

Faculty/Staff Handbook

2026-2027

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INTRODUCTION

OUR MODEL

Hybrid schooling blends on-campus instruction with at-home learning. Students attend school in person three days a week, where they receive direct teaching, community life, and guided instruction. The remaining two days are completed at home with parent support, with expectations tailored to each student's age and developmental stage.

This model is built on a strong partnership between families and teachers. By working together, we provide a rich and balanced educational experience that values academic growth, relational learning, and character formation—allowing students to thrive both in the classroom and at home.

DESCRIPTION OF COLLABORATIVE/HYBRID MODEL

Although the collaborative model shares similarities with other educational options, it is important to note the distinction:

What It's Not

- *Part-Time School.* Students receive in person, on-campus learning three days a week. The other two days a week are done at home under parent guidance, using a unified curriculum and plan and schedule.
- *Homeschool Group or co-op.* We partner with parents in order for students to receive a wholesome learning experience; however, we are functioning as a non-public NC school and require all students to be registered as an NCDPI student so no homeschool students will be permitted.
- *Traditional Private School.* We require a firm commitment from parents to collaborate through this partnership; therefore, it is important to understand the larger effort from the parents in direct education of their students.

What it is

- *NC Non-public education private school.* Ambleside Academy is a non-public NC approved school operating under the 180-day attendance requirement.
- *Established Curriculum.* We will provide a rigorous, hands-on curriculum for on campus and at home days.
- *Cohesive Vision.* This partnership with parents is vital for this model to be successful.
- *Structured Environment.* A structured environment and an empowering model that gives both teachers and parents a leadership role in the education of students.

MISSION STATEMENT

Our mission is to provide a Christ-centered education grounded in the Gospel, fostering real and respectful relationships within a safe and structured environment. Through the principles of Charlotte Mason education, we seek to nurture a lifelong love of learning, develop self-discipline and accountability, and equip students to grow in wisdom, character, and faithful stewardship of knowledge.

SCHOOL VISION

We are a Christian Learning Institution.

Christian - In partnership with families, we cultivate students through a Christ centered community where real learning, consistent habits, grace filled relationships, and identity in Christ flourish.

Learning - Our school cultivates lifelong learners with a love of learning, grounded in the Charlotte Mason philosophy. We emphasize what is worth knowing, the careful development of skills and habits, and the growth of confidence, perseverance and thoughtful independence. Within a strong learning community, students are formed to think strategically, innovate wisely, and steward their gifts with care throughout their lives.

Institution - Our mission is to foster accountability and excellence through thoughtful structures, clear procedures, and disciplined practices that support our shared work.

STATEMENT OF FAITH

The Doctrine/Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the following Doctrine of Faith accurately represents the teaching of the Bible. All instructional material of any form used among the Church shall be in complete agreement with the Doctrine of Faith.

THE BIBLE

We believe that the Bible (the canon of 66 books in the Old Testament and New Testament) is God's Word, that it is fully inspired in the original manuscripts, that the Spirit superintended the human authors without violating their individual personalities and writing styles, and that it is subsequently without error and is completely authoritative in all matters of life, faith, and practice. The Bible is the supreme revelation of the will of God for men and, as such, has been preserved through faithful translations in many languages, assuring us that we can have absolute confidence in the Word of God. We believe that the Bible is the sole authority for faith and practice; therefore, the Bible is not just the highest authority, it is the sole authority.

THE TRIUNE GOD

We believe that there is only one living and true God who is an eternal, self-existing, perfect Spirit. He is a personal Being and the Creator and Upholder of the universe. Though one God, He exists in three Persons: the Father, the Son, and the Holy Spirit. These Persons are equal in essence and in every divine perfection, but each has His own distinct work to perform.

A. Father: We believe in God the Father: the first Person of the Trinity, an infinite, personal spirit, and perfect in holiness, wisdom, power, justice, and love. We believe that He infallibly knows all, that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer according to His will, and that He saves from sin and death all who come to Him through Jesus Christ.

B. Son: We believe in Jesus Christ: the Second Person of the Trinity, that He was conceived of the Holy Spirit, born of a virgin, fully God and fully man, genuinely tempted, lived a sinless life, suffered and died as the only acceptable substitute for the sins of man, rose again from the dead in bodily form, and ascended into heaven

where He is seated at the right hand of the Father. We believe that in heaven He continues His priestly work as intercessor for the saints, and that at the end of the age He will return to the earth to reign as King.

C. Holy Spirit: We believe in the Holy Spirit: the third Person of the Trinity, that He is the divine agent in creation, revelation, and redemption; that He convicts the world of sin, restrains evil, regenerates those who believe, and indwells, seals, gifts, empowers, guides, teaches, and sanctifies all who become the children of God through Christ; that He enables individual members of the body of Christ to be used in the Church.

Mark 12:29; John 1:1, 4; 4:24; 5:23; 10:20; Matt. 28:18, 20; Acts 5:3, 4; 2 Cor. 13:14; Heb. 1:1, 3; 1:8; Rev. 1:4-6; 17:11; Gen. 1:26; 3:22; Is. 44:6; 48:16; 61:1; Rom. 9:5; 1 Tim. 1:17; Phil. 2:5-6; Ps. 110:1

HUMANKIND

We believe that humanity was created for God, by God, and in God's own image, but that in Adam's sin the human race fell, inherited a sinful nature, and thereby incurred physical, spiritual, and eternal death, which is separation from God. All humans are now sinners (by nature and conduct) and are justly under divine condemnation. Humanity fell through disobedience, incurring both physical and spiritual death and severely marring the image of God in us. Human beings are totally depraved and, of themselves, utterly unable to remedy their lost condition because they are dead in their trespasses and sins.

Gen 1:27,31, 2:16-17, Eccl 7:29, Gen 3:6-7, Rom 5:12,19, Ps. 51:5, Is 53:6, Rom 3:9-18, 23, 5:15-19, James 2:10, Jn 3:36, Rom 1:20.

THE TERMS OF SALVATION

Salvation is made free to all people by the Gospel. Christ died for everyone that would believe in Him and, by His death, they are given salvation by grace alone through faith in Christ alone. It is initiated by God and is accomplished by grace apart from any human works. God commands all persons to repent and believe. All who have faith in the Lord Jesus Christ are forgiven, regenerated, justified and the perfect righteousness of Christ is imputed to them. They are given spiritual life (sanctification) which is demonstrated by a pattern of growth in grace, faith, and obedience till death.

I Jn 2:20; I Tim 4:10; II Peter 2:1; Eph 2:8-9; Titus 3:5-6; II Tim 1:9; Jh 3:16; Acts 16:31; Rom 5:1; Eph 1:7; I Peter 1:23.

THE CHURCH

We believe that the Church, the Body of Christ, is composed of all true believers who are placed into that Body by the baptizing work of the Holy Spirit. The Church is distinct from Israel. A local expression of the Church is an organized congregation of baptized believers, associated together by a common faith and fellowship in the Gospel, to glorify God in reverent and orderly worship. These congregations are called "local Churches". Each local Church is autonomous, is not subject to the control of any outside persons or organizations and has the power and right to confess its own faith and conduct its own affairs in accordance with the teachings of the New Testament. On all matters of membership, polity, government, discipline, and benevolence the will of the local Church is final. A local Church is to observe the ordinances ordained by Christ himself, baptism and the Lord's Supper. Baptism is the immersion of the believer into water in the name of the triune God and that it is required for membership in the local Church. Christ instituted the Lord's Supper as a memorial to His death and that it should be practiced within the local Church. Some local Churches practice Feet Washing, as Christ did, in order to

teach believers humility. The local Church is a picture of the bride of Christ and Christians are biblically mandated to utilize her as the main source for Christian discipleship.

Acts 2:41-42; 8:35-39; John 3:23; Rom. 6:3-5; Col. 2:12; Matt. 3:6, 3:16, 28:19; 1 Cor. 11:23-28; John 13:4-14; 1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27

A CHRISTIAN SABBATH (THE LORD'S DAY)

The divine law requires that one day in seven be set apart from secular employment, and amusements for rest, worship, holy works and activities, and for personal communion with God. Due to the fact that the early New Testament Church was given to the pattern of Sunday worship and met on Sunday regularly, Sunday has been accepted as the main day of worship for this congregation.

GIVING

We believe that every Christian, as a steward of that portion of God's wealth entrusted to themselves, is encouraged to financially support his local Church. We believe that God has established the tithe (10% of gross income) as a basis for monetary giving in the Old Testament and used as a basic starting point for the New Testament Christian. However, every believer should also give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made.

Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17

CIVIL GOVERNMENT and RELIGIOUS LIBERTY

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the Church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God.

Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14

FAMILY RELATIONSHIPS

We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the Church. The husband is to be the leader of the home, and men are to be the pastors of the Church. Accordingly, only men are eligible for pastoral licensure and ordination by the Church. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the Church. The wife is to submit herself to her Scripturally obedient husband as the Church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle examples and appropriate discipline, including Scriptural corporal correction.

Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12; Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7.

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography and all sexual deviances are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or medication. We also believe that surgeries that attempt to alter one's own appearance in order to indicate a shift in gender identification is a sinful defacing of one's body which is fearfully and wonderfully made by God. We believe that individuals experiencing gender dysphoria should seek help medically, psychologically, and spiritually both from within and without the Church. We believe that the only legitimate Christian marriage is the joining of one naturally-born man and one naturally-born woman.

Gen. 2:24; Gen.19:5; Gen. 26:8 -9; Lev.18: 1-30; Rom.1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1 -8; Heb.13:4; Gen. 2:24; Rom. 7:2; I Cor. 7: 10; Eph. 5:22-23

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being made in God's image. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies are justifiable due to rape, incest, birth defects, gender selection, population control or any other reason.

Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44

EUTHANASIA

We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus, we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God.

Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28

LOVE

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions.

Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18

DRUG ADDICTION

Prescription and illicit drug abuse have become a major issue in our society. We believe that people are forbidden by God in His Word to participate in the abuse of prescription or illicit drugs for any other purpose than prescribed by the medical community. This prohibition includes overuse or misuse of medications prescribed by a doctor.

1 Cor. 6:20

RACISM

As the Church of Jesus Christ, we vigorously condemn all forms of racism and ethnic prejudice. We are all one body in Christ in which and in whom there is no difference. We do not discriminate among our membership based on race, color, or ethnicity.

Gal 3:28, Eph 2:11-22, Acts 10:34-35.

BOARD MEMBERS

Blake Coghill - Not Voting Chairman

Jacqueline Griffin – Treasurer

Steve Gurley

Daisie Hill

Pam Mozingo

Dian Pike – Secretary

Joanna Pike

Nancy Smith

POLICY AS TO NOTICE OF NON-DISCRIMINATION

Ambleside Preparatory Academy does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of any race, color, national and ethnic origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

CHANGES IN POLICY

AMBLESIDE reserves the right to amend the policies and procedures outlined in the handbook with reasonable notice. This document is not all-inclusive, as situations may arise that are not already outlined in this manual. AMBLESIDE administration reserves the right to exercise administrative discretion in responding to these situations.

VISION ALIGNMENT RESPONSIBILITIES

CHRISTIAN VISION

Faculty are expected to:

- Affirm the school's statement of faith
- Model Christian conduct and speech
- Foster a Christ-centered classroom environment
- Support the spiritual formation of students within educational boundaries

LEARNING VISION

Faculty are expected to:

- Teach according to Charlotte Mason principles
- Cultivate habits, intellectual formation, and love of learning
- Maintain high academic and classroom standards
- Assess and document student progress accurately

INSTITUTIONAL VISION

Faculty are expected to:

- Follow school procedures, directives, and policies
- Maintain accurate records and documentation
- Support leadership unity and institutional decisions
- Avoid public or internal undermining of school authority
- Faculty must model and uphold institutional policies not only in their professional roles but also in the conduct and supervision of their children while on campus.

REQUIREMENTS

EMPLOYMENT

- 1. Must be a professing and practicing Orthodox Christian:** Each employee of Ambleside must be a professing believer as evidenced by a testimony of God's grace in their lives.
- 2. Must be in agreement with Ambleside's statement of faith:** Each employee of Ambleside must affirm the institution's statement of faith as stated in the introductory section of this handbook.
- 3. Must be in agreement with Ambleside's model, mission and vision:** Each employee of Ambleside must affirm the institution's model, mission and vision as stated in the introductory section of this handbook.

ATTENDANCE/ASSIGNMENTS

- 1. All full-time faculty/staff must attend 75% of required staff meetings:**
 - a. Mandatory Meetings
 - i. Bi-weekly: Wednesdays at 3:15-4:00 pm
 - ii. Parent conferences as needed
- 2. Summary of Teacher Required Attendance**
 - a. Mandatory staff/faculty meetings are periodically scheduled by the admin team.
 - b. Staff/Faculty must attend meetings and orientations during teacher In-Service week.
 - c. Attend Open Houses, Parent/Teacher conferences, Summer Trainings, special programs, and other employee related activities.
- 3. All full-time faculty/staff are expected to be prompt in attendance:**
 - a. Full-time teachers are to arrive at work by 8:00 AM.
 - b. Teachers without assembly responsibilities will utilize 8:00-9:00 for their planning period.
 - c. Full-time faculty/staff are not to leave earlier than 3:15 PM without proper authorization.
 - d. Part-time teachers are to work with the principal on arrival and departure times.
 - e. Teachers who need to leave campus during school hours will need to sign in and out at the front office.
 - f. All teachers are to promptly attend all staff meetings at the scheduled time unless a request for leave has been approved.
- 4. Are to be responsible for assigned duties:**
 - a. Teachers may be assigned rotation in cleaning duties, hall duties, car line, or other responsibilities.
 - b. All teachers must promptly follow their assigned schedules and are responsible for supervising students.
 - c. Lunch duty is a mandatory part of teacher responsibilities.

PROFESSIONALISM

1. All faculty/staff will maintain professionalism:

- a. Teachers must maintain professionalism through proper dress and appearance.
 - i. Teachers are to dress in a modest style which we interpret as not trying to draw attention to one's self. In cases of questionable attire, the school principal or his/her designee will determine whether articles of clothing are deemed professional or unprofessional.
 - ii. Shorts above the knee are not permitted on campus by any employee.
- b. Teachers must maintain professionalism by avoiding participation in gossip, divisive speech and/or public criticism.
- c. Teachers must maintain professionalism by keeping confidentiality.
- d. Teachers must not talk about internal school issues to parents and/or students.
- e. Teachers must not talk about their students to other staff members in a negative manner.
- f. Teachers must maintain professionalism by supporting Ambleside and demonstrating a positive attitude toward students, parents, staff, and administration of Ambleside.
- g. In an effort to avoid a conflict of interests and maintain a level of professional separation, Ambleside has adopted the following policies regarding social media sites (Facebook, Instagram, Twitter, etc.):
 - i. Faculty/Staff should be careful to maintain a level of professional and relational maturity when posting or commenting on controversial or worldly topics of discussion.
 - ii. Faculty/Staff should understand that social media networks are great tools for edification and for destruction.

2. Faculty family conduct & student boundaries

Faculty members who have children enrolled at Ambleside must ensure that their children adhere to the same expectations, structures, and supervision requirements as all students. In order to maintain fairness, order, and institutional integrity, the following guidelines apply:

- a. Equal Treatment and Privileges
 - i. Faculty children are not to receive special privileges during the school day that are not available to other students.

Examples include, but are not limited to:

- *Use of faculty refrigerators or kitchen appliances for personal meals*
- *Parents preparing meals for their children during the school day (e.g., crockpots, stovetop use, etc.)*
- *Remaining in a parent's classroom or workspace outside of approved times*
- *Avoiding or skipping scheduled school activities (including assemblies or assigned gatherings)*

Students are expected to fully participate in all required components of the school day unless otherwise directed by administration.

- b. Location and Supervision During the School Day
 - i. Students must remain in assigned and supervised areas throughout the school day. Faculty classrooms, offices, and workspaces are not to be used as informal gathering or unsupervised locations for students.

- c. After-School Supervision (Including Wednesdays)
 - i. On days when faculty are required to remain on campus beyond regular dismissal (including scheduled meetings such as Wednesday faculty or departmental meetings), faculty children must:
 - **Either remain under the direct supervision of their parent in the meeting,**
 - **Or be placed in designated aftercare**
 - ii. Students are not permitted to move freely throughout the building without supervision.
- d. Conduct Toward Staff (Including Aftercare Workers)
 - i. All students, including faculty children, are expected to demonstrate respect, obedience, and Christlike conduct toward all staff members.
 - ii. During after-school hours, all students on campus who are not in a classroom or under direct parental supervision fall under the authority of supervising staff and are required to comply fully with their direction.
- e. Faculty Responsibility
 - i. Faculty members are responsible for ensuring that their children:
 - **Follow all school policies and procedures**
 - **Demonstrate respectful behavior toward all staff**
 - **Remain in appropriate locations under proper supervision**
 - **Do not undermine school structure or expectations**

[Failure to uphold these expectations may result in administrative intervention.]

REPORTING/CLASSROOM MANAGEMENT

1. Should be prompt and accurate in turning all required reports into the office or computer:

- a. Daily Records
 - i. Attendance
 - ii. Grades (*All grades must be recorded no later than 48 hours from the date the assignment, quiz, or test was administered.*)
 - iii. "Learning Path" done by Friday for the following week.
- b. Quarterly Records/Reports
 - i. End-of-quarter grade reports
 - ii. Mid-term grade reports
- c. As Needed
 - i. Field trip requests
 - ii. Maintenance requests
 - iii. Newsletter submissions
 - iv. Emergency information
 - v. Time-Off Requests

2. Teachers are expected to maintain proper classroom management:

- a. Discipline
 - i. All teachers shall have a classroom procedure and must be consistent in following that plan.
 - ii. The discipline plan should be consistent with the institution's mission and vision as stated in the student handbook.

- iii. Teachers should utilize the student handbook and be consistent in following the plan.
- b. Housekeeping
 - i. This is a shared facility, so be sure to secure valuables and fragile items before Wednesday evenings and before weekend services.
 - ii. Report any damages in writing to the office.
 - iii. Teachers should have the students pick up around their seats and desks at the end of each class to facilitate cleaning and promote positive habit training.
 - iv. Teachers should monitor students to avoid excess damages to school property due to vandalism, horseplay, or tracked-in mud, etc.
 - v. Teachers should turn off lights before leaving for the day.
 - vi. Maintain an attractive and clean room (dusting as needed.) Changing bulletin boards and decorations in the room to relate to the subjects, sessions, projects, and units being taught.

3. Instructional Systems & Reporting Consistency

- a. Faculty are expected to consistently utilize all school-approved platforms for instruction, communication, and record-keeping. This includes, but is not limited to, maintaining accurate and timely grade reporting, assignment updates, and classroom communication.
- b. All faculty must meet the standards, timelines, and expectations established by administration regarding these systems. Consistency in use is essential for maintaining clarity, accountability, and effective partnership with families.

GRIEVANCE POLICY

In the event of an employee grievance, Ambleside Preparatory Academy employees will be guided to follow the Biblical example established in Matthew 18.

- 1. Employees must first seek to resolve the grievance person-to-person.
- 2. If the grievance is not resolved, the employee should seek resolution with assistance from their immediate supervisor.
- 3. Further assistance with an employee grievance would require a scheduled meeting with all involved parties, immediate supervisor, and a school administrator.

REPORTING OBLIGATIONS

Faculty are required to report any safety concerns, incidents of bullying or harassment, suspected abuse or neglect (in accordance with state law), and serious violations of school policy. Reporting concerns promptly is a professional and legal responsibility that protects students, the school community, and the institution. Failure to report required concerns may result in disciplinary action.

EMPLOYMENT ACCOUNTABILITY

Continued employment is contingent upon alignment with the school's Christian identity, educational philosophy, and institutional policies. The school reserves the right to discipline, suspend, or terminate employment for violations of this handbook.

FACULTY ACKNOWLEDGMENT

Faculty must sign an annual agreement to acknowledge and affirm the Student Handbook, Parent Handbook and Faculty Handbook.