

HEART TO HEART CHRISTIAN ACADEMY

“BUILDING A FOUNDATION OF EXCELLENCE IN CHILDREN’S LIVES”



2019-2020
FACULTY
HANDBOOK

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Welcome

Welcome to Heart to Heart Christian Academy and Childcare, Inc. Located in Jacksonville, Florida, we are a close-knit community serving children from kindergarten through high school. Heart to Heart Christian Academy and Childcare is the vision of founders Bishop Billy W. White, Sr. and Lady Juanita White. With the goal to establish a program that would assist youth in excelling academically as well as spiritually, they created a school that today exemplifies the concept “School of Excellence” and founded it upon the three principles of love, discipline, and fundamentals.

The mission of Heart to Heart Christian Academy is to glorify God by providing students a Christ-centered, Bible-based education, by influencing them for salvation, by instructing them in values for Godly living, and by providing a program of academic and extra-curricular excellence.

“Our mission is based on the opportunity to promote educational excellence, foster character development, and maximize individual strengths through academic, artistic, social, and athletic experiences. The spiritual, academic, and personal growth of all students is our priority. Our curriculum implements a variety of instructional practices and learning activities that support success. Therefore, our students are challenged to demonstrate an understanding of knowledge and skills, problem solving, and the production of relevant and meaningful work. A sense of responsibility to parents, schoolmates, our school, and our community is an expectation. As we look to the future, we will continue to treat our students, parents, teachers, staff, and other stakeholders with respect and honor in an atmosphere that is designed to bring out the best in every individual.”

Accredited by: (FCCPSA) Florida Coalition of Christian Private Schools Accreditation, Inc. **Affiliated With:** (Nursing Assistant Program) Florida Board of Nursing

ADMINISTRATIVE TEAM

The Bishop, Billy W. White Sr. and Lady Dr. Juanita White senior pastor and Elect Lady of The New Life Church at Jacksonville are the founders and directors of Heart to Heart Christian Academy. Bishop and Dr. White are driven by a passionate commitment to see people succeed in every area of life. That passion, along with their enthusiasm, genuine love for people and effective teaching has fueled this ministry and school.

Director/Founder.....	Dr. Billy W. White Sr.
Director/Founder.....	Dr. Juanita White
Assistant Director.....	Dr. Lorrie Sarver
Executive Administrative-Regional Director.....	Mr. Billy W. White Jr.
Executive Assistant/Food Program Manager.....	Miss Chanette Flornoy
Principal Jacksonville	Vacant
Guidance/Chaplain Jacksonville.....	Vacant
Front Office Manager.....	Mrs. Lanora Brown

ORGANIZATIONAL FLOW CHART AND COMMUNICATION

The primary responsibility of making operational policies for the school is given to the Administrator with the endorsement of the Pastor. The primary responsibility for effecting policies rests with the Administrative Team.

Employment at Heart to Heart Christian Academy is a sacred trust between the school and the employee and should be handled as such at all times. If, at any time, an employment-related struggle occurs, it is the employee's first responsibility to communicate with the immediate supervisor so that the problem can be resolved at the position of greatest information and impact. Consistent, positive communication along with following the organizational flow chart is essential for the health of Heart to Heart Christian Academy and its organizational relationships.

We expect that the employee not seek out the Founders/Directors to aid in or resolve an employment matter. The employee, in all matters of employment, is to follow the organizational flow chart as described. This flow chart may bring the employee to the Founders/Directors at the appropriate time.

**HEART TO HEART CHRISTIAN ACADEMY
ORGANIZATIONAL CHART**

ADMINISTRATION

Revised: 03/26/2018

GOD

Bishop Dr. Billy W. White Sr.
Founder/Director

Lady Dr. Juanita White
Founder/Director

Dr. Lorrie Ann Sarver
Assistant Director
Director CNA Program

Billy W. White Jr.
Regional Director/Athletic Director
Executive Administrative

Miss Chanette Flornoy
Executive Assistant/Food Program
Manager

Vacant
H2H Principal

Vacant
H2H Guidance/Chaplain

Vacant
Front Office Manager

VISION STATEMENT

I. Spiritual

A. H2H Christian Academy will be a place of learning where students, parents, and teachers are followers of Christ and seek to keep Him preeminent in every school program.

B. H2H Christian Academy will be a place of nurture with a Christ-centered environment where students and families are reached with the Word of God.

II. Educational

A. H2H Christian Academy will be a school with excellent programs supporting strong academics, contemporary technology, competitive athletics, and more.

B. H2H Christian Academy will be a school where learning is Bible-based and students adopt a Biblical worldview value system, discerning truth from error and learning the value of a daily walk with the Lord.

C. H2H Christian Academy will be a school recognized within our circle of influence for a student body that presents a well-disciplined testimony for Christ and is accountable for its behaviors.

D. H2H Christian Academy will be a school known and respected in our community for a dedicated and Godly faculty who uphold the tradition of high ethical and moral standards, personal integrity, and Biblical evangelism.

III. Administrative and Operational

A. H2H Christian Academy will be a quality campus which builds into the future for our students a school with growing state-of-the-art facilities and equipment and an attractive, functional, safe campus.

B. H2H Christian Academy will be a dedicated school providing a clear support of the community, parents, alumni, and local churches.

STATEMENT OF FAITH

Because H2H Christian Academy is a ministry of The New Life Church at Jacksonville, it is important that students and parents know the basic beliefs of the school.

We believe that the Holy Bible, in both the Old and New Testaments, was supernaturally inspired and that the King James Version of the Bible is the divinely preserved Word of God for the English speaking people (Psalm 12:6-7) and that it has enjoyed a miraculous manifestation of God's approval all during its history and use. It is our guidebook for faith and practice in this life.

We believe that there is one God, without beginning and without end. Revelation 1:8, Micah 5:2. We believe in the Trinity - God, the Father, God, the Son, and God, the Holy Spirit. Matthew 28:19, II Corinthians 13:14.

God is the Creator of Heaven and earth. Man is the direct act of creation by God. Jesus Christ, God's incarnate, virgin-born Son, took human flesh to shed His blood on Calvary's cross for the salvation on mankind from sin. He ascended into Heaven to the right hand of God, and He will make a personal return to earth in power and glory. The Holy Spirit indwells all believers and guides and instructs them through the Word of God. Salvation is based on a personal recognition of sin and complete faith (reliance) upon the death, burial, and resurrection of Jesus Christ for the salvation of the soul.

STATEMENT OF PHILOSOPHY OF EDUCATION

The school's highest priority is spiritual training. After receiving Christ as personal Savior, it is vital that a child be taught the Bible and the claims of Jesus Christ on the life of each individual. Conformity to Christ's image (Romans 8:29) is the ultimate goal of spiritual training. Proper Christian character and a right view of life begin with a proper relationship to God through Jesus Christ and a view of life based on the Word of God.

Rigorous academics are stressed at every level. Not only are cognitive skills strengthened through standard courses, but students are taught to think within the boundaries of the Bible. All truth is recognized as God's truth and is not in conflict with the Scriptures.

Proper social relations are Bible-based in a Christian school. What some would call "old-fashioned" decency and morality is what is believed to be the proper stance for the Christian. In a day when it is accepted to "do as you please," the Christian school stresses self-control, respect for law and order, patriotism, and Bible morality.

In order to provide a well-rounded education, all core academics, fine arts and athletics, are incorporated into the Philosophy to achieve a wholesome Christian atmosphere.

INTRODUCTION TO SCHOOL ORGANIZATION LOWER DIVISION

A division in a school setting indicates a specific range of student services and grade levels. The Lower Division described here encompasses Kindergarten through sixth grade which include all preschool years, kindergarten, and the elementary grades.

The typical enrollment in the Lower Division is in the range of 25-60 children. All students are on the National School Lunch program which allows them to eat a healthy breakfast and lunch.

Spiritual growth and nurture is paramount to our school mission and subsequently we have scheduled weekly chapel services for all students on Wednesdays 8:30am until approximately 9:15am.

Foundational to the chapel programs is the focus of the school mission to reach each child and his family with the gospel message.

II. FACULTY AND STAFF

JOB DESCRIPTION

General Responsibilities of the Teacher:

The teacher is contracted by the administration for one school year with no accumulation of tenure. The Assistant Director/Directors will evaluate the performance of the teacher annually and, in cooperation with the principal and assistant principal, recommend to the administrator whether the teacher should be offered a contract for the next school year.

First through grade 12 teachers shall be, at minimum, a college graduate from an accredited or approved school, and/or three years of teaching experience. Our Kindergarten teacher must be at a minimum, a high school graduate with at least a year of teaching experience.

All teachers must be able to give testimony of their calling by our Lord into Christian education. They shall exemplify spiritual maturity and the character traits of a Biblical role model including a personal devotional life befitting a servant of Christ, which can be shared on a daily basis in the classroom; that guides them in carrying out the mission of the academy according to the strategic goals, Christian philosophy, and core values of the school.

Teachers are expected to:

1. Teach regularly scheduled classes as assigned on the master schedule.
2. Become well versed regarding the educational, spiritual, and social development of each student.
3. Employ those instructional aids, methods, and materials that will provide for creative, interesting, and enthusiastic teaching.
4. Accomplish curricular goals established by the educational leadership of the school.
5. Accomplish any other tasks as designated by the supervising principal or assistant.
6. Accomplish and be responsible for any other tasks written on the contract.

Specific Responsibilities of the Teacher:

In order to accomplish the above, the teacher will do the following:

1. Insure that adequate preparations have been made to accomplish daily objectives. Maintain proper discipline in the classroom to ensure a controlled teaching environment.
2. Plan broadly through the use of course and unit plans and objectives; develop and record weekly lesson plans through material designated by the principal.

3. Maintain thorough records of attendance and grades. Meet the academic compliance demands as specified by the accreditation agency, the requests of the administration, and one's own need for knowledge of student progress.
4. Make homework assignments for drill, review, enrichment, or project work sufficiently in advance of the due date so that the student will learn to handle the work at his/her grade level.
5. Attend and participate in professional development meetings and conferences scheduled by the administration, etc.
6. Review the need for and request instructional aids and materials for classroom use.
7. Plan through approved channels the use of field trips, guest lecturers, and other traditional and electronic media for creative and interesting teaching.
8. Take advantage of opportunities for professional development, such as reading, both within and outside of one's major and minor, and by continuing graduate courses of study.
9. Assist as needed in the training of student (intern) teachers.
10. Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time.
11. Giving proper advance notice whenever unable to work or report to work on time.

NON-TEACHING SCHOOL DUTIES

Each teacher is directly responsible to the principal and/or assistant principal for certain non-teaching duties as assigned. Non-teaching school duties may fall before or after the teacher's normal school hours and may on occasion fall outside the specific number of contract days but within the contract school year.

1. Serve as advisor for students assigned.
2. Keep record of textbooks assigned to students.
3. Encourage proper student behavior on the school premises to teach character development and maintain a testimony of Christian decorum to the community.
5. Attend all meetings on afternoon or evening schedules for functions of the school as related to one's division or one's own area of responsibility, as well as scheduled staff meetings.
6. Supervise such student activities as the principal and/or assistant principal may assign.
7. Any other responsibilities as assigned by an immediate supervisor.

ATTENDANCE, PUNCTUALITY, AND HOURS

Heart to Heart Christian Academy requires employees to report to work punctually and to work all scheduled hours. Absenteeism and tardiness disrupt the work flow, place a burden on other employees, and on Heart to Heart Christian Academy. Employees should notify their supervisor as far in advance as possible whenever they

are unable to report to work, know they will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report to work. Failure to notify Heart to Heart Christian Academy of any absence may lead to disciplinary action.

Poor attendance and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to and including termination of employment.

Teachers are expected to be on campus from 7:30am until 4:00pm in Jacksonville. In general, the teaching day will be from 8:20 am until 3:30 pm with a working lunch.

We will have pre-scheduled staff meetings on Tuesdays as well as unscheduled staff meetings on Tuesday. Please leave Tuesday afternoons 3:30pm-4:30pm open for scheduled and unscheduled meetings in Jacksonville.

A dress code is in effect to help support a non-distracting educational environment. Lower Division students are required to purchase uniforms and are to follow dress codes spelled out in the student handbooks.

Academics are under the supervision of the teachers, assistant principal and principal. Our Kindergarten thru fifth graders will be following the Applicable Curriculum for the school. We have several different curricula that may be used, i.e, Liberty Christian Press, A Beka, Accelerated Christian Education, Alpha Omega and Ignitia Online Curriculum. Our third thru fifth graders are tested annually using the SAT-10 testing system as well as assessments throughout the school year by the primary teachers.

The elementary school, grades Kindergarten-6th, engages in a variety of extracurricular activities. We will be introducing music this year for those students with an interest in chorus. This will allow our students to develop their talents for the Lord. Students may also audition for the “Step” and Cheerleading Teams.

UPPER DIVISION

A division in a school setting indicates a specific range of student services and grade levels. The Upper Division described here encompasses sixth through twelfth grade.

The Upper Division has primary use of the main school buildings for curricular and extracurricular services. These students utilize the large football field, the basketball court and the Lion's Den for Physical Education. The typical enrollment in the Upper Division is in the range of 25-50 students. Jacksonville continues to grow in numbers. All students in Jacksonville are on the National School Lunch program which allows them to eat a healthy breakfast and lunch.

Spiritual growth and nurture is paramount to our school mission and subsequently we schedule weekly chapel services for the Upper Division students as well as back to school revival. Foundational to the chapel programs is the focus of the school mission to reach each child and his family with the gospel message.

A uniform dress code is in effect to help support a non-distracting educational environment. The Upper Division students are required to purchase uniforms from a specific supplier. The uniform dress code is spelled out in the student handbook.

Academics are under the supervision of the teachers and principal.

Our upper division is tested annually using the SAT-10 testing system as well as assessments throughout the school year by the primary teachers.

ASSESSMENT

Formal and informal observations of the Instructional Staff:

Each teacher will be evaluated by the administrative staff in his/her division from two to four times each school year. The evaluations will be formative and a mix of formal and informal. Each assessment time will use a very specific set of criteria for the evaluation. The teacher will know the scheduled day and time of the formal evaluation but may not know of the time that is set aside for an informal or walk through evaluation.

Formal Evaluation Conference and Documentation:

Each teacher will have opportunity to discuss the results of his/her informal evaluation with an immediate supervisor during the semester in which they were observed. Additionally, each teacher will have an annual evaluation at the time of being offered a contract for the next year or when being advised on not receiving a contract for the next year. The annual evaluation will be summative in nature and therefore will draw on information gathered in both the formal and informal settings.

STANDARDS OF CONDUCT AND WORKPLACE RULES

Community Testimony:

The employees of Heart to Heart Christian Academy maintain, by policy and procedure, an administrative and practical alignment with The New Life Church; therefore, faculty and staff are expected to uphold the doctrines and standards of the church and the academy as articulated in the Bible, each Statement of Faith, and Standard of Conduct in all aspects of their lives, both at and away from Heart to Heart Christian Academy. Faculty and staff must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from Heart to Heart Christian Academy.

It is difficult to teach a student one thing in a classroom and then violate the principle in one's own life. The Christian school faculty and staff carry the testimony of the school and the Savior into all community events and activities. Violation of one's commitment to this testimony may be grounds for dismissal. Determination of testimony violation is at the discretion of the Heart to Heart Christian Academy Administrator or his designee.

Employees are expected to gain a clear understanding of the mission and purpose of the church and the school. The two are distinct in their principle functions, but mirrored in their essential Biblical mission.

Professional Loyalty:

Faculty and staff members must be loyal to the ministry leadership of The New Life Church at Jacksonville/Heart to Heart Christian Academy in word and in deed. To ensure orderly operations and provide the best work environment, Heart to Heart Christian Academy expects faculty and staff to follow rules of conduct, which will protect the interests and safety of all staff members and the organization.

Those employed by Heart to Heart Christian Academy and The New Life Church at Jacksonville are expected to maintain a professional attitude of loyalty to all school goals and objectives, policies and procedures. If a teacher begins to struggle due to a personal, Biblical conviction with a school or church position, that teacher should discuss the issue with Bishop Dr. Billy W White Sr. and/or Dr. Juanita White. If the struggle is beyond resolve, the faculty or staff member should resign so as not to harbor conflict of spirit or to become divisive. Disloyalty to pastoral authority is grounds for immediate dismissal.

Professional Conduct:

Faculty and staff are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony. Expected faculty and staff conduct includes, but is not limited to:

1. Treating coworkers in a courteous and loving manner. Gossip in any form is not tolerated.
2. Following professional ethical standards, dictates that we never discuss salaries, school policy, official business, or school problems with students or parents outside the context of an official meeting.
3. Complying and upholding all Heart to Heart Christian Academy's policies and procedures, and exemplifying in personal lifestyle the general goals and objectives of the school.

Personal Conduct:

Faculty and staff members are to be examples and role models of: 1) High moral integrity; 2) Unquestionable ethical values; 3) Gracious godly relationships; and 4) Biblical standards of a spiritual lifestyle. Such demonstrated conduct will bring the testimony of Christian love and salvation to a lost community.

Violation of Heart to Heart Christian Academy's employment contract, employment handbook policies, or any conduct considered inappropriate or unsatisfactory may subject the faculty or staff member to disciplinary action.

Ethical Conduct:

Heart to Heart Christian Academy expects that each staff member will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of Heart to Heart Christian Academy. Faculty and staff have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

1. Teachers must be on guard continually to be sure that they do not commit any act, introduce any extracurricular material into a school day, or speak any word which our students might interpret as counterproductive to the best Christian testimony.
2. Teachers and staff members are not to entertain a student/students in their homes without permission from their principal or supervisor (this does not include friends of your own children).
3. Teachers are to keep a professional distance from their students and are not to be alone with a student. This is defined below. Teachers are to use caution at all times in classrooms, hallways, playgrounds, vehicles, chapel, etc. and when interacting informally at athletic events, field trips, and class parties, etc. There is never to be a time when there is an appearance of improper intent.

Each worker is to be cognizant of the necessary professional distance from the children. At no time is a worker to make physical contact with a child or to stand or work affectionately close to them. Physical care contact with an injured child is to be only at the point of necessity and for a minimal length of time. Keeping your distance emotionally is also a necessity.

4. No teacher may engage in classroom selling or after hours marketing of any item, concept, or commodity to the students or parents without express permission from the principal or supervisor.

5. No teacher is to have any type of social media relationship with students such as Facebook, Twitter, etc.

Ethics regarding information about students' or student families' problems:

1. As a matter of professional ethics, no faculty member is to discuss any student's problems, grades, or personal life in the presence of another student or visitor.
2. No faculty member is to relate or discuss, outside of professional conference or faculty meeting, students' problems or disciplinary actions of the school.
3. No school employees, below the level of the directors, have permission to make statements to the press or media person, characterizing a school position regarding any student issue or event. To do so is cause for employee discipline.

School Calendar:

Teachers must arrange their personal schedules to fit the requirements of the school annual calendar and the school day. The teaching contract is not to be viewed casually. Please understand that daily teaching hours will vary based on Heart to Heart needs and the academic calendar; however, for full-time teachers, hours are Monday-Friday: 7:30 am - 4:00 pm in Jacksonville.

Professional Development sessions and employee meetings may extend the day to 4:30 or as notified. Please see Performance-Based Job Description and Attendance, Punctuality, and Hours sections.

Teachers are not required to stay in Jacksonville for any vacation; however, they are asked to leave word with the front office manager and/or principal during any vacation time in case of emergency.

Faculty Dress and Grooming

Heart to Heart Christian Academy upholds an environment that is academic and professional. Our faculty and staff support that through dressing in a modest and professional manner.

Guidelines

These are institutional guidelines, not Biblical standards. They are intended only as a guideline for your employment, not for your personal life.

Our calling to teach, mentor, and lead must guide our appropriate dress.

A. Male faculty and staff in this professional academic setting should follow these guidelines:

- Dress shirts such as oxfords and pull-over shirts, without writing or designs are acceptable. Ties are optional but may be specified.
- No blue jeans or exercise clothing is allowed. Appropriate shoes are required.
- Facial hair is permitted, including trimmed beards and mustaches. Hair length is to be appropriate to our professional academic setting and neatly trimmed.

B. Female faculty and staff members in our professional academic setting should follow these guidelines:

- Dresses or pants are appropriate. Dresses or skirts should extend to the bottom of the knee.
- Casual slacks and appropriate shoes are acceptable but no blue jeans or exercise clothing.

C. Administrative decisions will be the determiner of appropriateness and modesty for men and women. Questions regarding appropriate dress should be directed to your immediate supervisor.

D. Employees should never dress in a more casual manner than students.

E. At times, our faculty and staff may be asked to dress more formally or casually, based on specific events or themes

Staff Children:

Sometimes staff children must wait for a parent to finish work before leaving. Your unsupervised children may not roam the buildings or grounds. Staff children must stay with the parent, in the parent's classroom, or under the supervision of another adult. Teachers who have consistent before or after school responsibilities requiring significant periods of time such as coaching or advising will not be able to provide supervision for their own children. They are to make arrangements to have them off campus or enroll them in the Extended Care program.

Employees are not to use the Extended Care program for personal use. These programs are to support a teacher's professional duties.

Transporting Students:

No faculty or staff member is to take any student on an outing or off campus for any reason without permission from the administration. Teachers or staff members who chose to transport students during times which normally would not be considered school time or school functions should be prepared to assume any liability for those students which may transpire due to this practice.

Favoritism in Classroom Relationships:

Do not yield to favoritism to either student or parent. Every student deserves the same loving consideration from the teacher.

Discussing Personal Lives in Classroom Relationships:

Faculty and staff should not discuss their personal lives with students (past or present), including dating. It is not professional and the teaching time with students is not at any time to be used for personal narratives. Faculty and staff are expected to remain professional in their contact with students, in or out of school.

III. CUSTOMER SERVICE and COMMUNICATION

It is incumbent upon the entire faculty and staff to realize that as a private Christian school we serve at the call of Christ. His heart must be our heart. His love our love, His command our calling. Matthew 22:36-39 guides our understanding of Jesus' expectations regarding how we serve our current and former students, alumni, families, patrons, and indeed our community. Special attention is called to vs. 39. Matthew 22:36-39
36. "Master, which is the great commandment in the law? 37. Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and all thy soul, and with all thy mind. 38. This is the first and great commandment. 39. And the second is like unto it, *Thou shalt love thy neighbor as thyself.*"

Our role is to serve, from a heart of care, each person that God brings to the doors of Heart to Heart Christian Academy. Each guest on the campus should sense that this school is very different in a caring and positive manner from other schools.

We should not at any time be rigid, negative, brusque, harsh, judgmental, sarcastic, profane, or in any way uncaring in our daily communications in the classroom, hallway, office, or extracurricular event. Indeed, we should see our daily communications as an opportunity to demonstrate the truth of loving our neighbor as oneself.

Those that contact us should carry away a sense that as an individual they are genuinely cared about, honestly regarded as an equal, and the faculty and staff are sincerely

interested in meeting their needs within the appropriate reach and written mission of the school.

Communication to our students and their parents is to be clearly and frequently written and spoken so as to minimize questions about school intent and procedures.

Communication to our students and their families is to be timely and kind in its presentation, so as to minimize frustration and tension about school values and decisions.

Communication to our broad community of interested parties is to be truthful and ethical in its view of all events of the school, its programs, and its operations.

Communication to our broad family of Heart to Heart students, patrons, friends, and community is to be loyal and faithful to the stated mission, founding interests, strategic goals, and Biblical purposes of the school and the church.

Positive advertising from satisfied families, building relationships between the school and those we serve, delivering quality to our students, and proclaiming the truth of salvation and Christian growth, has prospered the school and given us an unusually wide audience.

God's hand of blessing on Heart to Heart Christian Academy will continue only as each teacher, office worker, receptionist, coach, advisor, administrator, and principal show kindness, care, and quality to our educational community. We must build trust, earn respect, and then keep it year by year. Education is a calling - serve with passion.

IV. EMPLOYMENT POLICIES AND PROCEDURES

CHRISTIAN SERVICE SURVEY

All faculty and staff, full and part time, will be asked to fill out a service area survey when the school year starts. This survey will ask for information on:

1. Your current service area within the church
2. How you manage Christian service visitation
3. Your current Bible Fellowship class

The survey will be retained in the Assistant Directors office and will be reviewed by the Directors.

CONTRACTS:

All faculty members of Heart to Heart Christian Academy are qualified academically, morally, and spiritually based on fingerprint screening, background checks, thorough interviewing, and reference checks by the administrator.

Contracts are issued for 10 month school year calendar. Each faculty member is contracted for the ensuing year based upon professional performance of duties.

Letters of intent to return the ensuing year will be requested of each teacher the third week in May with an expected return to the Directors by the end of May. Letters of intent are non-binding on both parties. Each teacher is asked to pray about his/her return decision and follow God's leadership so that his/her time teaching is invested in being a servant, not a hireling.

SALARY AND BENEFITS - FULL-TIME CONTRACT FACULTY AND NON-CONTRACT STAFF:

All salaries and benefits are assigned according to Heart to Heart Christian Academy policies and faculty contracts. Any and all benefits are subject to change at the discretion of Heart to Heart administration.

The salary and benefits of this academy are explained in the following sub-points:

1. Employee Pay Periods

Faculty and staff will be paid on the 1st and 15th as contracted.

2. Payroll Deductions

Payroll is handled by the personnel services office which will provide a W-4 form to be signed by each employee to indicate what allowances are claimed for income tax purposes. The number of allowances can be changed at any time by filling out a new W-4 form. Deductions are made for federal income taxes and FICA (social security) taxes. W-2 forms are provided for each employee no later than January 31 of each year. When possible, they are provided earlier.

3. Worker's Compensation: If you are injured on the job and require medical assistance, we ask that you contact your supervisor as soon as possible who will then contact the Directors. An incident report form is to be completed to assign a case number to your incident. This form is filed in the Assistant Director's office.

A "Notice of Injury" form will be filed with the Workman's Compensation Office in Tallahassee within seven days of your notification. If filing deadlines are not met, the academy becomes subject to various fines. It is your responsibility to see that any paperwork requested be completed and returned immediately.

4. Salaries

Heart to Heart Christian Academy uses a detailed salary matrix. This salary matrix considers a base salary, experience, years of service, and degree level. All teaching staff payroll is based on this matrix. Additional amounts based on specific criteria are paid as stipends for extra duties.

All employees must pay social security taxes unless exempted by the IRS.

5. Sick Leave and Personal Leave

Contract faculty receives two weeks off for Christmas holiday, one week for spring break, and holidays off throughout the school year.

6. Post-Holiday Time Off

Time-off will not be authorized on the day before or day following a holiday.

Salary and benefits are subject to change according to Heart to Heart Christian Academy administrative decisions.

FACULTY MEETINGS AND IN-SERVICE SEMINARS:

1. The Assistant Director/Director arrange faculty meetings.
2. It is the policy of Heart to Heart Christian Academy to hold regular assemblies with the teaching faculty and support staff. All faculty will be expected to attend these meetings.
3. Bi-Weekly faculty and staff meetings will be held Tuesday afternoons in Jacksonville. These meetings will serve the following purposes: program and policy administration, review of student affairs and related issues, and professional development of the faculty. All faculty and staff are expected to attend these meetings unless granted exemption by the director.
4. Attendance at the bi-weekly faculty meeting is vital to stay abreast of announcements, activities, upcoming events, and professional development opportunities. Attendance at bi-weekly faculty meetings is not optional for full-time faculty.
5. The afternoon faculty meetings will be organized and led by the Assistant Director/Director or her designee. Minutes will be typed and provided to the faculty and the administrator, then placed in a permanent file.
6. The Front Office Manager will maintain a staff meeting book at the desk to include staff meeting minutes, intra office memos, etc. The meeting minutes must be read and signed by staff unable to attend the meeting.

ABSENCE DUE TO ILLNESS:

1. A teacher who is too sick to teach should report by phone to the principal at 904-294-0050 as soon as possible - not later than 6:30 a.m. in Jacksonville. A member of the household should make the call if the teacher is unable to do so. Teachers must advise the school office and principal of extra duties.
2. All necessary teaching materials should be sent to the classroom along with the detailed, written daily procedures that may be easily understood by a substitute.

3. In case of an extended period of illness, a teacher should, whenever possible, do the daily planning in cooperation with the substitute teacher, as well as manage paper grading.

APPOINTMENTS:

Teachers should make doctor and dental appointments before or after school hours. They should tell the doctor that they cannot come during school hours; they can usually work out a way for the teacher to come in after school hours.

JURY DUTY AND CIVIC RESPONSIBILITY:

Teachers called for jury duty will be paid as if they were in school, providing jury pay is surrendered to the school. No sick leave will be deducted.

Teachers that are activated for military responsibilities are to notify the director. The school will provide opportunity for the teacher to return to the same or similar responsibilities upon return. Immediately upon return from military duty the teacher is to contact the Director regarding arrangements to return to work at the earliest date if the school is on a scheduled break or at the beginning of the next semester if the return is during the summer.

CELLULAR TELEPHONE USAGE:

Heart to Heart Christian Academy expects all faculty, substitute teachers, and support staff to **turn off or totally silence** (not vibrate) their wireless devices while on duty. Teachers are contracted to work with their students and serve the school. Students, parents, and the administration expect no less than total professional attention during the teaching day and this does not include taking or sending calls, text, or other wireless supported communications during work hours. This ban on wireless devices is lifted during “free” or planning times.

To violate this wireless communication policy will bring a reprimand to the teacher and may lead to loss of employment.

Faculty and staff using their personal vehicle as part of an extracurricular activity are to safely pull off the road and come to a complete stop before interacting through wireless technology.

When providing leadership and supervision of students on an activity, remember that the primary responsibility is professional supervision of the students. Confine communications to school related issues, and be brief in all communications.

MAILBOXES:

A teacher’s mailbox will be used to convey messages, not only from parents, but also from the office. Teachers must check their mailboxes daily.

Reporting Needs of Class Families:

Teachers should inform the principal and/or directors any time they hear of a death or critical illness in the immediate family of one of the students.

PURCHASE ORDERS:

Nothing is to be purchased or ordered without an approved purchase order. Purchase orders must be completed in advance of purchase and must include Dr. Juanita White's approval. Items purchased without prior approval and a purchase order may have payment denied by the school, at which time the purchase becomes the responsibility of the faculty or staff member.

BUILDING MAINTENANCE REQUESTS:

Each teacher is responsible to report any needed classroom or equipment repairs. A teacher may submit a maintenance request by calling the front office (210), by filling out a work order form, or by submitting a work order electronically by computer. All requests will be forwarded to the Mrs. Monique Smith for processing. Maintenance requests should never be handled directly with any maintenance staff.

REMOVAL OF SCHOOL PROPERTY:

School property should not be removed from the school without permission. Nothing should be moved from one room to another room without permission from the principal and/or assistant principal.

CASH FUNDS OR PERSONAL POSSESSIONS:

1. Funds collected for any purpose must be turned in to the Front Office Manager daily.
2. No cash or school funds should be left in the classroom overnight.
3. Any funds or personal items stolen from your cabinets or classroom become your responsibility. The school cannot be committed to replacement of personal property, even if such items were brought to the campus for educational support.
4. The school has no insurance coverage on, or responsibility for, personal property on the school campus; not for items in the buildings, in vehicles, or for vehicles parked on campus.

POLICIES AND PROCEDURES REGARDING CHILD ABUSE:

Heart to Heart Christian Academy seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth. Our goal is to maintain a place where caregivers, teachers, and leaders (both paid and volunteer) minister appropriately.

REPORTING OF CHILD ABUSE:

If Heart to Heart Christian Academy receives an allegation of child abuse, it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Teachers and school personnel are mandatory reporters of suspected child abuse and will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Heart to Heart Christian Academy takes them seriously and will take appropriate reporting action.

Heart to Heart Christian Academy, its teachers and staff, is a mandatory reporter of incidents of alleged child abuse (39.202, F.S. & 415.107, F.S.). Mandatory reports are made to the Department of Children and Family Services **Florida Abuse Hotline 1-800-96-ABUSE (1-800-962-2873)**.

All incidents of suspected abuse are to be written as a descriptive note and reported to either an assistant division principal or division principal. The incident is to remain confidential i.e. no discussion at any level with anyone in the interests of ethical behavior on your part and the protection of the student. The school administration will follow legal guidelines and relevant laws to protect those involved.

ADMINISTRATIVE LEAVE:

All faculty and staff members are to understand that an accusation of improper affectionate contact, sexual conduct, or inappropriate statements relating to such conduct, will bring an immediate administrative suspension from ministry while an investigation takes place. Administrative suspension is a procedural position enacted by the school for legal and practical purposes. Being placed on administrative leave in no way makes a statement of validity regarding the allegation. Employees on administrative leave with pay remain subject to all employee rules and policies and will continue to receive the pay and benefits to which they are otherwise entitled.

If you have questions about reporting of suspected inappropriate behavior or statements made by employees, please see the Assistant Director/Directors.

DRUG AND ALCOHOL TESTING:

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and Heart to Heart Christian Academy's use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes or testing positive for alcohol or illegal drugs, are subject to disciplinary action, up to and including termination of employment.

PROGRESSIVE DISCIPLINE:

Faculty and staff are expected to comply with Heart to Heart Christian Academy's standards of behavior and performance. Any deviation from these standards must be corrected. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory ministry service in the future.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the

severity of the offense and the number of occurrences. Any disciplinary action will be added to the employee's permanent file.

Any time Heart to Heart Christian Academy determines it is necessary; the progressive discipline procedures may be disregarded (such as a major breach of policy, a violation of law, and in cases involving serious misconduct).

TERMINATION OF EMPLOYMENT:

Heart to Heart Christian Academy is an "At-Will" Employer. "At-Will" means that an employer can terminate an employee at any time for any reason (that is, without having to establish "just cause" for termination), and without warning. An employee's employment with Heart to Heart Christian Academy may be terminated because of the employee's resignation, discharge, retirement, the expiration of an employment contract, or as result of a reduction in Heart to Heart Christian Academy's workforce. Discharge may be for any reason not prohibited by law.

Heart to Heart Christian Academy is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, such as decrease in students, etc. Heart to Heart Christian Academy will endeavor, in its sole discretion, to give the employee advance notice of the discharge.

PERSONNEL FILES:

Heart to Heart Christian Academy maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should notify the personnel office in writing of any changes, including the following: name, address, telephone number, marital status, number of dependents, and persons to be notified in case of emergency.

Personnel files are the property of Heart to Heart Christian Academy, and access to the information they contain is restricted. Only supervisors and administrative personnel of Heart to Heart Christian Academy who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

SERIOUS DISEASES:

Faculty and staff with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to serve as long as they are able to perform the duties of their position without undue risk to their own health, to that of other faculty and staff, or to that of the people which Heart to Heart Christian Academy ministers.

Serious diseases and illnesses for the purpose of this policy include, but are not limited to the following: cancer, heart disease, major depression, multiple sclerosis, hepatitis,

tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

EQUAL OPPORTUNITY:

Heart to Heart Christian Academy believes that spiritual unity among all its employees is essential to the fulfillment of its mission. (I Cor. 1:10; Eph. 4:1-4, 16; Matt. 22:37). Heart to Heart Christian Academy further believes that all men are created equal in the image of God (Gen. 1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment (See also Eph. 6:9).

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Heart to Heart Christian Academy will be based on merit, qualifications, and abilities. Heart to Heart Christian Academy does not discriminate in employment opportunities or practice on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law.

DISABILITY ACCOMMODATION:

Heart to Heart Christian Academy is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not the disability of the individual.

V. CLASSROOMS, EXTRA CURRICULARS, SPECIAL TESTING

CLASSROOM PROCEDURES

Classroom Spiritual Emphasis:

Each class period must begin with prayer. Each lesson should reveal some of God's greatness and truth to our students. Where possible, teachers should make spiritual application of the subject matter given.

CLASSROOM MANAGEMENT

Calling Parents:

Calls should be returned to the parents within twenty-four hours. Calling parents regarding academy or behavior struggles is expected and will improve classroom relationships. Teachers should not phone any parents for school business after 8:30 p.m. unless the parent specifies a later time.

Visitors in Classroom:

No visitor (parent, child, friend, or spouse) is allowed in any classroom without approval from the principal or assistant principal. Any unannounced visitors are to be taken to the office by an escort of two students.

Textbooks:

1. Teachers are responsible to inspect all student textbooks, which they are required to bring to class daily, and encourage students to maintain them properly.
2. It is the responsibility of the teacher to assess the textbooks at the point of issuance and at the point of collection.

Classroom Appearance:

Teachers are expected to keep their assigned rooms clean (whiteboard, carpet, bookshelves, etc.). Students may assist with these projects. Teachers should cooperate with those that use their rooms at other times. All classrooms with bathrooms are to maintain a clean bathroom as well as classroom.

Food and drinks are not permitted in classrooms. Should a spill occur, the teacher should clean it up as well as possible and should then fill out a maintenance request form. If the carpet in a room begins to unravel, the teacher should turn in a maintenance request form immediately.

Student Attendance (daily record):

Attendance record-keeping procedures vary by division and by format. Because education is compulsory, the record keeping role of the teacher is critical. Some is electronically recorded; some is paper copy. All is to be very accurate and leave a paper trail. Each teacher will be given ample training during annual in-service sessions and faculty meetings. Please see your principal or assistant principal for the exact procedures.

Student Withdrawal Checklist:

1. Elementary teachers must fill out pertinent information on the student withdrawal form and send it to the office with the duplicate report card filled in. Upper division teachers will sign off on the withdrawal form course by course after determining student's final grade is recorded in Jupiter.
2. Teachers should not release report card grades or any records until the office gives permission to do so. The teacher of the withdrawing elementary student is responsible to inform the office of any known charges, book damage, or other fees. Any upper division staff member with knowledge of unpaid charges on upper division students is to notify directors to place a hold on the student's records.

Lesson Plans:

A lesson plan book is provided for the teacher by Jupiter or the teacher may create his/her own. Each teacher has a professional and contractual responsibility to plan ahead and record, in the plan book, the outline of activities for the classes each day as

guided by the principal or assistant principal. All lesson plans must be turned in no later than Wednesday of each week.

The lesson plan must be completed in such a manner that a substitute teacher can use the plans with a minimum of uncertainty about the work that is to be done. As far as is possible, a teacher should try to keep the lesson plan, manuals, and other items a substitute teacher might need in the top drawer of the desk.

Grading Scales:

Lower Division Grading Scale	Upper Division Grading Scale
A	90-100
B	80-89
C.	70-69
D	60-59
F	0-58

Report Cards:

1. Classroom teachers distribute report cards once every nine weeks at the direction of the principal or assistant principal. The cards or the signature forms are to be returned by the students within a few days.
2. Preparation of report cards in the elementary is handled electronically. Teachers will receive instructions on procedures from the assistant principal.
3. Report cards in the upper division are computer generated. Teachers receive instructions from the assistant principal on the exact procedures.

Classroom Discipline:

The teacher must be consistently firm in the classroom and not rely on the principal to carry out discipline. If a problem exists in the classroom, the teacher should let the principal know so that a small problem can be kept from becoming a larger one. Teachers should keep the principal updated on major or developing problems.

Problem Students:

A student who is not in harmony with the aims of the school, whose influence is not for the general good, or who requires so much individual attention from the faculty as to hamper the work with other students cannot remain in Heart to Heart Christian Academy. This applies to faculty children as well as other students.

Outside Resources with Classroom Application:

The following are not permitted without the permission of the principal:

1. No lecturer or visitor shall be allowed to speak to the students.

2. No non-curricular literature of any kind shall be distributed or made available in classrooms or on the school grounds.
3. No signs or promotional posters may be displayed.
4. Teachers are not to require a student to purchase outside books or materials.
5. There will be no entertainment of any kind (including PARTIES).

Controversial Topics in Classroom Discussion:

Teachers should not make statements on controversial Bible issues.

(Occasionally it may be useful to acquaint students with the Biblical position on sensitive or controversial topics. At such a time, teachers must be very careful not to stray from church doctrine and dogma. Teachers must know for their personal, and possibly preferential, positions on the students.)

EXTRA-CURRICULAR MANAGEMENT

Fund Raising:

1. No fundraising is permitted without approval of the directors.
2. No private business venture is allowed without administrative approval. This includes summer educational sales work. Student rosters may never be used for solicitation.

Tutoring:

All contract teachers tutoring Heart to Heart Christian Academy students must do so through the school and at the school under all circumstances. The front office manager will advise the directors of tutorial arrangements.

Male faculty should never be working in a classroom alone with a female student.
Female faculty should never be working in a classroom alone with a male student.

Testing For Remedial Students:

If a student is having special problems during the course of the school year, the teacher should notify the administration immediately. If it is agreed upon, testing will be requested or required, and corrective actions will be taken to meet the student's needs.

FIELD TRIPS

Transportation Request:

The teacher submits a transportation request form to the Principal. The form must be submitted a minimum of one month prior to the date of the trip and must be approved by the director(s). After the executive assistant receives the request, a vehicle is reserved for the date requested on a first-come-first-serve basis. Transportation assignments are based on number of students traveling and the distance to the destination.

Field Trip Procedures:

Field trip notices are sent home for parents to sign. Due to liability concerns, written permission for field trips must be obtained on the form approved by the administration office and kept on file in the school office for one calendar year.

Notification of field trips must begin at least four weeks in advance so that parents will be aware that their child will not be on school property during that day. This notice should emphasize the fact that school dress codes will be in order for students and any parents attending as chaperones. It should also list any expenses the students might have in conjunction with the trip, such as admission fees, transportation, cold drink money, etc.

Faculty Responsibilities for Student Management at Sports Events:

1. Faculty members should help students exhibit proper sportsmanship at all times. Students should not “boo” players or officials or make loud, derisive comments to players or officials. Nothing should be thrown on the playing field or floor. Horseplay is not allowed.
2. If a spectator problem becomes too difficult for faculty members to manage, they should report the situation to the police officer on site so that the offender can be removed from the premises.
3. Students must be in proper dress code as noted in the student handbooks. This applies to all after school athletic events.

Boys attire as athletic spectators: Boys are permitted to wear shorts. T-shirts are permitted, provided they do not contain offensive writing or pictures.

Girls attire as athletic spectators: Girls are permitted to wear jeans or slacks providing they are loose fitting and modest in appearance. T-shirts are permitted providing they are not tight fitting, low cut, above waist line, or contain any offensive writing or pictures.

If a student is not in proper dress, the teacher in charge should write down the student’s name and turn it in to the front office manager the next day. At that point, demerits or a referral will be issued.

TESTING PROGRAM - ENTRANCE AND SCHOOL WIDE

Entrance testing:

- 1st - 6th grades: To be announced
7th-8th grade only: To be announced

The entrance tests scores are used to determine the need for remedial classes in mathematics, English, and reading, possible recommendation for further testing for learning disabilities, and in some extreme cases denial of enrollment.

Achievement Testing:

Stanford Test of Academic Skills, 10th Edition

Administered yearly in the spring to all students enrolled in third through 12th grade. Test results are mailed to parents in the year-end report card. A copy is placed in the student's cumulative file.

College Entrance Testing:

SAT (College Board), although not administered on our campus, is publicized extensively and registration materials are provided. Honor sophomores are encouraged to take the test at the end of their sophomore year. Juniors take the SAT in the spring of their junior year. Seniors take the SAT in the fall of their senior year. The SAT may be taken as many times as the student wishes. The SAT is a 3-4 hour multiple-choice test that measures developed verbal and mathematical reasoning abilities related to successful performance in college. Special note: Students with documented learning disabilities (documentation must be current, within the last 3 years, and signed by a psychologist, licensed or certified professional, or a medical doctor) may be given the SAT with special accommodation on our campus with proper registration. Registration for the special testing is coordinated by our Guidance Counselor. ACT Assessment, although not administered on our campus, is publicized extensively and registration materials are provided. Juniors take the ACT in the spring of their junior year.

Seniors take the ACT in the fall of their senior year. The ACT may be taken as many times as the student wishes. The ACT Assessment includes four curriculum-based tests that measure students' educational development in English, mathematics, reading, and science reasoning. Special note: Students with documented learning disabilities (documentation must be current, within the last 3 years, and signed by a psychologist, licensed or certified professional, or a medical doctor) may be given the ACT with special accommodation on our campus with proper registration. Registration for the special testing is coordinated by our resource department.

GENERAL ADMINISTRATIVE ISSUES

Buses:

The buses are used for students who pay for transportation services, extracurricular activities and field trips. They are operated under professional supervision with CDL qualified drivers who are subject to random compliance with drug and alcohol testing as deemed necessary or unannounced.

Room Use—other than the classroom:

Use of any room other than the teacher's own classroom must be scheduled on the master calendar in the school administration office. A scheduling request form must be completed, approved, and signed by the principal and submitted to the administration office.

VI. HEALTH AND SAFETY/LEGAL LIABILITY

EMERGENCY PLANNING

The school has developed emergency procedures that are the definitive guide to managing emergency or crisis responses in the school setting. These procedures will be reviewed during various in-service training opportunities. A copy is retained in your school office and you are encouraged to review it. The material contained in this faculty manual is that which we feel needs a greater degree of familiarity.

FIRE DRILLS

General Instructions:

1. When the fire alarm (bell) sounds, the teacher should immediately go to the door of the room. No student should precede the teacher out of the room without the teacher's permission.
2. The teacher should place a hand on the door to determine if the door is hot. If the door is hot, do not leave the room by that door. If there is another door in the room, the teacher will go to it and follow the same procedure. If both doors are hot, do not leave the room. Move the students to the center of the room and place clothing, blankets, etc., at the bottom of the door to prevent smoke from coming under the door.
3. If the door is cool, the teacher should open the door slowly to determine if there is smoke in the hallway. If the hallway is clear of smoke, the teacher should send the class out by way of the assigned exit.
4. The principal or other designated person will inspect the restrooms and other spaces for students. Once the principal has determined that all students and faculty are out of the building, he or she will report to the designated area. All personnel must leave the building, including lunchroom and office personnel.
5. The front office manager will call the fire department only if instructed to do so by a principal, assistant principal, or administrator.
6. The greatest danger in a fire is smoke inhalation. If the room or hallway is filled with smoke, the teacher must remain calm and keep the students calm. If the teacher panics, the students will panic and lives will be lost.
7. If the smoke is not heavy, the teacher should have the students join hands and should lead them out of the building as quickly as possible.
8. If the hallway is filled with heavy smoke so that the exits are not visible, the students should be instructed to get on their hands and knees and crawl as close to the floor as possible. Remember that the lights will probably be out in the hallway or obliterated by the smoke. The teacher must know the quickest way out of the building and be able to find it in the dark. If a fire or other problems block the normal route, quickly determine an alternate route.

Specific Instructions:

1. During a fire drill, which is to be conducted on a monthly basis in cooperation with the Jacksonville Fire Department, classes should leave by the emergency door in the room or if there is no emergency door, by the closest outside exit.
2. Students should be taught to exit quickly in absolute silence at the sound of the fire alarm. They should be instructed that if they find a door locked, the whole class does an about face and proceeds in the opposite direction. All doors should be closed, but not locked, when teachers leave the classrooms.
3. Teachers should know where the fire extinguishers are located. They should use a fire extinguisher to clear a way for their students if their class is trapped.
4. Since the teacher must be the last one to leave the classroom and building, it is imperative that the class practice in advance in order to know exactly where to stand once they are out of the building.
5. Teachers should move the class away from the building at least 50 feet and have the students face away from the building. Teachers should take their roll books and take roll while the class remains silent. Any missing students should be reported immediately to the principal or assistant principal.
6. See building fire exit plan.

MANUAL FIRE EVACUATIONS

In the event the bell system fails or is disabled a manual fire evacuation will follow these procedures:

1. The front office manager will alert the Guidance Counselor who will visit the kindergarten, first and second grade classrooms and announce the evacuation.
2. The principal will notify the lower and upper division teachers and announce evacuation via the bullhorn.
3. The executive assistant will notify lunchroom staff and administration and announce evacuation.
4. In the event of a system-wide power failure, two adults will cover an assigned hallway and announce the evacuation in each room.

HANDICAPPED OCCUPANTS

Physically handicapped occupants will be assigned an able-bodied aid (Buddy) to assist at any point of emerging need. The principal will be provided with a list noting the handicapped individual's name, their aid, a description of their handicap, and their hour by hour location.

BOMB THREAT

1. The principal will advise the administration team that a bomb threat has been made on the building.
2. Employees/students are encouraged to leave their offices/classrooms only at the direction of the police or the fire department; however, it is up to the administrative team to make the final decision.

3. If you are to evacuate, please take purses and briefcases out of the building with you to facilitate the search for the unusual item. Follow the directions of your administrative coordinator during the evacuation.
4. Evacuation may be to the designated refuge area, your home, or other location. The administrative coordinator, firefighter, or the police will give this direction. Everyone should stay at the designated area until released to facilitate a roll call.

TORNADOES

General Principles:

1. During a tornado watch, administrative personnel should be designated to monitor commercial radio for tornado warnings.
2. Specific teachers should be assigned to round up children on playgrounds or other outdoor areas during a tornado warning.
3. A tornado warning will be sounded. It will consist of a succession of short rings of the alarm. The all clear signal will be one long continuous ring.
4. At the signal, teachers should go at once to the designated areas. Teachers should take grade books with them and check roll, reporting missing students to their principal.
5. Students and teachers should stay away from windows, doors and outside walls.
6. Teachers and students should protect themselves. They should crouch down facing interior walls, draw their knees up or sit with crossed legs, bend over and cover the back of their heads with their hands.
7. It is suggested that small children be moved to the central hallways or the interior walls of the rooms and that they sit under sturdy furniture.
8. Teachers should tell their children to swallow to clear ear passages. The change in air pressure may cause some ears to hurt.
9. Teachers must wait in their safety areas for the “all-clear” bell.
10. Teachers should see individual building plans for assigned areas.
11. If a school bus is caught in the open when a tornado is approaching, the children should be escorted to a nearby ditch or ravine and made to lie face down, hands over heads. They should be far enough away so the bus cannot topple on them.

Tornado Watch:

1. The National Weather Service will issue a tornado watch if there is the possibility of tornadoes forming in the area.
2. During a tornado watch, administrative personnel in the Emergency Control Center will be designated to monitor commercial radio for tornado warnings.
3. Teachers should maintain heightened awareness and be ready to move quickly to safety if the warning signal is given.

Tornado Warning:

1. A tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 m.p.h. or greater.
2. A public warning will come over the radio, the TV or by a five-minute steady blast of sirens by the Civil Defense Warning System.
3. The leadership team will determine when to sound a tornado signal for teachers and students to take cover inside the building.

POWER FAILURE

In the event of commercial power failure, the emergency lighting in the main hallways should come on immediately. If this happens during school hours, the principal, administrator, and directors will determine at what point school closing procedures should be followed.

If there is going to be an extended power outage, a decision will be made by the executive staff regarding shutting down operations.

COMMON AREAS OF NEGLIGENCE

Teachers, assist the school by reviewing these traditional areas of negligence and high risk in educational settings then think through your specific educational settings in your work with H2H students.

Poor selection of activities:

The activities of a school must be suitable to the age and developmental level of the children.

Failure to take protective measures:

Many items of equipment that are presumed safe, if not kept in repair or not properly used, have resulted in injury.

Hazardous condition of buildings or grounds:

Teachers should aid the maintenance department by writing up work orders for necessary repairs to buildings and equipment.

Inadequate supervision:

There must be qualified, active and plentiful supervision for all school activities.

HIGH RISK ACCIDENT SETTINGS

1. Playground and recess games
2. Physical education classes
3. Lunchroom
4. Athletic events and practices
5. Busing and other transportation settings

STUDENT ACCIDENT OR INJURY

All accidents or injuries must be reported to the front office manager area immediately who will then report it to the principal. In an extreme emergency, a teacher must not leave the victim; he/she should send for help with specific instructions as possible (example: bleeding rapidly; needs ambulance).

HE/SHE MUST NOT MOVE THE VICTIM. The principal, or school administrator will be on the scene immediately.

An incident report form should be completed by the end of the school day and turned in to the office. The parent must be called and informed of the incident. The teacher should contact parents regarding routine bumps and bruises. It is very important for the teacher to remain calm and think rationally when an accident occurs.

STRANGER ON SCHOOL GROUNDS

Each teacher and staff member of the school should maintain awareness for the possibility of any intruder on our campus. The teacher should be especially cautious of anyone suspicious or unknown near the playground or areas occupied by children. He/She should report suspicious persons to the office immediately. As much as possible, he should attempt to give a specific description of the suspicious person.

Teachers should be especially mindful of cars parked near the playground and away from the traffic patterns. They should attempt to be mindful of license numbers, the car's description, and the driver or passengers in the car.

CAMPUS SECURITY ALERT

General Procedures:

This "alert" is in the event the school has been advised to keep a watchful profile or an employee sees threatening or suspicious behavior on the campus.

Remain calm and assume the threat is verbal in nature. Contact your supervisor and/or administrator. All of the departments of the school will be advised according to emergency procedures of a threat to students on this campus.

The administrator will determine the need for police notification and the call is placed through his/her office only.

SEXUAL PREDATOR WARNING:

At times the Jacksonville Sheriff's Office notifies the school of a sexual predator patrolling school settings. When this alert reaches the academy, it is regarded very seriously and the following actions are taken.

1. A memo is added to the JSO alert, and the administrator distributes copies.
2. Any staff who takes children to playgrounds and outside areas is advised in detail by their principal or assistant principal. This includes the extended education staff, the elementary teachers, kindergarten teachers, coaches, P.E. teachers, and office staff.
3. The lunchroom staff is notified to help us watch as they work on the campus.
4. The security staff are notified and asked to be very watchful.
5. The heightened level of watchfulness is not lifted without an administrative directive.

THEFT OR THREAT OF BODILY HARM

A teacher who sees a possible theft in progress (bicycle, etc.) should seek to gain a description of the suspect and immediately contact the main office. HE/SHE SHOULD NOT try to intercept the suspect. All theft discovered after the fact should be reported as closely to the correct time as possible to the appropriate area office or the main school office. Teachers' personal items are not covered by insurance.

A teacher threatened with bodily harm should seek to move quickly to an area where other employees are located. If this is not an option, the teachers should scream loudly for help.

REPORTABLE DISEASES

Heart to Heart Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host or infected person or animal to another person. A teacher or administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include but are not limited to:

Acquired Immune Deficiency Syndrome (AIDS)
AIDS Related Complex (ARC)
Amebiasis
Anthrax
Botulism
Brucellosis
Campylobacteriosis
Chancroid
Chicken Pox

Pinkeye
Plague
Poliomyelitis
Psittacosis
Relapsing Fever
Rheumatic Fever
Rickettsia
Ringworm
Roseola

Diphtheria	Rubella
Encephalitis	Salmonellosis
Giardiasis	Scabies
Gonorrhea	Scarlet Fever
Granuloma Inguinale	Schistosomiasis
Hansen's Disease (Leprosy)	Shigellosis
Hemorrhagic Fevers	Smallpox
Hepatitis	Strep Throat
Histoplasmosis	Syphilis
Human Immunodeficiency Virus (HIV)	Tetanus
Impetigo	Toxoplasmosis
Legionnaires' Disease	Trichinosis
Leptospirosis	Tuberculosis
Malaria	Typhoid Fever
Measles (rubeola)	Typhus
Meningitis	Vibrio Cholera
Meningoccal Disease	Whooping Cough
Mononucleosis	Yellow Fever
Mumps	

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, H2H may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease.

Heart to Heart Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Necessary action may include withdrawal from the school.

MEDIA RELATIONS

All media inquiries, whether local or national and regardless of the reason for the inquiry, must be referred to the school administrator. The media consists of reporters, editors, publishers, managers of media, and research interviewers.

LEGAL TERMS

1. Assumption of Risk - It is assumed that an individual takes a certain risk when engaging in various games, sports, and other activities
2. Attractive Nuisance - An attractive contrivance which is alluring to children, but inherently dangerous to them (broken equipment, etc.)
3. Liability - The condition of being subject to an obligation, performance of which is enforceable by a court; legal responsibility
4. Negligence - The failure to act as a reasonably prudent person would under the circumstances

5. Contributory Negligence - The failure of the person injured by the negligence of another to use due care for his own protection.

COPYRIGHT LAW (17 U.S. C.G. SEC. 107)

Guidelines for “Fair Use” in the Educational Setting:

Single Copying for teachers (single copies are not produced in copy centers) A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book
2. An article from a periodical or newspaper
3. A short story, short essay, or short poem, whether or not from a collective work
4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

Multiple Copies for Classroom Use:

Multiple copies (not to exceed more than one copy per pupil per course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. The copying meets the test of brevity and spontaneity as defined below
2. The copying meets the cumulative effect test as defined below
3. Each copy includes a notice of copyright

Prohibitions to the above:

Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur where copies of various works or excerpts are accumulated or reproduced and used separately.
2. There shall not be copying of or from works intended to be “consumable” in the course of studying or teaching. These include workbooks, exercises, standardized test booklets and answer sheets, and similar consumable material without permission from the administrator.

VII. POLICIES CONCERNING TEACHER / PARENT RELATIONSHIPS

PARENT/TEACHER RELATIONSHIPS

1. It is important that each teacher be friendly in a professional, businesslike manner with parents (NOT in a “chummy” way). Ethical behavior dictates that a teacher should never show favoritism to any parent or student, but rather treat both parents and students in a fair and equitable manner. A teacher who shows favoritism to parents and students because of gifts or flowers is not ethical and creates a hardship on the student involved.
2. A teacher is to avoid discussion of other students or school policies when invited into a home for a social visit. It is assumed that the teacher will be loyal and uphold school policies.

3. Phone conversations with parents should be limited to business relative to the student.
4. Some parents will request that their child's teacher keep them regularly informed by phone of a student's progress in addition to reports sent home. The teacher should not feel obligated to do this, but assure the parent that their inquiry about the student's progress will be welcome at any time they wish to telephone or write.
5. If parents call a teacher about any school policy or procedure beyond the scope of the classroom or building programs, he should politely refer them to the administration office.
6. Teachers are required to save all notes from parents regardless of how insignificant they may seem.
7. Teachers should instruct parents not to call them at home concerning school business. If a parent does call with a question or problem that can be answered very quickly, they may answer the questions. If it will take some time, they should arrange for a conference with the parent.
8. Teacher should make it a point to personally call the parents of those students having learning or discipline problems. The administration wants each teacher to have an individual concern for the achievement of each child. Personal contact from the teacher is highly valued by parents.

PHONE ETHICS

At no time should personal information (phone number, address, etc.) be given to anyone over the phone without permission from the party involved. This includes employees, students, and church members. Teachers may offer to take the caller's name and number and contact the party in question with a request to return the call.

PARENTS' RIGHTS

Teachers at our school are to understand that Biblically, parents have the final responsibility of educating their children (see Philosophy point #1 in Section I). They have given you, the teacher, part of that responsibility by having their child in your classroom. Therefore, parents have a right to be kept informed on all aspects of their child's education.

1. Parents do not have the right to verbally abuse any teacher. If verbal abuse begins in a conference or phone call, teachers should excuse themselves as courteously as possible and notify the principal.
2. Parents do not have the right to any information about any student other than their own.

APPENDIX A

RECEIPT OF FACULTY HANDBOOK

RECEIPT OF FACULTY HANDBOOK

(Your Copy)

I acknowledge receipt of the faculty's employee handbook, and I recognize that it is my responsibility to familiarize myself with the policies contained in this handbook and any subsequent amendments. This handbook and all terms, benefits, working conditions, and privileges of employment are subject to amendment with or without notice.

I understand that the policies and procedures set forth in this handbook should not be construed as interpreting the contract or redefining any agreement found on the contract. I understand and agree that my employment relationship will be for the term of my contract (i.e., my employment is for a school year of definite duration). My employment and compensation are based on successful completion of the contract requirements and directives of my supervisor(s).

Although the employer and employee enter into an agreement in all good faith, said agreement may be terminated by violation of the above standards or by mutual consent of employer and employee. If the employee is in violation of this agreement, the employer may terminate employment without notice and with compensation only to the date of such termination.

(Do not sign this copy)

Signature

Date

This page is to be retained in this Faculty Handbook for your information. Each faculty and staff member will be given another sheet to sign, which is identical to this form.

APPENDIX B

SEXUAL AND OTHER FORMS OF HARASSMENT

SEXUAL AND OTHER FORMS OF HARASSMENT

Heart to Heart Christian Academy seeks to promote a productive work environment in which all staff members reach their full spiritual and professional potential in ministry service. Heart to Heart Christian Academy will not tolerate verbal or physical conduct by any faculty or staff member or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a faculty or staff member's race, national origin, disability, pregnancy, age, or sex. Special attention should be paid to sexual harassment. No faculty or staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service.

Faculty and staff are prohibited from threatening or insinuating, either explicitly or implicitly, that a faculty or staff member's willingness or refusal to submit to sexual advances will affect the faculty or staff member's terms or conditions of service.

Faculty and staff are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;

3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
4. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

Any faculty or staff member who experiences or witnesses harassment of any form in the workplace must report it immediately to their supervisor. If their supervisor is the alleged harassing party, a faculty or staff member may report the harassment to any administrative team member or pastoral staff member. Any supervisor or administrative team member who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the school administrator or an executive staff member is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in as impartial and confidential a manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

Heart to Heart Christian Academy will permit no employment-based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

Any faculty or staff member found to have violated this policy is subject to disciplinary action, up to and including termination.

APPENDIX C

MINISTRY/SCHOOL COMMUNICATION SYSTEMS

SCHOOL COMMUNICATION SYSTEMS

Communication services and equipment provided by Heart to Heart Christian Academy, including the messages transmitted and stored by them, are the sole property of Heart to Heart Christian Academy. Accordingly, Heart to Heart Christian Academy may access and monitor staff member communications and files as it considers appropriate. **Faculty and staff do not have an expectation of privacy in any communications or files made using or stored upon Heart to Heart Christian Academy's communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient.** Heart to Heart Christian Academy may monitor at any time any staff member's use of any ministry communication service or equipment.

Communication services and equipment include, but are not limited to: mail, electronic mail (email), courier services, facsimiles, telephone systems, personal computers, computer networks, computer files, computer software, online services, internet connections, video equipment and CD's, CD recorders and recordings, pagers, cellular telephones, voice mail systems, answering machines, and bulletin board.

Faculty and staff should ensure that no personal correspondence appears to be an official communication of Heart to Heart Christian Academy since faculty and staff members may be perceived as representatives of Heart to Heart Christian Academy and, therefore, damage the reputation of or create liability for Heart to Heart Christian Academy. All outgoing messages, whether by mail, facsimile, email, Internet transmission, or any other means, should be accurate, appropriate, and school-related. Faculty and staff may not use Heart to Heart Christian Academy's stationery or postage for personal letters.

Most communication services and equipment have toll charges or other usage-related expenses. Faculty and staff must be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each school-related communication. Faculty and staff should consult their supervisor if there is a question about the proper mode of communication. Faculty and staff are not permitted to use Heart to Heart Christian Academy's telephone system for personal long-distance and toll calls. Faculty and staff should practice discretion when making local personal calls and may be required to reimburse Heart to Heart Christian Academy for any charges resulting from their personal use of the telephone.

All incoming telephone calls should be answered with the following greeting:
"Good morning (afternoon), Heart to Heart Christian Academy, this is (your title and

last name) speaking.” Faculty and staff members must speak in a courteous and professional manner and hang up only after the caller has done so. Messages taken for other faculty and staff should be written legibly; should include the caller’s name, telephone number, message, and the date and time of the telephone call; and should be promptly delivered to the recipient.

Heart to Heart Christian Academy’s communications property and equipment may not be removed from the premises without prior authorization from the Administration Office.

Heart to Heart Christian Academy purchases and licenses the use of various computer software for school-related purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Heart to Heart Christian Academy does not have the right to reproduce such software for use on more than one computer. Faculty and staff may only use software on local area networks or on multiple machines according to the software license agreement. Heart to Heart Christian Academy prohibits the illegal duplication of software and its related documentation. Faculty and staff are not permitted to install any program, business or personal, onto school equipment without prior ministry approval.

Faculty and staff must disclose all passwords to their supervisors but should not share the passwords with other faculty and staff members. Faculty and staff may not monitor, retrieve or review, any communication or file to which they are not a party, unless they have prior authorization.

Online services and the internet may be accessed only by faculty and staff specifically authorized by Heart to Heart Christian Academy. Faculty and staff members’ online use should be limited to school-related activities, except as allowed below. In addition, faculty and staff members should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material. When appropriate internet materials or email files are downloaded, they should be scanned using Heart to Heart Christian Academy’s antivirus software. All compressed files are to be scanned before and after decompression.

Faculty and staff are not permitted to send broadcast email messages to all users or large groups of users unless specifically authorized to do so.

Heart to Heart Christian Academy’s policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on Heart to Heart Christian Academy’s communication services and equipment.

Incidental personal use by faculty and staff members of Heart to Heart Christian Academy’s communication services and equipment is allowed as long as the use does

not interfere with the staff member's work or Heart to Heart Christian Academy's operations, does not violate any of Heart to Heart Christian Academy's policies, and does not result in any additional expense to Heart to Heart Christian Academy. Each faculty and staff member will be required to reimburse Heart to Heart Christian Academy for any expenses incurred for the faculty or staff member's incident personal use of the school's communications services.

Abuse of Heart to Heart Christian Academy communication services and equipment provided by the school in violation of law or school policies will result in disciplinary action, up to and including termination of service. Faculty and staff may also be held personally liable for any violations of this policy.

APPENDIX D

CHILD ABUSE PREVENTION AND REPORTING

CHILD ABUSE PREVENTION AND REPORTING

I. Biblical Foundation

Heart to Heart Christian Academy seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

And they brought young children to him, that he should touch them: and his disciples rebuked those that brought them. But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And he took them up in his arms, put his hands upon them, and blessed them. (Mark 10:13-16)

And whoso shall receive one such little child in my name receiveth me. But whoso shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of the sea. Woe unto the world because of offences! For it must needs be that offences come; but woe to that man by whom the offence cometh! (Matthew 18:5-7)

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow: a place where caregivers, teachers, and leaders (both paid and volunteer) minister appropriately to their needs.

II. Child Abuse Prevention

Heart to Heart Christian Academy desires to be a safe place for all children and adults who attend any activity. Heart to Heart Christian Academy initiates child sexual abuse awareness training for its faculty and staff on a frequent basis in an attempt to protect children from harm.

Heart to Heart Christian Academy will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about the safety of children in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.

II. Reporting Child Abuse

If Heart to Heart Christian Academy receives an allegation of child abuse, it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Heart to Heart Christian Academy's personnel will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Heart to Heart Christian Academy takes them seriously and will take appropriate action.

When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern. It is the legal responsibility of any person with responsibility for the care of children to report all cases of child abuse they observe, and further, to report visible signs of alleged abuse. Failure to report could lead to liability on the part of the school, the observer, or both. Heart to Heart Christian Academy has determined that it is the responsibility of the program staff to report all cases of suspected child abuse to the proper legal authorities.

IV. Important Number to Contact:

Florida Department of Children and Families Abuse Hotline: 1-800-962-2873

APPENDIX E

EMERGENCY SCHOOL CLOSING PROCEDURES

EMERGENCY SCHOOL CLOSING PROCEDURES

Heart to Heart Christian Academy will follow the lead of the Duval County schools when closing is related to a weather emergency. At these times the entire educational program will close including extended education. The media notice will be the official indicator for our school patrons. This information is contained in the school handbook.

There will be times when the academy will close independently of the lead of the Duval County schools based on campus conditions or other extenuating circumstances. The academy administrator will make a decision regarding the school closing. The decision will be specific as to what schools are open and closed. The director will serve the official notice to the major media, which will serve to notify our patrons.

IMPORTANT NOTE: This is not a definitive contact list. When contacted by someone on this list, each department is then responsible to notify the appropriate department personnel.

1. The administrator will notify the following:
 - H2H Pastor – Bishop Billy W. White Sr. 904-535-9109
 - H2H Director- Lady Dr. Juanita White 904-813-2000
 - H2H Assistant Director – Dr. Lorrie Sarver 904-635-2245
 - H2H Executive Assistant – Miss Chanette Flornoy 904-762-3929
 - H2H Regional Director – Billy W. White Jr. 904-449-0566
2. The H2H front office manager will notify the following:
 - H2H Principal:
 - Guidance:
3. The principal will notify their personnel. The administrator will notify His/her personnel including security.
4. Staff will be directed to post the specific school “School Closed” signs (academy and/or church) at the front and back gates to notify patrons of the school closing.
6. The front office manager will program a school-closing message on the phone system automated attendant.
7. The director will notify the following television stations:
 - a. WTLV, channel 12: 633-8808
 - b. WJXT, channel 4: 399-4000
 - c. WAWS, Fox 30: 564-1599
 - d. WTEV, channel 47: 564-1599
8. The director will notify the following radio stations:

HEART TO HEART CHRISTIAN ACADEMY
FACULTY HANDBOOK

- a. AM 550, WAY Radio 272-1111 (call after 6:45 a.m.)
- b. *FM 97.9, WSTF Kiss FM 636-0507
- c. FM 96.1, WEJZ, Lite 727-9696
- d. *FM 107.3, WROO, Country 642-3030
- e. *FM 99.1, WQIK, Country 388-3241
- f. FM 91.7, WCRJ - The Promise 642-3688

* Call the number once and have them list the information on all the stations.