



Student & Family Handbook

TABLE OF CONTENTS

ABOUT NACS.....	7
HISTORY.....	7
ACCREDITATION.....	7
MISSION STATEMENT.....	7
PHILOSOPHY.....	7
GENERAL OBJECTIVES.....	8
STATEMENT OF FAITH.....	8
ADMISSIONS.....	9
NON-DISCRIMINATION POLICY.....	9
RELIGIOUS AFFILIATION.....	9
CONSTITUENCY POLICY.....	9
ADMISSIONS CRITERIA.....	9
VOLUNTEER SERVICE.....	9
ADMISSION PROCEDURES.....	9
ENTRANCE TESTING.....	9
ENTRANCE AGE.....	10
WITHDRAWAL.....	10
PLACEMENT.....	10
SPECIAL EDUCATION.....	10
CURRICULUM.....	11
ACADEMICS.....	11
COMMUNITY SERVICE.....	11
HOMEWORK.....	11
LIBRARY.....	11
GRADES.....	13
GRADE REPORTS.....	13
GRADING SYSTEM.....	13
HONOR ROLL.....	14
ACADEMIC PROBATION.....	14
INCOMPLETE AND FAILURE.....	14
PROMOTION AND REMDIATION.....	14
ACCELERATION AND PROMOTION.....	14
SUMMER WORK.....	14
STANDARDIZED TEST.....	15
GRADUATION.....	15
SCHOOL PROGRAMS.....	15
ATTENDANCE & TARDY POLICY.....	17
ABSENCES.....	17
EXCUSED ABSENCES.....	17

PRE-ARRANGED ABSENCES.....	17
TARDY POLICY	17
ASSIGNMENTS FOR MAKE UP WORK	18
EARLY STUDENT PICKUP	18
<u>PARENT INVOLVEMENT.....</u>	<u>19</u>
<u>HOME & SCHOOL ASSOCIATION.....</u>	<u>21</u>
<u>COMMUNICATION.....</u>	<u>23</u>
SCHOOL VISITATION PROCEDURE.....	23
SCHOOL NEWSLETTER	23
E-MAIL	23
SCHOOL TELEPHONE	23
TEACHER'S HOME TELEPHONE.....	23
<u>GRIEVANCE PROCEDURES.....</u>	<u>25</u>
<u>FINANCIAL INFORMATION.....</u>	<u>27</u>
PREVIOUS BALANCES.....	27
APPLICATION FEE	27
REGISTRATION FEE	27
CONTRACTED STATUS	27
TUITION.....	27
TUITION DISCOUNTS.....	27
SCHOLARSHIPS.....	27
TUITION REFUND	27
TEXTBOOKS.....	27
TRANSFERRING ACADEMIC CREDITS TO ANOTHER SCHOOL.....	27
FIELD TRIP/ACTIVITY FEE.....	28
MISCELLANEOUS COSTS	28
RETURNED CHECK	28
OVERDUE ACCOUNTS.....	28
<u>STUDENT AND PARENT CONDUCT</u>	<u>29</u>
PROHIBITED ARTICLES	29
READING MATERIAL	29
SEARCH OF PERSONAL PROPERTY AND/OR STUDENT.....	29
SEXUAL/RACIAL HARASSMENT	29
PARENT CODE OF CONDUCT	30

GENERAL DISCIPLINE	31
LEVEL 1 OFFENSES	31
LEVEL 2 OFFENSES	31
LEVEL 3 OFFENSES	32
IMMEDIATE EXPULSION	33
TECHNOLOGY POLICY.....	35
DRESS CODE.....	37
STUDENT HEALTH & SAFETY.....	39
PRESCRIPTIONS.....	39
INSURANCE	39
D.C.F. REGULATION.....	39
FIRE DRILLS & OTHER DISASTERS	39
LEAVING THE SCHOOL PROPERTY	39
SCHOOL CLOSINGS	40
STUDENT DIET.....	40
STUDENT ILLNESS	40
GENERAL INFORMATION	41
SCHOOL HOURS.....	41
BEFORE SCHOOL CARE.....	41
AFTER SCHOOL CARE	41
DISMISSAL PROCEDURES.....	41
ACCESS TO NACS	41
ASSEMBLY	41
HOLIDAYS.....	41
LOST AND FOUND.....	41
PERSONAL PROPERTY	41
CLASS PARTIES/BIRTHDAYS	42
STUDENT PLEDGE.....	ERROR! BOOKMARK NOT DEFINED.

ABOUT NACS

HISTORY

Naples Adventist Christian School, founded in 1970, is a private nonprofit pre-kindergarten through eighth grade Christian school. It is sponsored and supported by the Florida Conference of Seventh-day Adventists as well as the Naples Seventh-day Adventist church. NACS supports the beliefs, standards, and ideals of its church. Its educational program is approved by the Florida Conference, Southern Union Conference of Seventh-day Adventists, and recognized by the State of Florida. A board of directors elected from the Naples Seventh-day Adventist church supervises its operations.

This handbook outlines NACS policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the school year without prior notice.

ACCREDITATION

Naples Adventist Christian School is fully accredited by the Southern Union Conference of Seventh-day Adventists Department of Education, the Florida Conference of Seventh-day Adventists Department of Education and the Florida Association of Academic Non-Public Schools (FAANS) which is recognized by the State of Florida.

MISSION STATEMENT

Our mission is to provide an environment where students learn in harmony with God's Word and achieve academic excellence.

The vision of the Naples Adventist Christian School is to provide an environment where students, teachers and parents can be successful citizens of this earth and the earth to come.

- To joyfully love and serve God
- To honor and celebrate our God-given diversity
- To strive for excellence in all we do
- To gently care for God's creation

PHILOSOPHY

We believe in an education that provides not only mental and physical discipline, but emphasizes the development of a character that gives rise to conduct marked by integrity, loyalty to God, country, volunteer services, self-discipline, tolerance, reverence, civic, and religious responsibility.

Mastering the basics of education enhances all aspects of life. For success in academics and in daily living, students need to read well, write correctly, and have thoroughly mastered the fundamentals of mathematics.

Beyond this foundation, students need to develop skills in creative and critical thinking, competence in a wide variety of academic subjects, an appreciation for the arts, and a sense of the importance of exercising the body as well as the mind.

All students deserve to be challenged to achieve their full potential. The school's combination of academic excellence and Christian emphasis is designed to develop well-educated and morally responsible citizens.

The educational philosophy of Naples Adventist Christian School is held in common with other institutions of the Seventh-day Adventist School System.

GENERAL OBJECTIVES

- To lead the student to knowledge of God and recognition of need to accept Jesus Christ as their personal Savior.
- To acquaint the student with the joy of service to others.
- To assist in the formation of a noble Christian character by placing emphasis on life's spiritual values.
- To provide an educational environment in a spiritual atmosphere that encourages academic excellence.
- To help the student understand and practice the principles of healthful living and recognize that physical fitness is the foundation for any achievement in life.
- To help each child develop his/her full potential in academic, spiritual and social areas.
- To place a high regard on the worth and value of each individual as shown by Christian courtesy and social development with an emphasis on self-discipline and respect for authority.
- To emphasize the importance of good citizenship and to develop this attribute in students within a changing society.

STATEMENT OF FAITH

Seventh-day Adventist beliefs are Bible-based and Christ-centered. The Seventh-day Adventist Church has 28 fundamental doctrines. Those who would like further information may request a free copy of the book "Let's Get Acquainted" from the NACS principal.

ADMISSIONS

NON-DISCRIMINATION POLICY

Naples Adventist Christian School admits students of any nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students as outlined in this handbook.

RELIGIOUS AFFILIATION

Naples Adventist Christian School was established to educate children of the Seventh-day Adventist Church. However, we are happy to accept students of other religious persuasions as long as they abide by our school policies.

CONSTITUENCY POLICY

Students who belong to Naples Seventh-day Adventist Church will be given priority admission until April 30.

ADMISSIONS CRITERIA

The family of a prospective student should understand and support NACS's Mission Statement, Philosophy and Objectives. The family is also encouraged to support the work of NACS through prayer, volunteer service, and financial contributions.

VOLUNTEER SERVICE

As part of our admissions policy, parents must agree to volunteer at least ten (10) hours to NACS as part of the commitment to service per school year. Parents that do not volunteer ten (10) hours per school year will be billed \$10 for each un-volunteered hour.

ADMISSION PROCEDURES

New and returning students are required to complete all documents as required by the application process prior to being admitted.

All new students must present a copy of their Birth Certificate and updated immunization form from the Florida State Health Department. They will also need a physical exam completed in the State of Florida unless they have had a physical exam out-of-state within one year of registration at NACS. Children will be given a class assignment upon receipt of all documents and acceptance by the Admissions Committee.

An Admissions Committee reviews each student application. For new students, the Admissions Committee reviews records from previous schools, tests, interviews, recommendations and other pertinent data. All new students granted admission will be on probation for nine weeks before being given regular status. Students are expected to follow the behavior guidelines and regulations of this school.

Students are enrolled at NACS for one year at a time. Students are invited to return to NACS in succeeding years if they are supportive of school policies and benefiting from the spiritual and academic missions of the school.

ENTRANCE TESTING

All new students will be given an assessment test in reading and math prior to admission. Testing assists in determining placement for the student.

ENTRANCE AGE

It is required that children entering Pre-K be at least four on or before September 1 of the current school year. Kindergarten students must be at least five on or before August 15. First graders must be at least six on or before August 15.

WITHDRAWAL

Withdrawal of all students must go through the principal. Prior notification is needed to give time to secure interim or final grades from the teacher, turn in books and be cleared through the treasurer. Records will not be released until these steps are completed and there is no outstanding balance with the treasurer.

PLACEMENT

The NACS Admissions Committee is comprised of persons from the faculty and the school board. This group considers placement carefully and has the best interest of each child in mind.

SPECIAL EDUCATION

Naples Adventist Christian School is not equipped or staffed to offer special education for students who have serious physical, scholastic, or behavioral problems.

CURRICULUM

ACADEMICS

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. It incorporates an awareness of the principles of human growth and development, encouraging, guiding and sustaining the students as they seek to understand themselves and to relate to their fellow human beings and to their Creator. The textbooks and course material used throughout the school are in compliance with the recommendations of the Office of Education for the General Conference of Seventh-day Adventists.

Programs offered at NACS include instruction in the academic areas of math, language arts, reading, physical and life sciences, health and safety, physical education, and social studies. Other areas of study include religion, computer science, music, and communication skills. These are taught with the objective of developing character, witness and service abilities, physical and social skills and career and work responsibilities.

NACS reserves the right to make curriculum changes at any time in consultation and approval from the Florida Conference of Seventh-day Adventist Education Department.

COMMUNITY SERVICE

Teachers offer a variety of community service activities during the school year which provide services to senior citizens and those in need.

HOMEWORK

Each teacher has an individual homework plan. Parents are encouraged to check with their student's teacher for more details.

LIBRARY

The NACS library is available to all students. All students will have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family.

GRADES

GRADE REPORTS

The school year is divided into four nine-week periods. At the end of each period, a grade card indicating the progress of the student is sent home with the student, mailed to the parent, or may be given at the parent/teacher conference. Final grades are recorded on the student's permanent record. Transcripts of these grades are issued by request in accordance with published financial policies.

GRADING SYSTEM

Pre-Kindergarten Program: Pre-Kindergarten is an educational program designed to stimulate the growth and development of four-year-old children. The program is designed to enhance the learning experience of children with emphasis on spiritual, physical, social, and emotional growth prior to the kindergarten years.

Grading Scale: The different age groupings use the following grading scales:

Pre-K and K	Skills Checklist
Grades 1-2	E Excellent
	S Satisfactory
	N Needs Improvement

Grades 3-8

A+	97-100%	
A	93-96.99%	Consistently superior work
A-	90-92.99%	
B+	87-89.99	
B	83-86.99%	Above average work that evidences application above requirements
B-	80-82.99%	
C+	77-79.99%	
C	73-76.99%	Average work that meets minimum course requirements
C-	70-72.99%	
D+	67-69.99%	
D	63-66.99%	Poor work that fails to completely meet minimum course requirements
D-	60-62.99%	
F	0 - 59.99%	Failure that indicates lack of application or neglect of meeting course requirements
INC		Incompletes may be raised to any grade upon completion of course requirements

HONOR ROLL

All students in grades 5 through 8, who have a grade point average of 3.00 or higher, with no "D" or "F" grade in any subject, will be eligible for the honor roll. An honor's certificate will be given at the end of each quarter. Students that remain on the honor roll for all four quarters of the school year will receive recognition.

Honor Roll Values:

A = 4.00
B = 3.00
C = 2.00
D = 1.00
F = .00

ACADEMIC PROBATION

Students with two or more D's, or students with one or more F, will be considered to be on academic probation for at least four and one-half weeks.

INCOMPLETE AND FAILURE

A grade of "incomplete" is given when, for legitimate reasons such as illness or other approved emergency, the student is unable to satisfy the requirements of the course. In that case, when the incomplete has been removed, full credit will be given for the work done.

Incomplete should be removed within two weeks after the end of the grading period. Failure to do this will result in the recording of an "F" for that period.

An "F" grade may be received for excessive absences. (See Absence Policy)

PROMOTION AND REMEDIATION

A student not meeting a minimum level of performance during the school year may be required to do remedial summer work. A yearly grade shall constitute a minimum of a "C" or better. If students do not maintain the "C" they may be required to:

1. Make up full-year deficiencies with a grade of "C" or better in an approved summer school program.
2. Take a minimum-competency test for the subject in order to enroll the next year.

ACCELERATION AND PROMOTION

There are a few instances when a child benefits by advancing more than one grade per year. If acceleration is considered, Florida Conference policy must be followed through the talented and gifted program available from the conference. However, parents should recognize that the child may miss valuable steps in his development. Therefore, we recommend that a teacher provide enrichment rather than acceleration. Enrichment may be obtained by in depth research or students taking additional subjects by the use of programmed teaching devices. Testing is available for special cases. FYI, this is rarely done.

SUMMER WORK

During the latter part of the school year teachers may recommend students for summer work. Summer work is designed to help individual students in their area(s) of academic need. After teachers and the administration have conferred on the summer work recommendations, a letter is mailed to parents with the recommendations.

STANDARDIZED TEST

The Iowa Test of Basic Skills is given to students Grades 3–8 in the fall of the school year. All students should be in school during this time. This test is used to help identify each student's relative strengths and weaknesses in order to meet individual student needs. Testing results provide important information for tracking individual student growth and progress through school. A copy of the results will be given to parents. Testing dates will be announced or printed in the NACS calendar or weekly NACS News.

D.I.B.E.L.S. (Dynamic Indicators of Basic Early Literacy Skills) is a non-standardized assessment is given three times a year to students in grades Kindergarten through 3rd to determine their progress in acquiring the early literacy skills and to plan instruction as needed.

GRADUATION

Students in the 8th grade are required to complete necessary course work and receive a passing grade in each subject before receiving permission to participate in the graduation ceremony. Students receiving grades of "I" or "F" must satisfactorily complete course work necessary to remove such grades prior to graduation.

Financial accounts must be paid in full by April 30 to be able to participate in graduation activities.

SCHOOL PROGRAMS

School sponsored programs and functions are a part of the school curriculum. Examples are participation in church services, Great Leaders Night, etc. All students are required to attend. Failure to attend and participate in such programs will result in the lowering of the grade in the corresponding class.

ATTENDANCE & TARDY POLICY

ABSENCES

Naples Adventist Christian School strongly encourages regularity and promptness in school attendance. All planned absences should be arranged through with the teacher prior to the absence with the parent communicating such an absence to the principal. Absences that are excused are death in the family, illness, or doctor's appointment and Florida Conference sponsored activities.

It is not advisable for parents to take their children out of school for vacation or for other reasons that can be avoided. It is recommended that medical appointments be scheduled after school or during vacation. Absences are generally harmful to student progress and may be reflected in their grades. Parents are provided with a school calendar at the beginning of each school year to assist them in their planning.

If your child will be absent, please call the school prior to 8:00 a.m. so the teacher may be informed.

Unless the work missed is satisfactorily made up, a student absent more than 20 percent of the school days, including excused absences, in any grading period may forfeit their grade and receive an "F" or "N" for that period.

EXCUSED ABSENCES

Schoolwork may be made up for excused absences with no grade penalty. Students will be given one day (from the day of return) for each day of absence to make up work. In order to receive an excused absence, students should bring a note from home explaining the absence. In the case of illness or a doctor's appointment, a doctor's note is preferred.

PRE-ARRANGED ABSENCES

To receive an excused absence for an essential family trip, the parent or student must request permission to be absent by letter and return it to the child's classroom a minimum of one day prior to the absence. Planned absences should be kept to a minimum. If the student does not give advance notice, the absence may be counted as unexcused. Missed work will be outlined on the return of the student.

TARDY POLICY

Students are expected to be in their seats and ready to begin class at 8:30 a.m. For student safety, parents will have to accompany to the classroom any child arriving after 8:15 a.m. When five unexcused tardiness are accumulated per nine weeks, a fine will be charged (\$5 for the first five tardiness and \$2 for each tardy after five) these charges will be placed on your bill.

All excuses for absences or tardiness should be in written form from the parent or guardian. A student arriving after 10:00 a.m. will be considered absent for the morning session. Arrival after 1:30 p.m. constitutes an absence for the afternoon session. A student taking early dismissal from the class program before 1:30 p.m. will be recorded as absent for the afternoon session.

ASSIGNMENTS FOR MAKE UP WORK

At the discretion of the teacher, make up work for absences will be allowed. The teacher is not required to assist with make up work for students taken out of class for vacations or other reasons not classified above as legitimate. The responsibility for make up work rests on the parent and student. The attendance, along with citizenship and scholarship grades, becomes a part of the student's permanent record.

EARLY STUDENT PICKUP

If a student must leave school early, a written note stating the reason is to be brought from the parent and turned into the teacher before school begins. This is a courtesy which allows the teacher to plan his or her day. The school attendance register is marked appropriately according to the time when the student leaves. Please note early pick up could affect the child's attendance record (see Attendance and Tardy Policy).

PARENT INVOLVEMENT

Parents play a vital role in the educational process of Naples Adventist Christian School. Parents visiting the campus or school events are asked to set an example for students in their conduct, speech and dress and to refrain from smoking. Parents are encouraged to assist in various volunteer areas that will aid both students and teachers such as: room parents, field trip chaperones, classroom aides, monitors, tutors, special activities, publication editors, lunchroom setup, office assistants, school committee members, and athletic helpers.

As stated under the admission section, parents are required to volunteer at least ten (10) hours per year per family in service to the school. Parents that do not volunteer ten (10) hours per school year will be billed \$10 for each un-volunteered hour.

Orientation is held at the beginning of the year to allow the parents to meet the teachers in their child's grade.

Parent/Teacher Conferences are held at the conclusion of the first and third quarters to review and distribute report cards and other pertinent data. Parents are expected to attend.

Parent/Teacher Meetings may be scheduled by appointment. Please feel free to call and make an appointment with a teacher if you have any questions concerning your child's progress.

HOME & SCHOOL ASSOCIATION

The Home and School Association is organized to unite the home and school in their endeavor to provide Christian education for the children of the church, and to provide an agency by which cooperation may exist between school and the parents and/or guardians of the students. Any member of the church or patron of the school who is willing to support the objectives of the Association may become a member.

A primary objective of the Home and School Association is to develop and improve relationships between parents and teachers. The Association may enhance the relationship by activities such as:

- Providing instructional resources.
- Encouraging frequent communication between home and school.
- Encouraging parents to visit the school.
- Encouraging teachers to visit the homes of students.
- Appointing room parents.
- Providing volunteer services as requested by the school.

The Home and School Association meets with the school administration and the board chair at the beginning of the school year to formulate plans and annual goals. All activities and projects of the Home and School are approved by the NACS board and administration. The school does not endorse or support door-to-door solicitation. We encourage our students and parents to use other solicitation methods to raise funds for our approved school projects.

COMMUNICATION

SCHOOL VISITATION PROCEDURE

Parents are welcomed to visit the school and acquaint themselves with the program. If a parent wishes to visit a teacher, an after-school appointment is urged since the teacher cannot give full attention to a conference before or during school hours when his/her first responsibility is the supervision and instruction of students.

Parents must make an appointment with the teacher and principal to visit a classroom during the school day.

SCHOOL NEWSLETTER

NACS News, NACS's official newsletter, is published bi-weekly during the school year. The paper is sent home on Friday or on the last school day of a week. The newsletter includes information on all upcoming school activities and any changes in the school program. The school will make every effort to publish necessary changes in the NACS News ahead of time. Parents are urged to read the NACS News to stay informed of all school news and activities.

E-mail

An additional means of communicating with school personnel is via e-mail. We encourage all parents and students to use e-mail as the primary form of communicating non-time-critical information with teachers. For faculty e-mail addresses, please refer to the NACS website, www.naplesacs.org

SCHOOL TELEPHONE

We do not currently have formal office hours. Messages will be reviewed at recesses, lunch periods, and other times as schedules allow. Pupils will not be called from class to answer the telephone except in cases of emergency. Students will be expected to allow teachers to assist them to solve their problems before calling out for help. All phone calls made from the school will be restricted to emergencies. The students must obtain permission from the classroom teacher before using the telephone. Teachers monitor the use of the telephone.

TEACHER'S HOME TELEPHONE

Teachers are entitled to time away from the classroom, parents, and students. Unless it is an extreme emergency, please do not call a teacher at home. If you must call, plan your call so that it is finished no later than 9 pm on a school night. Please do not call about school business during the Sabbath hours. Please do not call before 10 a.m. on Sundays.

GRIEVANCE PROCEDURES

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When a problem arises between parents and teachers, the following reconciliation procedures, based on Matthew 18 and 1 Corinthians 6, should be used for resolving the problems.

- Step One:** The parent should first talk, privately and confidentially, with the teacher and attempt to resolve the problem.
- Step Two:** If the problem is not resolved, the parent should ask the principal to become involved.
- Step Three:** If the problem still is not resolved, the parent may request that the school board chairperson work with the faculty to bring about a resolution.
- Step Four:** If the problem still is not resolved, the school board chairperson will convene a formal meeting of either the school boards executive committee or the school board. The Conference Superintendent of Education must be informed of a potential problem.
- Step Five:** If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution.
- Step Six:** If the problem still is not resolved, the matter may be taken to the Florida Conference K-12 Board. The decision at this level shall be considered final.

FINANCIAL INFORMATION

NACS endeavors to keep the cost of Christian education as low as possible so that all Adventist and others may attend. The following statements outline the general practices that are important to the parents and/or financial sponsor.

PREVIOUS BALANCES

The account for the previous year's expenses at NACS or other Seventh-day Adventist educational institutions must have a planned resolution to be completed by the end of the first semester. Any delinquent accounts remaining from a sibling who attended NACS must also be settled before another family member is admitted.

APPLICATION FEE

An application fee is required per family to hold their child(rens) place in a classroom. The application fee will be applied to one student's registration fee.

REGISTRATION FEE

The registration fee is charged each year for all students (K - 8). It includes the cost of student accident insurance, textbook fees, library fees, testing and administrative expenses.

CONTRACTED STATUS

Financial arrangements are contractual between NACS and the parent/guardian. Any request for changes are to be made in writing and submitted to the treasurer.

TUITION

Tuition is divided over a ten-month period, August-May. Tuition for the first month is due at registration and payable to NACS. Annual payments should be paid to the school treasurer. Payments are made either by check/money order or by electronic funds transfer. All other charges (aftercare, etc.) will be billed by NACS.

TUITION DISCOUNTS

Members of a Seventh-day Adventist Church receive a monthly discount per student enrolled.

Members of the Naples Seventh-day Adventist Church, constituent church, receive an additional monthly discount per student enrolled.

SCHOLARSHIPS

Scholarships may be available from a student's congregation. Student must make request through his/her church.

TUITION REFUND

Students withdrawing from school within the first 15 days of a month will be charged just half a month's tuition. Anyone withdrawing after the fifteenth will be charged for the full month.

TEXTBOOKS

The price of these books is covered in the registration fee. Students will be billed the replacement cost of lost or damaged books.

TRANSFERRING ACADEMIC CREDITS TO ANOTHER SCHOOL

If a student withdraws from Naples Adventist Christian School and enrolls in another school, it will be necessary for the parent to notify NACS, giving a forwarding address. The student's cumulative

record will be forwarded to the new school upon written request from the school, and the completion of all financial obligations up to the time of withdrawal. Naples Adventist Christian School reserves the right to withhold transcripts due to unpaid accounts.

FIELD TRIP/ACTIVITY FEE

The cost of field trips and activities in metro Naples are included in this fee.

MISCELLANEOUS COSTS

After Care

Outdoor school

School and sports pictures

Tardy Fees

RETURNED CHECK

There is a charge equal to NACS current bank's fee charged for all checks that are returned by the bank.

OVERDUE ACCOUNTS

- **30 days:** a letter is sent to the financial sponsor(s) requesting payment and the account will be included in a aging list sent to the NACS board
- **45 days:** a second letter is sent to the financial sponsor(s) requesting prompt action on the account. A copy is sent to the pastor of the financial sponsor(s) church. The account will be reviewed at the next NACS finance committee meeting. Any decision to remove a student from school due to financial difficulties will have final approval from the NACS board.

STUDENT AND PARENT CONDUCT

School is a place for learning. Students are expected to behave in a way that allows themselves and others to learn. The goals of this discipline policy are as follows:

- Create a positive learning/teaching environment
- Encourage responsible behavior
- Lead each student to become a self-governing individual
- Maintain respect for staff, peers and self
- Instill a desire for Christian behavior
- Reflect the principles of NACS
- Ensure the safety of staff and students
- Abide by the student conduct code and school policies at all school-related activities

PROHIBITED ARTICLES

Tobacco in any form, alcoholic beverages, illicit drugs, narcotics, knives, guns, matches, mace, explosive's of any kind, fire crackers, ammunition, and pornographic materials are prohibited articles. Any student in possession of any one of these articles will be suspended immediately from school and brought to the School Board for possible dismissal from NACS.

Other prohibited articles include skateboards, playing cards, beepers, gang-related paraphernalia, radios, Walkmans, TV's, and Game Boys. These are not permitted on school property or at school activities and will be confiscated and the items may be retrieved by the parents.

Cell phones are prohibited from use during class. Any cell phone found being used during class will be confiscated and the items may be retrieved by the parents.

READING MATERIAL

Because the influence of books and literature is so profound, we expect our students to choose positive and enriching reading material. Reading material that is considered inappropriate by the faculty will be confiscated and the items may be retrieved by the parents.

SEARCH OF PERSONAL PROPERTY AND/OR STUDENT

Personal property and students shall be subject to search when, in the opinion of the principal, such is necessary. By enrollment of the student, his or her parent/guardian understands this rule and consents to its enforcement.

SEXUAL/RACIAL HARASSMENT

NACS is committed to providing a school environment free from sexual/racial harassment for all students. Incidents of harassment should be reported to the principal and appropriate action will be taken.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, graphic, and written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.

Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race when such conduct interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Racial harassment, as defined above, may include but is not limited to the following conduct which is based upon race:

- Epithets (name calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating, or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group.

Specific Restriction: It is sexual/racial harassment for a student to subject another student, employee, volunteer, or visitor to or be the subject of any unwelcome conduct of a sexual/racial nature from another student, employee, volunteer, or visitor. All complaints will be investigated and resolved. A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion.

Reporting Procedure: Students must clearly understand that conduct believed by them to constitute harassment must be reported to the principal. Staff must clearly understand that if a student complains to them regarding alleged harassment, they must immediately refer that student to the principal to investigate their complaint. Students must clearly understand that they and others supporting them will not suffer any retaliation or recrimination on account of their reporting of any alleged harassment or on account of participating in an investigation of any alleged harassment.

PARENT CODE OF CONDUCT

The relationship between the parent and school is essential to the success of the child in every area of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counter-productive to the student's success, the parents/legal guardian will be required to withdraw their child(ren) from the school program. Please see the Code of Conduct that applies equally to students, teachers, and parents.

GENERAL DISCIPLINE

NACS is a community of Christian individuals bound together by trust and respect for God and for one another. The standard of conduct at NACS is based upon the belief that character and ethical standards both must be modeled and taught by the entire school community. Individuals must behave responsibly towards God, fellow students, faculty and staff, parents, and to themselves.

Each grade level establishes an effective and clear, age-appropriate classroom discipline policy. Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level discipline policy.

Levels of offenses and consequences have been established to effectively manage behavior issues and consequences at the most appropriate level. All consequences are at the discretion of the teacher, or Administration at the proper level of the offense. Examples of level offenses are listed below, but are not limited to those listed.

Level 1 Offenses

- Gum Chewing
- Drink or food in hallway
- Drink or food in classroom without permission
- Dress code violation
- Not following teacher's instruction
- Not following classroom procedure
- Minor disruption of teacher or instruction
- Name calling/teasing
- Late to class during academic day
- Inappropriate hallway, lunchroom, or school assembly behavior
- Excessive noise
- Not following arrival or dismissal procedures
- Not following after-school procedures

Level 1 behavior's are normal student behaviors that have been carried to the extreme. The classroom teachers handle Level 1 Offenses at their discretion. Teachers may use progressive consequences such as warnings, time-outs, temporary removal from class, and/or missing recess to handle these problems. Teachers will maintain a classroom record of offenses and consequences for each student. The Discipline Referral Form is used to notify parents of continuing problems.

Level 2 Offenses

- Academic Dishonesty
- Repeatedly late to class during the academic day
- Recurring dress code violations
- Excessive or on-going teasing/name calling
- Disrespect
- Failure to be in a supervised area
- Inappropriate language
- Skipping class
- Major disruption of teacher or instruction
- Excessive roughhousing
- Third Discipline Referral Form within the same semester

Level 2 Offenses are referred to Administration for consequences, which may include parent conferences, detention, in-school suspension, and/or suspension, depending upon the nature and severity of the offense.

Level 3 Offenses

- Academic Dishonesty
- Fighting/Physical aggression/Confrontation
- Intimidation/Threat/Harassment
- Gross Disrespect
- Insubordination
- Inappropriate Internet use
- Defacing or damaging property
- Theft
- Third Level 2 Offense

Level 3 Offenses are referred to Administration for consequences, which may include possible suspension of the student. The number of days depends upon the nature and severity of the offense. Severe or continued Level 3 Offenses may also result in conditional status or expulsion at the discretion of the Administration.

The following is an explanation of inappropriate Level 2 and Level 3 behaviors:

Academic Dishonesty: Students are expected to submit one's own work. Students should not violate NACS' Code of Conduct and shall avoid situations that would compromise academic integrity. Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the school community. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other type of academic dishonesty, including production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as appropriate for the incident.

Recurring Dress Code Violation: Students are expected to follow the established guidelines at all times and respond immediately to needed corrections. Continued problems and refusal to immediately correct the problem will result in referral to Administration for appropriate action, including removal from class until the violation is corrected.

Excessive or On-going Teasing/Name Calling: Students are expected to treat each other with respect. A pattern of negative actions or comments made to, or about, other students will not be tolerated.

Disrespect: Students are expected to respect the authority of all teachers, staff, and administrators. Parents, volunteers, visitors, or guests of NACS shall be afforded the same respect.

Failure to be in a supervised area: Students must be properly supervised during the school day. Students must be supervised by an adult after dismissal. Students not in an after-school activity must attend the After Care program.

Inappropriate Language: The use of profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

Skipping Class: Students must properly report for all classes and may not be absent from a class without specific and written approval.

Major Disruption: Students are expected to not disrupt the teacher or instruction in the classroom. Such actions take away from the learning opportunities of other students and will not be tolerated.

Excessive Roughhousing: Students are expected to follow fair rules of play and contact with each other. Roughhousing could result in injury and should be controlled.

Fighting/Physical Aggression/Confrontation: Fighting or striking another student is not an acceptable means of settling disputes. Physical aggression towards another student and the aggressive confrontation of a student are also included under this offense, even if there is not physical contact.

Intimidation/Threat/Harassment: A pattern of actions or statements directed at an individual or group that are intended to ridicule, put down, demean the individual or group, and/or actions that put an individual in fear or bodily harm will not be tolerated. Threats also include actions taken by a student towards the school buildings or facilities.

Inappropriate Internet use: Students may use school computers only for legitimate academic purposes. Students are prohibited from accessing or down loading information inappropriate or disruptive to the school setting. Internet use at any location that results in disruption to the school setting will not be tolerated.

Defacing Property: Students must respect the NACS campus and the property of others. Any student who defaces or destroys the property of others will be held financially responsible for reparations in addition to the established consequences.

Theft: Students must respect the property of others and not to take anything that does not belong to them.

IMMEDIATE EXPULSION

Naples Adventist Christian School does not tolerate behaviors that cause harm to students and/or those around them. A student who exhibits the behaviors listed below must be removed from the school grounds immediately by their parents. An immediate recommendation may be made to the NACS board that the student be expelled at once. The student will not be allowed onto the school grounds until the NACS board has met with the student and their parents/guardians.

- Possession or use of alcohol
- Possession or use of illegal drugs and/or illegal drug paraphernalia
- Possession or use of tobacco products
- Possession or use of weapon(s) or fireworks
- Sale and/or solicitation of controlled substances or
- Illegal drugs
- Sexual assault
- Abuse of prescription or over-the-counter drugs by any student.

TECHNOLOGY POLICY

NACS is proud to give computer access to its students. However, computer access at NACS is a privilege, and its purpose is for education and academics.

- Due to inappropriate material and malicious software (such as viruses and spy ware) Internet use will be limited to authorized websites only.
- For the safety of our students, they are not allowed to use any chat software or website, or any instant messaging service, software or website at any time.
- Since the Internet is an ungoverned entity, no student will be allowed to give out personal information about themselves, peers or faculty and staff.
- Students are not permitted to use computers without supervision.
- No software of any kind (downloaded or brought by any media storage type) is to be installed in any computer without permission from NACS faculty.
- Computer users must respect the privacy of others. Accessing, copying, deleting or modifying someone else's folders or files will not be tolerated.
- Any attempt to access restricted areas of the school's network is prohibited.
- Any inappropriate material accessed, downloaded or brought through any media type will not be tolerated.
- Damaged or infected media (such as diskettes, CDs, portable storage drives, etc.) are not to be used at NACS.
- Students are not to move, disassemble, disconnect, or attempt to repair any hardware, unless instructed by faculty.
- Students are to respect and treat with care all technology property.

Violations to this policy will result in immediate disciplinary action and/or partial or complete suspension of computer privileges. Each student and parent must sign the Internet Consent & Waiver form acknowledging these conditions as part of the registration process.

DRESS CODE

Dress should be modest and void of a sloppy or careless appearance. The Administration reserves the right to interpret these dress guidelines.

Shirts	Shirts with the NACS logo are required. <i>Only</i> red, gold, or white.
Pants	Docker style pants. NO EXTERNAL POCKETS. <i>Only</i> black, khaki or navy blue. Capri-style pants are permitted. Pants are to be worn above the hips with modest fitting.
Shorts	NO EXTERNAL POCKETS. <i>Only</i> black, khaki or navy blue. Acceptable lengths are mid-thigh to just below the knee. No lengths extending to the mid-calf.
Belts	Students in grades 1-8 will be required to wear belts when there are belt loops on the shorts or pants. <i>Only</i> brown, navy blue or black. Belts are not mandatory for those in Pre-K and Kindergarten.
Skirts & Skorts	Khaki or navy blue. Modest fitting. Acceptable lengths are mid-thigh or longer.
Shoes	Closed shoes only with non-marking soles (shoes that will not leave black marks on floors).
Make-up	Natural, unobtrusive is acceptable.
Jewelry	Jewelry is not to be worn.
Hair	Boys' hair should be clean, well managed, natural color, non-distracting and off the collar and ear. The hair should not touch the eyebrow(s) in normal wear position, with no tails or ponytails. Girls' hair should be clean, well-managed, natural color, non-distracting and not an extreme cut.

Sun glasses, head coverings, hats, caps and coats are not allowed to be worn in the building.

STUDENT HEALTH & SAFETY

PRESCRIPTIONS

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. At times, a physician will instruct a parent to use an "over-the-counter" medication or a parent will know the symptoms and realize that an "over-the-counter" medication will help their child's illness. The following medication procedure will allow school personnel to administer non-prescription and prescription medication:

- A Medication Authorization form, stating the child's name, medication, dosage, time to be administered, and parent signature, must be completed for all prescription and non-prescription medications (including cough drops and lozenges).
- The medication must come to school in the prescription bottle or manufacturer's package, including a dosage instrument.
- Medication must be carried directly to the teacher. Medication may not be kept in the student's lunch box, or on his/her person, including cough drops and lozenges. This is a violation of Florida law.
- Medication records become a part of the student's cumulative records.
- Parents of students with known medical conditions need to provide the school office with proper medication (i.e. asthma inhalers).

INSURANCE

Naples Adventist Christian School carries accident insurance on each child enrolled. The cost of this insurance is included in the registration fee. The school is responsible for only the amount covered by this accident insurance. Parents are urged to carry additional insurance to supplement the amount covered by the school.

D.C.F. REGULATION

The State of Florida Department of Children and Families requires school personnel to carry on a program that will be safe for all children at all times. The staff members are required by law to report any suspected incidents of child abuse to the nearest DCF child abuse center.

FIRE DRILLS & OTHER DISASTERS

Fire drills are conducted regularly. Procedures for other disasters can be obtained from the principal.

LEAVING THE SCHOOL PROPERTY

Because of the need for student protection and the school's general liability, no student is permitted to leave the school property at any time after arriving on the school grounds and before dismissal at the end of the day without making satisfactory prior arrangements at the office and with the teachers directly involved.

SCHOOL CLOSINGS

Disasters that require the closing of school will be handled through television and radio stations. Messages concerning school closings will normally be announced early in the morning of each closing. NACS will follow the decisions for closing made by the Collier County School System. Parents will be notified if NACS re-opens before Collier County Schools.

If Collier County Public Schools dismisses early or closes because of threatening weather, NCAS will also close.

We will make every attempt to update our website, www.naplesacs.org with current information. We will also make every attempt to send emails or phone calls to parents and/or guardians.

STUDENT DIET

Great care should be taken to provide students with proper nutrition. The diet affects how well a student learns. Parents are encouraged to send lunches of a wholesome nature. The Seventh-day Adventist Church recommends a healthful vegetarian diet. However, if a vegetarian diet is not chosen by the parent/guardian, it is requested that students bring only clean meats in their school lunch as outlined in Deuteronomy 14 and Leviticus 11. Chicken, turkey, or beef are permitted; pork products such as pepperoni, ham etc. or shrimp are not.

A refrigerator is provided to keep drinks and lunches cool.

Parents are requested not to send caffeinated drinks.

STUDENT ILLNESS

Colds are the most contagious during the first 48 hours. A child who has a fever should remain at home until "fever free" for a minimum of 24 hours. A child who has started antibiotics needs to be on the medication for 48 hours before considered non-contagious and able to return to school. Often when a child awakens with vague complaints (the way colds and flu begin), it is wise to observe your child for an hour or two before deciding whether or not to bring to school. Your child should be able to participate in all school activities on return to school. Keeping a sick child at home will help minimize the spread of infections and viruses in the classroom.

GENERAL INFORMATION

SCHOOL HOURS

School hours are as follows:

Monday – Thursday 8:30 a.m. – 3:30 p.m.

Friday 8:30 a.m. – 2:30 p.m.

BEFORE SCHOOL CARE

NACS does not currently provide Before School Care. Children must be properly supervised on school property at all times. Therefore, children are requested not to arrive earlier than 8:00 a.m. Prior to 8:00 a.m. students are not allowed to enter the building and must stay with their parents/guardians until the doors are opened. Students are to go directly to the breakout room upon arriving at school from 8:00 a.m. – 8:20 a.m. Arriving after 8:20 a.m., the student should go directly to their classroom.

AFTER SCHOOL CARE

Parents are required to pick up their children at dismissal time or enroll them in the after school care program. The program provides supervision for children who cannot be picked up when classes are dismissed. Aftercare begins at 3:30 p.m. Monday through Thursday and at 2:30 p.m. on Friday. Consult the Tuition schematic for current charges.

DISMISSAL PROCEDURES

Any student not picked up by the end of the dismissal period is required to go to the After School Care program and will be charged for it. Students will not be permitted to remain in any area of the school unsupervised.

ACCESS TO NACS

All outside doors are locked when students are in building except for the front door from 8 a.m. – 8:45 a.m. The principal monitors those entering building during this time. The front door is open from 3:30 p.m. – 3:45 p.m. The principal and/or a teacher monitor the door and insure that students are picked up by correct adult(s). Only adults may open a door to admit anyone. No student is to open door for anyone, not even their parent(s)/guardian.

ASSEMBLY

Assembly programs are conducted weekly for all students, teachers, and aides. Teachers, students, and special guests lead in the programs. The purpose of assembly is to unite our school family as we share in academic, spiritual and social activities. Parents are welcome to attend.

HOLIDAYS

The school is closed for the following holidays: Labor Day, Thanksgiving, Christmas, New Year's, Martin Luther King Jr. Day, and Presidents' Day. For more information, refer to the annual school calendar provided upon registration.

LOST AND FOUND

The school will hold lost and found items for a two week length of time. However, after time and effort is made to identify the owner, the items will be given to a local Thrift Store.

PERSONAL PROPERTY

The school is not responsible for money or other valuables kept by the student at school.

CLASS PARTIES/BIRTHDAYS

Parties may be scheduled in consultation with the teacher.

NEW VERBIAGE:

Class parties or birthday parties are a part of a student's school life.

1. Please schedule the date and time with the teacher at least one school day in advance of the event.
2. You or another family member/friend must be present to set up and clean up your food and/or drink that you are providing.
3. You must provide a list of the food and/or drink ingredients to the class room teacher prior to serving any food and/or drink.
4. Only commercially prepared food and/or drink products may be provided. No homemade food and/or drinks may be provided to students.