



Regency Christian Academy

Employee Handbook
2021-2022

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Employee Handbook

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Welcome and Purpose

This manual is designed to acquaint you with Regency Christian Academy and to provide you with general information about working conditions, benefits, and policies affecting your employment.

We, Regency Christian Academy, are an Equal Opportunity Employer in all personnel decisions.

Following the policies described in this manual is considered a condition of continuous employment. However, nothing in this manual alters an employee's "at-will" status. The contents of this manual shall not constitute nor be construed as a promise of your employment or as a contract between the company and any of its employees. The manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Receipt of Company Employee Handbook

The Employee Handbook (sometimes called a Personnel policy Manual and referred to as the "Manual") is a compilation of personnel policies, practices, and procedures currently in effect at Regency Christian Academy, equal opportunity employers.

This manual is designed to introduce employees to the organization, familiarize you with company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This manual and any other provisions contained herein, do not constitute a guarantee of employment contract, express or implied. You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the Administration or other authorized representative(s) of Regency Christian Academy has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This manual is intended solely to describe the present policies and working conditions Regency Christian Academy. This manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state and/or local laws will take precedence over Regency Christian Academy policies, where applicable.

Personnel Policies are applied at the discretion of Regency Christian Academy. RCA reserves the rights to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this manual, at any time. Regency Christian Academy may notify you of such changes via email, posting on the company's intranet, portal, or web site, or via a printed memo, notice, amendment to or reprinting of the manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this manual.

By signing below, you acknowledge that you have received a copy of Regency Christian Academy's Employee Handbook and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge that you are employed "at-will" and that this manual is neither a contract of employment nor a legal document.

Signature: _____ Date: _____

Please print your full name: _____

Please sign and date one copy of this notice and return it to Administration. Retain a second copy for your records.

RCA General Information

School History

Regency Christian Academy (RCA) operates as a ministry of South Orlando Baptist Church. Founded in the fall of 1981, RCA began under the name of Noah's Ark Child Care. Over the years, the Lord richly blessed the ministry, growing it to include a Morning Preschool program and a Kindergarten class with the name Regency Christian School. In the fall of 2001, all three programs (Full-Time Preschool, Morning Preschool and Elementary) were united under the name of Regency Christian Academy. The emphasis has moved away from "daycare" to providing outstanding preschool and elementary education to our students. After many requests, RCA branched out further and offered 6th grade, Middle School, for the first time in the fall of 2009. By the fall of 2011, all middle school grades were offered at RCA. Furthermore, after becoming licensed, RCA offered Voluntary Pre-Kindergarten in the fall of 2012. In the fall of 2020 RCA branched out further into high school, offering 9th grade. The goal of RCA is to add a grade each year and have its first 12th grade graduating class in 2024. God continues to bless our program, and it is the continuing goal of SOBC and RCA to grow a Christ-centered school that provides outstanding Christian education and brings glory to our Heavenly Father.

Regency Christian Academy (RCA) is an approved 501c 3 nonprofit corporation and gifts to it are tax deductible.

Vision

Through biblically based education, we will equip minds and nurture hearts to transform the world for Jesus Christ.

Mission Statement

Our mission is to cultivate a dynamic, Christ-centered learning environment where students can engage with challenging academics in a loving and safe school community for the purpose of glorifying God.

Motto

"For Christ and His Kingdom, One Child at a Time".

Goals

- Teach students and their families to love God with all their heart, soul, mind, and strength through a life changing, redemptive personal relationship with Jesus Christ.

Mark 12:30 "Love the LORD your God with all your heart and with all your soul and with all your mind and with all your strength.

- Empower students from preschool through secondary school to be lifelong learners who demonstrate confidence in their God given abilities and talents to set academic and personal goals.

Proverbs 2:1-2 "My son, if you accept my words, and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, indeed if you call out for insight, and cry aloud for understanding and if you look for it as

for silver and search for it as for hidden treasure then you will understand the fear of the Lord and find the knowledge of God”.

- Facilitate the development of the student spiritually, academically, physically, emotionally, and socially for the glory of God. Colossians 1:16 “For in him all things were created: things in heaven and on earth, visible and invisible; whether thrones or powers or rulers

Purpose

The purpose of RCA are as follows:

- 1) To provide every child and parent the opportunity and understanding necessary to accept Jesus Christ as his or her Savior when ready.
- 2) To provide an academically superior Christian education for preschoolers, elementary students, and secondary schoolers.
- 3) To model and train children to become leaders of integrity through Bible-based character development.

Philosophy

The promotion and development of a Biblical Worldview is essential to accomplish within the families that partner with RCA as we educate children together. The goal to introduce students and ultimately their families to follow Christ is accomplished through a variety of creative activities such as daily Bible time, weekly Chapel services and exciting church programs which take place on our campus. Christian character development is vitally important for RCA students as they interact and impact the lives of others. RCA students accomplish academic excellence in their studies and are challenged through the advanced academic program at RCA.

RCA students gain an understanding of their spiritual needs from the Word of God. Bible classes ultimately address the importance of repentance, a relationship with Jesus Christ, loving their neighbors, and living their lives to bring glory to God. Students are also taught Bible Stories, how to pray, and how to talk to others about God. RCA students gain a Biblical Worldview as they gain knowledge supported by Biblical truths found in the curriculum. The curriculum, Fun Shine (Birth through 5), Abeka, Bob Jones, Glencoe, and Positive Action & Summit for Bible provides practical Biblical references & scriptures where applicable in each subject taught.

The curriculum used by RCA is designed to give students the foundation needed for their future ongoing education. RCA chooses a curriculum that is academically sound, meaning that it is based upon truth, rather than prejudice or biased points of view. The goal of the curriculum used at RCA is to accomplish mastery of the subjects taught as a student's practice and develop skills suitable for each grade level. Additionally, the curriculum equips students to think critically, study effectively, articulate ideas from a variety of subject areas, while training students to utilize current technology.

Character development is accomplished through service opportunities and by example to develop the Fruit of the Spirit, compassion, charity, respect, and to honor those in authority.

Statement of Doctrinal Beliefs

Regency Christian Academy, along with South Orlando Baptist Church, has adopted the Baptist Faith and Message (2000) as their doctrinal belief. Please see **Appendix 1** for the full statement.

Administrative Prerogative

The intent for this manual is to give general guidelines for students and parents to follow. New situations and rules may come up that are not covered in these guidelines. RCA reserves the right to amend, discontinue or vary from these policies and procedures without prior notice. **The school will not be responsible for any event not sanctioned by the administration.**

Non -Discrimination Policy

Regency Christian Academy admits students of any color race, sex, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, sex, color, or ethnicity in administration of educational policies, admissions policies, scholarship programs, and other programs.

Affiliations

Regency Christian Academy is a ministry of South Orlando Baptist Church. RCA is Accredited K-8 member of the Florida Association of Christian Colleges and Schools, the Florida Coalition of Christian Private Schools, and Cognia Accreditation and the National Council of Private Schools. RCA preschool department is licensed through the Department of Children and Families.

Ministry Organization

School Board: RCA is a financially self-supporting ministry of South Orlando Baptist Church. The church body votes to appoint a 5-6-member School Board each year, and members usually serve three years on a rotating basis. In addition, the Principal/Assistant Principal serves on the School Board as a part of their administrative responsibilities.

The School Board oversees the following:

- 1) Setting and approving of the school budget and fees
- 2) Major school purchases
- 3) The overall financial status of the school ministry
- 4) Plans for school growth
- 5) School Administration
- 6) Setting or changing of school policies

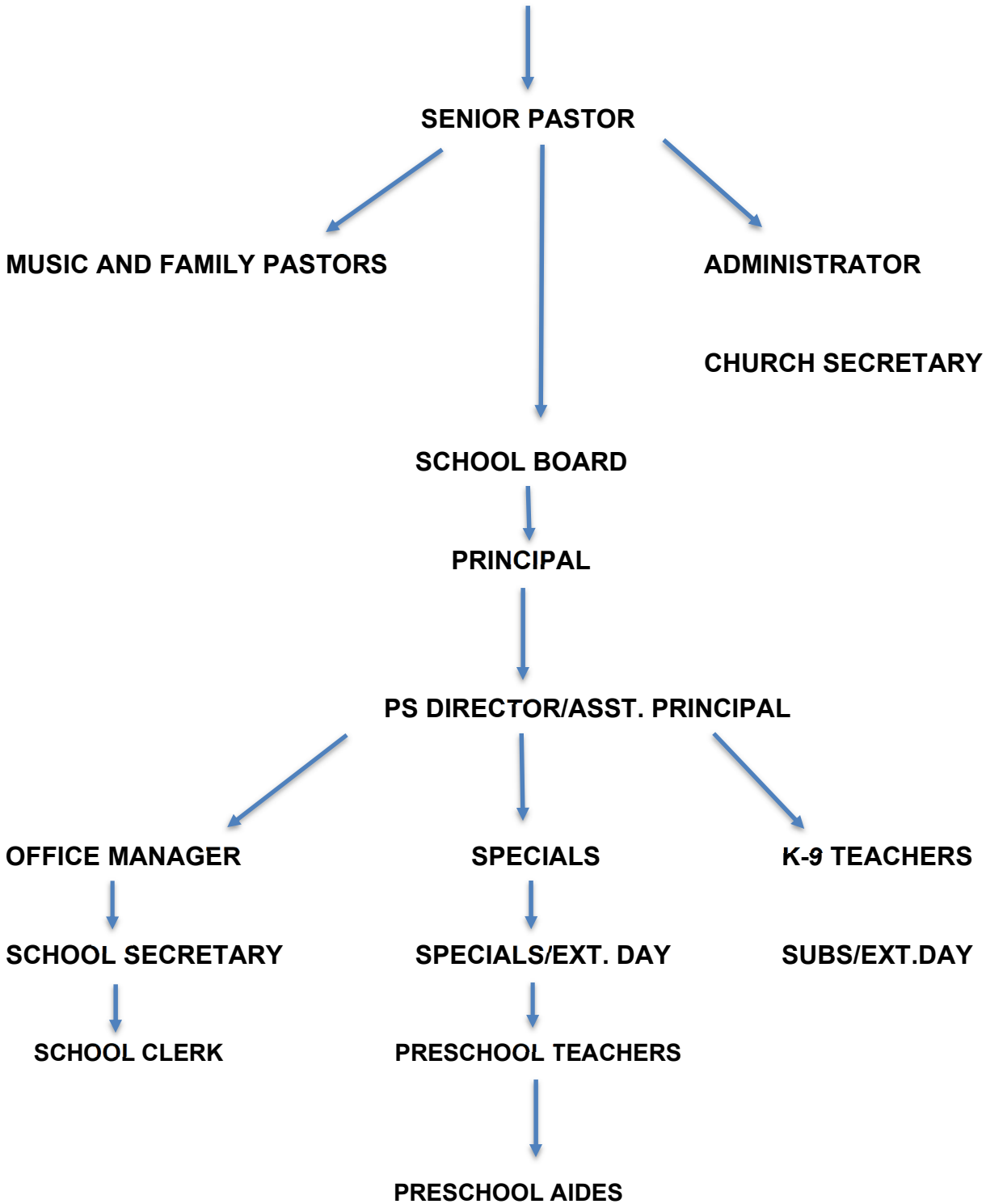
RCA Administration and School Board work closely with the Pastors, Financial Committee, and other ministries of South Orlando Baptist Church to provide accountability for the school as well as to ensure that the goals and values of RCA are in line with the goals and values of the church.

Principal/Assistant Principal: Expresses Regency Christian Academy's vision, works with the School Board, works with church/school communication, is the forerunner in

representing RCA with respect to educational agencies, and conducts educational research. Conducts classroom/teacher observations, provides parent communication/problem resolution, responsible for staff support, communication, and morale. Supervises discipline program, reviews weekly lesson plans, and supervises the Parent Teacher Fellowship.
Sets the school budget.

Preschool Director: Expresses Regency Christian Academy's vision, works with the School Board, conducts preschool teacher observations, provides parent communication/problem resolution. Works extensively with 4-C, Office of Early Learning and DCF for preschool compliance.

SOBC & RCA FLOW OF AUTHORITY



Matthew 18 Principle

Regency Christian Academy strongly believes in the Matthew 18 Principle. As a result, we have placed it near the front of the handbook. We expect this procedure to be strictly followed by our Parents, Students, Administration, Faculty, and Staff.

Matthew 18 Principal for Solving School Problems

- The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals some Christians take matters into their own hands and by-pass the Biblical procedure for solving problems.
- A Christian school is made up of people-parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “I give you a new command: Love one another. Just as I Have loved you, you must love one another. By this all people will know that you are My disciples if you have love for one another”. (John 13:34-35)
- Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives this formula for solving person-to-person problems. RCA calls it “the Matthew Principle” for solving school problems. The following are the words of Jesus.”
- “If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. But if he will not listen, take one or two more with you, so that by testimony of two or three witnesses every fact may be established. If he pays no attention to them, tell the church. But if he does not pay attention even to the church, let him be like an unbeliever and a tax collector to you”.
- There are several principles that Jesus taught in solving people-to-people problems:
- **One:** KEEP THE MATTER CONFIDENTIAL. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “With his mouth the ungodly destroys his neighbor, but through knowledge the righteous are rescued”.
- **Two:** KEEP THE CIRCLE SMALL. “If your brother sins against you, go and rebuke him in private...” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved at the two people level.
- **Three:** BE STRAIGHTFORWARD.” ...TELL HIM HIS FAULT...” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and to tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The scripture says” faithful are the wounds of a friend...” (Proverbs 27:6)

- **Four:** BE FORGIVING. "...If he listens to you, you have won your brother." This implies that once the matter has been resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads ... if someone is caught in any wrongdoing, you who are spiritual should restore such a person with a gentle spirit, watching out for yourselves so you also won't be tempted."
- As I mentioned earlier. Most school problems are resolved at the two people level. Forgiveness and restoration are the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "listen" to you, or openly disagrees with your version of the problem? Let us say you are an apparent student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you should have met and talked together and you are not satisfied with the outcome of the discussion. What is the next step in the Matthew 18 principle?
- **Five:** THE PARENT AND THE TEACHER SHOULD AGREE TO SHARE THE MATTER WITH THE SCHOOL ADMINISTRATOR. At this stage, the counsel of Jesus would be" ...take one of two more with you, so that by the testimony of two or three witnesses every fact may be established. "Both parents and the teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit to reproof and correction is needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.
- I estimate that 80% of the school problems are solved at the two people level. Another 18% of the school problems are solved at the three and four people level which includes the school's administration. This leaves 2% to be solved at the level of the school board. The board represents the church or church community. Let us say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?
- **Six:** THE PARENT SHOULD SEND A WRITTEN REQUEST TO THE BOARD OF DIRECTORS VIA THE ADMINISTRATOR. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problems; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.
- In summary, the Matthew 18 principle requires that parents talk to the teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

- A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the lord's work. The bible is clear on this. "If any of you has a legal dispute against another, do you dare go to the court before the unrighteous, and not before the saints?" (1 Corinthians 6:1)
- Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Background Checks

Regency Christian Academy conducts background checks on all job candidates' post-job offers. We may also use a third-party administrator to conduct the background check. The type of information that may be collected is as follows: criminal background check, employment history, education, credit and professional or personal references. Fingerprinting will also be done for those working directly with children.

The information gathered may also be sought out during reassignment of promotional periods.

RCA will conduct background checks in compliance with the federal and state statutes of the Fair Credit Reporting Act. The employee will receive a copy of the report and a description of his/her rights under the act. Employees also need to sign an Affidavit of Good Moral Character. See **Appendix 2**

Background Screening and Fingerprinting: FL requires all employees to have a background check. There are two types of checks that are done:

Clearinghouse is for all employees that will be working with preschoolers (PRE-K teachers, specials teachers)

And VECHS for all other employees. Teachers will also receive "Florida School of Choice" background

screenings that need to be done for the purpose of our accreditation.

Suspected Child Abuse

Child abuse – any child suspected of being physically or emotionally abused or neglected. We are by Florida Statute to report cases of suspected child abuse. Teachers, supervisors, or the Preschool Director should notify the school principal immediately of students suspected of being abused. The person that a student reports the occurrence to is responsible to call and report what has been stated to them. Please notify the administration ASAP. All employees working with children are required to update their training yearly. **Child Abuse Hotline: 1-800-962-2873** Brochures will be read and understood by all employees. Each employee will sign a document that states that they have read and understood the Standard of Conduct/Code of Ethics and the Child Abuse and Neglect Reporting Procedures (Appendix A-7). This document will be stored in each employee's personnel file.

Standards of Conduct/Ethics

Questionable Activities

One of our major goals is to train our young people to be sensitive to the Holy Spirit leading and convicting. We must be on guard continually to be sure that we do not commit an act or speak any word which our students might interpret as counter to the best Christian testimony. In some cases, we will refrain from activities, actions, dress, or conduct acceptable to this ministry because our students will be adversely affected or confused (Romans 14). **RCA also has a "HANDS OFF POLICY" for PEERS & STUDENTS. We are a friendly bunch, BUT to parents and other peers, what might seem friendly to us and "not a big deal or mean nothing" individually, might look too offensive to others.**

Professional Ethics

Professional ethics should be followed in never discussing salaries, school policy, business or school problems with students, parents, or other staff members or any other individual who is not a part of the problem or a solution. A teacher should uphold and support the school rules and the school's discipline policy. At no time should a doubt as to the value of a rule or discipline method be expressed before children or their parents. Such doubts should be shared only with the principal.

Public Relations

A Christian teacher is a representative of Jesus Christ and His Church everywhere he goes. The teacher's conduct and actions should be above reproach. Some people feel that what they do out- side their job responsibility is their own business. In some respects, this is true; however, for the genuine Christian teacher, some restraints will, of necessity, be mandatory. It is difficult to teach a student one thing in a classroom and then violate the principle in your own life.

Favoritism

You may tend to favor the unusual child or parent. Unusual may mean the loud, boisterous type; the soft-spoken, timid type; or the spend -thrift who showers all sorts of gifts on you. Do not yield to favoritism to either student or parent. It may become extremely embarrassing or work a hardship on you before the year is over. Every student deserves the same loving consideration from the teacher.

Grievances

If you have a problem that needs to be brought to an administrator's attention, the following chain of command should be used: Church employees – Supervisor/Pastor; School Employees – Supervisor/Administrator/Pastor.

Staff Loyalty

Those employed by this school are expected to help it grow and prosper. **If an employee finds himself in a position of non-support of its policies and directions, he should voluntarily choose to depart.** Those on staff are part of the family. There must be no division or factions among us. The Lord has richly blessed and will continue to do so as we work together serving Him.

Employees need to support the policies and goals of the school to co-workers, parents, and

church members. Disloyalty is ground for immediate dismissal. Do all things decently and in order.

If you have a fault with a brother or a sister, pray for the Lord's wisdom and make things right. We are all frail, human flesh and are subject to failure. As God lives and controls our lives, He can use us to minister to boys and girls and moms and dads of the love of Christ. They must see Christ in our lives before they will hear what we say. Always consider your testimony.

PLEASE withhold from negative comments or bashing the school. We are always open for improvement and if you have negative feelings, please come openly to administration. Do not start rumors.

If we find that this is an increasing problem, RCA administration has the right to remove you from employment.

Standards of Conduct

The work rules and standards of conduct for our employees are important and the company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting South Regency Christian Academy's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including immediate termination of employment.

- Be in whole-hearted agreement with the SOBC's adoption of the Baptist Faith & Message Be in whole-hearted agreement with RCA's Code of Ethics policy.
- Articulate a clear Christian testimony of confessing Jesus Christ as Lord and Savior.
- Respect those placed in authority and be diligent to maintain unity.
- Be a mature Christian role model in attitude, speech, and actions toward others.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and professionalism in agreement with school policy.
- Maintaining "Fruits of the Spirit" qualities, as quoted in Galatians 5: 22-23: Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- Living a wholesome, biblical lifestyle.

Code of Ethics Policy

RCA maintains specific policies to assist employees in adhering to specific standards of conduct. These policies are in place to preserve Regency Christian Academy's reputation and prevent adverse consequences to all parties involved. This policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

RCA requires all employees to only use lawful practices involving governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or

rewarding specific buying decisions and or actions are strictly prohibited. No employee of RCA shall offer to make direct or indirect payments of value in the form of compensation, gifts, or contributions or otherwise to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

The stipulations of this section are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion regarding controlling and authorizing such business expenses on a regular basis.

Political Contributions

RCA will not make any contributions to any political party or candidate for political office. Federal law does not allow corporations in the U.S. to contribute to the political process in any significant amount. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management

Any employee who must authorize, make, or agree to a payment which may be contrary to this policy must report this information to his/her supervisor or Regency Christian Academy's legal counsel immediately. If an employee learns that another coworker is engaging in conduct contrary to this policy, he/she must report this information immediately to his/her supervisor or RCA's legal counsel. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment, or both. Management shall guide the employee body in abiding by antitrust decrees applicable to the organization.

RCA adheres that it will comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these legislations as well.

In compliance with Section I of the Sherman Antitrust Act:

No employee shall enter into an agreement (expressed or implied: formal or informal; written or oral) with any competitor restricting any of the following conditions or business offering:

- Prices
- Costs
- Profits
- Offerings of products and services

- Terms of sale conditions
- Production or sales volume
- Production capacity
- Market Share
- Quote decisions
- Customer selection
- Sales territories
- Distribution methodology

No employee shall enter into an agreement with a purchaser/lessee restricting the right of the purchaser/lessee to determine the price to resell or lease the product in question. Employees may also not enter in such agreements RCA is the purchaser/lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting legal counsel in advance and obtaining clearance to enter into such agreements.

- Agreements with customers or suppliers regarding the sales or purchases of reciprocal purchases or sales by customers and/or suppliers.
- Agreements with purchasers or lessees of products of Regency Christian Academy which would restrict customers from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.

Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee shall discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act, unless RCA legal counsel determines that such communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees shall not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors are in violation of the paragraph above.
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult legal counsel before attending any organization which may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he/she may be subject to termination or other disciplinary action to prevent future violations. Those who do the following may be subject to disciplinary action or termination.

- Employees are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.

If an employee is accused of violating antitrust laws yet did consult legal counsel and acted in good faith, they may not face disciplinary action under this policy. Regency Christian Academy may also assist in the employee's defense, within the confines of the law.

Equal Employment Opportunity

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion, or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The RCA administration has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our company in meeting its objectives.

I-9 Immigration Reform Policies

Regency Christian Academy complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Regency Christian Academy complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States.

All employees are asked on their first day of employment to provide original documents verifying the right to work in the U.S. and to sign a verification required by federal law (INS form I-9) (Appendix 3)). If an individual cannot verify his/her right to work within three days of hire, South Orlando Baptist Church/ Regency Christian Academy must

terminate his/her employment.

Employment Termination

RCA and its employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time, and Regency Christian reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

The church/school may remove the Employee during the term of the contract or agreement for cause as outlined in the handbooks, policies, and contract or employment agreement. "Cause", as used herein includes, but is not limited to any violation of policies and/or conduct tending to discredit or seriously impair continued effective employment, and/or the Employee's inability to tender service because of:

- Inefficiency
- Incompetence
- Physical disability
- Conduct detrimental to the church or school
- Sexual immorality
- Impurity
- Sensuality
- Idolatry
- Homosexuality
- Adultery
- Sorcery
- Enmity
- Strife
- Jealousy
- Dissension
- Division
- Envy
- Alcohol or Drug abuse
- Pregnancy out of wedlock

(Ref. Galatians 5:19-21)

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1. If you wish to resign, you are requested to notify your supervisor of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated. This notice should be in the form of a written statement.
 2. In the case of termination due to resignation, retirement, or permanent reduction in the workforce, your accrued vacation pay will be paid on a pro-rata basis.
 3. Unused personal time is not paid upon termination. In the case of termination, any vacation or personal/sick time used in excess of accrued time will be deducted from your final paycheck given your prior written permission.
 4. Furthermore, any outstanding financial obligations owed to Regency Christian Academy will also be deducted from your final check given your prior written

permission.

5. A meeting between you and your immediate supervisor will take place prior to your last day of work. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Office Keys and company equipment must be returned at this time, and an exit form will be filled out by your supervisor.
6. If you leave RCA in good standing, you may be considered for re-employment.

Disciplinary Action Policy

Regency Christian Academy reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this handbook or any other RCA document is intended to:

- Modify this “at-will” employment
- Promise progressive discipline or disciplinary counseling
- Promise notice in circumstances where Regency Christian Academy considers immediate termination or discipline to be appropriate.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination.

All these actions may not be followed in some instances. RCA reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

The following steps are taken in terminating an employee:

1. Verbal Warning
2. Verbal warning with written documentation
3. Grounds for dismissal

Regency Christian Academy reserves the right to take any disciplinary action it considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some other examples where immediate termination could result. This list is general in nature and is not intended to be all-inclusive:

- Discourtesy to a customer, provider, family, or the general public resulting in a complaint or loss of goodwill.
- Refusal or failure to follow directives from administration.
- Breach of confidentiality relating to employer, employee, and customer, or provider information.
- Altering, damaging, or destroying company property or records, or another employee’s property.
- Dishonesty.
- Providing false or misleading information to any RCA representative or on any RCA records including the employment application, benefit forms, timecards, expense reimbursement forms, etc.
- Fighting or engaging in disorderly conduct on Regency Christian Academy’s or customer’s premises.
- Violations of any of RCA employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest, and code

of conduct.

- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

Regency Christian Academy recognizes that personal issues can sometimes affect your performance. The Employers Association Forum is a system that we can use to provide help with a wide variety of personal problems, issues, and concerns.

Use of EAF services, however, does not excuse you from complying with Company policies or procedures, or from achieving job requirements or expectations during or after receiving EAF assistance. Nor will participation in the EAF prevent Regency Christian Academy from taking disciplinary action when warranted.

Other Important Policies

No Gossip Policy

Gossip is a way to complain about everyone else's problems rather than taking action about our own.

The Destructive Nature of Gossip

- Tears down
- Creates division
- Negativity thrives
- Criticism is the focus

James 3:1-2 states, "Not many should become teachers, my brothers, knowing that we will receive a stricter judgment, ² for we all stumble in many ways. If anyone does not stumble in what he says, he is a mature man who is also able to control his whole body."

In order to create a more professional workplace, we commit to maintain an environment free of gossip.

In order to have a more professional, gossip free workplace I will:

1. Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.
2. Keep private matters confidential. Do not share information with people that are not involved.
3. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or walk away.

4. While off the job, speak to another co-worker about people at work in a derogatory light.
5. If another person in the department does something unethical, incorrect, against procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.

Smoke-Free Environment

Our goal is to have a smoke-free environment. Smoking is not permitted at any time in the work areas. If there are smokers, they should be considerate of coworkers, customers, and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building. Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Drug Free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety, and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas:

- The unlawful use, possession, transportation, manufacture sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia.
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol, and;
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on company or customer premises must notify the company no later than 5 days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence, or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Violence Free Workplace

It is RCA's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Regency Christian will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace.

This policy applies to all RCA's employees, clients, customers, guests, vendors, and persons doing business with RCA.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property.

Examples include, but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon on company property, in a vehicle being used on company business, or any company owned or leased parking facility, or at a workplace safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor or a Human Resources representative. Regency Christian Academy will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, RCA will take action appropriate for the circumstance. Where appropriate and/or necessary to stop the conduct and protect thus said employees and property.

Workplace Harassment Policy

Regency Christian Academy's policy is to provide a work environment that is free from harassment. Therefore, we will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to RCA employees, clients, customers, guests, vendors, and persons doing business with us.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to Regency Christian Academy guidelines as: *Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:*

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment.*
- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or*

- *Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of suggestive pictures or objects in any workplace location including transmission or display via computer,
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome, and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, or administrator.
3. Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given RCA's obligation to investigate and act upon reports of such harassment.

Appropriate actions will be taken by Regency Christian Academy to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

Employee Fraternization Policy

Our school wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best for conducting business. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of RCA are expected to keep all personal interactions limited and at a professional level to avoid distraction and/or offending others.
- Employees are prohibited from engaging in any physical interactions that would be inappropriate in the work area. What is inappropriate conduct is at the discretion of the employer.

- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to further punishments and/or termination.
- Romantic relationships between supervising, managing or executive employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and his/her subordinate, management should be notified immediately so that a department transfer may be considered.

Personnel Policies

Clock In/Out Procedure

Every employee is responsible for clocking in and out daily. Each employee will be given an ID to obtain access to the time clock. Please clock in/out every time you enter/leave the building. If by chance you have forgotten to do this, please write down your time on the sheet provided by the time clock. Corrections from the provided sheet will be made by the office manager the Monday of that pay period week.

If there is a discrepancy in your paycheck, you will have to wait till the next pay period to have it corrected. No new checks will be issued at the time of discrepancy.

Pay Period Effective August 3, 2020, all RCA employees 10-month salaried employees will go to a twelve month pay cycle, with two pay periods a month. Checks are distributed on 15th and 30th of each month.

Automatic payroll deduction is available as an option. If you choose to take this option, \$1.45 per paycheck will be deducted. A form will be available in the new employee packet or can be picked up in the Office Managers.

The normal workweek for full-time employees is 30-40 hours per week. The normal workweek for part-time employees is less than 30 hours per week.

Hourly employees, whether full-time or part-time, are paid a straight time for work performed during regularly scheduled hours. See OVERTIME for overtime pay guidelines.

RCA may establish the terms and conditions of any existing or new position. Assignment changes that affect current employees should be communicated to such employees, affording them a reasonable period to accept the new terms of the assignment or be placed on layoff status. No overtime pay is given to salaried employees.

Overtime

On occasion employees may be required by their supervisor to work more hours than scheduled. Employees are still paid the usual hourly rate unless working beyond 40 hours. Employees who work beyond 40 hours will be paid at the rate of 1 ½ times their average straight-time hourly rate for excess time worked as noted below.

Each employee subject to the wage and hour law must record his/her time according to RCA procedures. Exceptions to normal scheduled hours must be noted.

For hourly employees, only hours worked count in the calculation of overtime. RCA holiday hours are not counted as time worked in computing overtime for the week. Sick/personal leave, vacation hours, and bereavement leave are also not counted.

All hourly paid employees shall be paid 1.5 times their average straight-time hourly rate for all Hours worked in excess of forty (40) in a single work week. **No employees are permitted to work any overtime without prior permission from their supervisor.** Working over your scheduled hours without permission may result in employee discipline.

Please do not assume that you will get paid overtime if you go over your SCHEDULED work times. Please see Administration before staying over your time BEFORE it happens.

Employee Classification

Full-Time: Employees who work a minimum of 30 hours per week are full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met. (90 Days)

Part Time Employees: Employees who work less than 30 hours per week are part-time. Those employees who work 30 hours or less per week, or who work on a temporary project basis, will receive all legally mandated benefits, but are ineligible for other benefit programs.

Temporary: Temporary employees are those engaged to work either part- time or full-time on RCA's payroll, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. This category includes interns and co-op students.

Independent Contractors: Consultants, freelancers or independent contractors are not employees of RCA. The distinction between employees and independent contractors is important because employees may be entitled to participate in the company's benefits programs, while independent contractors are not. In addition, RCA is not required to withhold income taxes, withhold, and pay Social Security and Medicare taxes, or pay unemployment tax on payments made to an independent contractor.

Personnel Records

Employee personnel files may include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action, fingerprinting results, law enforcement reviews, performance reviews, coaching and mentoring. Personnel records are maintained on a current basis. Please notify us immediately of any change of name, address, telephone number, marital, dependent or tax status. Personnel records are kept highly confidential and are not available to anyone outside of the company unless you have authorized the release, or release is to an authorized governmental agency, or is required by law. To obtain access to your records, contact the administrator. After termination, records are filed for 7 years, after that point they can be shredded.

Attendance Policy

Absences: The following procedures should be followed in the event of any full or part-time employee absence:

1. Employees must submit an Authorization of Leave form to the Assistant Principal or the Office Manager. AS SOON AS YOU KNOW OF AN APPOINTMENT- PUT IN A LEAVE SHEET. WE NEED TO KNOW AS FAR IN ADVANCE AS POSSIBLE WHEN YOU WILL BE OUT.
2. In the event of a personal or family illness or emergency notify the Assistant Principal or Office manager as soon as possible. Once your PTO is approved it will be entered into the sub calendar and a copy will be placed in your mailbox.
3. **PLEASE, the administration must be notified by 6:30 am to report your absence. Please call Mariela Gutierrez (407-300-7964) and Luet Williams (407-279-9818) to report an absence. Please do not email** If you leave a message and do not receive some type of confirmation notification within 20 minutes, call back. If you do not receive any response in 30 minutes, call the school office and leave at 7:00 a.m. Be prepared to explain necessary modifications to lesson plans for your substitute.
4. All substitutes must be secured by the administration.

An employee who is unable to report for work due to any personal illness or injury is expected to aid the recovery process in every way possible and report back to work as soon as his/her physical condition permits. RCA reserves the right prior to the employee's return, to request a statement that the employee is fit to work. This statement must be issued from a doctor's office and attest that the employee is well enough to assume his/her full job responsibilities.

It is never a bad idea to get a doctor's note if you go to a doctor, no matter how long you are absent.

Every effort must be made on the part of the employee to give notice of absence in enough time for a substitute to be secured if needed. All absence, other than that which is due to illness or emergency, must receive prior approval from the administration.

In the event of inclement weather, we remain open for business during regularly scheduled working hours. You are expected to report for work if it is at all possible to do so safely. In the event we close due to inclement weather, someone in your group will contact you. Please keep your work group and supervisor informed on how to reach you on such occasions.

RCA goes by Orange County School emergency system. If Orange County Schools are closed, RCA is also.

** Should undue tardiness or absenteeism become apparent, disciplinary action up to and including discharge may be required.

Time off Policies

Scheduled Time-Off: An employee may request time-off by completing a Leave Authorization form (Appendix A-4) and submitting it in advance to the office manager or to the Assistant Principal. Scheduled Time-Off may be paid or unpaid based on the employee's eligibility for personal and vacation days.

The Assistant Principal or the Office Manager will indicate on the form as to whether the request for scheduled time-off can be granted or denied as well as whether the employee will be paid for the time-off.

Although it is helpful for the employee to secure a substitute for his/her position, the office manager or Asst. Principal has final authority on how the position will be covered. The Administrator or Asst. Principal may give special attention to excessive requests for time-off.

Unscheduled Time-Off/Bad Weather Pay: An employee is responsible for notifying administration of his/her inability to report to work as scheduled and to advising when he/she will report back to work. This could be for illness, a family emergency or other reason. When calling in to request this unscheduled time-off, the employee is expected to notify the administration immediately, but no later than one hour before he/she is scheduled to work. The employee is responsible for contacting the administration. Unscheduled time-off may be categorized as an excused or unexcused absence; however, excessive requests for unscheduled time-off are cause for progressive corrective action and may result in probation or termination. We also reserve the right to terminate any employee who is absent for two consecutive working days without notification. Employees missing work for more than 2 consecutive days must bring a doctor's excuse upon their return to work.

Bad Weather: During the regular 10-month school year, one day is scheduled as a day off for bad weather. Should there be more days needed off for bad weather, the school will pay holiday pay for up to 3 days only to those employees who qualify.

Holidays: The School recognizes during the year as paid holidays for its regular, benefits-eligible employees. Those holidays are: New Year's Eve, New Year's Day, Good Friday, Martin Luther King, Jr. Day, President's, Memorial Day, Independence Day, Labor Day, Bad Weather Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve and Christmas Day.

Employees who are regularly scheduled to work 30 or more hours per week are eligible for holiday pay. Employees who work less than 30 hours per week will not receive pay for holidays. Holiday pay is calculated based on the actual hours the employee would have worked had the workplace been open.

When determining the holidays of the upcoming year, we follow this policy: When a holiday falls on Saturday, the preceding Friday shall be considered the holiday. When a holiday falls on Sunday, the following Monday shall be the holiday. Employees are not allowed holiday pay while in an out-of-pay status such as leave of absence or layoff or while receiving workers compensation disability payments. Substitute, temporary, summer or on-call employees do not qualify for paid holidays.

Holiday pay is not to be considered hours worked in the computation of overtime.

Paid Time Off: We believe that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid

Time off (PTO) to all full-and part-time employees. PTO does not replace the company holiday schedule; we will continue to have compensated holidays each year. All full-and part-time employees are eligible to earn PTO. Full-time employees earn PTO by working at least 30 hours per week, while part-time employees earn PTO by working at least 15 hours per week. (See Appendix 4)

RCA Employees: Ten (10) month employees are eligible to earn up to (5) personal days a year on the following schedule: August 1 (3 days earned), January 1 (2 days earned). Twelve (12) month employees are eligible to earn up to six (6) personal days on the following schedule: Aug.1, Oct. 1, Dec. 1, Feb. 1, April 1, and June 1.

When all personal days have been exhausted, the employee will be docked at their regular rate for each additional absence.

Upon termination of employment, RCA employees are to be paid for any unused personal days accrued within the calendar year. Unused personal days will be paid at ½ the daily rate at the end of the fiscal year.

Vacation Policy: Part time 10-month employees (those employed for less than 30 hours per week- August-May) do not qualify for earned vacation time, and do not receive vacation pay for the 2-week Christmas break, the 1-week Thanksgiving break and 1-week spring break holidays.

Full time, 10-month employees (those employed 30 or more hours/week, August-May) do not qualify for earned vacation time but will receive vacation pay for the 2-week Christmas Break, the 1-week Thanksgiving break, and 1-week Spring break holidays.

Substitute, temporary, summer or on-call employees do not qualify for vacation pay of any kind.

Personal/Sick Time: Personal/Sick Time is time you elect to use for the following reasons:

- Physician and dental appointments for yourself or a family member
- Time away from the office when either you or a family member is sick.
- Time away from the office for any personal reason.

You are not required to give any specific reason for using your personal/sick time. However, when you plan to use time for “personal” reasons and /or scheduled appointments, you must notify administration of this preference and schedule the time off as far in advance of the event as possible.

Personal/sick leave is a benefit provided to you in the event you need to take time off because of your health or for any personal reason. It is not merely additional paid vacation; thus, no pay is provided for unused personal/sick leave at the end of employment. Employee is required to complete a leave slip upon return to work. (See Appendix 4)

Abuse of Sick Leave: Regular attendance is crucial to the success of this and any other business. Paid sick leave is provided as a financial buffer for employees who are too injured or ill to work, not as additional time off for employees who are well. Employees

should be prepared to furnish a doctor's note or similar evidence of inability to work if the supervisor requests one. Abuse of sick leave is grounds for discipline, up to and including discharge.

Extended Leave: Employees who have used up their available paid sick leave and remain unable to report for work may be eligible for unpaid family and medical leave (FMLA Leave). Eligibility for health care benefits continues during FMLA leave.

In-service Training: Employees of the school must attend in-service training. In addition to several days before school starts, the school will select a convention to attend (usually FACCS) and will pay registration fees for all employees who are expected to attend. If the school provides hotel accommodations, all employees are expected to spend the night.

Military Leave: We are required to provide time-off to employees who are serving in the military. Any employee who is called to military service, training, reserve duty, etc., who is not a temporary employee is covered by the federal law. No person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership.

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide RCA with notice of the need for leave as far in advance as is reasonable under the circumstances. It is preferred, but not required under the law.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence. Although they may choose to use accrued benefits, the employee does not accumulate NEW vacation, personal leave, or sick leave while on military leave of absence.

An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31-day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall premium rate.

Funeral Leave Policy: Families are in greatest need of love and support when they experience the loss of a loved one. We feel it is important that members of our staff have the freedom to attend a funeral in support of a family member or friend, and we encourage you to do so. We have taken into consideration the personal needs that arise from the death of an **immediate** family member. You will be allowed leave up to three (3) days with full pay until and including the day of the funeral. Funeral leave pay will not be granted to employees attending a funeral during periods when, for other reasons, they are not at work, such as vacation, holidays, and illness.

Employees may request approval for additional time off to be charged against accrued vacation time. If no accrued vacation time is available for requested additional time off,

we may suggest the use of personal days or grant leave without pay.

**** Immediate** family is understood to include father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or any relative who lives with the employee.

Jury Duty: While at RCA, you may be called upon for jury duty. If this happens, please notify the administrator or principal after receiving the summons to appear for jury duty. While on jury duty, you will receive your regular pay, **up to 3 days**. Please furnish your supervisor with evidence of having served on a jury for the time claimed. Jury absence will be noted on your timesheet or timecard. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay. Please get an excuse provided by the county to be placed in your file. The employee will be excused with pay for a court appearance when subpoenaed as a witness in a school-related matter. This leave does not apply to court cases involving the employee's personal business.

Maternity Leave: A staff member shall not be dismissed due to maternity leave of six (6) weeks. She will not receive her weekly pay during the maternity leave. A replacement will be hired. The staff member will provide basic responsibilities/duties/lessons for the replacement before going on maternity leave. In case of complications or the need for a longer maternity leave due to the health of the person, we shall rely on the advice of the employee's doctor, holding the position if the end of the contract. In the event of an extended Maternity Leave, the employee will not receive her weekly pay for any part of the extension but may return when able.

Lunch and Rest Periods This time is paid. Support staff and administration cover K-12th grade 30-minute lunch periods.

One paid rest period of 15 minutes each should **be permitted** each day. The schedule for this break should depend completely on the needs of each office. Rest periods are considered time worked, and employees will receive compensation for such periods.

Times are subject to change, depending on if staff is speaking with a guest, doing a tour, or conferencing with administration.

Employer Contributions/Discounts

Insurance: Employees taking health insurance through the school shall have their portion of the revised premium deducted from their paycheck not less than four pay periods prior to the effective date of renewal for the next year of coverage. Insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage.

RCA group carrier health, dental and vision insurance plans to all full-time employees when there are enough participants to enroll as a group; otherwise, individuals may enroll, but without the group benefit. Coverage is offered either on an individual or family plan, in which RCA pays for 50 percent of the monthly individual premium for the

employee. The additional premium that is charged for dependent medical coverage is paid by the employee. The employee pays 50 percent of the monthly individual premium and 100 percent of any additional chosen dependent coverage through payroll deductions.

Insurance coverage begins on the first day of the first month following 90 days of fulltime employment. Employees who wish to enroll after 90 calendar days of fulltime employment may do so, at that time. Current part-time employees who become fulltime employees will be notified by Administration when they are eligible to enroll; however, this will occur 90 days following the 1st day in the full-time position.

As a result of a reduction in work hours, injury, or illness or if an employee is on a military, jury duty or other leave of absence, an employee may be eligible to continue coverage by paying a monthly premium. If the employee satisfies eligibility requirements for coverage continuation and has his/her work hours reduced, is on a leave of absence for a work-related injury or illness, is on an approved military leave or is on an approved jury duty leave, RCA/SOBC may continue its contribution for one month if the employee contributes their ½ prior to leaving. For continuation of coverage after that point in time, the employee is responsible for the full payment of the premium. RCA will not extend coverage to any employee that has been terminated; however, an employee may be eligible for COBRA.

COBRA

RCA complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents that lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage. At that time, Human Resources will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to the appropriate office.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: South Orlando Baptist Church discontinues its insurance plan, the premium payment is not made in a timely fashion, and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

403 B

South Orlando Baptist Church and Regency Christian Academy offer the 403B retirement fund, but each does not contribute any to this fund. Please discuss details with the Office Manager.

RCA Employee Discount Policy

Regency Christian Academy employees, those full time-working 30+ hours, are offered ½ off yearly tuition for all dependents. Part time employees, working 29 hours or less, are offered 25% off tuition.

All employees are also offered free registration and free extended day.

RCA Employee Referral Bonus Program

A referral bonus plan has been established for Regency Christian Academy employees who refer families to our school. The family must report the employee's name on the registration form. If the family stays through the first full month of the school year, the employee will receive a bonus of \$200.00 in the last paycheck period of September.

Unemployment

RCA is a 501(c) 3 non-profit organization and does not participate in unemployment benefits.

Workers Compensation

RCA will provide workers compensation, a type of accident and injury insurance, for those who suffer a job-related injury or illness. Employees returning to work must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. Once a physician has verified that the employee can resume all job-related tasks, he/she will no longer receive workers compensation benefits.

Health Policies

Contagious/Critical Disease Policy: First off, employees are required to receive a TB test every 5 years. Results are needed to be given to the office manager to become part of your file. If you are unable to receive testing from your doctor, Walgreens across the street (corner of Orange Blossom Trail and Whisper Lakes Blvd.) does this type of testing.

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) through the air (cough, sneeze or particle inhaled), (3) through a transmission vehicle, either ingested or injected or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include: measles, influenza, viral hepatitis-A (Infectious hepatitis), viral hepatitis-B (serum hepatitis), conjunctivitis (pink eye), strep throat, human immunodeficiency virus (HIV), AIDS, AIDS - related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), Coronavirus and tuberculosis. This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

If the administration has reason to believe that the employee has a communicable disease and is unable to perform the job or poses a threat to self or others, the employee may be asked to submit to a medical examination to determine whether the employee's physical condition interferes with the performance of regular duties or poses a threat. The administration shall request the examining physician's advice regarding any restrictions or limitations in duties or necessary accommodations in duties based on the results of the examination. We ask that a letter of return be submitted from the physician to be placed in the employee's file.

An employee may be excluded from work if the administration, in accordance with this policy, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job or the employee's physical condition interferes with the performance of regular duties.

** When we are talking contagious illnesses, it is best to follow the rule of: if you have a fever, vomiting or diarrhea, please do not return until you are symptom free/medicine free for 24 hours.

Prescription and over-the-counter medications: Many medications available by prescription or purchased over the counter have side effects that may alter an employee's ability to perform his/her job safely and effectively. When employees are taking medications that can alter behavior, physical ability, or mental function, they must report the use of this drug to the Health Care Provider. All medicines kept at school must be in the original identifying containers-in the instance of an emergency (This way the health professionals can be notified). If the administration suspects that an employee may have been adversely affected by drugs, the employee will be sent home and required to consult their physician to determine whether their medications affect their ability to perform their job safely. Their return to work will be contingent upon the doctor's written approval and the approval of the administration. Violation of this policy is grounds for immediate termination of employment.

Disabilities

Any disabilities including conditions caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as stated in disability laws. Employees who are excluded from the workplace in accordance with this policy may have their employment terminated when any personal leave to

which they are entitled has expired.

Physical Examinations

Regency Christian Academy may require a job-related medical examination when there is a need to determine if an employee can perform mandatory functions of his/her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others, by identifying infection diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state, or local law.

Teachers are required to have a Tuberculosis test every 5 years, at the cost to the employee.

Employees of both facilities are also required to have CPR/Medical Emergency certificate every two (2) years. RCA will provide time for this at the beginning of each school year for those needing recertification.

Dress Code

Regency Christian Academy, we believe that a person's appearance is an important tool as an effective Christian witness. All staff must be constantly aware of their importance as a Christian role model for guests, members, students, and their families. A staff member's appearance should reflect an idea of importance-important enough for precision and neatness in dress. No clothing should be excessively loose or tight fitting.

Female Staff:

- Modest dresses, skirts, slacks, pantsuits, and capris are allowed. Jeans may be worn on Friday. Dress/skirt length should be **no more** than 2" above the knee.
- Blouses and/or sweaters are allowed. Blouses and dresses should be fashioned and properly buttoned to modestly cover the bust.
- Skinny jeans/pants may be worn with a long shirt that covers the back side.
- Hairstyles should be neat, clean and becoming.
- Sundresses, thin-strap dresses, and tank tops are considered ***inappropriate*** *without a sweater/jacket over it (something to cover the shoulders)

Male Staff:

- Suits or slacks/khakis with dress shirts or collared polo shirts are allowed.
- Jeans may be worn on Friday.
- Shorts are considered ***inappropriate***.
- Earrings are not to be worn.
- T-shirts are considered ***inappropriate*** except spirit-wear or club wear on approved days.

On occasion there may be a specific business reason to require that all employees dress in traditional business attire. In such instances this will be communicated to employees in advance, and they will be required to dress accordingly.

Other Inappropriate Attire or Appearance Includes

- Casual shorts, leggings (unless a long shirt or dress is over the “bottom” area), jogging or sweat suits/socks
- Sweatshirts, oversized shirts
- Leathers or Spandex
- Dirty, ragged, ungroomed, or sexually provocative, revealing, or see-through clothing or appearance
- Jewelry that is distractingly large, or represents an unprofessional image, such as large chains, facial jewelry, such as nose rings, etc.

Rules of thumb: If you want to dress casually, keep it professional.
If you have doubts, DON'T wear it.

We also ask that

1. No wild hair coloring
2. Men, please be clean shaven or if you wear a beard, please keep it trimmed

General Computer Usage Policy

RCA requires a General Computer Usage Policy to accomplish its business objectives in a secure and timely manner. Instituting such a policy demonstrates the commitment we must safeguard corporate information. That commitment must extend from every individual involved in the business of the church and school. Risk of infecting the company systems with a virus and the unreliability of such downloaded software. Regency Christian Academy's information systems will be subject to periodic inventory and inspection for compliance.

The dangers that lurk on the internet are not limited to children. Adults frequently struggle with internet gambling, pornography, and other evils that are too easily accessible online, not to mention the wasted time and lost productivity associated with internet “surfing” at work.

- Communication services and equipment provided by Regency Christian Academy, including the messages transmitted by them, are the sole property of Regency Christian Academy. We may access and monitor staff member communications and files as it considers appropriate.
- Staff members do not have any expectation of privacy in any communications or files made using or storing upon RCA's communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient. We may monitor at any time any staff member's use of any ministry communication service or equipment.
- Our policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on each ministry's communication services and equipment.
- RCA purchases and licenses the use of various computer software for ministry purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, we do not have the right to reproduce such software for use on more than one computer. Staff

members may only use software on local area networks or on multiple machines according to the software license agreement. RCA prohibits the illegal duplication of software and its related documentation. Staff members are not permitted to install any program, business or personal, onto ministry equipment without prior approval.

- Online services and the internet may be accessed only by staff members specifically authorized by RCA. Staff members' online use should be limited to ministry-related activities, except as allowed below. In addition, staff members should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material.
- Incidental personal use by staff members of these ministries communications services and equipment is allowed if the use does not interfere with the staff member's work or operations, does not violate RCA's policies, and does not result in any additional expense to RCA. Each staff member will be required to reimburse the church or school for any expenses incurred for the staff member's incidental personal use of the ministry's communications services.
- Staff members are not permitted to send broadcast email messages to all users or large groups of users unless specifically authorized to do so.
- Staff members should ensure that no personal correspondence appears to be an official communication of Regency Christian Academy since staff members may be perceived as representatives of these ministries and, therefore, damage the reputation of or create liability for RCA. All outgoing messages, whether by mail, facsimile, email internet transmission, or any other means, should be accurate, appropriate, and ministry related. Staff members may not use either ministries stationary or postage for personal letters.

Prohibited Internet Activities

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions.
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person or refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

- Using the internet for political causes or activities or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the organization.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

Online Social Networking Policy

Our company is committed to maintaining a good relationship with employees and with the outside world. If we sustain a positive reputation and excellent image in the public eye, it directly benefits the company in addition to putting you in an advantageous situation as an employee. The way the public views Regency Christian Academy is vital to promoting business, gaining new business, retaining first-class employees, recruiting new employees, and marketing our products/services.

While we have no intentions of controlling employees' actions outside of work, it is important that employees practice caution and use discretion when posting content on the Internet, and especially on social networking sites that could affect the business operations or reputation. This policy serves as a notice on the practice of social networking for all employees to read and understand. ** Please refrain from posting situations and pictures which might cause someone else to stumble (i.e.: use of alcohol, scantily dressed). We want to do our best to uphold our Doctrinal Beliefs. WHEN IN DOUBT-DON'T!

Social Networking

This is defined as any activity that involves interaction in online communities of people. This interaction includes, but is not limited to, browsing other users' profiles, browsing other users' photos, reading messages sent through social networking forums and engaging in online communities' instant messaging services.

Sites are specific online communities of users, or any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be general or tailored to specific interests or certain types of users. Examples of popular social networking sites. The list of domains that constitute social networking sites is ever-growing and changing because of the nature of the internet.

Micro-Blogging

This is the practice of publishing your recent whereabouts, thoughts, or activities on a social networking site for other users to see.

Business Purpose

Using a social networking site for the company's gain, usually as a task or assignment given by a supervisor. This can be done either through a specific company account on a given social networking site or through a personal account for the purposes of recruiting or marketing RCA.

Prohibited Use

It is important that employees use their time while at work to conduct company business. Employees are not blocked from access to social networking sites on company computers because under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for our ministries and to connect with others. However, access to such Websites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business.
- Browsing social networking sites for non-company business on company time.
- Reading email alerts regarding **personal** social networking account activity or using RCA email to correspond with personal social networking contacts.
- Updating information, uploading photos, or otherwise engaging with one's own, personal social networking profile for non-business purposes.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer or a personal smartphone device.

Prohibited Conduct

Having your own, individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and are no longer private matters. While we will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by anyone at the company.

While this section of the policy is a sensitive one, it is put in place to protect not only the company, but you and your job. It is for your own security and defense that you follow these guidelines:

- Do not use microblogging features to talk about company business on your personal account, even on your own time. Do not post anything you would not want your supervisor to see or that would put your job in jeopardy.
- Do not use the company name, address, or other information in your personal profile.
This is for your physical safety as well as the safety of everyone else at the company and the protection of Regency Christian Academy's name.
- Do not post any pictures or comments involving the company or other employees that could be construed as inappropriate.
- You are also responsible for what other users post on your individual social networking profile. Do not allow inappropriate or sensitive information regarding the workplace anywhere on your profile, even if it is generated by a different user.
- Remember that if your personal profile is visible to other employees at the company, supervisors or peers, practice caution. You have control over yourself but not over these employees, and just one inappropriate picture or comment taken out of context could fall into the wrong hands and cost you your job.

Phone Calls

The telephones in the front offices can be used if needed. Please try to refrain from making long distance phone calls.

Cell phones should be left in silent mode in the classroom and office. Please do not take personal calls in the classroom. Wait until your break to respond to the caller.

When you receive personal phone calls at school, a message will be left in your box. Messages will not be delivered to your room except in emergencies.

Reimbursement for Expenses

Any purchase of equipment, learning aids, office materials that a faculty/staff member would like to make must **HAVE PRIOR APPROVAL** from the office manager or principal, if that staff member desires to be reimbursed for the expenditure. No reimbursement will be made for expenses that are made without approval. These expenditures will be considered an expense for that person's personal inventory.

To receive reimbursement, purchase must have prior approval. Submit Receipts to Office Manager. No reimbursement will be made for sales tax. Any item a staff member is reimbursed for becomes the property of RCA. ** RCA is a non-profit 501(C) 3 organization; therefore, we are not required to pay sales tax, so when making purchases, please ask for a *Tax-Exempt Letter* to submit to the retailer.

Confidential Information

During your employment with the company, you may have access to confidential and proprietary data, and may be provided correspondence, literature, reports, summaries, member /student lists and data concerning the business of the company. Any and all such records and data, whether maintained in hard copy or on a computer disk, hard drive, tape, or other medium is the property of the company, regardless of whether it is or contains confidential information. Upon termination of your employment at the company, you are required to return all such records to the company and may not retain any copy of any such records or make any notes regarding any such records. We reserve the right to search for such information and property in personal items while on premises such as vehicles, purses, briefcases, etc.

Employment of Relatives

Members of your immediate family will be considered for employment based on their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct supervisor relationship with a family member
- Have the potential for creating an adverse impact on work performance,
Or,
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when hiring, assigning, or promoting an employee.

If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives (e.g., marriage, reduction-in-force, reorganization, priority placement), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family or close personal relatives, the supervisory relative will not be involved in any personnel action involving his/her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

For purposes of this policy, your immediate family includes Mother, Father, Husband, Wife, Son, Daughter, Sister, Brother, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law, stepchild, Stepparent, or Grandparent. This policy also applies to close personal relatives such as Uncle, Aunt, First Cousin, Nephew, Niece or Half-Sibling.

Questions should be directed to your supervisor.

Reporting Injuries & Illnesses

We often take safety for granted in an office environment. Though we may not be exposed to the same degree of risk as a typical manufacturing firm or health care facility, we should still recognize that safety risks are present and take steps to reduce the risk for injury or illness. Safety is everyone's responsibility at RCA.

- All work-related injuries and illnesses should be reported immediately to your supervisor or the administrator, even if you are not sure whether it is truly work-related. Even small, insignificant injuries left untreated can result in more serious conditions.
- Your supervisor will complete an accident report. When injuries are reported immediately, accidents can quickly be investigated, and corrective action taken to prevent another injury.

If you see any potential hazards that need attention, notify the administrator immediately.

Safety Rules

We want to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior, and negligent actions. It is our policy to maintain a safe and secure working environment for all employees, students, and guests.

While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

- Report the accident to a supervisor or administrator immediately
- Obtain the necessary medical treatment.

- Fill out an accident report regardless of the severity of the injury.
- If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so.

Employees who fail to comply with this procedure are subject to disciplinary consequences.

Universal Precautions

ALL staff are asked to use “Universal Precautions” when tending to situations that involve a person’s body fluids. Federal guidelines recommend wearing latex gloves whenever handling another person’s body fluids. Assume all body fluids are infections.

If there is a spill of such fluids (blood, vomit, nasal secretions, urine, feces) use gloves to clean up the spill with paper towels. Make sure you put the paper towels in a plastic bag, remove gloves (pulling them inside out as you take them off), and let the office know you need the area disinfected. Wash your hands immediately if accidental contact with blood or body fluids from anyone occurs.

Avoid punctures from objects that may be contaminated. Never pick up broken glass with your bare hands; always use a dustpan and brush. Dispose of trash that contains sharp objects carefully. Use hard-sided containers that cannot be broken or penetrated by a sharp object rather than plastic bags.

Leaving Campus

All faculty/staff members who are planning to leave the campus during the day, must notify front office personnel upon leaving and returning to the campus by clocking out. Notification must include where he/she may be reached and when he/she will return (this is for emergency purposes). Any RCA staff desiring to leave the building is responsible for being back in time for their next class.

Teacher General Information

Each position will have a job description, which will be a guide for that position. Employment for teachers will be confirmed by a signed contract/job description from administration. Salaries for employees will be agreed upon and written in on the contract.

Conditions of Employment:

- The employee pledges active support for the Christian philosophy of education as stated in the literature of the school, all policies and regulations adopted by the school, and the personal and professional standards established by the school.
- The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living.
- The employee will teach in accordance with South Orlando Baptists adopted Faith and Message.
- The employee will always strive to understand, appreciate, love, and nurture the

pupils entrusted to his/her care. To the best of his/her ability the employee will provide for the fullest spiritual, intellectual, physical, and emotional development of the student.

- The employee agrees that if at any time during employment he/she is out of harmony with the philosophy, standards, or Administration of the school, he/she will immediately make this fact known to the Principal and shall voluntarily withdraw from employment or be subject to termination for cause.
- The employee agrees to follow the biblical pattern of the Matthew 18 principles and always give a good report. All differences are to be resolved by utilizing biblical principles-always presenting a united front. Appropriate confidentiality will be observed regarding student, parent, and school matters.

All employees are expected to arrive by 8:00am, as punctuality is very important in relation to the responsibilities of maintaining an organized and orderly atmosphere that is conducive to learning. Moreover, the teacher must understand his/her responsibilities for conveying good and respectable leadership skills that students will emulate as well. Set your home clocks and school clocks by school time so that you will be on time to work, enrichment classes, lunch, etc.

Punctuality is a must. If an employee exhibits consistent habits of not arriving in a timely manner, then the employee will have to meet with the Principal/Asst. Principal. Records will be kept in the employee's permanent file for reference upon contract termination or renewal.

RCA Professional Responsibility and Teaching Practice

Teaching as a Calling

1. Looks upon teaching as a divine call upon his life, at least for the time in service.
2. Seeks to minister to the total person of the child through the mediums that school affords.

Teaching Practice

Understanding the Student

1. Studies student's cumulative record.
2. Understands characteristics of the child in the progressive stages of development.
3. Acquires first-hand information about a child if needed for effective guidance.
4. Observes students with objectivity and consistency, seeking to understand.
5. Listen to students with understanding. Respects confidence.
6. Exercises friendliness and consideration, treating each student impartially.
7. Respects individual differences and challenges each student to do his best work.
8. Demonstrates genuine concern and willingness to help students with their problems.

Classroom Control

1. Recognizes that it must be appropriate to the learning situation.
2. Establishes clear understanding of procedures, standards, and rules.

3. Recognizes the occasion for teacher-imposed discipline.
4. Encourages student's self-control.
5. Develops rapport with students and among students.
6. Knows when and how to seek assistance with discipline problems.
7. Recognizes that the teacher's control of himself is the first step to control the students.
8. Expects classroom attention before speaking.
9. Observes class schedule and school rules consistently.

Help Children Achieve Meaningful Goals and Inspire Interest in Learning

1. Makes objectives clear and relevant to students.
2. Understands readiness of students in relation to materials.
3. Helps a student realize his full potential in any area of instruction.
4. Recognizes and encourages individual effort to achieve.
5. Provides personal examples of high intellectual standards.
6. Stimulates enthusiasm for learning.

Appearance of the Classroom

1. Sets a good example of cleanliness, neatness, and order.
2. Encourages student pride and responsibility for the appearance of the classroom.
3. Provides neat, well-arranged bulletin boards and other displays appropriate to the learning situation and meaningful to the student.
4. Changes displays, bulletin boards, and room decorations regularly.

Staff Educational Requirements

The Administration and School Board of RCA have set the following standards for faculty and staff:

1. All employees of RCA must be Christian men and women who are actively growing in their faith. They are expected to set an example of the highest moral character on and off campus.
2. All employees of RCA must submit to local and state background checks as well as a Federal background check through fingerprinting.
3. All employees are to be trained in CPR and First Aid within the first year of employment and a renewal course is required every two years.
4. Preschool Teachers and Preschool Aides must complete a minimum of 40 hours of coursework in child development and developmentally appropriate practices within the first year of employment. Preschool Teachers also attend training that meets the yearly 10-hour DCF requirements to remain current. Teachers who fail to fulfill these requirements are ineligible for rehire. Lead preschool and VPK teachers must have a CDA or formal credentials.
5. K-12 and special area teachers joining our staff on or after the fall of 2001 must have a four-year Degree in Education or a related field (i.e., Child Development, Psychology) or they must be acquiring a 4-year degree. Training at Pensacola Christian College and Valencia Community College is available to teachers as well and is encouraged within the first two years of employment.

Evaluation Process

30, 60, and 90-day evaluations are given, as necessary. Teachers are evaluated based on classroom observations, completion of paperwork deadlines, and how effectively they have maintained professional relationships with students, families, peers, and administration. More specific items that are observed are Skills & Strategies for Curriculum Instruction, Classroom Management & Discipline, and Effective Communication with peers, families, administration.

Each new employee is given an orientation and employee handbook that they are required to read. They are assigned a teacher mentor who will spend time with them to guide and assist them at the classroom level with many areas and questions.

The principal/asst. the principal will discuss areas of strength and areas of weakness. Suggestions will be made for improvement in the areas of weakness that are brought up. The staff member is asked to think through ideas to improve and decide what to implement and they may be required to implement certain methods or teaching practices.

The staff member will be written up if they have been given a warning prior to change in behavior, attitude, or teaching that was considered inappropriate and have not made the necessary change. Documentation will be signed by the staff member and the administration and will be filed.

If an incident of an extreme and serious nature arises, RCA reserves the right to terminate an employee at any time for any reason with or without prior disciplinary counseling or notice.

Dismissal of Employees

The school may choose to not renew the employment of any individual at the end of a contract or agreement period, if, in the judgment of the school and church, the best interest of the school will be served. Such a decision terminates the employment relationship between the school and the employee upon the expiration of the contract or agreement without hearing or recourse under the law.

An employment contract or agreement may be terminated by mutual written agreement of the Employee and the school upon such terms and conditions as are mutually agreed upon.

Employees who voluntarily terminate their contract or employment agreement or who choose not to sign a contract or agreement for the next school year do so by notifying the Principal their intent to terminate. This notification shall be given in writing at least one month in advance. The notice shall include the date of termination unless a different termination date is mutually agreed upon. Failure by an employee to return a contract or agreement by the date specified shall be construed as intent to terminate employment.

Mandatory Staff Events/Trainings

There are certain events throughout the year that RCA staff are required to attend. The following are the events that pertain to this:

July: Staff Retreat

August: Pre-Planning Week, Meet the Teacher, FIRST DAY OF SCHOOL

September: RCA Open House, Map Testing Week

October: Professional Development Conference, Teacher Workday/General Staff Meeting

November: Veteran's Day Chapel

December: Christmas Program, Spelling Bee

January: Teacher Workday/General Staff Meeting, State of the School, MAP Testing week

March: Spring Program, Teacher Workday/General Staff Meeting

April: MAP Testing week, Field Day

May: VPK graduation, K-12 award ceremony, LAST DAY OF SCHOOL,

Teacher Workday/General Staff Meeting

Volunteerism: Choose 1 event--fall or spring option to assist for 1 division of time specified (i.e., sports or club)

Departmental Staff Meetings are once a Month on Monday. Please check the department meeting schedule.

Annual Trainings

Annual CPR/Blood Borne Pathogens Training/First Aid

Child Abuse and Neglect

OSHA and

Ethics,

Crisis Management

Other school sponsored professional development

Faculty Meetings

All staff is required to attend staff meetings. General Staff Meetings are usually

scheduled the first Monday of each month.

Office

Because of our tremendously busy office area, faculty and staff are requested to refrain from conversing with the office staff about personal matters or engage in idle conversation. Please do not loiter in the office. If it is necessary for you to use the office phone, make calls brief and to the point. No personal calls or long-distance calls should be made on the school phones (unless first cleared through the office).

When a parent calls the office for a teacher, the secretary will put a message in the teacher's box. Teachers should return a parent's phone call the same day.

Mailboxes

Your mailbox will be used to convey messages to you, not only from parents, but also from the office. Please check your mailboxes at least twice daily (morning and afternoon). Mailboxes can be found in the storage room outside of the Office Managers or Principals office.

Please be certain that your personal mail is being delivered to your house and not to the school. It is an expense to the school to sort and put-up mail each day.

Classroom Responsibilities

ELEMENTS OF A GOOD CLASS SESSION:

1. Always check assignments, tests, and skill sheets.
2. Review in class.
3. Teach new material.
4. Reinforce.
5. Give clear and important assignments.
6. Use a variety of teaching methods.

Statistics indicate that a person remembers 10% of what they hear, 25% percent of what they see, 35% of what they see and hear, and 80-90% of what they see, hear, and do.

Classroom Appearance

The teacher must maintain a clean, attractive, and well-organized classroom. The room should be decorated in an appealing manner, which complements the grade level/subjects that are taught throughout the school year. Keep the walls clean and do not write directly on walls or doors. Neatness and eye appeal should always be a priority. Use staples or pins to attach posters and bulletin board paper to walls.

Bulletin boards inside the classroom are the responsibility of the teacher. Boards should be changed at least seasonally/quarterly but are encouraged to be changed often. Any materials that are of a controversial or offensive nature should not be used.

At the end of the day, please make sure:

- Lights are turned out upon leaving.

- Student's chairs are stacked or put on top of desks. For Full-Time Preschool classes, the afternoon teacher has this responsibility. Many teachers have the students do this at the end of the day and some do it themselves. However, you choose to do it, please make sure it gets done.
- Pick up any trash allowing for the cleaning service to vacuum.
- *On Friday's, please sanitize desk with disinfectant wipes.

For Full-Time Preschool classes, the afternoon teacher has this responsibility. Many teachers have the students do this at the end of the day and some do it themselves. However, you choose to do it, please make sure it gets done.

Class Time and Preparation

It is the responsibility of each teacher to be fully prepared for each day's lesson and then to take advantage of every moment in the classroom to impart knowledge to the students. One reason for the success of our school is that our teachers are dedicated to the task.

Substitute Teachers

The best time to let the administration know you are not feeling well is the moment you begin to feel ill. If you inform us early, better preparation is accomplished to obtain a proper substitute. The evening before if possible.

Your lesson plans should be done a week in advance in case you become ill unexpectedly. You will need to brief the substitute on the material to be covered. All teaching materials needed must be in the classroom. A class schedule of all subjects, breaks, lunchtime, and restroom time must be available. All teaching materials should be on the teacher's desk – including a seating chart. Your substitute folder should be within easy reach and visible to the sub.

Things to be included in Sub folder:

- Class Roll
- Seating Chart
- Classroom Rules
- Classroom Management
- Class Schedule
- Class Routines
- Emergency Plan
- Any extra activities
- Notice of any students with special needs
- Location of Lesson Plans & teacher manuals

Lesson Plans

Teachers are personally responsible for developing daily lesson plans adequate to meet grade level CPALMS. The lesson plan design and content may vary considerably from course to course. You will need to plan at the beginning of the year, how you will cover all the CPALMS by the end of the school year.

Lesson plans are to be uploaded unto the school management system by each **Friday for the following week.**

1. Every Wednesday evening (church services) parents want their children relatively free of homework to allow their participation in family activities. Please do not schedule any tests on Thursdays, only quizzes.
2. We must have a consistent pace for each class all year. Accelerating the pace in the last month to make up lost ground is unacceptable. If such an accelerated pace was unacceptable in the first quarter, it is also unacceptable in the fourth quarter.

Records Maintained by Teaching Staff

1. Lesson Plans—Uploaded, lessons should be submitted online weekly before they are used. They will provide the CPALMS, topic, and any enrichment.
2. Attendance—submitted daily to the online school management program.
3. Grades/Grade books—should be recorded daily on daily, weekly at a minimum.
4. Report Cards—the report card is the official grade transcript for a student and should be handled in a confidential manner. All report cards will be calculated from the school management system. Teachers are responsible to transfer grades to the report card within the timeframe given by the Administration and outlined in the calendar.
5. Equipment Logs—at the beginning of the year and end of the year, to administration, provide an inventory list of the equipment in your classroom.
6. Conference Reports—Notes should be documented in the school management system. Provide a copy of your notes to the main office for the student's file.
7. When you meet with parents to discuss problem areas with academics or behavior, send your conference report to administration.
8. Incident Reports—Record an accident/incident and get it signed by the parent and office staff. Provide a copy to the main office for the student's file. Provide an additional copy to the administration if the case is serious or if parents are likely to contact the school. Incident/Accident report notes need to be documented in the school management system.
9. Emergency Contacts—provide updates to the main office quarterly. Keep a printed copy of your emergency contact list with your attendance in case we evacuate RCA.
10. Detention—send home for parents to sign, sign copy to the main office, copies for your records, to administration for serious issues or if the parent is likely to contact. Follow up with students/families to ensure that detention is served. Provide work for detention.

Classroom Supervision

Under no circumstances are you to leave your classroom unattended or allow students to go unsupervised.

It is certainly understandable that teachers cover windows and doors to darken rooms in an effort to help soothe the students so they will nap. However, certain safety issues have become a concern. If someone were to walk into your room and was unable to see each of your students immediately, your room is too dark. Certainly, remaining in a room for a few minutes causes your eyes to adjust and allows you to see better in a dark room, but this is unacceptable lighting even for naptime.

Doors and windows between rooms may never be covered, and windows may only be covered enough to block out direct light. Please do not wait for someone to speak to you before you make necessary changes. Questions about this issue may be directed to the Preschool Director.

Visitors in the Classroom

No visitor (parent or friends) is to be invited to your classroom without first checking with the administrator. * All visitors MUST sign in and receive a "Visitor" badge in the front office upon arrival.

Student Health

Student Illness:

1. During School Time:
 - a. The teacher should try to determine if a child is sick or not. He/ She should check these two ways:
 1. Ask where the student "feels bad".
 2. See if his face is pale or flushed.
 - b. If you have determined that the student is sick, and then sends him to the office. Send a note with him explaining why you are sending him/her. Always send students to the office in pairs.
 - c. If a student appears to be sick to his stomach, get him to a wastebasket if there is not time to get him to the restroom. Then get him/her to the office as soon as he/she can go. You will not need to stay with him/her as someone from the office will take care of him/her. If the student vomits or soils his pants in the classroom, call the office and say, "I need a custodian in room ____ for a cleanup."
 - d. If the student faints or has any kind of blackout, help the child first, and then send for help. The student will then be taken to the office and care will be given to him/her there. The teacher will need to be very calm. Do not let other students out of their chairs but keep them seated. After it is over, assure the rest of the students that the sick child is all right.
 - e. Teachers should be sure to send a student to the office if he has a fever or is pale. Any time you have a question about a student's medicine, check with the office. If the child is allergic to an insect sting, get him to the office immediately when he/she is stung. If he/she seems allergic to some food, but you are not sure, send him/her to the office.

2. Hospitalization of a Student:
 - a. If a student is ill and in the hospital for several days, the teacher should send a “get well” card. Please notify the office of the student’s illness. Have the students sign their names to the card. During one of the art periods, students can make “get well” cards with a personal message.
 - b. The teacher should take the cards to the hospital and give them to the sick student and visit with him/her if this is allowed by the doctor.
3. Death in a Student’s Immediate Family:
 - a. The teacher should send a sympathy card to the family. Notify the office of the death unless the message was given to you by the office.
 - b. The class should send a sympathy card. Students should sign their names to the card.
 - c. If possible, the teacher should attend the funeral. If this is not possible, visit the home or funeral home before the funeral.
4. If a student is absent from school for more than four days, send a note to the office to bring it to their attention.

Philosophy of Discipline

The goal of Christian education is to make disciples of Christ. Regency Christian Academy partners with the family in accomplishing that goal because we believe that the family is the most important institution that God has created, and the school is an extension of the family. In order to accomplish that goal, parents and Christian educators alike strive to teach our students to live a Christ-centered life. Part of teaching them is helping them learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that our hearts are changed in order to make better choices and that hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student’s part. In order to achieve this goal, we are guided by the following principles:

Maintain Cooperation between Home and School

We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school’s discipline.

Deal with Forgiveness and Consequence

We differentiate between forgiveness and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person.

Work with Each Student Individually

In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, a first-time offense may be of enough severity to warrant

suspension or expulsion.

Maintain Standards

We take seriously the biblical community, and school standards that each student pledges to live by when enrolling in Regency Christian Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.

Allow Growth through Failure

We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change because of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.

Realize the Limits of our Discipline

Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parent withdraw the student From Regency Christian Academy, but it does not mean it is the end. That student continues to be part of a Christian home and church. However, a change of school environment may be best for all involved,

Disciplinary Procedures

The highest of Christian standards are to be maintained at Regency Christian Academy. RCA attempts to provide a positive learning environment for all our students regardless of race, national and ethnic origin, or gender. Behavior that undermines the well-being of our students will not be tolerated. It is our expectation that all students and adults will be treated equitable, fairly, and respectfully by the Regency Christian Academy staff and the student body.

While discipline by the home or school may become necessary at some point our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. If there are times when the administration determines that a student's behavior evidences a lack of assuming responsibility for one's actions, and /or a lack of self-control, is in conflict with the Standards of Conduct, or has a negative effect on the overall culture and community at regency Christian Academy, the student will be disciplined.

The behaviors listed in this handbook is not intended as an all-inclusive list of prohibited behavior and activities but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or is not acceptable if it is not listed in the handbook. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word is on-going, not limited to the school day. strive to provide 48 hours' notice concerning the dismissal of a student, however, this notice is not guaranteed.

Reasons for dismissal/termination include, but are not limited to:

- Failure of the family to pay fees as due and outlined in the enrollment paperwork.
- Failure of the family to provide required documents for the students file including a copy of the child's Birth Certificate as well as original and current Florida Certificate of Immunization (HRS Form 680) or Student Health Examination (HRS-H Form 3040)
- Failure of a student **or** parent to abide by the guidelines of RCA as outlined in the enrollment paperwork and this Handbook.
- In a social media venue, stating continued negativity about the staff.
- Continuing Gossip

Expulsion

Expulsion may result when past corrective actions have been unsuccessful in changing a student's attitude and/or behavior. Certain serious one-time behaviors, whether done on or off-campus, that indicate that a student's lifestyle choice is in major conflict with the mission and objectives of RCA, may be asked to withdraw from RCA or be expelled at the discretion of the Administrator.

Immunity

Immunity means that anyone that reports in good faith, an act of bullying, harassment or reporting any infractions to the appropriate school official, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Code Yellow Infractions – These are areas of misconduct that are typically handled in the classroom by the teacher.

Consequences such as lost recess, time out, separation from the group, removal to another classroom or *agenda marks* are provided by the teacher. Parents may or may not be contacted at the teacher's discretion. In addition, multiple Code Yellow Infractions within one week can result in an *after-school detention* for students in 2nd through 9th grade (and sometimes 1st grade). Examples of Code Yellow Infractions include but are not limited to the following:

- Disrupting the class.
- Failure to follow class rules.
- Lying or withholding the truth.

Code Yellow Infractions

Behaviors	Consequences
<ul style="list-style-type: none"> • Disrupting class • Failure to follow class rules • Lying or withholding the truth • Disobeying 	<ul style="list-style-type: none"> • Re-teach expectation • Issue verbal warning • Redirect student to another area • Loss of classroom privilege • Go to another teacher's classroom • Walk a few laps a recess/sit out • Silent lunch • Agenda mark • Red Specials report

Code Orange Infractions –These are areas of misconduct that are more serious in nature and require parent contact by the teacher or administration. These infractions will often result in an automatic *after-school detention* for students in 2nd through 9th grade (and sometimes 1st grade). Examples of Code Orange Infractions include but are not limited to the following:

- Failure to correct a Code Yellow infraction.
- Use of obscene, profane, or abusive language or gestures.
- Disrespectful actions or speech toward a teacher or staff member.
- Doing anything that is dangerous to self or others.
- Inappropriate use of facilities: bathrooms, cafeteria, gym, playground.
- Violation of the Acceptable Use Network and Electronics policy.
- Violating another's personal privacy, which includes entry into another's locker, book bag, or other personal effects;
- Accessing another's network, or electronic account

Code Orange Infractions (All Code Orange Infractions MUST be documented through an Incident Report or Detention Form)	
Behaviors	Consequences
<ul style="list-style-type: none"> • 4th documented Code Yellow Infractions in one week • Use of obscene, profane, or abusive language or gestures • Disrespectful actions or speech toward a teacher or staff member • Doing anything that is dangerous to self or others • Inappropriate use of facilities: bathrooms, cafeteria, gym, etc. • Cheating- 1st offence • Violation of the Acceptable Use Network and Electronics policy 	<ul style="list-style-type: none"> • Parent conference • Child sent to talk to principal/admin. • Detention

<ul style="list-style-type: none"> • Violating another’s personal privacy, which includes entry into another’s locker, backpack, or other personal effects • Accessing another’s network, or electronic account 	
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Code Red Infractions –These are areas of misconduct that are serious in nature and require parent contact, possibly a parent-teacher conference, as well as, the student being seen by an administrator. At the discretion of the principal or assistant principal, Code Red infractions may result in an after-school detention (students in 2nd through 9th grade, and sometimes 1st grade) or most likely, the offending students(s) being sent home for the remainder of the school day.

In extreme circumstances, at the discretion of administration, the student may be suspended for a full day or multiple days. Examples of Code Red Infractions include but are not limited to the following:

- Failure to correct a Code Orange infraction.
- Destruction or vandalism of school property or the property of another student.
- Insubordination or open defiance.
- Cheating
- Stealing
- Plagiarism
- Fighting, threatening, or acting violently towards another student, staff member or other adult (Note: Self-defense is defined as an action to block an attack by another person or to shield oneself from being hit by another person. Hitting back is not self-defense and will be considered fighting).
- Bringing contraband or any dangerous items on school or church grounds (fireworks, firearms, weapons, matches, pornography, cigarettes, alcohol, etc.).
- Showing, touching, or discussion of private parts.
- Bullying or intimidating another student.

Code Red Infractions	
(All Code Red Infractions MUST be documented through an Incident Report/Detention Form/Suspension Form)	
Behavior	Consequences
<ul style="list-style-type: none"> • 4th documented Code Orange Infractions in one quarter • Destruction or vandalism of school property or the property of another student. • Insubordination or open defiance. • Cheating- 2nd offence 12th grade 	<ul style="list-style-type: none"> • Parent contact • Child sent to principal/admin • Detention • In/Out of school suspension

<ul style="list-style-type: none"> • Stealing • Plagiarism • Fighting, threatening, or acting violently towards another student, staff member or other adult (Note: Self-defense is defined as an action to block an attack by another person or to shield oneself from being hit by another person. Hitting back is not self-defense and will be considered fighting). • Bringing contraband or any dangerous items on school or church grounds (fireworks, firearms, weapons, matches, pornography, cigarettes, alcohol, etc.). • Showing, touching, or discussion of private parts. • Bullying or intimidating another student. 	
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<p>Code Red Infractions</p> <p>(All Code Red Infractions MUST be documented through an Incident Report/Detention Form/Suspension Form)</p>	
<p>Behavior</p>	<p>Consequences</p>
<ul style="list-style-type: none"> • 4th documented Code Orange Infractions in one quarter • Destruction or vandalism of school property or the property of another student. • Insubordination or open defiance. • Cheating- 2nd offence 12th grade • Stealing • Plagiarism • Fighting, threatening, or acting violently towards another student, staff member or other adult (Note: Self-defense is defined as an action to block an 	<ul style="list-style-type: none"> • Parent contact • Child sent to principal/admin • Detention • In/Out of school suspension

<p>attack by another person or to shield oneself from being hit by another person. Hitting back is not self-defense and will be considered fighting).</p> <ul style="list-style-type: none"> ● Bringing contraband or any dangerous items on school or church grounds (fireworks, firearms, weapons, matches, pornography, cigarettes, alcohol, etc.). ● Showing, touching, or discussion of private parts. ● Bullying or intimidating another student. 	
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PDA (Public Displays of Affection)

RCA is here to create an environment that is focused on learning and learning proper GOD-like manners is part of that.

God designed male/female relationships to be unique and wonderful. We also desire those relationships to be wholesome and God-glorifying. Parents can expect that our Christian school will reinforce Christian values in this area.

- 1) Students will refrain from public displays of affection (PDA) on campus and at school sponsored activities.
- 2) Improper male/female relationships among RCA students may result in corrective actions being taken.

Probation

When a student is suspended or at other times when a student needs clearly defined guidance and expectations in order to address academic or behavioral problems, the administration will meet with the child’s parents to develop a clearly defined plan for improvement. At this time, the administration may choose to place the student on probation until such time as he/she has successfully met the expectations of the contract.

The goal of academic/behavioral contracts and the probationary period is to help students concentrate on key steps for improving in an area of weakness that may ultimately result in them being asked to leave RCA unless the improvement is made. It also unites parents and teachers and clearly defines for them how they can best help the student succeed. Our expectation is that every student on probation will continue at RCA and be an example to others of perseverance.

Suspension

In/Out of school suspensions are given for behaviors that may result in expulsions unless they are corrected immediately. Along with the suspension, there will be one or more parent-school conferences which result in a behavioral contract that will clearly define expectations for the student and for all parties involved. Absences due to a suspension will be considered unexcused and will count against a student's attendance. All missed work, due to the suspension, is required to be made up but at a reduced credit.

Doctrinal Issues

RCA seeks to present the great redemptive themes and principles of Christianity as revealed in the Holy Scriptures. Teachers are admonished to teach no other doctrine, and to avoid fables and stories that could deceive. Teachers have the responsibility to teach the truth to their students. The absolutes in Scripture become the absolutes in the classroom. Teaching must be in accordance with the Baptist Faith & Message.

Communication Procedures

Policies and standards are communicated to staff, parents, and students in the handbooks primarily. Each staff member has their own handbook which is received at the time of employment. Each staff is also responsible for reading the RCA Student Handbook and implementing the necessary policies within the appropriate environments that apply to the students they are interacting with. These handbooks are updated yearly, so they must be read, and an agreement signed yearly.

Staff members receive a weekly staff memo to communicate current topics, events, and other newsworthy information. Typically, staff meetings take place once/month to discuss current issues.

Parents can access the RCA Student Handbook from the website or receive a paper copy at the time of enrollment. Each family is required to read the handbook and discuss it with their children. They must turn in a signed receipt of acceptance within the first 2 weeks of school.

Meet the Teacher is an annual event that occurs on the Friday before the first day of school. At least one parent accompanies their child to attend the orientation followed with a classroom visit. This is for both new and returning families. They will visit the sanctuary where there will be announcements and specific information that is given by the RCA Administration. Any communication about events, deadlines or changes to the program is sent to parents from the main office via email. Parents can access the RCA Website or our Facebook page any time to see pictures of events and receive other communication reminders, such as school closings both planned and unplanned. RCA uses a messenger notification system for those that have added this to their cell phones.

This would be used to notify families in an emergency. We have used it to send reminders concerning enrollment deadlines.

Parent Conferences

Parent conferences are one of the most important activities of the teacher. *Conferences are mandatory twice a year- one in the fall and one in the spring. The Principal/Asst. Principal may also need to be included if there are more serious academic and/or behavior issues to discuss. Every effort should be made to have a personal conference with the parent(s) of every student; only as a last resort are phone conferences allowed. However, a parent may call at any time to request a conference with a teacher should circumstances arise. Conferences should be conducted in the following manner:

1. Approach conference prayerfully and begin every conference with prayer.
2. Know the child's background, how many children in family, etc. Discuss problems with the administrator before the conference.
3. Show appreciation. Start with a compliment; even the worst child has some good features.
4. Establish joint responsibility for the child. Parent's job and teacher's job – togetherness.
5. AVOID EDUCATIONAL DOUBLETALK. Do not talk up or down to the parent. We are the host or hostess. We should use courtesy and tact: "Mary has a lot of trouble with Arithmetic," etc. Be truthful and honest.
6. Encourage exploration of the problem.
7. Plan for another meeting. Express your appreciation for their time and interest.

Feel that the success or failure of the conference depends on you. Tackle an easier case first.

Be enthusiastic about the contact:

1. Be prepared – have all the data you need. Typically, have a folder of samples with you.
2. Plan to meet in a room where you will not be interrupted. The child should not be present unless they are in middle school.
3. Get down to business. Do not waste time.
4. Make the conference flexible. Find something to praise, emphasize strength, ask parents for help on weak spots.
5. Be unhurried. Relax. Let the parent feel that he or she is wanted. Get the parent to take the initiative.
6. Encourage parents to give information about the child.
7. Be open-minded. Be willing to change your opinion.
8. Be willing to talk about the child in terms of ability.
9. Give helpful counsel on the parent's attitude toward the child.
10. Talk about differences in children.
11. Do not compare one child with another.
12. Talk about ability and progress – do not offer too much criticism.
13. Do not criticize other teachers for work a child has done in another grade.
14. Comment on parent's cooperation in helping the child.

15. Close the conference on a constructive and pleasant note.
16. Document as much as possible what needs to be conveyed.

After the conference....

A *Parent/Teacher Conference Form* needs to be filled out and forwarded to the Principal or Asst. Principal anytime a teacher is contacted by the parent regarding a student's academic or behavioral problems. These forms are kept in the student's file and provide beneficial reference information should a problem persist. Conference notes should also be entered into the school management system. If the correspondence is done by email, please forward the email to the Principal/Asst. Principal and a copy of the conversation will be printed and filed in the student's file.

Phone Ethics

At no time should personal information, phone numbers, addresses, etc., be given to anyone over the phone without permission from the party involved. This includes all employees, students, and church members. Offer to take the caller's name and number and contact the party in question with a request for them to return the call.

Parent Rights

Teachers at our school are to understand that biblically, parents have the ultimate responsibility of educating their children. They have given you part of that responsibility by having their child in your classroom. Therefore, parents have a right to be kept informed of all aspects of their child's education.

Parents do not have the right to come to your classroom during school hours without permission from the school office. If parents request that you call them or request a conference with you, you are obligated to meet their request. Parents do not have the right to verbally abuse you. If they do, excuse yourself as courteously as possible and notify your Principal. Parents do not have the right to any information about any student other than their own. Refer the parent to the Principal or Preschool Director if they have a question or problem. When a conference is set up with the parent, inform the appropriate administration about any concerns that will be discussed.

In case the parent brings the issue to the administration some background information has been established beforehand.

Academics

Grading Policy

1) Grades at RCA are intended to compare students' achievement with academic benchmarks rather than with other students' achievements.

2) A student receiving an A has demonstrated exceptional mastery of the course's objectives in both knowledge and skills. He/she has shown consistently high standards in the work produced, a high level of commitment, and has demonstrated typically high-level applications of skills attained.

3) A student receiving a B has demonstrated a solid mastery of the course's objectives in both knowledge and skills. This student has shown comprehension in the work produced and models a high level of commitment by demonstrating above average applications of skills.

4) A student receiving a C typically has a competent mastery of the course's objectives in both knowledge and skills. This student may or may not be capable of moving on to the next course and he/she may do reasonably well depending on whether he/she has the foundation and skills needed to continue. Each student is considered individually based on his/her maturity, final report card, SAT results, effort, and his/her time management skills.

5) A student receiving a D is struggling and does not have an enough mastery of the course's objectives. This student does not have the foundation necessary to pass and will struggle at the next level. This student needs to repeat the course material to gain the skills and foundation needed.

6) A student receiving an F has failed to master any of the course's objectives. This student will need to repeat the course and tutoring will be required for a student returning to RCA.

Reporting

- In reporting to parents/guardians, a grade is used to indicate the performance of each student in relation to the attainment of learning outcomes and approved curricula.
- A grade for each subject will be recorded on the report card.
- By the end of the first ten (10) days of school, teachers will communicate in writing the grading procedures, grading factors, and weight assigned to each factor to all students and parents. These procedures will be preapproved by the administration.
- A student enrolled for twenty-one (21) days or more after the start of the quarter must receive a grade for the grading period.
- An incomplete is given for a student that has an excused absence, until their work has been finished. Typically, a deadline is given to ensure a timely response.

Recording

- Teachers will maintain a record of each student's work, progress, and attendance daily.
- Teachers will grade and give a score for most student assignments in grades 1-12, including class work, homework, written assignments, projects, and labs. A score of zero (0) will be given to students who do not attempt to complete or fail to submit an assignment. On tests and quizzes, students are typically scored with a straight scale using the point system.

- Teachers assign the percentage or points given to each factor prior to grading.
- All grades for K-12 grade are recorded in the school management system using a scale of 0-100 percent.
- All 2-12 grade ELA teachers must have a reading program as part of their course work and grading. Each quarter students must read two books (fiction /non-fiction) and complete an AR test for each book.
- All 1-12 grade teachers must incorporate IXL (ELA, Math & Science) as part of their regular course work /grading.

Grades Scale

The Grading System for Kindergarten, and Specials Classes is shown below:

- 1=Demonstrates skill consistently (loosely equivalent to 90% - 100%)
- 2= Learning skill and progressing (loosely equivalent to 70% to 89%)
- 3= Needs Improvement with skill (loosely equivalent to 69% and below)

The Grading Scale for 1st (core subjects) through 12th Grade is shown below:

98 -- 100 = A+	78--79=C+
92 -- 97 = A	72--77=C
90 -- 91 = A-	70--71=C-
88 -- 89 = B+	68--69=D+
82 -- 87 = B	62--67=D
80 -- 81 = B-	60--61=D-
	0--59=F

AG=Above Grade Level**

AT=At Grade Level**

BG=Below Grade Level**

**for kindergarten through 12th grade core academic classes only

Honor Roll

All-A Honor Roll

Students in grades 1st – 12th who earn A's in all subjects will be placed on the All-A Honor Roll and receive a certificate acknowledging the accomplishment from Administration.

A-B Honor Roll

Students in grades 1st – 12th who earn A's and B's in all subjects will be placed on the A-B Honor Roll and receive a certificate acknowledging the accomplishment from Administration.

Graduations/Award Ceremony

Regency Christian Academy will hold a VPK graduation, which is usually held on the morning of the last day of school. Kindergarten through 12th grade will have an evening award ceremony on the last day of school.

Homework

RCA believes that homework can be an integral part of education by reinforcing lessons learned at school and by helping children learn the character and skills necessary for independent work. However, we will make every effort to do homework assignments both meaningful and not excessive. As a rule of thumb, we believe that the average child can work through approximately 10 minutes of homework per grade level. (For example, a third-grade student would have 30 to 40 minutes of homework). Generally, homework will be assigned Monday, Tuesday, Thursday, and Friday. On Wednesday night, homework will be kept to a minimum to allow the student to be involved in Wednesday night church activities.

Teachers can give quizzes on Thursday, but not tests. Homework may be given on weekends or over extended holidays at the discretion of the teacher. IXL activities may be assigned as homework.

If you believe your child spends too much time on homework or if the assignments seem to only frustrate your child, please schedule an appointment with your child's teacher. Our teachers need to know how their assignments affect their students, and parents need to know if their child's behavior at school (ex. Not paying attention, misuse of work time at school or home) may be contributing to their child's frustration at home.

One of the factors frustrating many students is a lack of organization. All our teachers try to help their students learn organization skills that will help them with their schoolwork and with the added responsibilities that come with maturity. You can help your child with homework by:

- Scheduling a consistent time for homework each day
- Providing a quiet place in the house where your child can work uninterrupted.
- Giving supervision and limited help if needed

Report Cards

VPK

Progress reports are issued each 9-week period for students in VPK. PS-2/3 classes do not give Progress Reports.

VPK Progress Reports do not use letter grades, but the grading scale is shown on the report card.

Letters such as “G” for Good Progress, “W” for Working on Skill and “N” for Needs Improvement help give the parents a general picture of their child’s progress, development, and accomplishments in preschool.

Kindergarten-12th Grade

Progress reports are given out the 5th week of every quarter, and Report Cards are given out every 9 weeks. Please sign the progress reports and return them to the child’s teacher.

*Please note: If family accounts have a balance, Report Cards will be held in the financial office each quarter, until all financial obligations are met.

Assignments Each grading period should consist of a variety of assignments. There should be a minimum of 15-20 graded assignments per quarter, including a minimum of 4 tests and 4 quizzes.

Testing

- 1) All elementary and secondary school students attending RCA must take the standardized test that is given for their grade level. This test is given three times a year (Oct., Jan., and Apr.) Make ups are given for all the students who are absent.
- 2) Each class is assigned a proctor and tests are given following a uniform plan and schedule during testing week.
- 3) Results are sent home with parents.
- 4) April’s student data is compiled, and scores evaluated before they are sent to the FDOE. This is the policy for students in the Step Up for Students Scholarship Program.

Tutoring

Classroom teachers may provide after school tutoring. Contact your child’s teacher to see if she/he tutor, if not we may be able to provide names of outside tutors for specific areas. A fee may be charged, specifics should be discussed with the individual teachers.

Retention

The focus is to build a firm academic foundation through successful mastery of the subject matter. Recommendations for promotion or retention are based on report card grades, standardized test scores and progress in core academic coursework. Students with satisfactory report card grades, but who require extra assistance to be on grade level may be conditionally promoted based on documented tutoring. Students with unsatisfactory report card grades, end of the year tests, standardized test scores and/or progress in core academic coursework may be considered for retention.

Kindergarten:

Students with a year average of all 3’s or less than a 60% average in three (3) or more Academic areas (Reading, Phonics, Language Development and Arithmetic) may be considered.

for retention. A conference will be required with the teacher to discuss the reasons for low.

scores and to determine if they are too low for the student to perform successfully if promoted.

The students standardized test scores will be used as a resource for making a final Determination about possible retention. Summer independent remediation may be an option in

Determining promotion in some cases.

2nd through 12th Grade:

Students with a year average of all F's or less than a 60% average in three (3) or more academic areas (ELA, Science, Math, Social Studies) may be considered for retention. A conference will be required with the teacher to discuss the reasons for low scores.

and to determine if they are too low for the student to perform successfully if promoted. The

students standardized test scores will be used as a resource for making a final determination.

about possible retention. Summer independent remediation may be an option in determining promotion in some cases.

Teacher/Student Confidentiality

School/Student records are the sole property of Regency Christian Academy and can only be accessed through the Principal, Asst. Principal, or the student secretary/registrar. The following have access to school records:

- The Principal, Asst.-Principal, Office Manager/Student Secretary.
- The county nurse, in which only medical records can be looked at.
- Orange County Superintendent, or his appointed fill-in, in which only attendance records can be looked at.
- People who have court orders to look at files.

Legal Liability

Legal Terms:

1. "Assumption of Risk" – It is assumed that an individual takes a certain risk when engaging in various games, sports, and other activities.
2. "Attractive Nuisance" – An attractive contrivance which is alluring to children but inherently dangerous to them, e.g., trampoline, pool, broken equipment, etc.
3. "Liability" – The condition of being subject to an obligation performance of which is enforceable by a court, legal responsibility.
4. "Negligence" – Consists in the failure to act as a reasonably prudent person would act under the circumstances.
5. "Contributory Negligence" – Is the failure by the person injured by the negligence of another to use due care for his own protection.

Common Areas of Negligence

1. Poor selection of activities. The activities of a school must be suitable to the age and development level of the children.
2. Failure to take protective measures. Many items of equipment, presumably safe if kept in repair and properly used, have resulted in serious injury and sometimes death when not properly maintained or utilized.
3. Hazardous condition of buildings or grounds. Construction of facilities and their continual repair must have as one objective the elimination of hazards.
4. Inadequate supervision. There must be qualified, active supervision for all school activities.

Acts that may be Considered Negligent

1. Does not exercise a reasonable degree of care.
2. Performs an act improperly.
3. Does not provide supervision that is adequate in quantity and quality.
4. Does not make enough preparation to prevent harm to students prior to their entering into certain activities which require this preparation.
5. Does not inspect and have repaired instrumentalities of danger which are used by the students.
6. Permits students to use defective equipment.
7. Conducts an activity in an unsafe and/or dangerous area, e.g., playground.
8. Permits students to engage in highly competitive and/or rough activities without adequate knowledge of their health status.
9. Permits pupils who are not competent to use dangerous instruments or to participate in activities requiring a high level of skill.
10. Knowingly assigns an individual to perform in an area in which the assignee's incompetence is known by the assignor.
11. Neglects a duty to look out for pupils who may be in a dangerous situation and/or fails to give adequate warning of such danger.
12. Neglects a duty to look out for pupils who, by reason of a known abnormality or incapacity, might cause harm to others.
13. Fails to perform proper acts in case of injury.
14. Diagnoses and/or treats an injury beyond Red Cross guidelines.

Safety Procedures

1. Playground and recess games. The unorganized games during recess and lunch time are likely to result in pupil injuries. Playground injuries may be pure accidents, such as when a pupil runs into a flagpole, or when a pupil is hit by a stone batted by another pupil. The courts have said in connection with this type of injury that every act of every pupil cannot be anticipated. However, the school should make rules and regulations for pupil conduct on playgrounds to minimize dangers and competent and adequate supervision must be provided.
2. Physical Education Classes. Pure accidents occur in class also. If there is not negligence, there is no liability. The physical education teacher must be constantly alert to guard against accidents and injuries for he/she is in the best position to avoid them. Properly qualified instruction, proper selection of activities, and proper

supervision are all greater importance in a teaching situation than on the playground.

3. The safety of students is entrusted to school authorities during school hours. Those authorities are bound to exercise a degree of care for the pupils commensurate with the immaturity of their charges and the importance of their trust. Proper instruction and proper supervision are of paramount importance here also.

Recess

Every preschool and elementary class should have a scheduled time to be outside for recess. Although the weather occasionally prevents teachers from taking students outside, we are committed to providing a recess to our students every day. Public school, especially, is moving more and more away from a "recess" program. Even their Kindergarteners cannot count on a set recess each day. We understand the value of fresh air, exercise and on-structured outside playtime. It is important that every student have these 20 minutes outside every day. Please make sure that a set recess time is planned into your day and see the Principal or Preschool Director if you have any questions or concerns about this policy. Teachers should not use the recess duty as time of relaxation, or reduced responsibility. Your primary concern during this time is student safety. Be sure playground equipment is used properly and that it is in safe working order. **Avoid excessive contact sports. No rough play or tackle football.**

Playground/Outside Safety

- Keep students away from the fence.
- Do a visual scan of the back-fence area regularly.
- Always move around frequently to keep your students in view.
- Notify the office if suspicious behavior is visible from the playground.
- Call 911 if a threat is imminent!
- Line students up and return to the building as calmly and quickly as possible.
- Notify the office ASAP, so we can lockdown as needed.

*Examples of suspicious or dangerous behavior: (Call 911)

- Climbing the fence
- Attempting any kind of interaction with students
- Crouching/Viewing students/staff behind fence.
- Indecent Exposure
- Holding a weapon

Teachers should take the whole class to the restroom and to get a drink either at the beginning or end of recess. The students should only go to the restroom during recess if urgently necessary and then with *one* buddy.

During recess, never leave students unattended. Teachers/supervisors should arrange themselves so that all viewpoints of the areas being used for recess are watched. The teachers may need to move to opposite sides of the area in order to see all the children.

Teachers should have their attention on the children who are playing and not on a conversation with other adults or individual students, using cell phones, etc.

All Students should be supervised during transitions to and from your destination as well as when you reach your destination. NEVER leave students unattended.

Always supervise your class as they go out on the portico or through the foyer or while waiting in line for the restroom or water fountain. Observe quiet zones.

Have students clean their shoes before entering the buildings. **Shoes must always be worn, before, during and after school.**

- a. The teacher must check the condition of the restroom after your class uses it each time during the day for cleanliness: toilets flushed, towels in the trash, and water off. Be sure all students are out and in line before you leave.

Emergency Procedures Crisis Management

Teachers should be familiar with all the emergency drills and lead the students properly in the different procedures for each drill. The teacher and students should treat the emergency drills as actual emergencies.

Drills are an effective tool in familiarizing faculty/staff and students with the procedures for a safe evacuation in the event of an emergency. All faculty/staff must remain calm. The students will depend upon the teachers for reassurance and support. Note: PLEASE REFER TO THE RISK MANAGEMENT HANDBOOK FOR SPECIFIC GUIDELINES ON PROCEDURES FOR ALL EMERGENCY DRILLS.

Field Trips

Field trips are an important avenue of learning for a student. Field trips should be age appropriate, educational in content and complement the subject being learned; however, an occasional field trip just for entertainment or enjoyment is allowed. A class can go on 2 field trips and in some instances, 3 per year. Please get field trips approved administration. Absences of students are not to be excused simply because they do not want to go.

If a child does not go on a field trip (except for sickness, emergency...) with his/her class then care outside of school needs to be planned for that day. We cannot put the child into another RCA class and therefore the absence is unexcused.

According to DCF rules, preschool classes cannot go on any off-site field trips since they need booster seats to travel. We as a school try to provide several in-house field trips to make up for the loss.

All grades should have a ratio of 1 adult chaperone/4 elementary students and 1 adult chaperone/6 middle school students. A teacher should not be responsible for groups of students, they should be overseeing the entire class. * A field trip is subject to being

cancelled if the ratio is not met. We will try our hardest to provide staff chaperones if needed, but sometimes that is not possible because of other staff commitments.

On the day of the trip, each teacher will be given each child's field trip authorization and a field trip log that **must** be completed and turned in. Proper signatures of teacher and driver are required.

Field Trips requiring Employee/Parent Transportation: There may come a time, more than likely Camp time only, that an employee may need to provide transportation of students in their own vehicle. The Employee and Volunteer Driver Policy form will need to be signed (Appendix A-8)

Videos & Films in the Classroom

All videos and films shown in classes must be indicated as a part of the lesson and included in the lesson plan. Principal/Asst. Principal must approve all videos and films that will be shown. G-rated movies are acceptable, PG-rated movies must be viewed first. PG-13 movies may be viewed in high school classrooms with parent approval.

End of the Year Responsibilities

1. Box all supplies and label them on the outside. Example: erasers, chalk, desk supplies. Do not box schoolbooks. Please return any leftover curriculum to be stored in the resource room.
2. Take down all posters, bulletin boards, pictures, etc.
3. Clean out the teacher desk completely or make sure it locks.
4. Check carpet for staples, tacks, pins, etc. Pick up all metal objects from the carpet.
5. Bring all lost and found to the office – bring all books left to the office.
6. Report all damage, painting needs, patching, or repairs that need to be done.
7. Make sure that your classroom is arranged in a tidy manner for summer Sunday School classes. Even if painting will occur, it is your responsibility to pack school things away neatly. Do not leave anything out that you do not want used by VBS or Sunday School!

Specifically:

- Turn in Keys (classroom, files, cabinet)
- Classroom Inventory log (# of desks, furniture, equipment)
- Textbooks/supplies order list turned in for the next school year. Also list of field trips wanted.
- Textbooks/resources unused returned to the resource room.
- Grades Filed in school management system.
- Report Cards printed, left in the main office for student pick up. Check each to ensure accuracy, promotion, or retention.
- Honor Awards Certificates Completed & Attached to report Cards.

- Return iPad, charger, adapter and case, OR signed waiver.
- Lesson plan book, grade book, if applicable
- Keep carts, projectors, televisions, DVD players in rooms.

Final Exit from Regency Christian Academy

We understand that there may come a time in our professional relationship that an employee will need to exit, whether it be his/her decision or an organizational decision. We hope your time with us was what you had expected and, in more times, than not, we hate to see you go. We ask those certain things to be kept confidential, such as employee information, student information, financial information, and any other personal information that you and the organization deem confident. We sincerely hope that negative comments about the church or school be kept to yourself and discussion about the church or school be positive. When leaving SOBC/RCA please follow these procedures:

Resignation Letter hopefully with a 2-week notice

Return Room/Building Keys

Return tech devices.

Exit interview.

RCA- Lesson Plan book & grade book returned

RCA-Return Textbooks, Teacher Additions and resources returned as well

Personal things moved out

Your codes and emails will be deleted from the system after your final day with us.

*In conclusion, as you can see, this manual cover everything that an employee needs to know. Please look back to this manual for the answers to all your questions and if a more in-depth explanation is needed, feel free to contact the administrator or principal/Asst. principal.

We are happy to have you as part of the ministry here at Regency Christian Academy. May the Lord bless you in the work that He has set forth for you!

Employee Statement of Support

1. I have received and read the Baptist Faith and Message (2000) and am willing to adhere to the Doctrine's/Policies within.
2. I have received and read a copy of the "Staff and Faculty Handbook". The Handbook, which governs our entire school, outlines our beliefs and policies. I agree to abide by the rules and standards contained therein.
3. If I become dissatisfied with my employment at Regency Christian Academy in any way, I will strive to resolve the matter with the Administration professionally, privately and lovingly as possible, rather than spreading criticism and negativism. (Matt. 18:15-17; 5:23-24)
4. I will fully cooperate in the educational activities of Regency Christian Academy by doing my best to make Christian education effective in the lives of the students I teach. I will accomplish this by being on time for my shift each day, emphasizing the importance of a Christian education, and teaching our students to follow the rules of student conduct and expectations.
5. I will, to the best of my ability, support spiritual activities of Regency Christian Academy (Chapel, Scripture memory, etc....) and do what I can to lead my students closer to God.
6. I will be faithful to attend, to the best of my ability, all functions (Parent Night, PTO Book Fair, Recitals, etc...) at Regency Christian Academy.

Staff Signature

Date

Administrative Signature _____

APPENDIX

Appendix A-1

Baptist Faith & Message (2000)

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39;16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11;23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17;1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1

Thessalonians 5:19; 1 Timothy 3:16;4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherited nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29;15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79;2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on

the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come, and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and

repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and Asst., and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philipians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

APPENDIX 2



**CHILD CARE
ATTESTATION OF GOOD MORAL CHARACTER**

State of Florida

County of _____

I, _____ who, as an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with _____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by Chapter 435 Florida Statutes in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

	<u>Relating to:</u>
Section 393.135	sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 777.04	attempts, solicitation, and conspiracy
Section 782.04	murder
Section 782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	vehicular homicide
Section 782.09	killing an unborn quick child by injury to the mother
Chapter 784	assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	assault, if the victim of offense was a minor
Section 784.03	battery, if the victim of offense was a minor
Section 787.01	kidnapping
Section 787.02	false imprisonment
Section 787.025	luring or enticing a child
Section 787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	sexual battery
Former Section 794.041	prohibited acts of persons in familial or custodial authority
Section 794.05	unlawful sexual activity with certain minors
Chapter 796	prostitution
Section 798.02	lewd and lascivious behavior
Chapter 800	lewdness and indecent exposure
Section 806.01	arson
Section 810.02	burglary
Section 810.14	voyeurism, if the offense is a felony
Section 810.145	video voyeurism, if the offense is a felony
Chapter 812	theft and/or robbery and related crimes, if a felony offense
Section 817.563	fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	incest
Section 827.03	child abuse, aggravated child abuse, or neglect of a child
Section 827.04	contributing to the delinquency or dependency of a child
Former Section 827.05	negligent treatment of children
Section 827.071	sexual performance by a child
Section 843.01	resisting arrest with violence
Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047
Expires 03/31/2016

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>				
Last Name (Family Name)		First Name (Given Name)		Other Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town	State ▼
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][]-[][]-[][][][]	E-mail Address		Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States.
- A noncitizen national of the United States. *(See instructions.)*
- A lawful permanent resident (Alien Registration Number/USCIS Number) _____
- An alien authorized to work until (expiration date, applicable, mm/dd/yyyy) _____. *Some aliens may write "N/A" in this field. (See instructions.)*

Form I-9

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____
- OR**
2. Form I-94 Admission Number: _____

3-D Barcode
Do Not Write in This Space

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____
Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions.)*

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ▼
			Zip Code

STOP
Employer Completes Next Page
STOP

Appendix 4



Regency Christian Academy
A Ministry of South Orlando Baptist Church

LEAVE AUTHORIZATION

Employee's Name (print) _____ Employee's Id Number _____

Employee's Position _____

* If leaving early:
 At what time: _____

* If coming late:
 At what time: _____

DATES	Clock In	Clock Out

Employee's Signature: _____ Date: _____

For Office Use Only

Your personnel record has been charged as follows:

- ____ Vacation
- ____ Personal
- ____ Leave without pay
- ____ Other _____

PTO remaining: _____

Administrator's Signature: _____ Date: _____



Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

- * Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
- Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

- * Reports must be made immediately to the Florida Abuse Hotline Information System by
 - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
 - Fax at 1-800-914-0004, or
 - Online at <http://www.dcf.state.fl.us/abuse/report/>.
- * Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. **Remember**, it is each child care personnel's responsibility to report suspected abuse and/or neglect.
- * All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.
- * It is important to give as much identifying and factual information as possible when making a report.
- * Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
- * For more information about child abuse and neglect, visit the Department's website at www.myflfamilies.com/childcare and select "Training & Credentialing." The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor-based throughout Florida.

This statement is to verify that on _____, 20____, I, _____

Date

Print Name of Employee

Read and understood the information and my mandated reporting requirements.

Signature of Employee (for facility or large family child care home)

Signature of Operator

APPENDIX 6

Employee and Volunteer Driver Policy

The safety and well-being of our students, employees, and volunteers are of critical importance to the RCA. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees/Volunteers that are required to drive for school related events, at any time will be expected to consistently apply and follow all the procedures below.

Procedures:

1. All persons in vehicle are expected to wear seat belts at all time while in a moving vehicle.
2. Use of handheld cell phones, for texting, while behind the wheel of a moving vehicle being used is strictly prohibited. Phone calls must be restricted to emergencies only.
3. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
4. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic. Also this can encourage bad driving habits and influence students.
5. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
6. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
7. Drivers should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
8. Employees/volunteers who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
9. Employees/volunteers must promptly report any accidents to local law enforcement as well as to RCA immediately.
10. Employees are also expected to report any moving or parking violations received while driving on school and non-school related activities.

11. Failure to adhere to these procedures may result in disciplinary action for employees, and restriction of driving for RCA, if you are a volunteer.

I, _____ hereby agree to follow all procedures as stated in the Employee and Volunteer Driver Policy.

Signature: _____ Date:

Please return signed copy to the front office. You may request a copy of the signed document, as the Original will be kept for our records. – Thank you

