



Employee Policy Handbook

2025/26

Member of the National Association of
University-Model Schools International

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Welcome to Starboard Christian Academy!

Thank you for setting sail with us this year! Starboard Christian Academy is a community of Christian families that partner together to raise disciples for Christ. You are an important piece to our puzzle and we couldn't function without you! Thank you for choosing to partner with us. God has great things planned!

The Policies and Procedures set forth in this Employee Handbook are not a binding employment contract. This Handbook provides general guidelines only and none of its provisions are contractual in nature.

I understand that all employment with Starboard Christian Academy, Inc., (Starboard) is "at will," meaning that my employment may be terminated at any time, with or without notice, for any reason or no reason, by either Starboard or the employee. Per the Employment Agreement document, a 30 day written notice must be submitted by the employee or employer if a decision has been made to leave "without cause".

This handbook is not a contract guaranteeing employment for any specific period of time. No manager, supervisor, or representative other than Starboard's Administration team has the authority to enter into any agreement guaranteeing you employment for any specific period of time or to make any written or oral promises, agreements, or commitments contrary to this policy. Further, any employment agreement entered into by Head Administrator will not be enforceable unless it is in writing.

The policies and procedures found in this employee handbook may change from time to time at the sole discretion of Starboard. Starboard explicitly reserves the right to change or modify any of the provisions contained in these policies and procedures at any time, with or without advance notice.

Starboard is a Christian organization. The policies set forth herein will be applied and interpreted from a Christian perspective.

History

In 2013, during a moms' Bible study, that founder Jennifer Stahler attended, the leader asked for prayer as she and her husband had decided to take their daughters out of their highly sought-after public school to try a different school in the area. It was a new University-Model® school. Most of the group had never heard of it before. At the time, Jennifer and her husband, Kevin, had just had their second daughter and their older daughter was only a toddler. They were in the thick of the terrible twos and sleepless newborn nights. Although Jennifer was intrigued with the model, grade school was the last thing on their minds at the time. Looking back, Jennifer realized it was this introduction to UMS that would plant the seed for what was yet to come.

Fast forward to 2015. A new year. A new house. A new town further out from the city. It was their ninth year of marriage and their fourth move, but something felt different this time. They truly believed that God had a hand in the decision during the home buying process and that they were where they were for a purpose...they just didn't know what that was, yet. All they knew was that from the start, Denver, NC felt like home.

In early 2016, the time was fast approaching to register their firstborn for kindergarten. Before moving the previous year, they had taken a lot of time to discuss options and to compare the local public schools. A decision was made to choose an area with excellent elementary schools with the plan to send them to Christian school for the upper grades. Jennifer knew Kindergarten was going to bring feelings of sadness, but what she wasn't prepared for were the feelings of doubt as registration loomed over them. The realization of losing her baby girl for 35 hours a week left her feeling increasingly uneasy. Deuteronomy 6:5-7, "Love the Lord God with all your heart and all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

She and Kevin decided to go visit the closest University-Model® School which was over 40 minutes away. They left that open house excited and yearning for that option for their girls, for their family. Proverbs 16:9, "A man's heart plans his way, But the Lord directs his steps."

Jennifer was confused. They believed with their hearts that this school was an answer to prayer, but neither of them felt like they were supposed to take the next step and register their oldest. Before they knew it, her daughter was headed off to the local public school. God blessed them with the sweetest teacher and her daughter was thriving. God was working on Jennifer, though. He was putting the pieces of the puzzle together. "Now to Him who is able to do far more abundantly beyond all that we ask or think, according to the power that works within us." Ephesians 3:20

It was at a MOPS gathering that fall that for one of the first times Jennifer decided to share the idea of starting a UMS school in the area. She knew she couldn't do it alone. Abby Keener was in her group and she could see the wheels in her head turning. After meeting for coffee Jennifer gave her the information she had gathered at that point. It was a huge answer to her prayers when Abby told Jennifer she was in. "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. For where two or three gather in my name, there am I with them." Matthew 18:19-20

Since that meeting with Abby, they have continuously seen God working throughout this journey. He reminds us that He is directing and planning right alongside them and shows up every time we need encouragement, an answer, or a person. We have been amazed at His faithfulness and truly believe that God is at the heart of Starboard.

"My son, give me your heart and let your eyes delight in my ways..." Proverbs 23:26

Why the name "Starboard"?

After considering a move to be closer to another Charlotte area University-Model® school, God revealed His plan to the Stahler Family. They were to start a UM® School right here in Denver and serve the families nearby who were looking for the same educational opportunity for their children as they were. When they began to share the vision with other families and told them that we felt certain that we were brought to Denver for this reason and started discussing name options, this verse came up, "He said to them, "Cast the net on the right side of the boat, and you will find some." So they cast it, and now they were not able to haul it in." John 21:6

Then it clicked. He'd been whispering to me the entire time. I chose this place for you. This is your home. Serve here. Cast your net...right here. Bring them to me.

In nautical terms the right side of the boat is starboard. There was no doubt in my mind that God had just chosen the school's name." -Jennie Stahler, Co-Founder

Mission

Starboard Christian Academy partners with families to impress Christ-Centered Biblical values into the hearts of its students by providing a college-preparatory, academic program enriched with a Biblical worldview. Intentional time is gifted back to families so they may grow together in Christ, thereby confidently and courageously fulfilling God's purpose for their lives.

Philosophy & Vision

- Lifelong Learning & Collaboration
We will be Christ-Centered in all that we do through cooperative collaborations striving to instill a passion for community and connectedness. We will engage students with a challenging curriculum enabling them to be fully prepared for college equipped with biblical character traits necessary to thrive as adults.
Proverbs 27:17, Ecclesiastes 4:9-10
- Family Partnership

We will partner with families to help encourage and strengthen parents to impress strong Christian values into the hearts and minds of their children. Proverbs 22:6

- Impactful Disciples of Christ

We will strive to ignite passionate disciples of Christ who are deeply rooted with strong Christian values and character. With this, they will change the world through their actions and compassion for others all for the glory of God. John 15:5

- Servant Leaders Utilizing Spiritual Gifts

We commit to modeling what Christ like behavior looks like. Serving others and putting others before ourselves will be emphasized in lessons and character training. In addition, each child will become aware of his/her spiritual gifts and how those gifts can work together with other believers to change the world for Christ. 1 Corinthians 12:25-27

At Starboard, we do not intend to shield our students from all of the sin and ugliness inherent in a fallen world, but rather to teach them to confront those realities openly and honestly, and especially, from a God-centered perspective, so that they might be in the world—and have an impact on the world. All disciples, including our students, are and will continue to be engaged in warfare. We believe it is our responsibility to train them under controlled but not unrealistically soft circumstances so that they might be able to take ground for the Kingdom without becoming casualties.

Statement of Faith

Starboard Christian Academy is a private Christian school and an independently governed organization. It is not a ministry of any specific church or denomination body, nor does it promote or endorse any specific denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student, avoiding any dissension that may be caused by denominational distinctiveness.

As a Christian organization, we ask that all board members, faculty, staff, and student families abide by our Statement of Faith.

Statement of Faith

+ TRINITY

We believe there is one God, eternally existent in three persons: the Father, Son and Holy Spirit. (Matthews 3:16-17)

+ BIBLE

We believe the Bible to be the only inerrant, authoritative Word of God, and that it is, therefore, the final authority and completely sufficient in all matters of faith and life. (2 Peter 1:20-21)

+ SALVATION

We believe salvation is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. We believe in the bodily resurrection of Jesus Christ and his power over sin. Only by trusting in Jesus Christ alone can we be forgiven for our sin and live with God in eternity. (Romans 10:9-10, Ephesians 2:8-9, Luke 24:1-53)

+ CHRISTIAN LIFE & WORLDVIEW

We believe that in our Christian walk we are called to live in the power of the indwelling Spirit and that through our actions we will bear fruit for the glory of God. We believe that true learning and wisdom only occurs within a worldview that acknowledges that every inch of creation belongs to God. (Romans 12: 2, 9-21, Proverbs 2:6)

+ MARRIAGE & GENDER

We believe that marriage has only one meaning: the uniting of one man and one woman in a covenantal, exclusive, union. (Gen. 2: 18-25, Eph. 5:22-33) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 7:2-5, Hebrews 13:4) We believe that if a man or woman is not united in a marriage, that he or she is in full agreement with the Biblical doctrines of this Statement of Faith and will abstain from

intimate sexual activity and cohabitation. (1 Cor. 6: 9-20) We believe that God fearfully and wonderfully made each being as male or female. (Genesis 1:26-28) These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's predominant biological sex is a rejection of the image of God within that person.

† CHURCH

We believe that the Church is the body of Christ sent into the world to shine forth the glory of God. (Matthew 18:20, Matthew 28:18-20)

Attendance Policy

- Starboard expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working as scheduled and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits are an integral part of every employee's job description.
 - Among other things, "good attendance habits" include the following:
 - Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.
- Lead Classroom Teachers should arrive on campus no later than 7:40 am although the building can be accessed earlier, if needed. Each main campus day we will gather together as a staff and pray before students enter the building. This will be done at 7:45 am in the lobby. Class begins at 8:10 am.
- Faculty
 - Starboard does not differentiate between sick days and personal days for employees.
 - Teachers are allowed two absences per semester.
 - Unused days do not accumulate from semester to semester or from year to year.
 - A prorated payroll deduction at the rate of your hourly rate will be made for each day absent over the allotted days. The teacher will make every effort to use these leave days for personal or family illness or emergency situations only.
 - The teacher will receive all standard school holidays as listed in the current school calendar.
- Staff
 - Full-time salaried staff employees are entitled to 1 week of vacation per year. It is expected that staff employees keep absences from work to a minimum. Excessive absence is defined as more than 3 days per semester. Excessive absences will be noted on yearly performance evaluations. Excessive absenteeism may affect pay increases and be grounds for termination.
 - Part time and hourly employees are entitled to 2 days of vacation per semester without pay. It is expected that hourly employees keep absences from work to a minimum. Excessive absence is defined as more than 3 days per semester. Excessive absences will be noted on yearly performance evaluations. Excessive absenteeism may affect pay increases and be grounds for termination.
- Giving Notice of Absence or Tardiness
 - Under some circumstances, an employee's absence or tardiness may be excused, but only if that employee gives proper notice of such a problem before the start of their shift. Starboard needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will call Starboard at a designated telephone number prior to the start of the employee's work day and personally notify their supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible to do so.
 - Employee should call/text: Principal, Kim Stevison
 - It is not sufficient to call in and leave a message with a co-worker or someone else whom is not in a supervisory position. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.
 - If you are absent without notice for two (2) days in a row, you will be considered to have abandoned your job and Starboard will process your work separation as a voluntary resignation on your part. In the event of extenuating circumstances the employee may appeal the resignation

to the Administration. The Administration will review the situation and make a final decision regarding whether to reinstate the employee.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

Starboard is a Christian University-Model® School. Our commitment to students and parents is two-fold. Our first priority is to help young people grow in the Christian faith and live in that faith. To accomplish that end, Starboard offers students the opportunity to explore God's Word, actively pursue their faith, and minister to one another and the community.

Our second priority is to help each of our students reach their full academic potentials. Accordingly, we offer solid core courses within an intimate classroom setting where students learn not only about a subject, but also how to think critically, read comprehensively, and write well. Each student graduating from Starboard is prepared to explore a further academic career, if so led. Therefore, we have a responsibility to help each of our students to reach their full academic potential. In achieving these goals, we look to God's guidance and wisdom so that Starboard is a place that allows each individual student to grow spiritually, achieve academically and develop personally. It is always our prayer and ultimate goal that students view their time spent at Starboard as a memorable and enriching experience.

In order for Starboard to accomplish its goals, we look to partner with our parents in the education of our students. This is done by the blending of both a home education and traditional education environment. Starboard teachers establish all course descriptions, objectives, lesson plans, and assessments. Teachers instruct students for three days of the school week, and parents are then given specific lesson plans and goals to accomplish at home on the remaining days of the school week.

Our unique structure is designed for those families in which parents take an active role in the oversight and implementation of their children's education. The level of parental involvement progresses from being a dedicated teacher in the lower elementary years, to an involved teacher in the higher grades. By partnering with our parents, Starboard is then able to integrate the home and school instruction effectively toward the common goal of Christian character development and solid academic preparation.

QUESTIONS REGARDING RELIGIOUS TOPICS

Non-Denominational Position: Our ministry Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, or staff to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance.

Starboard teachers and staff work with parents as partners in the education of their child, especially when it comes to Biblical topics. It is our desire to remain neutral within denominational boundaries when questions or topics arise. Staff will always adhere to the Statement of Faith. For example, if a subject comes up in class that is not specifically included on the statement of Faith such as Calvinism, speaking in tongues, (Gifts of the spirit), eternal security, baptism, and church membership, to name a few, teachers or staff will redirect like this: "I am glad you asked that question or shared with us how your church believes. However, within the Christian Faith, several minor differences set us apart. In our school, we agree on the major items, but when these things come up, we want to give your parents the privilege to share with you their beliefs and the reason why they think it is best for your family. I will send them a message about your questions so you can discuss this topic at home. Learning about Jesus is so much fun"— "Let's get back to the subject we were discussing."

Our goal is to never allow or create confusion, mistrust, and doubt in our students against their parents- this goes against our educational objectives as a school.

HOW A UNIVERSITY-MODEL® SCHOOL WORKS

Starboard has created a school setting that allows parents and teachers to partner together in educating students academically, socially, and spiritually. Classes meet three times per week in a traditional classroom setting that integrates all subjects taught by one teacher. These traditional classes offer a full course of study (Language Arts, Math, Social Studies, Science, Bible, P.E., Art, and Music). Courses range from 30 to 60 minutes in length and are taught by the qualified teacher. Parents participate as at-home teachers, following the teacher-provided lesson plans.

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NONDISCRIMINATORY POLICY

Starboard makes no distinction in its admission or operating policies with regard to an individual's race, color, gender, or national and ethnic origin. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. We recognize that there can be no preferential treatment with God.

Tuition Discounts and NCSEAA Opportunity Scholarships

- All Starboard Staff are eligible to apply for the Opportunity Scholarship through NCSEAA. To access their application, and to learn more about the program, please visit - <https://www.ncseaa.edu/k12/opportunity/>
 - Please check the website listed above for important dates and when the application priority registration begins.
 - Scholarships range from approximately \$3,000 to \$7,000 and are based on a family's household income. Scholarships can be used to pay the required tuition and fees to attend an eligible private school.
 - Scholarships will NOT cover these fees:
 - Application fee
 - Registration Fees
 - Re-enrollment fee
 - Because of this scholarship program, the Starboard Board of Directors has determined that no additional scholarships be awarded to staff/teachers unless in the case of hardships.

Harassment Policy

Starboard is committed to providing a work environment that is free of unlawful harassment and intimidation. Starboard is a Christian school. Starboard expects all employees to treat others with respect. Starboard forbids harassment because of sex (including sexual harassment, harassment due to pregnancy, childbirth, or related medical conditions) and harassment because of race, religion, color, national origin, medical condition, physical or mental disability, or age. Starboard affirms traditional Christian teaching regarding salvation by grace through faith in Jesus Christ and also affirms traditional Christian teaching that sex is a gift from God to be expressed only within the confines of marriage between one man and one woman. Affirming these principles will not be considered harassment. Affirming that Jesus Christ is the only way to salvation, other religions are in error and condemnation of homosexuality, sex outside of marriage and sex between a married person and another who is not their spouse is not harassment. However, with respect to such issues, as with all matters, Starboard requires that "the truth be spoken with love."

Starboard's anti-harassment policy applies to all individuals involved in Starboard operations, and prohibits unlawful harassment by an employee of Starboard including officers, supervisors and co-workers, or by any vendors and/or independent contractors and their employees.

Non-employee violators of this policy are subject to expulsion from Starboard's facilities when harassment occurs on campus. Starboard may discontinue service to off-Starboard premise violators of this policy. Furthermore, Starboard may report violators to the appropriate authority for civil or criminal action. Starboard prohibits retaliation of any kind against employees, who, in good faith, bring harassment complaints or assist in investigating such complaints.

Prohibited unlawful harassment because of sex, race, religion, color, national origin, medical condition, physical or mental disability, age, marital status or any other protected basis includes, but is not limited to, the following behavior:

- Verbal actions such as slurs, derogatory comments or jokes, epithets or unwanted sexual invitations, advances or comments;
- Visual conduct such as sexually-oriented, pornographic and/or derogatory photographs, posters, drawings, cartoons, gestures, e-mail or Internet sites;
- Physical actions such as unwanted touching, assault, blocking another's way or interference with work because of sex, race or any other protected category;
- Threats or demands to submit to sexual advances or requests as a condition of continued employment, offers of employment benefits in return for sexual favors, or to avoid some other negative employment action; and
- Retaliation against any employee for making an allegation of harassment or for participating in such an investigation.

Sexual Harassment

Starboard seeks to assure that it maintains a workplace free of all types of unlawful harassment, including sexual harassment and intimidation. Sexual harassment is defined as "unwelcome" sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Starboard has a zero-tolerance policy for vulgar, abusive, humiliating or threatening language, practical jokes, or other inappropriate behavior in the workplace. Starboard will not tolerate the harassment of any employee or non-employee by another employee or non-employee, supervisor, manager or director for any reason. Harassment of a sexual nature is a violation of various state and federal laws which may subject the individual harasser to liability for any such unlawful conduct.

Procedure for Reporting Harassment

Any employee who believes that he or she is the victim of any type of harassment, including sexual harassment, should immediately report such actions to their supervisor, or to any administrator. If an employee's immediate supervisor is involved in the alleged harassment, it is unnecessary to make a report to that individual. Employees are encouraged to promptly report the alleged harassment within three calendar days of the offense. It is not necessary to file a formal complaint or grievance to complain of sexual harassment. Starboard takes all complaints seriously and handles complaints as promptly, thoroughly and confidentially as possible. Starboard will clearly inform the employee of his or her rights to assistance and how to preserve and protect those rights.

Investigating Alleged Harassment

Starboard will fully and completely investigate any report of alleged harassment and will take appropriate corrective action depending on the severity of the conduct. This can include disciplining or discharging any individual who is found to have violated this prohibition against harassment. The complaining employee will be

informed of the action taken. An employee who engages in acts of harassment contrary to Starboard's policy may be personally liable in any legal action brought against them.

Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, Starboard will not allow the goal of confidentiality to be a deterrent to an effective investigation, and it may be necessary to reveal certain information to various state or federal agencies or courts.

Employees should also be aware that as an employer, Starboard must prevent and correct harassment even when the complaining employee asks that no action be taken and that the complaint be kept confidential.

If the investigation reveals that the harassment occurred, Starboard will inform the parties that immediate and appropriate action, up to and including termination, will be taken. The discipline will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful harassment will be taken into consideration. Disciplinary measures may include counseling, demotion or discharge. These remedial measures are intended to place the complaining employee in the position which he or she would have been had the harassment not occurred.

Exercising rights under this policy does not in any way affect an employee's right to seek relief through the North Carolina Human Relations Commission, the Equal Employment Opportunity Commission, or a court of proper jurisdiction for any complaint for which a remedy is provided under federal or state law.

Retaliation

Starboard will not tolerate retaliation against any employee for making an allegation of harassment or for participating in such an investigation. Retaliation in any form is prohibited. Any employee who violates this policy is subject to disciplinary action up to and including dismissal. It is the responsibility of each Starboard employee to be aware of the details of the foregoing policy.

Dress Code

Staff dress at Starboard is "business casual"—a good rule of thumb is to dress as well or better than the students. For men, this means dress or polo shirts of conservative colors and Dockers-style pants or dress slacks. Shoes should be either dress or leather casual. Men are expected to either be clean shaven or have properly groomed facial hair. Men are not to appear unkempt. For women, appropriate wear includes dresses, blouse and skirt combinations, blouse and dress slacks combinations, and pantsuits. Refrain from wearing immodestly cut tops. Shoes should be either dress or leather casual. Dress sandals are fine. Starboard Booster wear, jeans (no holes), and tennis shoes may be worn on "Spirit Days." Additionally, some exceptions to these guidelines are made for teachers in P.E. classes, art classes, drama class when preparing sets for productions, medical reasons, etc.

Personnel File

Starboard maintains a personnel file for every employee. It is important that accurate, current records be maintained for benefits and employment purposes. Therefore, all employees are required to notify administration immediately if there is any change in relevant personal or employment information such as changes in address, phone numbers, marital status, and emergency contact, number of dependents or legal name.

All information contained in the personnel file is the property of Starboard and is not available for review by anyone other than the employee, their supervisor, and the administrative department. Employees may examine their personnel files after contacting the administration in advance to schedule an appointment; however, these documents may not be removed from Starboard's premises or photocopied without the specific authorization of the administration.

The personnel file contains (as applicable):

- Application for your employment
- Copies of transcripts from all colleges/universities from which you earned a degree or which you attended
- Copies of service records, if applicable
- Copies of teaching certificates, if applicable
- Copies of evaluations of classroom instruction
- Copies of continuing education certificates, if applicable

- Notice of any professional organizations to which you may belong.

If an employee believes that information in their personnel file is incorrect, they must discuss the matter with their supervisor. The supervisor will inform the employee of the action taken and the employee's position that their file includes incorrect information will be noted in their file.

TEACHER COMMUNICATION WITH PARENTS

Effective, consistent communication between the teacher and co-teacher is vital and is accomplished primarily through ClassReach. The teacher is expected to communicate with the parents when their student:

- Is repeatedly failing to turn in assignments
- Has a failing grade in the class
- Is frequently tardy or absent
- Exhibits inappropriate classroom behavior

How to communicate when there is a problem:

- **Parents should always talk to the teacher first.** Your child's classroom teacher will be the person that is most informed about their day-to-day routine and therefore will be best equipped to answer any questions or concerns you may have about behavior, roles, grades, etc
- If the parent and teacher are unable to resolve a situation, the parent should then contact an administrator.

SCHOOL HOME COMMUNICATION/CLASSREACH INSTRUCTIONS

Communication between the school and the home is vital in any healthy academic setting, but because we function in a team-teaching situation with the parents, it is especially important in the University-Model® School. Besides the usual channels of communication utilized by almost all schools, Starboard has devised other methods through ClassReach and the school website to enhance the quality and clarity of school-home communications. Admittedly, some of these methods require some added effort from both parents and school staff; they are, however, well worth that effort in the long run, and ultimately increase rather than decrease our efficiency. All members of the school community are encouraged and expected to make proper and ongoing use of any communication methods the school may utilize, in accordance with relevant school guidelines. ClassReach is used by parents to keep track of account info, students' grades, and home-study assignments.

To access ClassReach:

- Go to <https://starboard.classreach.com/UserSession/Login>
- Enter your username or email and password
- There will be required parent trainings throughout the year to ensure families are feeling successful with navigating ClassReach. If additional training is required, please contact the school office.
- The website is designed to be a primary information resource for families. Announcements, calendars, school documents, and other resources are available at the website. In the interest of reducing copying costs and phone calls to the office, we will be distributing most of our information via e-mail or the website. Therefore, it is imperative that we have a current e-mail address for the parent(s) of each family. It is also very important that each family check their e-mail at least once per day.

Teacher Availability on Home-Study Days

Teachers will be available from 8am until 3pm on Home-Study days to answer questions. Please use your ClassReach Messages feature to send any questions or comments to your teacher. Your child's teacher will be checking these messages periodically throughout the day.

Drug-Free Workplace Policy – Drug/Alcohol Testing

It is the goal of Starboard to provide a safe and drug-free work environment for our employees, students and parents. With this goal in mind and because of the serious safety and performance consequences of drug abuse in the workplace, we are establishing the following policy for current and future employees of Starboard.

Starboard explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on school premises or while involved in school sponsored activities off-site.
- Being impaired or under the influence of legal or illegal drugs or alcohol, if such impairment or influence adversely affects the employee's work performance, or the safety of the employee or of others.
- Possession, use, solicitation for, or sale of illegal drugs.
- Solicitation for or sale of legal drugs or alcohol.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the school premises, or while on school business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Starboard will conduct drug testing under the following circumstances:

- For Cause Testing
 - Starboard may ask an employee to submit to a drug test at any time it appears that the employee may be under the influence of drugs or alcohol, including but not limited to the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol; negative performance patterns or excessive and unexplained absenteeism or tardiness. If Starboard requests an employee to submit to a drug test, the test shall be performed immediately if possible and in any event within 24 hours. If an employee fails to cooperate in a requested drug test such failure shall be consider an admission that the employee has violated Starboard's drug policies and shall be grounds for termination.
- Post Accident Testing
 - Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the individual who was injured, but also any employee who potentially contributed to the accident or injury in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and including discharge from employment with Starboard. In such a case, the employee will be given the opportunity to explain the circumstances prior to any final employment action becoming effective.

Workplace Violence Policy

Starboard has a zero-tolerance policy for violence in the workplace. "Workplace violence" is defined to include:

- Physically aggressive, violent or threatening behavior, such as attempts to instill fear in others or intimidation;
- Verbal or physical threats of any sort;
- Any other conduct that suggests a tendency toward violent behavior. Such behavior includes, but is not limited to, excessive arguing, profanity, threats of sabotage of Starboard property, belligerent speech or a demonstrated pattern of insubordination and refusal to follow Starboard policies and procedures;
- Causing physical damage to Starboard's facilities or defacing school property

If any Starboard employee becomes aware of or observes any of the above-referenced behavior or actions by a co-worker, student, visitor, or any other party, he or she should notify his/her supervisor, any member of management, and/or the administration immediately. Employees should notify the administration department if they are aware of any restraining orders that are in effect or of the existence of any other non-work-related situation with the potential to erupt into workplace violence.

All reports of violence in the Starboard workplace will be taken seriously and will be investigated thoroughly and promptly. To the extent possible, Starboard will keep the identity of the reporting employee confidential. However, under certain circumstances, Starboard may need to disclose the reporting employee's identity (for example, to protect that individual's safety). Starboard will not tolerate retaliation in any form against an employee who makes a report of workplace violence.

If, after a thorough investigation, Starboard determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending employee(s). The level of appropriate discipline will depend on the facts in each case, and may include oral or written warnings, reassignment of responsibilities, probation, suspension, or termination. If a non-employee is responsible for the violent activities, Starboard will take corrective action to ensure that such behavior is not repeated.

Concealed Weapons Policy

Starboard does not allow any job applicant, employee, contractor, subcontractor, vendor, agent or representative to possess, use, conceal, carry or maintain a concealed weapon or handgun on Starboard's premises or while involved in Starboard sponsored activities. Starboard also prohibits the carrying of a weapon or concealed handgun on your person or property while you are rendering any services or attending any event or function relating to your employment with Starboard or conducting any business on Starboard's behalf. This prohibition includes carrying or maintaining a concealed weapon or handgun in any vehicle used in connection with your employment or brought onto Starboard's premises.

If Starboard has a reasonable suspicion at any time that a concealed handgun or weapon has been maintained, carried or stored in violation of this policy, Starboard reserves the right to conduct a reasonable search of the person, work area, personal items or any vehicle in the possession or subject to the control of such person to investigate whether or not a prohibited weapon is present. Any employee who witnesses the concealment or possession of a weapon or who witnesses a physical or verbal assault involving another person should report it to their supervisor or the administration department immediately. Violating this policy or refusing to consent to a reasonable search conducted pursuant to his policy may lead to discipline up to and including termination. Compliance with this policy is also a term and condition of continued employment with Starboard.

With the exception of police, carrying firearms or weapons of any type or kind onto Starboard premises, in Starboard parking lots, or while conducting Starboard business is prohibited.

Internet and Computer Usage Policy

The use of Starboard automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for school business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before or after regular work hours), and does not result in expense to Starboard.

Use is defined as "excessive" if it interferes with normal job duties, responsiveness, or the ability to perform daily job activities. Starboard automation systems are Starboard resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of Starboard computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain letters;
- Sending fund raising requests or other solicitations, charitable or otherwise.
- Engaging in private or personal business activities;
- Misrepresenting oneself or Starboard;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages;
- Sending, receiving or accessing pornographic materials;

- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration or impairment of Starboard networks or systems;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on school systems and applications.

Using school automation systems to create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual or auditory entry. Such material violates Starboard's anti-harassment policies and is subject to disciplinary action. Starboard's electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or state, city, province or other local jurisdiction in any way. Use of school resources for illegal activity can lead to disciplinary action up to and including termination and criminal prosecution. Unless specifically granted in this policy, any non-business use of Starboard's automation systems is expressly forbidden. Violations of these policies could subject an employee to disciplinary action up to and including termination.

Ownership and Access of Electronic Mail and Computer Files

Starboard owns the rights to all data and files in any computer, network or other information system used in the school. Starboard also reserves the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages that they send and receive using Starboard equipment are not private and are subject to viewing, downloading, inspection, release and archiving by Starboard officials at all times. No employee may access another employee's computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate Starboard official.

Starboard has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software. Violations of this policy can lead to disciplinary action up to and including termination.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring and the release of specific information is subject to applicable state and federal laws and Starboard rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-worker related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Starboard policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Message Tone for Electronic Mail

Starboard employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of Starboard and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Typographical or grammatical errors and misspelled words are unprofessional and should be diligently avoided. Employees should remember that e-mail is a form of business communication and the language they use should reflect that fact at all times. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using electronic mail. These types of messages are difficult to read.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

This policy applies to all uses of the Internet, but does not supersede any state or federal laws or Starboard policies regarding confidentiality, information dissemination or standards of conduct. The use of Starboard automation systems is for business purposes only. Brief and occasional personal use is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense to Starboard. Use is defined as "excessive" if it interferes with normal job functions, responsiveness or the ability to perform daily job activities. Examples of inappropriate use are defined in "Inappropriate Use of the Internet/Intranet" found below. Starboard's managers will determine the appropriateness of the use and whether such use is excessive.

The Internet is to be used to further Starboard's mission, to provide effective service of the highest quality to Starboard's customers and staff and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Starboard resources and are provided as business tools to employees who may use them for research, professional development and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of Starboard computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating Starboard security policy, copyright and licensing agreements. All Starboard policies and procedures apply to employees' conduct on the Internet, especially but not exclusively, relating to: intellectual property, confidentiality, Starboard information dissemination, standards of conduct, misuse of school resources, anti-harassment and information and data security. Violation of these policies and/or state and federal laws can lead to disciplinary action up to and including dismissal and possible criminal prosecution.

Internet/Intranet Security

Starboard owns the rights to all data and files in any information system used at Starboard. Internet use is not confidential and no rights to privacy exist. Starboard reserves the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. Starboard has the right to inspect any and all files stores in private areas of the network in order to assure compliance with policy and state and federal laws. Starboard will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives or files on individual Internet activities. Existing rules, policies and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet/Intranet. Starboard has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent Starboard security measures is subject to disciplinary action up to and including dismissal.

Personal Calls, Email and Text Messages

Personal communication shall not occur during duty hours. Break times and lunch periods should be used for personal communication matters.

Social Media Policy

At Starboard, teachers, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few. Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Starboard Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult your division head.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right ...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your division head or supervisor know immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Director of Community and Media Relations for guidance.

- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the “Do Not Photo” list. (Ask your administrator for details.)

Starboard Progressive Discipline Policy

Starboard Christian Academy has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that Starboard, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, Starboard takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of Starboard’s policies practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, Starboard need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Starboard Christian Academy will normally adhere to the following progressive disciplinary process:

- **Verbal Caution:** An employee will be given a verbal caution when he or she engages in problematic behavior. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employ that a problem may exist or that one has been identified, which must be addressed. Verbal cautions will be documented and maintained by your supervisor.
- **Verbal Warning:** A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect. Verbal warnings are documented and placed in the employee’s personnel file.
- **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee’s personnel file.
- **Termination:** An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while Starboard will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

Starboard Marriage Policy

Starboard Christian Academy, as a family-based and Christian school, requires adherence to Christian principles regarding marriage. Accordingly, Starboard adopts the following policy regarding divorce among its staff and teachers. This policy is applicable to anyone who is married at the time they join Starboard or becomes married while on staff at Starboard.

Any married employee of Starboard who files for divorce must have biblical grounds to do so as set forth in Matt 5:32 and 1 Corinthians 7:15. If a staff member obtains a final divorce decree without biblical grounds, they will be terminated. If a staff member files for divorce without biblical grounds, their contract will not be renewed. If a staff member’s spouse files for divorce without biblical grounds, that will not be a violation of this policy. Also, a staff member separating from their spouse but not seeking divorce will not be a violation of this policy. Anyone

contemplating divorce is encouraged to seek counseling, along with their spouse, from a competent Christian counselor.

If a staff member intends to file for divorce, they must meet with the administration to discuss the matter before making the filing. Thereafter, the administration will make a recommendation to the Board of directors which may request a personal interview. We recognize that any situation in which divorce is sought is difficult and emotional. Therefore we will work to handle each situation with grace and minimize the additional stress involved in considering these issues. Nevertheless, we believe it is important to uphold biblical standards in a culture that does not do so.

What are biblical grounds?

- Abandonment by an unbelieving spouse.
 - “12 To the rest I say (I, not the Lord) that if any brother has a wife who is an unbeliever, and she consents to live with him, he should not divorce her. 13 If any woman has a husband who is an unbeliever and he consents to live with her, she should not divorce him. 14 For the unbelieving husband is made holy because of his wife and the unbelieving wife is made holy because of her husband. Otherwise your children would be unclean, but as it is, they are holy. 15 But if the unbelieving partner separates let it be so. In such cases the brother or sister is not enslaved.” (1 Corinthians 7:12-15)
- Sexual immorality.
 - “I say to you that everyone who divorces his wife, except on the ground of sexual immorality, makes her commit adultery and whoever marries a divorced woman commits adultery.” (Matthew 5:32; cf. Matt. 19:9; Mark 10:11; Luke 16:18)

Starboard Child Safety Policy

Abuse Tolerance

Starboard has a zero tolerance for abuse in school programs and activities. It is the responsibility of every faculty and staff member at Starboard to act in the best interest of all children in every school program.

Abuse Policy

It is the responsibility of all School personnel (which includes, but is not limited to, teachers, administrators, employees, and others providing or performing services at the School, whether volunteer or paid) to protect the health and safety of students. Abuse of a child, whether through neglect or physical, emotional, verbal, sexual, or other actions, can cause physical and mental harm to that child and therefore, will not be tolerated in any manner at the School. The safety and well-being of children is a serious concern for educators and schools. The School's policy is that all employees share the responsibility of the prevention and reporting of suspected child abuse and sexual molestation. The School intends to comply with the provisions of the laws of the State of North Carolina.

Child abuse and neglect are against the law in North Carolina, and so is the failure to report it. Abuse and neglect are defined below:

Abuse includes the following acts or omissions by a person:

1. Mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
2. Causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
3. Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator, that does not expose the child to a substantial risk of harm;

- 4.Failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
- 5.Sexual conduct harmful to a child's mental, emotional, or physical welfare; including conduct that constitutes the offense of continuous sexual abuse of young child or children
- 6.Failure to make a reasonable effort to prevent sexual conduct harmful to a child;
- 7.Compelling or encouraging the child to engage in sexual conduct
- 8.Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene
- 9.The current use by a person of a controlled substance in a manner or to the extent that the use results in physical, mental, or emotional injury to the child;
- 10.Causing, expressly permitting, or encouraging a child to use a controlled substance as defined by; or
- 11.Causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child.

Neglect includes:

- 1.Leaving a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;
- 2.Placing the child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
- 3.Failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
- 4.Failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
- 5.Placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to a child;
- 6.Placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse related to sexual conduct; or
- 7.Failure by a person responsible for a child's care, custody, or welfare (which includes school personnel) to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

Prevention & Reporting Child Abuse or Neglect

Any employee suspecting child abuse or neglect is expected to use the following procedure to report the child abuse and/or neglect:

- Do not confront the suspected abuser or molester.
- Report the details to your Administration immediately, including notes of the following:
 - All incidents and observations, including dates and times.
 - Any information you have about the relationship between the child and the suspected abuser.
 - Pertinent information that North Carolina DSS will need for its investigation:
 - Name, age, and address of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents' names and names of siblings at home
- The Administration will then notify the Board of Directors of the report.
- Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a "need to know" basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.
- Make a report to the North Carolina Department of Family and Protective Service or local law enforcement and let them investigate.

Anyone who suspects a child has been abused or neglected is required to report it to North Carolina DSS as soon as possible, but no later than 48 hours. According to state law, you may not delegate this task or rely on another

person to make this report. Your report to NCDSS is confidential and not subject to public release. The law provides immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as the report is made in good faith. Your identity is kept confidential. Upon notification that a report of suspected child abuse/neglect has been made against any School personnel, that person may be removed from all contact with children at the School, and may be suspended from employment or further service pending further investigation with or without pay. The action to be taken will be determined by the Head of School. The employment or services of any School personnel convicted of, or otherwise found to have committed, an act of child abuse and/or neglect will be terminated immediately. The School and all School personnel must fully cooperate with all appropriate authorities and agencies in the investigation of any incident of suspected or alleged child abuse and/or neglect.

Abuse Prevention at School

Starboard expects all employees to limit the opportunities for molestation and/or abuse, respond quickly and appropriately to suspicious situations, and take actions or make reports when warranted. Starboard reserves the right to investigate employee or volunteer misconduct, even if no complaint has been made.

Employees are expected to adhere to the following guidelines of behavior:

- Limit occasions of being alone with a child and be suspicious of anyone who is. Whenever possible, have another teacher or adult present or remain in an open, public area.
- Monitor volunteers and visitors to ensure they are never alone with a child.
- Report any known misconduct or questionable behavior on the part of fellow employees, volunteers, visitors, and students.
- Do not touch a child unless it is for a clear educational purpose.
- Ensure at least two chaperones (preferably a male and a female) should accompany students on trips away from school. Also, ensure that the chaperones are approved through the Personnel and Policy Coordinator.
- The School prohibits consensual sexual relationships between an employee or volunteer and students, including students who have reached the age of consent.
- Report any personal criminal convictions immediately to your administrator.

Starboard will not knowingly employ anyone who has been convicted of child abuse or sexual molestation. The school requires as part of its pre-employment process a background check be conducted on all applicants before an offer of employment is extended. Periodic follow-up background checks are also conducted as part of continuing employment.

In addition, as a part of every employee's obligation to keep children and our campus safe, if you have received information reflecting that any person who may regularly or periodically visit the school's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has engaged in behavior that could constitute abuse, has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the School Administration.

Personal Auto Usage

From time to time it may be necessary for you to drive your personal vehicle on school business. The purpose of this section is to remind/advise you of our policy regarding such. All employees using their personal vehicle for approved school travel will be reimbursed for such use at a fixed rate per mile (subject to current standard rates). This fee is intended to repay you for your expenses in operating the vehicle including the cost of gas, oil, tires, maintenance and the cost of insurance. We require that all employees who drive personal vehicles on school business carry at least \$100,000 of liability protection and uninsured motorist coverage. The purchase of "comprehensive" and collision insurance is at your discretion. In the event of an accident while you are driving on school business you should look to your own insurance to protect you and your vehicle. Remember, the auto insurance you buy is what will protect you on or off school time. Our school automobile insurance policy provides no coverage for your vehicle. Should you have any questions regarding this section, please see your supervisor.

Driver Policy

Employees assigned to driving duties ("drivers") must at all times meet the following criteria:

- Drivers must have a current, valid driver's license for the state in which the employee performs his or her driving duties
- Drivers must maintain a clean driving record, i.e., must remain insurable under our company's liability insurance policy.

Any employee driving a Company vehicle (at this time we do not have company vehicles) or driving on Company business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving a Company vehicle, while on Company business, while in a Company vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport non-employees while in a Company vehicle or on Company business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform an appropriate supervisor about the incident immediately or as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to an appropriate supervisor. In both of the above situations, the matter will be reported to the Company's insurance carrier so that a prompt decision on continued coverage of the employee can be made. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the employer, and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for company business should be reported to an appropriate supervisor at the earliest possible opportunity.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from employment.

Record of Receipt of Employee Handbook

I, _____ (print name), acknowledge receiving the Starboard Christian Academy Employee Policy Handbook. I clearly understand that this Employee Policy Handbook does not create a contract for employment with Starboard, and that Starboard may change or modify the policies and procedures in this handbook at any time with or without prior notice. I have read and understood the policies outlined in the Employee Policy Handbook, and agree to be bound by Starboard's rules and regulations during my employment with Starboard. I understand that violating the policies and rules set out in this handbook may lead to discipline, up to and including termination.

Employee Signature

Date

Printed Name