

**Naples Adventist Christian
School
2022-2023**

Student/Family Handbook

www.naplesacs.org

2629 Horseshoe Drive
Naples, FL 34104
239-261-6227

Exceeding Expectations



This agenda belongs to:

NAME _____

ADDRESS _____

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PHONE _____

STUDENT NO. _____



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Naples Adventist Christian School



This handbook outlines Naples Adventist Christian School's 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.

Naples Adventist Christian School, founded in 1970, is a private Christian based, nonprofit Pre-kindergarten through eighth grade school with plans to expand to high school. It is sponsored and supported by the Florida Conference of Seventh-day Adventists as well as the Naples Seventh-day Adventist church. NACS, as we are affectionately known, supports the beliefs, standards, and ideals of its church. Its educational program is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools as well as the North American Division Commission on Accreditation Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, National Council for Private School Accreditation, and The Commission on International and Trans- Regional Accreditation.

The school board is elected from the Naples Seventh-day Adventist church which supervises its operations.

The current board of members include:

-  Mary Ann Rule (Chair)
-  Laura Carlisle (Treasurer)
-  Art Preuss (Senior Pastor)
-  Loi Green (Principal)

-  Mary Chaffee
-  Linda Steinbacher
-  Susan Martin
-  Ben Eustache
-  Murray Cooper (Conference Representative)

Principal's Message

Great is the Lord and greatly to be praised! I am so excited for this journey the Lord has placed me on. He has been clearly directing my path and it is amazingly wonderful to see where he has led me. It is a pleasure and an honor to serve in the Master's vineyard as Naples Adventist Christian School's principal.

My name is Loi Green, and I have spent the last 30 years living and working in Georgia. I worked in public school for 18 years and 12 years in our Adventist school system. Making the decision to serve in our school was one of the best decisions I have ever made.

I am a Jamaican by birth but raised in New York. I received my bachelor's degree at Oakwood University and my master's degrees at Central Michigan University. I have two beautiful children who are now grown and on their own. My oldest is a Physician at Mass General in Boston and my youngest does computer networking in Atlanta, Georgia.

My passion is bragging about my Lord and Savior, walking, and cycling in the great outdoors.

Ms. Loi Alexandra Green



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Our Mission



*“...and all thy children shall be taught of the Lord.
And great shall be the peace of thy children.”*

Isaiah 54:13

The Mission of Naples Adventist Christian School (“NACS”) is to create a Christ-centered atmosphere where students are pushed without falling; stretched without breaking and loved without condition. NACS... academically strong and spiritually sound.

The vision of NACS is to provide an environment where students, teachers and parents strive to be successful citizens of this earth and the earth to come.

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

“But as for you, be strong and do not give up, for your work will be rewarded.”

2 Chronicles 15:7

- To lead the student to the knowledge of God and recognition of the need to accept Jesus Christ as their personal Savior.
- To acquaint 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 students understand and practice the principles of healthful living and recognize that physical fitness is the foundation for any achievement in life.
- To place high regard on the worth and value of everyone 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.



Admissions Policy

“But Jesus said, ‘Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.’”

Matthew 19:14

Non-Discrimination Policy

NACS 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 all student students that qualify based on our enrollment guidelines.

Constituency Policy

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

Pre-Admission Checklist

- Completed Application Form**
- Current Immunization Record (Form 3231)**
- Current Health Record (Form 3300)**
- Copy of Birth Certificate**
- Current Report Card**
- Disciplinary Records**
- Completed Entrance Test**
- Recommendation Form**

Admissions Procedure

New and returning students are required to complete all documents as required by the application process to re-enroll.

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.

The Admissions committee reviews each student application. The admissions Committee reviews records from previous schools, tests, interviews, recommendations, and other pertinent data.

Entrance Testing

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

Withdrawals

Withdrawal of 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. There are no refunds for families who withdraw students after six weeks of being in school.

Entrance Age

It is required that children entering kindergarten must be five years old before September 1st. First graders must be six on or before September 1st and PreK must be 4 years of age before September 1st.

Special Education

Naples Adventist Christian School is not equipped or staffed to offer special education for students who have severe physical, scholastic, or behavioral needs. If entrance test shows that student is two years below grade level, this will serve as a red flag for NACS administration. The prospective student may not be enrolled under these conditions.

Finances



“Therefore, do not be anxious, saying, ‘What shall we eat?’ or ‘What shall we drink?’ or ‘What shall we wear?’ For the Gentiles seek after all these things, and your heavenly Father knows that you need them all. But seek first the kingdom of God and his righteousness, and all these things will be added to you.”

Matthew 6:31-33

NACS endeavors to keep the cost of Christian education as low as possible so that all may attend. The following statements outline the 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 the child(ren)’s seat in the classroom.

Registration Fee

A registration fee is charged each year for all students. It includes the cost of student insurance, textbooks,

library fees, testing and administrative expenses.

Contracted Status

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

Tuition

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

Scholarships

Step Up For Students (“SUFS”) is a Florida tax credit program offered to private schools. This scholarship is for mid to low-income families, bullied students, and students with special needs. For more information or to find out if your family qualifies contact the school’s Treasurer or directly on the SUFS website:

<https://www.stepupforstudents.org/>. Scholarships may also be available from the student’s church congregation. A request must be made by the family to the local church.

Tuition Refund

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

Textbooks

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

Account Statements and Payments

Account statements are mailed to families monthly with payment in full expected by the end of that month. Payments can be made by cash, check or credit card. If

a receipt is required, payment can be made in the school office. Payments can be placed in envelopes provided at the locked payment box located outside of the school office. Please write the family name on any payment envelope deposited in the payment box. Credit card payments can be accepted in the office or by calling the Treasurer.

Returned Checks

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

Overdue Accounts

Overdue accounts in this document are referred to those families that use our after-school program.

- The first offense an overdue notice is attached to the family's monthly statement requesting immediate payment. A second notice to the parent will state that their child(ren) will no longer be permitted in
- the After School Care program until payment arrangements have been made with the Treasurer or payment is made in full.



Attendance, Arrival & Dismissal

"The Lord is not slow to fulfill his promise as some count slowness, but is patient toward you, not wishing that any should perish, but that all should reach repentance."

2 Peter 3:9

School Hours

8:30 a.m. to 3:30 P.M. Monday thru Thursday

8:30 a.m. to 2:30 P.M. Fridays

For children to benefit from their education at NACS, it is imperative that each student is at school and on time each day. On time is defined as the student being in the class by 8:30 A.M. The state of Florida mandates that each child between the ages of six and sixteen enroll in a private school, public school, or home school. **A student with more than 15 or more unexcused absences during a three-month period is considered truant and is subject to being reported to the state for further actions.**

At NACS the protocol is as follows:

Arrival Procedures & Tardiness

- 🕒 Students are not to be brought to school before 8:00 a.m. There is a fee of \$25 if anyone is dropped prior to 8:00.
- 🕒 Students are considered tardy arriving after 8:30 A.M.
- 🕒 Students are to go directly to the kindergarten room where supervision is provided.
- 🕒 Students who lag or waste time in the restroom so that they are more than five minutes late for class will be marked as tardy.
- 🕒 Students with more than three tardies in a semester will not be considered for perfect attendance.

Absences & Truancy

- 🕒 Excused tardiness and absences are those that are out of the parents' control such as: sickness, death in the family, road closing, inclement weather, power outage, etc.
- 🕒 A written note from the parent explaining the absence is required within one school day.
- 🕒 Students will be given one school day for each day missed to make up assignments.
- 🕒 Military visitations prior to deployment shall be considered an excused absence.

- ⌚ Students with more than 15 unexcused absences within a three-month period may be reported to the state for truancy.
- ⌚ Students out on short term suspension may be allowed to make up missed assignments or test within one week after they return to school.
- ⌚ NACS will notify the parent/ guardian when student has excessive unexcused absences.
- ⌚ After two reasonable attempts to notify the parent/guardian of excessive unexcused absences without response, the school will send a notice to parent/ guardian by certified mail. The letter will include a copy of Florida’s Compulsory Attendance Law. (Section 1003.21)
- ⌚ It is the teachers’ discretion as to whether the student’s work will be made up in the event of an unexcused absence.
- ⌚ For a student to be considered present, the student must be at school for at least half of the day. At NACS that is from 8:30-12:30.
- ⌚ Students may not leave the school campus during the school day. Punishment will range from verbal reprimand to suspension for first time offenders. Punishment for repeat offenders may lead to expulsion.



Dismissal Procedures

- ⌚ At 3:30 P.M., any student who has not been picked up will be enrolled in After-School Care and the drop-in charge will apply.
- ⌚ You will be provided a sign with your child’s name on it to be placed on the dashboard. Please

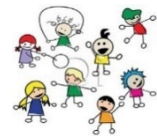
use them each day to help the car line flow smoothly.

- ⌚ Drivers must pay close attention to children moving about waiting cars.

Before & After School Care

Currently NACS is not able to provide a before school program. Families requiring this service can see the principal for possible arrangements.

For the convenience of our working parents, NACS does offer an Aftercare Program. Students not picked up by 3:30 will be automatically enrolled into Aftercare. Aftercare begins at 3:30 and ends at 5:30 Monday-Thursday and 2:30-4:30 on Fridays. Please see fee schedule in the office for the cost. If a family’s choose to use our Aftercare service, we do ask the director’s personal time is respected by picking up your child on time.



After School Care

8:30-5:30 p.m. Mon.-Thurs.

2:45-4:30 p.m. Fridays

12:45 -3:30 P.M. early dismissal days
(Except prior to a major holiday)



Parental Support

“For the grace of God that brings salvation has appeared to all men It teaches us to say ‘no’ to ungodliness and worldly passions, and to live self controlled, upright and godly lives.” Titus 2: 11-12

Parents play a vital role in the educational process at NACS. Parents visiting the campus or school events are asked to set an example for students in their conduct, speech, dress, and to refrain from smoking. Parents are encouraged to assist in various volunteer areas that will benefit both students and teachers such as:

- ❖ Room Parents
- ❖ Monitors
- ❖ Classroom Aids
- ❖ Tutors
- ❖ Home and School Leader
- ❖ Special Event Outings
- ❖ Lunchtime Helpers
- ❖ Athletic Helpers

The parent and teacher must work together as a team, applauding the child's success and strengthening his/her weakness. Parents can show support in the following ways:

- ❖ Uphold the standards of the school as set forth in this student handbook.
- ❖ Be sure that your child leaves the house in complete uniform.
- ❖ Develop a working relationship with the teacher.
- ❖ Speak in a positive manner regarding school events, staff members, etc. (Questions or concerns should be brought to the attention of the teacher/principal/Board Buddy in private.)
- ❖ Respect the teacher's teaching time. Make appointments for conferences. Please, no calls after 9:00 P.M.
- ❖ No classroom observations without permission from the principal.

- ❖ All parents/visitors must sign in at the office.
- ❖ Support Home and School Events.
- ❖ Help your child plan by making sure assignments turned in on time.
- ❖ Replenish student's school supplies when needed.
- ❖ Have monies for special fundraisers turned in by due the date.
- ❖ Read the Newsletters and classroom letters that are sent home from your child's teacher and principal.
- ❖ PLEASE VOLUNTEER! We love having active and involved parents.
- ❖ Pray for our students and staff daily!

Home and School Association

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

The organization will enhance the relationships between the home parents and the teachers by:

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

- Developing and carry out fund raising events for the school.

Parent/Teacher Conferences

Parent/teacher conferences are held periodically throughout the year. Parents are required to attend these meetings. Parents wishing to set up a conference outside of regular conference times must contact the teacher and set up an appointment.

Conflict Resolution Protocol

Matthew 18:15-17

The common goal of Christian teachers and parents can be more readily achieved when a friendly open relationship exists between home and school. When a problem arises:

1. The parent should first talk, privately and confidentially with the teacher and attempt to solve the problem.
2. If the problem is not resolved, the parent should ask the principal to become involved.
3. If the problem is still not resolved, the parent may request that the school board chairperson work with the faculty to bring about a resolution.
4. If the problem still is not resolved, the school board chairperson will convene a formal meeting of either the school board's executive committee or the school board. The Conference Superintendent of Education must be informed of a potential problem.

5. If the problem is still not resolved, the parent may request the conference Superintendent of Education to assist in bringing about a resolution. At this point the decision by the Superintendent will be considered final.
6. Parents who are confrontational toward faculty or staff members may be asked not to returned to NACS if behavior continues.

Donations

Naples Adventist Christian School is a self-supporting non-profit organization. You can support NACS in various forms including cash donations, donating classroom supplies, yearbook sponsorship and volunteering your time and expertise. All donations that qualify for tax purposes will be receipted with a tax donation letter. You can contact your child's teacher, principal or Home and School leader for more details on how you can make a difference.



Health & Safety

“Fear not, for I am with you; be not dismayed, for I am your God; I will strengthen you, I will help you, I will uphold you with my righteous right hand.”

Isaiah 41:10

Inclement Weather

In the event of inclement weather, parents will be notified via email or FACTS SIS texting. NACS will follow the decisions for closing made by the Collier County Schools System. Parents will be notified if there are changes not in accordance with Collier County Schools. Please use good judgement regarding travel conditions in your own neighborhoods. If in doubt, stay at home!

Disasters

In the event of a school emergency, parents will be notified via FACS SIS texting and email if possible. In the event of a disaster, stay calm and remember that staff members have planned for the safety of your child. We will do our best to protect your child and notify you of any emergency as soon as possible. In case of emergency evacuations because of a school shooting or such disasters, NACS will arrange for students to be picked up at a predetermined area.

Medical Emergencies

In the case of injury or medical emergency of a child, the staff will administer first aid and parents will be called immediately. In a rare incident of severe injury, 911 will be called and the child will be taken to the nearest medical facility. All faculty and *staff are trained in CPR, AED, and first aid.*

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 completed for all prescription and non-prescription medications (including cough drops and lozenges).
- The medication must come to school in

the prescription bottle manufacturer, package, including a dosage instrument.

- Medications must be carried directly to the teacher. Medication may not be kept in the students’ locker, lunchbox, 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).

D.C.F Regulation

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

Safety Drills

Fire, Tornado, and Intruder Drills are performed regularly to ensure that all students are informed and well-rehearsed in what is expected in case of emergency. Students are to conduct themselves in an orderly manner during all safety drills.

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 day without making satisfactory prior arrangement at the office and with the teachers directly involved.

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

started antibiotics needs to be on the medication for 48 hours before considered non-contagious and able 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 him/her 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.



Dress Code & Uniform Policy

”Don’t you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So, you must honor God with your body.”

NACS has adopted a standard uniform which provides a selection of colors and styles for the students to choose from. Parents are asked to be sure that their child’s dress follows the school’s approved uniforms. Failure to comply with the dress code will result in the following disciplinary action:

- Infraction notice posted in FACTS.
- If student receives three infractions for breaking the uniform policy, student will not be allowed back to class until parent or guardian brings the appropriate attire.
- Student will be considered absent until he or she is properly dressed.

Attire

To support our philosophy of simplicity, modesty, health and safety, the following guidelines are provided:

Pants

- Khaki or navy-blue uniform pants
- Shorts must go to the knees

Shirts

- Red, navy, or light blue polo shirts with school logo.
- Students may wear white undershirts under their shirts or a shirt that matches outer shirt exactly, during the colder months.
- No other layered shirts allowed
- Shirt tails should always be tucked in.

Skorts or Skirts (Girls)

- Should be **knee length** or touch the floor while kneeling.

Shoes

- Solid black, uniform blue or brown (scuff free if possible).
- Sneakers may be worn during the school day, but they **should be solid white or black.**
- No knee-high sneakers allowed.
- No flip flops or open toe shoes.
- Girl’s shoe heels should not exceed one inch in height.
- Sneakers should be worn during PE as part of the PE uniform.

Belts

- Leather black or brown **belts are to be worn for students in grades 3-8.**
- If pants have loops there should be a belt (this applies to girls and boys).

Socks

- Only white, blue, or tan socks may be worn at school.
- Girls may wear navy blue or black full tights (no Capri tights)

PE Uniform

- PE days are selected each year.
- Each student is to be in proper PE uniform on PE days.

Field Trip Uniform

Red polo shirts and blue uniform bottoms with uniform shoes. Jeans may be worn depending on destination.

Non-Uniform Days

When a non-uniform day is declared, general guidelines will be in effect. Students should note that all garments are to be modest and fit comfortably.

- Jeans, slacks or walking shorts may be worn.
- No skinny jeans or skin-tight jeans should be worn unless worn with a shirt that is long enough to cover the mid-thigh.
- Dress or skirt length should be to the knee.
- Shirts and blouses should have appropriate neckline, sleeves, and cover the midriff.
- Tee shirts should not portray names or pictures that are suggestive, depict rock groups or any other topic which seems inappropriate for a Christian to wear.
- Sandals may be worn.

The last Friday of each week is “**Non-Uniform Dollar Day.**” Student must pay \$1.00 to take part in non-uniform day. Funds go to the classroom,

Accessories

- Jewelry is not to be worn. This includes identification bracelets, friendship bracelets, necklaces, earrings, rings, chokers, etc. Medical bracelets and medical necklaces are permitted.

- Hats and other head gear are not to be worn in the building.
- Girls may not wear head-tie or scarves on their head.

Please Keep in Mind

- Make-up and nail-polish should be inconspicuous and natural in appearance.
- All garments must be an appropriate fit and size.
- Hair should be clean and convey a well-groomed appearance. Styles for boys and young men should be worn above the collar and all students should avoid extreme hairstyles. The coloring of the hair is okay if the hair color is a natural hair color.
- Students should be dressed appropriately for the weather conditions.
- It is suggested that students’ names be written on the inside of their shirts, skirts and pants.
- There is **absolutely** no sagging of uniform clothing.
- No tattoos of any kind. This includes temporary tattoos.



Behavioral Management Plan

“Train up a child in the way he should go; even when he is old, he will not depart from it.”

Proverbs 22:6

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, 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 the halls
- Dress code violation
- Not following teacher’s directions
- Not following classroom procedure
- Minor disruption of teacher or instruction
- Not following arrival or dismissal procedures
- Name calling/teasing
- Excessive talking
- Not following school procedures

Level 1 Offenses 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 warning, time-outs, temporary removal from class, and/or missing recess to handle these problems.

Teachers will maintain a classroom recorded of offenses and consequences for each student. The Discipline Referral form or FACTS is used to notify parents of continuing problems.

Level 2 Offenses

- Academic Dishonesty
- Recurring dress code violations
- Excessive or on-going teasing/name calling/bullying
- Disrespect
- Failure to be in a supervised area
- Inappropriate language
- Skipping class
- Major/continual class disruption
- Excessive rough housing
- Third Discipline Referral Form within the same semester.

Level 2 Offenses are referred to Administration for action which may include parent conferences, detention, in-house suspension and/or suspension.

Student behavior contract may be started depending upon the nature and severity of the offense.

- Cyber bullying
- Fighting/physical aggression/Confrontation
- Intimidation/Threat Harassment
- Effacing or damaging property
- Theft

Third Level Offenses

Level 3 Offenses are referred to Administration 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. Student behavior contract will be implemented.



Academic Policies

“Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.”

2 Timothy 2:15

Curriculum & Assessment

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 their Creator. The textbooks and course material used throughout the school follow 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, art, 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. Teachers assess student’s learning and development to monitor growth and report to families and administration as to how the students are progressing. Teachers use these on-going assessments to determine the level of each student.

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.

Homework Policy

Homework is served as practice for academic skills learned in the classroom. Each child is expected to complete their homework when given. Here are suggested time limits for students. Times will vary depending on student.

K - Grade 1	10-15 minutes/night
Grades 2-3	15-30 minutes/night
Grades 4-5	30-45 minutes/night
Grades 6-8	45-75 minutes/night

Grade Reports

The school year is divided into four nine-week periods. At the end of each period, a report card indicating the progress of the student may be sent home with the student, mailed to the parent, or may be given at a 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 Scale

Different age grouping uses the following scales:

Kindergarten -2nd

I	Independent (Masters Most Content and Skills)
P	Progressing
N	Not Yet

Grades 3-8

A+	97.5
A	93.5
A-	89.5
B+	86.5

B	83.5
B-	79.5
C+	76.5
C	73.5
C-	69.5
D+	63.5
D-	59.5
F	0

Award Day

Students in grades 3-8 will be recognized for academic achievement at the end of each semester. The criteria are as follows:

- ❖ Principal’s Scholar- All A’s and satisfactory conduct grades
- ❖ Honor Roll-A’s and B’s and satisfactory conduct grades
- ❖ Academic Recognition- A’s and B’s conduct grades are not included

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 so will result in a ‘F’ grade. An “F” may be received for excessive absences.

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 a “C” they may be required to:

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

Acceleration and Promotion

There are a few instances when a child benefit 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 students additional subjects using programmed teaching devices. Testing is available for Special Education with recommendations.

Standardized Test

NACS takes the MAP test three times a year. All students should be on time during these testing sessions. The test is used to identify the student’s strength and weakness. These results are used to track students’ growth as they progress through school. Students are asked to get a good night sleep and eat a healthy breakfast during this time. The WRAP test is a test that measures the student’s growth in writing. It is given once a year to students in grades 4, 6 and 8.

Graduation

Students in the eighth 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 satisfactory complete course work necessary to remove such a grade 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 and Christmas programs. Students are strongly encouraged to attend.

Digital Learning Days

Due to COVID-19 in 2020, changes were implemented to educate our students while at home. NACS refers to these days as Online Learning or Digital Days. Below are guidelines that must be followed during Digital Learning Days:

- ✚ During lesson sessions all videos must be turned on.
- ✚ Students may not scribble on the screen.
- ✚ Students must be dressed in uniform top during class sessions.
- ✚ Computers must always remain stationary.
- ✚ Each child must have a designated place in the home to work.
- ✚ We are in your homes during Digital Days. Be careful what you are showing us.
- ✚ Absolutely no pajamas during class sessions.
- ✚ Students may not be in the bed during class sessions.
- ✚ All mics should be muted unless instructed by teacher to turn them on.
- ✚ Each student must be on time for learning sessions.
- ✚ Attendance will be taken each day.
- ✚ Work should be completed and turned in on time.

- ✚ Students are expected to behave as if they are in the classroom.
- ✚ No eating during lesson sessions.
- ✚ Each teacher will have a set of online rules that must be followed to have a positive learning experience.

General Policies

“For everything that was written in the past was written to teach us, so that through endurance and the encouragement of Scriptures we might have hope.”

Romans 15:4

Field Trips

Occasionally teachers schedule trips away from school. Parents will sign a permission slip at the beginning of each school year. Parents will then be notified of upcoming field trips. If you do not want your child to participate in a field trip, contact the teacher.



Internet Acceptable Use Policy

Failure to abide by the guidelines in this contract may result in suspension and loss of computer privileges and/or legal action. Below are the internet guidelines as outlined by Naples Adventist Christian School.



Grades K-2

To use the Computer Network and Internet, I need to understand and agree to obey the following rules. If I do not use the Internet and Network in the right way, my teacher may take away my privilege of using them.

Usage Rules

- My teachers want me to use the internet to learn more about the subjects I am studying at school. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for something in science.
- Chat rooms and email are available to me only when my teacher gives me permission or directions. I will be polite to others when writing or talking to them while on the Network.
- I will not use words or language that my teacher or parents would not want me to use.
- I will not bring CD's or DVD's from home to put in the computer. The files I create are to be saved into my personal folder. If I need to take a file home to continue my work, I will ask for a virus free flash drive to use.
- I may be given a password-a special word that only my teacher and I are to know. I may have to use the password to log onto a computer or to send email over the internet. I know that I must never tell anyone what that password is, even if my friend cannot remember his or her own password, I will never tell my password. I know that I am never to use another person's password.
- If I cannot remember my password, I will ask my teacher.

- I will not get into folders or files that do not belong to me.
- I will always use the computer materials carefully.
- I will not take food or drinks to the computer area.
- I will be careful with the keyboard, mouse, headphones, and other computer parts.
- I will not poke things into the holes on the computer or push buttons on the computer or monitor. If it seems that the computer is not working right, I will tell the teacher and not try to fix it myself.
- I will print only after I have followed the rules for printer use.



Safety Rules

- I will never give my name, my home address, any personal information about myself, my telephone number, or information about my school phone or address to anyone I write or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I do not share personal information.
- I will never send them personal information, such as a picture or my name, using an envelope and a stamp. I will never put a picture of myself on the Internet without my parent's permission.

- I understand that sometimes I may see a site on the Internet that my teachers or parents do not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. I will use my back key to take me to another site. I will not continue to look at the site with the bad picture or words, and I will not show it to others around me. I will not print it out or save it. I will quietly tell the teacher what happened.

Legal Stuff

- People I write or talk with on the Internet cannot see me, so they will not know what I look like or how old I am.
- I promise to never tell people that I am someone else. I will always check with my teacher before sending an email to someone new.
- I understand that the teacher may look at documents and log files to ensure that I am using the system responsibly.
- I agree that I cannot use the words or pictures I see on the Internet site without giving credit to the person who owns the site.
- I will not copy information from the Internet and give it to my teacher as my own work.

Grades 3-6

Usage Rules

- Time on-line is only for assignment work.
- Go only to the Websites assigned by your teacher.
- Treat people with respect-the way you would like to be treated.
- Never download programs or files. without your teacher's permission.
- Never install any programs on the computer unless you are asked to by the Principal.
- I will only use e-mail services provided by the school.
- Never bring devices from home and put them on the school computers.
- Never open any email from someone you do not know.
- Never print anything until you have followed the Printer Use Rules.
- Never share your password with anyone.

Safety Rules

- Never give out personal information such as:
 - Your name
 - Your address
 - Your phone number
 - The name or address of your school
- Never give out personal information about someone else.
- Always tell your teacher if you come across information or messages that are dangerous,

mean, embarrassing or that make you feel uncomfortable. Use the back key to leave the site, then tell the teacher.

- Do not put a picture of yourself on the Internet without your parent's permission.
- Never meet people in person that you have contacted on the Internet, without your parents' permission.
- Never email someone for the first time without your teacher's permission.

Legal Stuff

- Teachers and staff may review documents and log files to ensure that you are using the system responsibly.
- You will not copy information from the Internet or local network and give it to your teacher as your own work. You cannot use the words or pictures from an Internet site without giving credit to the person who owns the site.
- You are not to open other students' folders or files.
- Chat rooms are off limits unless the teacher has entered with you or provided a monitored site.
- Never look at, send, or try to find any pictures or words that you would not want your parents or the teachers to see.

Grades 7-8

Access

- Access is a privilege, not a right. Access carries many responsibilities.
- Teachers have the right and the duty to schedule or monitor and restrict both the amount of time on-line and the sites visited.
- Your right to free speech is affected by our interpretation of the Internet as a limited forum, like a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons. Students may use only the email services provided by the school.
- You should expect no privacy of the contents of your personal files on the school system or the Internet. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, school rules or the law. An individual search may be conducted if there is reasonable suspicion.
- Your parents have the right at any time to see the content of your email or school files.
- The school will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted and through the system.
- When you are using the system, you may feel that you can easily break a rule and not get caught. This is not true, electronic footprints are imprinted on the system whenever an action is performed. You are likely to be caught if you break rules.

Personal Use

- You may not use the system for commercial purposes, to offer, provide, or purchase products or services.
- You will not agree to meet with someone you have met on-line, without approval of your parents. Any request for contact of this nature, or any message you feel is inappropriate or that makes you feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system, or go beyond your authorized access, by entering another person's username, password, or account number, or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses, or by any other means.
- You will not use the system to engage in any other illegal act, such as arranging of a drug purchase or sale, engaging in gang activity, threatening the safety of a person, etc. You will not share games or other copyrighted program.

System Security

- You are responsible for your individual account and should take all reasonable

precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.

- You will never knowingly circumvent or try to circumvent the security measure on these systems or on any computer at any remote site.
- You will immediately notify a teacher or system administrator if you have identified a security problem.
- Do not look for security problem; this may appear to be an attempt gain illegal access.
- You will avoid the inadvertent spread of computer viruses by following the system virus protection procedures.
- You will not open email attachments files from unknown or anonymous individuals.

Inappropriate Language

- On all uses of the Internet, whether in application to public or private message or material posted on web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption, or engage in person attacks, including prejudicial or discriminatory attacks.
- You will not harass another person by a persistent action that distress or annoys that

person. You must stop any action perceived to be annoying when asked to do so.

- You will not open email attachment files from unknown or anonymous sender.

Respect and Privacy

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about yourself or another person.
- You will not falsify your identity or the identity of another person.
- You will not change any file that is not your own.

Respecting Resource Limits

- You will use the system only for educational activities as directed by your teachers.
- You will not download files or programs without following the school procedures.
- You will not post chain letters or engage in spamming (meaning, sending annoying or unnecessary messages to many people.)
- You will check your email frequently, delete unwanted messages promptly, and stay within your email quota.
- You will not subscribe to any mail list, services or enter chat rooms without the knowledge and written permission or documentation from your teacher or system administrator.

- You will not waste resources. You will print conservatively, saving paper and ink. You will work efficiently so your time on the resource is productive.

Plagiarism and Copyright Infringement

- You will not plagiarize words that you find on the Internet. Plagiarism means taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce anything that is protected by copyright including music, movies, or text. If a work contains language that specifies appropriate use of that work, you should follow the express requirements. If you are unsure whether you can use a work, you should request permission from the copyright owner. Questions regarding copyright law should be directed to your teacher.

Inappropriate Access to Material

- You will not use the system to access material that is profane or obscene (pornography) or that advocates illegal acts, violence, or discrimination toward others (hate literature).
- If you mistakenly access inappropriate information, you will immediately tell your teacher or other person designated by the school. This will protect you against a claim of intentional violation of this policy.

- Your parents should instruct you of additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

Open Door Policy

NACS welcomes all parents/visitors.

Please note that all parents/visitors are to sign in at the office and receive a visitor's pass. NACS encourages

parents to visit the classroom during school hours for observations. We do ask that you inform the principal 24 hours in advance before your visit. Visitation is limited to 20 minutes unless volunteering. Parents are reminded that all conferences are to be scheduled during non-school hours not during class time. If a child is needed for early dismissal the school secretary will call your child to the office. Under no circumstances should a parent take someone else's child from class unless the office has been notified via written or verbal permission from the child's parent to do so. **Absolutely no parents should be in the halls without a visitor's pass.**

Personal Property at School

We insist that children do not bring extra money, cell phones, gaming devices, toys, expensive items, trading cards, collectibles, or other such objects to school unless given permission by their teacher. Items brought from home should be clearly marked so they can be easily identified. Items may be confiscated and returned at teacher's discretion. NACS is not responsible for any lost or stolen items. Items of significant value should not be brought to school. NACS does reserve the right to randomly search book bags when deemed necessary.



Phone Calls



The school phone is for business purposes only. Students are to use the phone only in case of emergency with permission from the teacher. The secretary will notify students of any messages and will call parents in case of illness. Students are to use teacher phone in the classroom unless student is ill.

Cell Phones

Students are asked to not to bring cell phones to school. If students have a cell phone for emergency purposes, they will be collected by the principal. Phones will be returned at the end of the day. Books bags may be randomly checked for cell phones.

Lunches

- Limit sugary desserts – substitute fresh fruit instead.
- No carbonated beverages.
- Vegetarian lunches are suggested.
- Refrain from pork products or seafood that does not have fins and scales.
- For safety reasons, students are asked to eat their own lunches.
- No glass containers
- No coffee
- **NO sharing of food.**

Classroom Parties

Birthday parties and such should be limited to the end of the day on Fridays and during the class's lunch period. We ask that parents respect the learning time of the students. Parents may not bring in homemade foods to serve to the class. All food items should be pre-packaged with ingredients list clearly visible.

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 the accident insurance. Parents are urged to carry additional insurance to supplement the amount covered by the school.

Student Illnesses

Due to COVID-19, safety measures have been updated and implemented at NACS. It must be stated that our goal at NACS is provide the cleanest

environment possible. There is no guarantee that a child will not get sick while in school. NACS is not liable for a child becoming ill while in our care. Below is a list of guidelines and precautions that NACS is committed to:

- ✚ Face mask must be worn by all visitors that enter the building.
- ✚ Students must wear face mask when traveling in the hallways.
- ✚ If a child has a temperature of 100 degrees or more, the parent will be called, and he/she will be placed in isolation.

Council for Lifelong Learning
Individuals with Disabilities
Education Act (IDEA)
Fact Sheet

<p>1. What is the IDEA?</p>	<p>Since 1975, the Individuals with Disabilities Education Act, or IDEA, (formally the Education for All Handicapped Children Act) has required states to provide all children with disabilities, ages three through twenty-one, with the right to a free appropriate public education (FAPE) in the least restrictive environment (LRE.) Serving children in the “least restrictive environment (LRE.)” means that to the extent appropriate, students with disabilities are educated in the regular education setting with support and services. A FAPE is defined as special education, support programs, and related services for disabled children that are provided at no cost to the parents. The IDEA assists states in meeting these requirements by providing for the funding of each state in meeting these requirements by providing for the funding of each state based on the number of identified disabled children residing within its borders.</p>
<p>2. How are children determined to be eligible for IDEA services?</p>	<p>A referral for evaluation of a child may be made by the child, the child’s parents, a teacher, doctor, or social worker. The local school district must then evaluate the child, using multiple tools and methods, through a process that meets the IDEA’s criteria for fairness, accuracy, and completeness. Only a child who has a disability which results in the need for special education is eligible under IDEA.</p>
<p>3. How do schools know what services to provide?</p>	<p>Once a child is eligible under the IDEA, the state’s educational agency must arrange a meeting with the child’s parents, teachers(s), evaluators, and other appropriate individuals to prepare an individualize educational plan (IEP). An IEP is a written document required by the IDEA which describes all of the services a particular child will need in order to get a FAPE. Parents have the right to participate in all decisions regarding the identification, evaluation, or placement of their disabled child. Under the IDEA, the eligible children must be re-evaluated every three years and their IEPs must be reviewed annually.</p>
<p>4. Has the IDEA ever been changed?</p>	<p>In 1997, Congress amended the IDEA (June 4, 1997) to:</p> <ul style="list-style-type: none"> • Incorporate many longstanding federal court interpretations regarding proper administration of the IDEA, and • include children with disabilities in national education reform efforts. New federal regulations had to be written to implement the IDEA’s 1997 amendment. These changes went into effect July 1, 1999.
<p>5. What are the applicable statutes and rules?</p>	<p>Florida has already been doing many of the things the new federal IDEA regulations mandate. However, Florida is preparing an implementation plan to address three main areas:</p> <p>Graduation: a regular diploma graduation is considered a change of placement after which the state will no longer have to provide the student with a FAPE. However, award of a special diploma or certification of complementation does not relieve the state from its duty to continue to provide a FAPE, until the student attains the age of 22.</p> <p>Alternate assessment testing: students who are unable to participate in the state assessments must be evaluated through alternate methods to ensure that appropriate alternative education goals are met.</p> <p>Disciplinary activities: disabled students may be suspended for up to 10 days in each school year without provision of FAPE. The IDEA establishes procedures to suspend or expel disabled students whose misbehavior is determined not to be a manifestation of their disability.</p>
<p>6. What are the applicable statutes and rules?</p>	<p>Individuals with Disabilities Act Amendments of 1997, 20 U.S.C sections 1400-1485. Regulations for the Individuals with Disabilities Act, 34 C4 C.F.R. sections 300 & 303.</p> <p>Section 228.051, F.S. – Requirements for schooling of exceptional children Section 228.093, F.S.—Pupil and student records and reports Section 230.23, F.S.-- Powers and duties of school board Section 232.01, F.S. – School attendance</p>

	<p>Rules 6A-6.03011 through 6A -6.03032, and Rules 6A-6.0311, 6A-6.0341, and 6A-6.0361, F.A.C.</p>
<p>7. Where can I get additional information?</p>	<p>Florida Department of Education Division of Public Schools and Community Education Bureau of Instructional Support and Community Services (850) 488-2601</p> <p>Office of Special Education and Rehabilitative Services 400 Maryland Avenue, S.W. Washington, D.C. 20202</p> <p>The Florida House of Representatives Committee on General Education (850) 414-9780</p>

STUDENT PLEDGE

2022-2023

It is distinctly understood that every student who presents himself/herself for admission to Naples Adventist Christian School thereby pledges to observe the Christian principles upon which the school operates, whether on or off campus. If the pledge is broken, it is also understood that he/she forfeits his/her enrollment, and it is only with the forbearance of the faculty. It is also a part of the student contract that he/she will, to the best of their ability; perform all duties assigned to him/her in connection with the school. The student will sign a pledge stating compliance with the above upon entrance.

Signature of Compliances

I am fully acquainted with the regulations of Naples Adventist Christian School as outlined in the student Handbook.

I will abide by them, furthermore, I understand that failure to abide by these regulations may lead to dismissal from school.

Student Signature of Compliance

Date

I am fully acquainted with the regulations of Naples Adventist Christian School as outlined in the Student Handbook.

I will cooperate with the school and help my child abide by these regulations.

Parent/Guardian Signature of Compliance

Date



