

Newton Classical Academy, Inc.; EIN 81-1727562

NEWTON CLASSICAL ACADEMY



STAFF PROCEDURES

2016–2017

IN LOCO PARENTIS

Teachers are to remember that they do not function above parental authority, but rather with delegated authority (in loco parentis) from the parents.

GUIDELINES FOR PARENT/TEACHER COMMUNICATION

In order to act consistently with NCA's philosophy of education, parents should be recognized by all policies and procedures to be in charge of the education of NCA students. As such, when contacting a parent, it is appropriate, and desirable, whenever possible to utilize a phrase such as:

"could I enlist your assistance in . . ."

or

"I need your help to . . ."

These types of phrases are an effective prelude to constructing a strategy for a student to overcome a deficiency or achieve an objective.

Simply informing parents of problems or issues that need to be resolved, without entering into a process to establish a team-work oriented game-plan to resolve such issues is prohibited without Board permission. Construction of a teamwork-based solution to the issue should always be the primary focus. Any teacher who faces a student problem that they feel ill-equipped to handle should consult the Headmaster, if possible, or the Board of Directors.

In order for parents and teachers to partner well, parents will require information and communication from the teachers.

This communication must be done: preemptively, promptly, with a partnering attitude and with consistency

DISCIPLINE AND COMMUNICATION PROCEDURES FOR TEACHERS

The following procedure is designed to clarify and amplify the discipline policy found in the policy handbook.

- A. Teachers may use certain policies within their classrooms to encourage/discourage behaviors (i.e. sticker charts, loss of privileges, etc.)
- B. If a child disrupts a class repeatedly such that the class can not function properly, the Teacher may escort the child to the phone and have him or her call his or her parent, in the presence of the Teacher, to a) describe the disruptive behavior and b) inform the parent that they have been removed from class and c) offer to turn the phone over to the Teacher if the parent desires to speak with him or her. In the event the student refuses to call, the teacher may place the call.

Teachers *may not* remove students from class without following this procedure.

In the event a child is sent home, a discipline form should be completed and placed in the student's file. The nature of the problem as well as the contact with the parent should be accurately recorded.

- C. If a teacher is having a severe and/or recurring discipline problem with a student, the following steps should be taken:
1. A meeting should be scheduled with the parent/parents. If possible any communication to parents regarding discipline matters relating to a particular incident shall be done within 24 hours of such incident. No "grievance accumulation" shall be allowed. Past offenses not previously reported to parents may be communicated at a time later than 24 hours only in the event that a) Board approval has first been obtained or b) a single such incident would not warrant discipline, but a pattern of such incidents requires corrective action.
 2. A discipline encounter form should be completed. The nature of the problem should be clearly stated as well as the agreed upon corrective action.
 3. The teacher and parent/parents should sign and date the form and a copy should be placed in the student's file and a copy sent to the administrator.
 4. If the above steps do not correct the problem, a second appointment should be scheduled between the teacher, the administrator, and both parents. A new discipline encounter form should be completed, signed by all parties, and placed in the student's file.
 5. At anytime during the process, the teacher, department head, or parents may immediately notify the administrator.
- D. No corporal punishment will be administered.

COMMUNICATING STUDENT PROGRESS WITH PARENTS

The success of the hybrid model of education is dependent on very close communication and teamwork between parents and teachers. In order to facilitate this teamwork approach, at the end of each week, the teacher will send home a schedule of assignments for the following week. This schedule will enumerate and explain which assignments will be completed at school and which are to be done at home. Also, each child will have a folder that he or she is responsible to take home at the end of each school day. This notebook will contain all homework sheets as well as any communications intended for the parents. The parent should check this notebook each and every home day. The student (with parental oversight) should bring this same notebook to school each school day containing completed homework assignments. In this manner, parents should always be aware of exactly what assignments are expected of their child and will be able to review graded papers. Parents are encouraged to regularly review their student's work and bring any questions about their child's progress to the teacher.

Comments on papers should be made with a view towards both:

- a) informing the parents how they can assist their child and
- b) informing the student how to improve his or her work.

If teachers exercise diligence in proactively contacting and communicating with parents, no parent should ever be surprised or "blindsided" by an unexpected Non-Mastery, Inadequate Progress, or Completion grade at a reporting period. Any NM awarded for any class for the first semester of a school year shall be followed promptly with a parent communication outlining steps required for the student to achieve Mastery by year's end.

GRADING PROCEDURES

The NCA grading system has as its goal especially to measure diligence without ignoring actual learning.

At the conclusion of each grading period, the student must have an average score of 85% on graded homework papers, projects, and tests in order to achieve "Mastery" or "Adequate Progress." A student's grade may also be affected by his or her diligence and class participation.

CLASS PARTICIPATION EXPECTATIONS

Measuring a student's effectiveness in class is a difficult proposition at best. Several factors come together in a student's overall demeanor in class that help a teacher understand the student's attitude and desire. (And it is this attitude and desire that is in large part what is considered good class participation.) These are the main factors we attempt to recognize for class participation evaluation:

1. Being Attentive - Attentiveness is demonstrated through appropriate comments (not having to ask, "Uh, what was the question again?") and body language. Good body language consists of good posture (not leaning back in the chair, not resting head on the table, etc.) and making eye contact with the teacher or student who is currently speaking.
2. Having assignments fully completed - An unprepared student will have great difficulty adding or gaining value in the class.
3. Asking good questions - Good questions could include something as simple as "I really don't understand _____, could someone please explain what that means?" or a more complex question that challenges or clarifies an idea presented in class.
4. Making good comments - these can be in the form of good answers to teacher or student questions, or insights into the current discussion. This also implies that distractive comments, or comments that are a detriment to the discussion at hand, would count negatively toward one's participation grade.
5. Speaking when appropriate - for some this means being quiet in order for the less vocal in the class to have a chance to present their thoughts, and for those that are less vocal, it means speaking up. This also includes avoiding the temptation to carry on side discussions with one's neighbor—particularly those side discussions which are off topic.

It will be these categories that will be used for the class participation evaluation. Please note that we recognize that different personalities and developmental stages have different strengths in class. Specifically, the two most important criteria do not require verbal participation. That said, everyone is expected to participate actively in class through

questions and comments in time. However, good participation will be measured not by quantity of comments and questions, but by quality. We also recognize that some students will require some development before they become competent in verbal participation. For this and other reasons, the participation grade will be emphasized more as the student progresses in his or her class levels at NCA.

PUBLICATIONS POLICY

Objectives: To establish the ownership of material produced at Newton Classical Academy.

Scope: This policy applies to all material produced by the staff of Newton Classical Academy in the course of their duties at Newton Classical Academy, as well as any material produced as the result of special commissioning by Newton Classical Academy.

Definitions:

Commissioned material: Material that is produced by a staff member as a result of special arrangements with the administration of Newton Classical Academy. No commissioning exists without a signed agreement.

Guidelines:

1. Individual staff members have full ownership rights to lecture notes, worksheets, lesson plans, as well as non-commissioned textbooks/workbooks or teacher guides they have written in the course of their teaching duties at Newton Classical Academy. However, the staff member will provide requested copies of all noted materials to Newton Classical Academy "at cost."
2. Newton Classical Academy has full ownership rights to curriculum guide outlines/objectives, scope and sequences, and materials lists.
3. Newton Classical Academy retains the right to use "in house" all worksheets, lesson plans, and lecture notes. This "in house" use does not include the right to market the material outside the confines of Newton Classical Academy without prior written agreement with the staff involved. It should be understood that the staff member reserves the right to publish the same non-commissioned materials, if a joint agreement is not satisfactory.
4. The ownership of commissioned material will be specified by the commissioning agreement.

STAFF AND STUDENT RELATIONS

Objective: To provide overall and specific guidelines facilitating professional, friendly, and biblical relationships between Newton Classical Academy staff members and students.

Scope: This policy applies to all staff at Newton Classical Academy.

Guidelines: In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between staff and students, the following guidelines are to be understood as representative of the practices and philosophies of Newton Classical Academy. More specific guidelines conforming to this policy may be issued by the Board of Directors, as necessary.

1. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7–8). Relationships between staff members and between staff members and students are to be friendly and courteous, not familial or intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (1 Peter 2:12).
3. Flirtation, sexual innuendo, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged so that they are easily visible to the public (e.g. an open door, windowed room, etc.)
5. Staff members shall not travel alone in a car with one student.
6. On any school-sponsored trips lasting overnight and involving students of both sexes, two chaperons of each sex should be present.
7. No sexual or physical abuse will be tolerated.

EMPLOYEE ABSENCES

In the event that a Newton Classical Academy teacher needs a substitute for the day, the following procedures should apply:

1. In the event of a planned absence, the employee should contact the administrator as soon as possible for pre-approval, complete a Teacher/Staff Absence form and return it the administrator. Upon approval, the employee will receive an email confirmation, which they must in turn acknowledge, of the approved absence which will be posted on the NCA Staff calendar.
2. The administrator will maintain an up-to-date approved substitute list. (All substitutes must attend training sessions. A background check will be performed on all potential substitutes before they are approved.) Check NCA Staff calendar for available substitutes.
3. In the event of an unplanned/emergency absence, the teacher should contact the administrator, who will arrange for a substitute. The teacher is to ensure that the substitute receives the needed lesson plans for the day. All other staff should contact the administrator.
4. The teacher should let the administrator know as soon as possible how long a substitute will be needed (how many days).
5. Substitutes will perform all tasks of the teacher.
6. Teachers should make every effort to use substitutes as sparingly as possible, especially during cold and flu season.

Delayed Start Procedures for the Grammar School

In the case of inclement weather, NCA administration will follow the school delay suggestions of USD 373. The following procedures should apply:

1. Teacher may cancel tests or assignments, but those adjustments must remain consistent across the each grade level.
2. PE and Latin will be canceled to allow more time for core subject instruction.
3. Lunch schedule will remain the same, but Fruit Break will be optional.
4. Teachers traveling from out-of -town, must secure an in-town parent who will be their designated Delayed Start Sub. If they are not on the current sub list, a background check will be necessary.

STAFF DRESS CODE

All staff members (teachers, office staff, administration, etc.) are Christian role models to the students; therefore, teachers are required to wear business casual attire. Blue jeans, dirty or torn clothing, tennis shoes, and the like are not to be worn unless required for a field trip involving activities that would damage good clothing. Women are encouraged to wear church appropriate attire and men are encouraged to wear dress shirts or sport shirts with sweaters, jackets, or ties and nice slacks. Hair should be neat and clean. The staff may adopt a casual Friday policy at their discretion. All staff may wear jeans and the NCA t-shirt on scheduled staff meeting days. Maturity and modesty in dress, as well as behavior, is required.

TEACHER ATTENDANCE AT SCHOOL

All staff are expected to be at school from 8:30 a.m. to 4:00 p.m. on Mondays and Wednesdays or Tuesdays and Thursdays (as appropriate). Teachers are expected to be on time for school and should be available at other times for Parent – Teacher conferences. If a full-time teacher's class schedule and other NCA business needs permit, teachers may occasionally leave school before the above guidelines in order to attend to personal or family priorities. All staff should make every effort to schedule appointments and other obligations on their days off. If any staff member finds it necessary to leave campus during school hours, they should make sure all NCA responsibilities are completed, *inform the administrator of their absence* and leave a number or location at which they can be reached in emergencies on the clipboard located at the front desk. All staff should endeavor to remain on campus as much as possible, and utilize this flexibility sparingly.

SUPERVISORY DUTIES

GENERAL:

Every staff member should realize that he or she is to take responsibility for supervising the students, formally and informally, *anytime* he or she is at school. In other words, even when a staff member is not performing an assigned supervisory duty, she can help the school's mission by being alert to the activities of the students. *All* staff members are to be obeyed and respected by all students. *Consistency in supervision and enforcement of standards is critical.*

CLASSROOM:

Teachers are responsible for daily classroom cleanup.

1. Disinfect desktops
2. Vacuum classroom
3. Place trash in receptacles

SECURITY POLICY

1. All teachers, staff, and substitutes must have completed background checks.
2. Classes should not be left unattended at any time during the school day. If a teacher needs to leave his or her class, a neighboring teacher must be notified and the door to the classroom must be left open until the teacher returns.
3. When students arrive and depart school, they must enter and exit through the front door of the building. Parents may use the carpool line or may walk their children to their classes through the front doors of the building. For the sake of security, no children should enter or exit through the side or rear doors of the building.
4. Children leaving campus during the school day must be checked out through the administrator.
5. Children will not be released to any adult other than the custodial parent unless directed to do so by said parents.

LUNCHTIME AND RECESS MONITORING GUIDELINES:

1. Each teacher is responsible for monitoring her class during lunchtime and recess/fruit break.
2. Students should remain in their seats while eating and should properly dispose of all trash and leave the eating area clean and neat.
3. There must always be one teacher present during lunch in addition to any parent volunteers.
4. No child should be allowed on the playground without adult supervision.
5. At the end of the lunch period, 5th and 6th graders are responsible for cleaning and putting away the tables, spot mopping the floor, and putting away any items.

CARPOOL MONITORING GUIDELINES

All staff are responsible for monitoring students during the carpool line and until they are picked up.

NCA STAFF CHILDREN

NCA staff children must be supervised at all times. In the mornings before the doors are unlocked to students, staff children must wait in their parent's classroom until 8:50 at which time they may proceed to class. After class dismissal NCA staff children are to remain in the carpool line until they are released at which time they must stay in their parent's classroom until the parent leaves. Do not allow your child(ren) to be unattended at any time or to roam

the school property. Playing on the playground is only permitted if there is an adult or a 9th–12th grade Upper School student who has been given the responsibility and permission by the parent to be outside with the children. This also applies to anytime that teachers are working at the school, i.e., summer prep, weekends as well as before or after school hours.

EMERGENCY GUIDELINES

However, should an emergency occur, the best reaction is one that has been thought out beforehand.

1. In the event of a major accident on the school grounds, an adult should remain on the scene while professional assistance is called. The administrator should be informed as soon as possible. All staff members should be familiar with basic first aid.
2. Adults not directly needed to assist the injured student(s) should take charge over other students present and direct them back to class or another appropriate area.
3. Students with unknown or severe injuries should be moved only by a professional medical person.
4. Any emergency should be reported to the school office immediately. Safety of the students is the highest priority at all times.
5. Only qualified staff members in authority (e.g. administrators, office secretary) are to direct procedures for assisting the injured student(s). Other staff members are to assist as directed.

MINOR INJURY AND ILLNESS GUIDELINES:

If a student has a minor injury or illness that requires attention (i.e. paper cut, stubbed toe), he or she should come to the office on his own (or be escorted to the office, if necessary). If the injury is very slight, the administrator or office staff may apply a band aid or other minor care and return the student to class. If the injury is more serious but not requiring emergency care, the teacher should treat the injury, notify the parent, and complete an Accident/Illness Report Form. The parent should decide, with input from NCA staff, whether or not their child should be sent home or receive further treatment at school.

OUTCRY GUIDELINE

If a student tells any staff member of a situation in which child abuse is suspected, the following steps must be taken:

1. Notify the administrator within the hour.
2. Bring the child in for clarification with two adults present.
3. The administrator will report to the police on the non-emergency number.

FUND-RAISING POLICY

Teachers may not directly solicit funds from parents for fundraising purposes. Parent, student, or teacher directed fund-raisers that provide a service (e.g., a carwash or bake sale)

might be allowed, subject to prior permission from the administrator. If a teacher wishes to ask parents to provide classroom supplies, this request must first be approved by the administrator.

FIELD TRIP GUIDELINES

All field trips must be approved by the administrator:

1. The school administrator should calendar the field trip to assure that there are no conflicts.
2. If the trip stays in Harvey County and occurs during daylight hours, only one licensed and approved driver per vehicle is required. If the trip leaves Harvey County or is after daylight hours, there must be two licensed and approved drivers in each vehicle. To be an approved driver, the driver must have filled out a Driving Form in the school office and leave a copy of his or her driver's license and proof of insurance.
3. If a school van is to be used, an employee of the school must drive it, and another approved driver must be in the front seat. Parents will be asked to provide for gasoline costs, and the van must be returned in clean condition. Due to the high cost of fuel and maintenance for the van, a minimum of 6 students will normally be necessary to qualify for use of the school van. Classes requiring the frequent and regular use of the van for a specific period of time need only receive initial approval.
4. There must be one working seatbelt for each child on the trip. Students are not allowed to ride double-buckle or ride without a seatbelt.
5. At least one first-aid kit should be taken on the trip. If possible, there should be one first-aid kit in each vehicle. See the office administrator before your field trip to check out the first aid kits.
6. If the field trip will include overnight stays with both boys and girls, there must be two male chaperones for the boys and two female chaperones for the girls.
7. The teacher should send home a Field Trip Permission Form. This form must be completed in its entirety. The teacher should have one copy with her during the trip and a copy must be left with the office administrator. No child will ever be allowed to attend a Field Trip without a properly completed Field Trip Permission Form.

PLAYGROUND DUTY AND RULES

1. Use the equipment in the appropriate manner. (No Side Swinging, jumping off side of slide, jumping off swings)
2. Take turns.
3. Slide down only, no walking up the slides.

FIRE EMERGENCY

Purpose: The following is an Emergency Action Plan for a fire.

Goals: To provide the safest environment for student and faculty during a crisis. To quickly account for individuals after the crisis. To operate as a team with good communication with local authorities.

ACTION STEPS

1. Communication will be given by code or alarm to exit the building. This will be done through the fire alarm system or phone system.
2. Communication will be given that the crisis is over and a count of students will be done in each designated area at the school.

STAFF RESPONSIBILITIES

Teachers

1. If in the classroom, exit the building using the designated route. Upper School classes will proceed straight out the door assembling at least 75 yards from the school. Grammar school employees refer to route posted in classroom and proceed out the designated door assembling at least 75 yards from the school.
2. If possible, take attendance sheet and account for students at designated area. If this is not possible, count students as they exit the classroom.
3. Teachers are instructed to quiet students and wait for the signal to return to the school. In a real emergency, please stay together until an administrator or emergency personnel have made contact.

Administrators

1. Check your designated areas in each school and then proceed to your designated area at least 75 yards from the school. This will be where any communications needs to take place before returning to the facility or to evacuate completely.
2. Areas to check in each school are on a separate page.

TORNADOES

Purpose: The following is an Emergency Action Plan for a Tornado.

Goals: To provide the safest environment for students and faculty during a crisis. To quickly account for individuals after the crisis. To operate as a team with good communication with local authorities.

ACTION STEPS

1. Communication will be given by code or alarm to seek shelter.
2. Communication will be given that the crisis is over and a count of students will be done in each designated area at the school.

STAFF RESPONSIBILITIES

Teachers

1. Move to your designated area for a Tornado.

2. If possible, take attendance sheet and account for students at designated area. If this is not possible, count students as they exit the classroom.
3. In the designated area, teachers are instructed to quiet students and wait for the signal to return to the classroom. In a real emergency, please stay together until an administrator or emergency personnel have made contact.
4. Designated areas are posted in each classroom and open areas.

Administrators

1. Check your designated areas in each school and then proceed to your designated area. This will be where any communications needs to take place before returning to the facility or to evacuate completely.
2. Areas to check in each school are on a separate page.

LOCKDOWN

Purpose: The Lockdown Emergency Action Plan will be implemented in the event of an on-campus emergency (i.e., school shooting or other such threat) or a local, state, or national emergency.

Goals:

1. To provide the safest possible environment for students and faculty during a crisis.
2. To quickly account for individuals after the crisis.
3. To operate as a team.
4. To maintain good communication with local authorities.

Action Steps:

1. Communication will be given by code to enter lockdown mode through the phone system or cell phone for the school. A Voice Call or text will communicate (1) *Lockdown—Intruder on Campus*, if known specific details will be provided (e.g., lunchroom, classroom, etc.) or (2) *Lockdown—Threat in Neighborhood*.
2. Communication will be given that the crisis is over and count of students will be done in each designated area of the school.
3. Communication will be given for certain areas of the school to be evacuated and proceed to the designated area off campus.

All Clear Code Words will be given to the staff each year for the action plan.

Staff Responsibilities:

1. As soon as an emergency is recognized, call 911. Use wisdom in this decision. Better to be safe than to wait.
2. If the person who witnesses the emergency is not near the office, call the office immediately.
3. If you are unable to report to the office, please start calling down the cell phone list below.
4. An office person will then communicate the code word to the entire school through the “Page All Classrooms” button or if this is not possible, through a text to employee cell phones.
5. Each teacher will first make sure that his or her classroom is locked. Turn off the lights. Then instruct the students to proceed to the interior wall across from the outside windows away from the door and wait quietly.
6. Staff and students in the common areas of the school, including the playground, lunch room, library, administration, etc., should exit the building away from the threat.
7. Staff and students in the library or administrative offices should lock down in the conference room.

8. If immediate assistance is required (medical emergency), remove the green card from the window in the classroom door if possible.
9. Staff should count students, and take attendance if possible. (Save a picture on your phone of your attendance sheet.)
10. Staff and students must stay in lock-down mode until contacted by administration or emergency personnel unless an obvious exit path is available.
11. Depending on the crisis, the school may be evacuated and staff and students relocated to either Newton Bible Church, if the threat is located on the south side of the building, or Santa Rita Elementary, if the threat is from the north side of the building.
12. All staff is asked to have these phone numbers programmed in their cell phones and to have them on your person at all times.

NCA Office TBD

Administrator TBD

ROUTINE SAFETY POLICIES FOR STUDENT/STAFF

Keep classroom and building doors locked at all times. (Door may be open, but handle must be locked)

APPENDIX - FORMS

DISCIPLINE ENCOUNTER FORM

Student's name: _____

Course: _____

This student has been causing discipline problems in my class.

This report has resulted from the following problems:

I have met with the parents and we have agreed to the following corrective measures:

Teacher: _____ Date: _____

Parent: _____ Date: _____

Administrator: _____ Date: _____

ACCIDENT/ILLNESS REPORT FORM

In the event of an accident or injury during MCA school hours, this form must be fully completed by the end of that school day and submitted to the school office.

Child's Name: _____

Grade: _____

Date: _____

Teacher: _____

Describe what happened:

Who was present? (list all adults, youth, and children)

What treatment/procedure was taken/followed?

Parent Notified: Yes / No; Date: _____

Printed Name: _____

Signature: _____

Note: In some cases, the school insurance carrier needs to be notified.

NEWTON CLASSICAL ACADEMY FIELD TRIP RELEASE FORM

Note: The teacher must name the trip under #1 before making copies.

DATE _____

_____ hereafter referred to as "Parent",
is the parent and/or legal guardian of _____,
a minor, and agrees:

- 1) That _____ has my/our permission to participate in an organized activity of Newton Classical Academy known as _____ and hereafter referred to as "THE TRIP", along with all the activities thereof.
- 2) That participation in the activities on THE TRIP constitutes an inherent risk of injury.
- 3) That the sponsors of THE TRIP are given my/our permission to supervise and control our child's participation in the activities of THE TRIP.

I/We further agree that the sponsors on THE TRIP or any representative of Newton Classical Academy has my/our permission to seek medical attention for _____ with the same authority as _____.

Further, in consideration of the services performed by Newton Classical Academy, the employees, and volunteers of Newton Classical Academy are herewith released from liability for all actions taken in good faith during THE TRIP.

Parent/Guardian's Insurance Carrier: _____

Policy Number: _____

Agent/Carrier's Phone Number: _____

Phone Number where Parent/Guardian may be reached during THE TRIP:

PARENT/GUARDIAN: _____

NEWTON CLASSICAL ACADEMY FIELD TRIP DRIVING FORM

I, _____, affirm my driving record is in good standing. I have no outstanding tickets or past offenses for DWI or other such serious driving misconduct.

Attached is a copy of my current driver's license and valid insurance documentation.

Name

Date

I, _____, have read and understood the Newton Classical Academy, Inc. Staff Procedures Manual for 2016-2017.

Name

Date