 573-7900.**