



U.S. INTERNATIONAL CHRISTIAN ACADEMY

U.S. International Christian Academy is an independent, international autonomous global high school

www.USICAhs.org
admin@USICAhs.ORG



U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".

Personnel Policies and Practices

Professional Ethics

Professional standards of integrity are expected of all of the members of the faculty, administration and support staff. Integrity is the basis of ethics.

Staff-Faculty Handbook

Employees are responsible for reviewing the Staff Handbook periodically in order to make sure that they are aware of the latest changes. The Staff Handbook is available at our website www.USICAhs.org under request.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of

Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency.

Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873)

<http://www.myflfamilies.com/service-programs/abuse-hotline>

<http://statelaws.findlaw.com/florida-law/florida-child-abuse-laws.html>

<http://usicahs.homestead.com/About-USICA.html>

CODE OF BEHAVIOR

Individual development, individual responsibility, and a respect for each individual within society are at the root of our program. Our code of behavior reflects this commitment while fostering the skills and attitudes that are necessary in order to become responsible citizens.

We expect all members of our school community -- students, teachers, and parents or guardians -- to set an example which will result in U.S. International Christian Academy being a zone of zero-tolerance for vandalism, violence, racism, illegal substances and harassment. Visit our website: <http://www.usicahs.org/Student-Life-.html>

Personal Behavior

Members of the Staff should bear in mind that from their very first day they are representatives of the school and that their personal appearance and actions, and the impressions they make, are important to their advancement and to the continuing development of the reputation of the School.

U.S. International Christian Academy has not established rigid rules and regulations to govern the behavior of its staff. The employment objective of the School is to employ individuals who meet high standards of character and occupational qualifications. Employees are expected to use good judgment and conduct themselves in a mature and responsible manner at all times.

Workplace Atmosphere

USICA is an educational institution dedicated to the professional and intellectual growth of its students. It is necessary that our workplace maintain a professional atmosphere as well as one of warmth and friendliness. All employees are expected to contribute to promoting a congenial and cooperative learning environment.

GENERAL RULES

Property

The school building, books, property of the school office, the personal property of staff and students will be safe and free from damage. Vandalizing school property will be subject to clean up duty, costs incurred and/or suspension.

Plagiarism

Students will be instructed with regards to the seriousness of this offense as well as what constitutes plagiarism by their teachers. Students who have plagiarized will re-do the assignment for a maximum value of 75%. Parents will be informed. A second offense will be subject to a suspension or a zero.

Smoking

Smoking in the school or on school office is prohibited by law and will not be tolerated. Smoking inside the building or on school property is not permitted and is subject to suspension, U.S. International Christian Academy does not support smoking for any of its students or staff.

Substance Abuse

U.S. International Christian Academy is a Drug Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

All potential employees must pass a drug test.

Possession, use or being under the influence of a controlled substance (i.e. marijuana, cocaine, alcohol) while on campus property is strictly forbidden and is illegal by State and Federal Law.

U. S. International Christian Academy will not tolerate the use and/or possession of alcohol or drugs at school or at any school activity. The possession or use of illegal substances is prohibited and will result in a suspension and/or expulsion.

Weapons

The possession of or threat to use weapons or replicas is not tolerated and will result in confiscation and an immediate suspension and further procedures upon investigation and police report.

Bullying/Intimidation – ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. physically, emotionally, or mentally harming a student;
2. damaging, extorting or taking a student's personal property;
3. placing a student in reasonable fear of emotional or mental harm;
4. placing a student in reasonable fear of damage to or loss of personal property; or
5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

I. Definition

- a. Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

This policy prohibits bullying that occurs either:

- a. on school premises before, during, or after school hours;
- b. on any bus or vehicle as part of any school activity; or
- c. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint

IV. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

V. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Electronic Devices

Staff and Faculty are not permitted to use electronic devices (MP3 player, pager, cell phone in working hours) in school office and will be confiscated

Food/Beverages

Eating and/or drinking is not permitted in the school office.

Criminal Incidents

Criminal incidents are referred to the local police or law enforcement agency who have jurisdiction. All crime victims and witnesses are strongly encouraged to immediately report any crime to security officer and to the appropriate police agency. Criminal incidents are referred to the local police or law enforcement agency who have jurisdiction. All crime victims and witnesses are strongly encouraged to immediately report any crime to security officer and to the appropriate police agency.

See our website: <http://www.usicahs.org/Student-Life-.html>

Use of Computers and other Electronic Equipment / Intellectual Property Rights

COMPUTER USER POLICY STATEMENT

The Computing Resources of the School are the property of the School. The use of the Computing Resources is a privilege granted by the School to Users. The school requires that all Users act responsibly in using the Computing Resources, and do so in compliance with all local, state, and federal laws, all applicable administrative regulations and policies, all contractual and license agreements, and all policies of the School.

Users are entitled to use the Computing Resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the School, and other activities as may be approved by the School's administration.

Users are responsible for the appropriate use of the Computing Resources, and for taking reasonable precautions to secure all Computing Resources and Data used by them. Users are responsible for reporting inappropriate use of the Computing Resources and Data, and any suspected or actual breaches of computer security, and are responsible for assisting in resolving such matters. Users are responsible for promptly reporting to the School in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Computing Resources.

Users are responsible for adhering to the School's policies and practices as described herein, and in other policy manuals of the School, to ensure that the Computing Resources and Data are used in accordance with the School's policy guidelines, and reasonable measures are taken to prevent loss or damage of Computing Resources and Data.

Users must report all malfunctioning equipment immediately including copiers, computers, printers, network equipment, projectors, etc. to admin@USICAhs.org

For more information on USICA's Computer User Policy, you may go to the Principal Office or visit: www.USICAhs.org

PROPRIETARY INFORMATION

All Data is considered confidential. All information produced by employees of the School while executing their duties as employees belongs to the School. All Data is considered property of the School. Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the School, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited. Any Computing Resources used while employed by the School must be returned, along with the User's password, identification code, and any other appropriate information

necessary for the School to continue using the respective Computing Resources and information, uninterrupted.

COPYRIGHT INFRINGEMENT POLICY

In compliance with the 18 USC 2319, Criminal Copyright Infringement, 17 USC 101, the No Electronic Theft (—Netll) Act and the Digital Millennium Copyright Act's provisions relating to educational institutions, U.S. International Christian Academy encourages its students, faculty and staff to educate themselves on the principles of copyright and to respect the rights of copyright owned by others.

Individuals using computers and networks (the —account holderll), library, and other academic resources at U.S. International Christian Academy(the —Schoolll) are responsible for complying with copyright laws and the School's policies and procedures regarding the use of copyrighted materials.

Compliance with federal copyright law is expected of all students, faculty and staff at U.S. International Christian Academy. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the university's networks or other computer resources may create liability for the university as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by our institution.

Teacher Contract

U.S. International Christian Academy Teacher Contract form and Teacher Job Application is available at Application Section at www.USICAhs.org

U.S. International Christian Academy Employee Dress Code

Professional attire and personal appearance must be maintained in a dignified and business appropriate manner by all employees during working hours and during all occasions while representing USICA.

DRESS AND GROOMING

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

GENERAL GUIDELINES

The dress and grooming of all employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with the following standards:

Hygiene and Grooming

- a) Personal cleanliness: Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances should be kept at a minimum.
- b) Hair: Hair shall be clean, neatly trimmed and well-groomed.

All beards and moustaches should be trimmed and neat in appearance. Any apparatus that an employee uses to hold back their hair must be clean. No hats, caps or other head coverings shall be worn inside the building.

- c) Fingernails: Fingernails should be clean, well manicured and moderate in length, and appropriate for the work site.
- d) Jewelry: Jewelry in pierced sites will be visible on the ear only. All other piercings must be covered or removed during work. Other jewelry should be appropriate for the work.

Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy.

Dress:

- a) Dresses and all outer garments shall fit properly and be of an acceptable length. Slacks must fall between the knee and the ankle, and must be of a dressy or business casual nature.
- b) Halters, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
- c) If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders shall be worn.
- d) Footwear shall exclude flip flops, open-toed shoes, and slippers.
- e) Clothing that reveals undergarments shall not be worn.
- f) Hemlines for skirts and dresses should be long enough not to be distracting. Skirt and dress hemlines more than three inches above the knee and shorts are not acceptable.
- g) Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
- h) Jeans may be worn on designated casual/dress down days, designated spirit days, and teacher in-service days.
- i) All administrative staff are expected to dress in a professional manner.

Male administrative staff or teachers are required to wear shirts and ties. Acceptable alternatives for shirt and tie are a turtle neck with a jacket.

- j) Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are required. Acceptable alternatives for shirt and tie are a turtle neck with a jacket.
- k) For the allied health faculty, scrub suits may be worn in lieu of shirt and slacks.
- l) Undergarments are required, but should not be visible above, below or through clothing.

EXCEPTIONS TO GUIDELINES

The following exceptions apply to these guidelines:

- a) Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs.
- b) To accommodate medical needs, allergies or specific situation.

"DRESS DOWN" OR CASUAL DRESS DAYS:

Dress down days has become very popular as a strategy for improving moral and school spirit among employees. Dress down days will apply to professional employees and academic and administrative support employees only.

Fridays are considered a dress down day. Attire for dress down days will be "relaxed casual." Relaxed casual dress may include jeans, Capri pants, the absence of a tie, the substitution of a polo shirt for dress shirt, and tennis shoes.

Religious, Racial, Gender-Specific or Ethnic Attire:

Nothing in this policy is intended to abridge rights at law relating to non-discrimination, or hinder the advancement of diversity at the institution.

Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire.

Exceptions: (1) Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.

Locating Employees

During working hours, all personnel should make sure that the office knows at all times where they can be reached. When leaving the school, they are expected to notify the proper person of their destination and the probable time of their return. Persons assigned an out-of-town engagement should advise the office promptly of any changes in location, hotel address and probable date of return, so they can be reached quickly in an emergency. Visit our website: <http://www.usicahs.org/News.html> for any alert or emergencies.

Personal and Credit References

Purpose

Inasmuch as personnel files contain private and confidential information, the school restricts access to these files and to other confidential information about employees. The following procedures specify how inquiries for information regarding current or former employees will be handled.

Personal References

Due to the increasingly restrictive Federal laws regarding personal privacy, U.S. International Christian Academy will not provide any information, favorable or unfavorable, regarding quality of job performance unless a request is made in writing by the employee.

Personal Phone Calls

U.S. International Christian Academy realizes the need for employees to be able to receive phone calls of a personal nature. At the same time, our phones must remain uncluttered for business and student contacts. When a personal call reaches the receptionist or any staff, an attempt will be made to reach the employee, especially if an emergency is indicated.

The telephone lines of the School are for official School use only. No employee or visitor will use phones for personal use, except in cases of emergency; in any case, these calls should be limited in order that the school telephone will not be tied up for an unreasonable amount of time. Faculty and Staff members may not place long distance telephone calls for personal purposes and charge them to the School. Cell phones during work hours must only be used in case of an emergency.

Employees are responsible for checking their phone mail and email correspondence frequently throughout the day. Employees are expected to respond to the messages as soon as possible, and preferably the same day the message is left.

Protection of Personal Property

The safeguarding of personal effects in the office or while on assignment is the responsibility of the individual. The School carries no insurance on, and can accept no responsibility for, loss of personal effects, including cash.

Misrepresentation

The intentional non-submission of any report, form or data, or the submission of any report, form or data with a deliberate intention to mislead—will be cause for immediate termination of employment.

I am in Agree to this
Personnel Policies and Practices

Signature: _____

Date: _____