



ETHICS POLICY

Employee Ethical Standard

Training Requirement: All instructional personnel, educational support employees and administrators are required as a condition of employment to complete training on the standards of ethical conduct.

Reporting Child Abuse, Abandonment, or Neglect: All employees, educational support employees, and administrators have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report>

Duty to Report Misconduct: All employees, educational support employees, volunteers and administrators of Northside Christian Academy have an **obligation** to report any misconduct by an instructional personnel member, school administrator, or other NCA staff person, which affects the health, safety, or welfare of a student. Misconduct that would warrant such reporting may be either known or observed. Failure to report such conduct will result in disciplinary action up to and including termination.

Procedures for Reporting Misconduct: All employees, educational support employees, volunteers and administrators of NCA should report allegations of misconduct by school staff or volunteers to your school administrator (Ricky G. Price, 352-871-0927). Employees should report allegations or suspicion of misconduct by your school principal/administrator/director to the Northside Baptist Church pastor (Chris Davis, 904-759-5978) or to a member of the NCA School Committee. Upon reporting to the appropriate person, this report will be documented in writing where both the reporting staff person/volunteer and the supervisor will sign. The reporting staff person/volunteer will be given a copy of the written report. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety, or welfare of a student are posted in the teacher's lounge, front office area and the school website (northsideeagles.org).

Liability Protection: All NCA employees and volunteers are protected under Sections, 39.203 and 768.095 of the Florida Statutes from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed was knowingly false or violated any civil right of the former or current employee protected under chapter 760. NCA is also protected by the above Statutes when disclosing such information about a former or current employee/volunteer to a prospective employer of the former or current employee/volunteer upon request of the prospective employer.

Dispute Resolution: Northside Christian Academy recognizes that disagreements are inevitable in the life of every ministry. The important thing is not the fact that disagreements exist, but the manner in which staff members express and resolve them. Northside Christian Academy believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict relating to ministry service. Northside Christian Academy thus requires staff members with grievances to use the following procedures for dealing with their grievances. Northside Christian Academy will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

Staff members are reminded that the manner and spirit with which they pursue a grievance reflect their spiritual qualification for ministry service. Thus, a staff member who addresses a conflict in an inappropriate manner or with the wrong spirit is subject to disciplinary action, up to and including termination of service.

Criticism, murmuring, gossip, disloyalty, subversion or disobedience of ministry directives, non-truthfulness and the encouragement of disobedience or disloyalty to the directives of Northside Christian Academy, and its leadership, is Biblically forbidden if engaged in by any person who is a part of the ministry.

Procedures for Addressing Grievances with the Ministry

A. An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Examples of matters that may be considered appropriate disputes under this policy include:

1. A belief that ministry staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to a staff member;
2. Treatment considered unfair by a staff member, such as coercion, harassment, or intimidation;
3. Alleged discrimination because of a legally protected status such as race, color, sex, age, national origin, or disability; and
4. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.

B. Staff members should notify the ministry in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for staff members with appropriate complaints. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" generally will mean five working days.

C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the staff member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a staff member does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists. D. Staff members who feel they have an appropriate dispute should proceed as follows:

1. Step One—Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the staff member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel file (if applicable).

2. Step Two—Appeal the decision to the administrator, if dissatisfied with the supervisor's decision, or initiate the procedure with the administrator if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor's version of the dispute and decision will then be submitted using a similar written form. The administrator will, in a timely fashion, confer with the staff member, the supervisor, and any other members of ministry leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

3. Step Three—Appeal an unsatisfactory administrator decision to the pastor. The timeliness requirement and procedures to be followed are similar to those in Step Two. The pastor will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

E. Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as ministry policy. When appropriate, the decisions will be retroactive to the date of the staff member's original dispute notification.

F. Information concerning an employee dispute should be confidential. Supervisors, administrator, and other members of ministry leadership who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

G. Time spent by employees in dispute discussions with ministry leadership during their normal working hours will be considered hours worked for pay purposes.

H. Staff members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a staff member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a staff member does not limit the right of the ministry to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, staff members and supervisors are prohibited from retaliating against a staff member who properly uses the dispute resolution procedure.

I. The ministry may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

Procedures for Addressing Interpersonal Conflict

Step 1: Confrontation/Negotiation – *“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother.”* Matthew 18:15

Whenever a conflict arises between two or more individuals in the workplace, they are encouraged to meet directly to discuss the issue(s). If both individuals’ hearts are right in the matter, the great majority of disagreements will be resolved at this level.

GUIDELINES

1. This step is to be a direct dialogue with the offender or between the two persons who have the disagreement.
2. The staff members in conflict shall not gossip and/or attempt to win third parties to “their side” of a conflict.
3. The staff members in conflict shall not talk about, but shall talk with the persons that can settle the conflict.
4. If Biblical dialogue between the offender and offended can take place at this level—control over the outcome is 100% within their power to complete.

Step 2: Mediation/Intervention – *“But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.”* Matthew 18:16

If the direct confrontation and negotiation does not resolve the conflict, the offended staff member shall initiate a meeting with the supervisor to discuss the problems and suggest solutions. **GUIDELINES**

1. The staff members in conflict and the supervisor shall not gossip and/or attempt to win third parties to “their side” of a conflict.
2. Information concerning the interpersonal conflict should be kept confidential. The staff members and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
3. Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the supervisor’s primary focus shall still be to help resolve the staff member’s dissatisfaction.

Step 3: Arbitration/Discipline – “And if he shall neglect to hear them, tell it unto the church;” Matthew 18:17a

If the mediation/intervention with the supervisor is unsuccessful, the staff member shall meet with the pastor to attempt to resolve the conflict. The pastor will listen to both parties, and will then consider the case and issue a decision.

GUIDELINES

1. If the supervisor is unable to resolve the conflict or is without authority to implement the suggested solutions, the staff members must submit the dispute to the pastor.
2. The staff members in conflict and the supervisor shall not gossip and/or attempt to win third parties to “their side” of a conflict.
3. Information concerning the interpersonal conflict should be kept confidential. The staff members and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
4. Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the pastor’s primary focus shall still be to help resolve the staff member’s dissatisfaction.

To the Students: Each employee is expected to act in a manner reflecting the God we serve. His/her relationship with the students must set a Christ-like example, provide a positive role model, and be in the best interest of each student.

Adult or Non-student employees of Northside Christian Academy and Northside Baptist Church are prohibited from dating or having any other inappropriate relationships with students of Northside Christian Academy. This would include, but is not limited to telephone calls, text messaging and e-mailing outside of the employee’s professional duties. Employees who do not adhere to this rule would be subject to disciplinary action up to and including termination.

If, at any time, a staff member suspects a student is a victim of abuse or molestation, involved in any criminal activity either as perpetrator or victim, has broken or intends to break any law, or needs help not provided by the school, it is that employee’s responsibility to report it to the proper authorities. We request that the school and/or the church be advised of the action taken.

Training: The employee is responsible for obtaining all required training at their own expense and submitting the documentation to the director for his/her personnel file.

The state forty (40) hour training course is required for all full-time preschool employees, unless specifically exempted by Florida Statutes. Elementary through High School teachers are required to have a FLOCs and/or other certifications (depending on grade taught). If not completed prior to employment, the training shall begin within ninety (90) days of employment and shall be completed within one (1) year of the date the training was begun.

Each preschool employee is required to obtain ten (20) hours of in-service training annually. School staff will also be required to attend annual training deemed necessary by the administrator. Documentation of this training must be submitted to the school office to be kept in the personnel file.

All permanent staff must have a current First Aid Certificate and training in CPR for infants and children. This training must be completed within the first year of employment and must be maintained as current thereafter.

All staff must attend the Ethics in Education training once each year as prescribed by the Florida Department of Education. This training involves the policies and procedures for reporting employee misconduct, child abuse and neglect.

When supplemental training is taken, documentation should be given to update the personnel file.

Additional training may be required by the administrator Examples but not limited to: AED Training & National Federal High School Sudden Cardiac Arrest, Concussion in Sports and Heat Illness Prevention courses.

Student Handbook: Each employee will read and abide by all policy and procedures set forth in the Student Handbook.

Personnel Records: It is the responsibility of the employee to be sure all required documentation is submitted so a complete personnel file can be maintained. He/she will comply in a timely fashion with all requests for forms, information, reports, and signatures as needed to maintain accurate, up-to-date personnel records.

Each employee, when hired, has agreed to fingerprint checks when hired and again every five (5) years. He/she has also agreed to random drug testing. Each employee will comply when requested by the administrator, pastor, and/or the school committee.

Medical Records: It is the responsibility of each employee to be tested for TB and obtain the Hepatitis Vaccination if the administrator deems them necessary.

Employees must have initial physical exam prior to employment (at employee's expense). Northside Christian Academy will retain the option to require annual physical examinations of all employees and/or drug screening as deemed appropriate. The office must be notified of any change in the health status of any employee verified by a written medical statement signed by the attending physician.

Attendance: Each employee is expected to be in his/her assigned place at the assigned time. Absences and tardiness can jeopardize the safety and welfare of our students. Regular work attendance and punctuality is mandatory. If the absence is due to illness, the director should be notified of the employee's health status and estimated date of return on a daily basis. Employee absence from work three (3) or more consecutive days due to a medical reason will require a physician's note. Absences in excess of two (2) consecutive workdays without notifying the director or school committee will be considered resignation of position without notice. If a problem arises in regard to assigned hours, it is the responsibility of the employee to notify the director as far in advance as possible of the scheduling conflict. Excessive absences and/or habitual tardiness may result in involuntary termination. As a general matter, the ministry considers six (6) or more unscheduled occurrences in a twelve-month period beyond acceptable standards and such occurrences may be subject to disciplinary review. The school is interested in the welfare of the employees and will make every effort to resolve the conflicts. Please be aware, however, that circumstances do not always allow for the scheduling conflict to be resolved in all employees' favor.

Conduct: Employees are expected to conduct themselves in a manner fitting the position they hold. As teachers of the children entrusted to Northside Christian Academy, careful attention should be given to display an example of Christian conduct. All employees should exhibit the positive behavior expressed in Galatians 5:22-23 and teach them to the students. A considerate thoughtful attitude, conscientious attention to duty and a cheerful spirit contribute to good teaching and childcare and a more excellent work environment.

Personal Appearance: Each staff member's dress, grooming, and personal cleanliness standards reflect not only on the Christian testimony of the staff member, but also on the testimony of Northside Christian Academy. Staff members are expected during service hours and when representing NCA to present a professional, Christian image.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Male staff members' hair must be groomed, clean, and of such length to present a Christ-like and professional appearance. It must be neatly tapered or blocked to present a well-groomed appearance. Facial hair must be neatly groomed. Males should not have any piercings.
- Men's apparel shall consist of dress slacks, jeans, a collared dress shirt (a polo is acceptable), dress shoes or athletic shoes and a belt. Jeans may be worn on specified days that have been approved by the principal. Suit jackets and ties and dress shoes must be worn when appropriate.
- Males and females working in the NCA Physical Education and/or the Afterschool Program may wear modest, knee-length shorts, t-shirts, and tennis shoes. Because they are not in keeping with a professional appearance, and for safety reasons, flipflops will not be acceptable for males or females.
- Staff members may not obtain inappropriate tattoos or other permanent or immoderate bodily markings while employed by the ministry. Existing un-Christ-like, unprofessional and/or excessive tattoos obtained prior to service with the ministry must be covered—to the extent possible and to the satisfaction of the ministry leadership—by clothing or other means during work periods.

- Ladies' apparel shall exemplify Godly principles of modesty and distinction and should consist of a skirt and/or slacks and blouse/top or a dress (knee length). Blouses or tops must be sleeved or cut-off sleeves (no spaghetti straps or thin tank-top straps), non-see-through, and modest at the neckline. Ladies' shoes must be professional in appearance, which is up to the discretion of the principal.
- Ladies' jewelry and makeup should be kept to a minimum. If worn, they should only be enhancing, not radical or worn in such an amount or manner as to call attention. Earrings are limited to one per ear on the earlobe and must be moderate and unobtrusive. Earrings may not be worn in other parts of the body, and other types of body piercing are not permitted (including, but not limited to, eyebrows, tongues, lips and noses.)
- Ladies' hairstyles are expected to be in good taste. Unnaturally colored hair and extreme styles are not professionally appropriate.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used in moderation.
- Both male and female staff members are expected to be tasteful and conservative in the styling of their clothing and hair. Extremes in styling or color are unacceptable.
- The dress code is also considered in effect at all staff functions and ministry services unless specifically stated otherwise by the principal or his designee.

Because they look neat, are comfortable, and allow freedom of movement while dealing with small children, scrub type outfits are required for those working at the NCA Preschool and NCA cafeteria personnel.

The ministry reserves the right to modify this policy from time to time, in its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the ministry leadership. The ministry also reserves the right to require any staff member whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the full satisfaction of the ministry leadership.

Involving Parents: Each employee is responsible for actively involving the parents of our students. Only if the entire family is involved can the student realize the full value of the education and spiritual enrichment offered by Northside Christian Academy. All Elementary through High School teachers will schedule, at minimum, quarterly parent/teacher conferences to discuss the progress of each student. Teachers will call each of their students' parents within the first week of the school year. The goal of these "Happy Calls" is introduce yourself to each parent and establish an open line of communication with them. You should express your excitement in having their child in your class, and in all that the year has in store. These calls should not be used to speak with parents about disciplinary issues. They should be short and positive in nature.

Job Description: It is the responsibility of each employee to be familiar with his/her job description and to fulfill all that it requires.

Staff Meetings and Programs: It is the responsibility of each employee to attend all staff meetings and preschool/school programs presented at Northside Baptist Church. Attendance from beginning to end is expected. Staff meetings will be scheduled during work hours if possible. If scheduled during off-time hours, employees not on the clock when the meeting is scheduled will be compensated for time of meeting. Attendance of off-time programs such as those presented by the children in the church assembly will not be compensated. Such presentations are considered an extension of the teaching program.

Voluntary Termination: It is the responsibility of each employee to give a two (2) week notice when resigning. The ministry requests the resignation be in writing and clearly specify the reasons for leaving. An exit interview may be requested by the employee or by any senior staff member. We value your honesty at this time as we seek to improve our staff and work conditions.