



# **Student and Parent Handbook**

*2025-2026 School Year*

Dear Parents and Students,

It is with great joy and gratitude that I welcome you to a new school year at The Academy of Coastal Carolina! Each year is a fresh opportunity to grow together in knowledge, in character, and in our walk with the Lord. As Isaiah 40:31 reminds us, 'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint.' This truth continues to guide our mission and vision for the year ahead.

This year, we introduce several updates designed to strengthen both our academic programs and our commitment to Christian discipleship. You will find these changes outlined in detail throughout this handbook.

Our goal in every change is to better equip students to love God, serve others, and pursue excellence in all they do. We ask for your prayers and partnership as we move forward together.

I encourage you to read this handbook carefully, as it serves as both a guide and a covenant between home and school. By working together in unity and grace, we can create a Christ-centered learning environment where students thrive academically, spiritually, and socially.

Thank you for entrusting your child/children to us. I look forward to a year filled with growth, joy, and God's blessings.

In Christ,

Lydia Hall  
Head of School  
The Academy of Coastal Carolina

# **The Academy of Coastal Carolina**

## **Mission:**

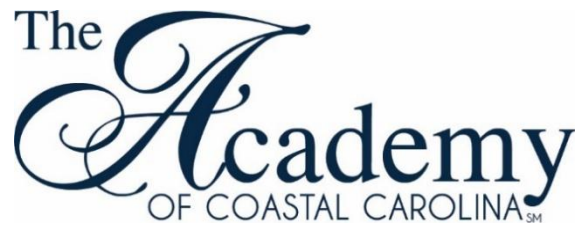
Our mission is to provide quality academic education based on strong moral and spiritual values. Toward that end, we will provide the absolute best curriculum, faculty, and technology available, in a safe learning environment where each student is given the opportunity to develop their unique learning styles.

## **Vision:**

Our vision is to provide the basis for lifetime learning that encourages the continuing accumulation of information, the development of the ability to assimilate and access that information, and the moral context with a Christian worldview to benefit the individual and the community.

## **Our Academic Philosophy:**

Committed to kindness with a Christian worldview and a broad curriculum, The Academy of Coastal Carolina believes strongly in maintaining small class sizes, sourcing the best faculty available, and providing students with a wealth of opportunities for personal, physical, and spiritual growth.



*Personalized education is at the very core of who we are,  
setting us apart.*

## **Attendance**

### *Responsibility of Parents/Guardians and Students*

Regular attendance by every student is mandatory. The State of North Carolina requires that every child between 7 and 16 years attend school per NC General Statutes 115c-378 and 115c-379. **Parents/Guardians are legally responsible for ensuring their students attend and remain at school daily.** Failure to comply with the school's attendance policies could result in disciplinary action by the Head of School, including notifying the department of social services that the parent/guardian may be in violation of the compulsory attendance law. Additionally, students may lose credit for academic assignments missed during each day of an unexcused absence and may lose privileges of attending school functions (i.e. overnight trips, dances, etc.) The Head of School is also obligated to report excessive absences to the NC Department of Non-Public Schools.

Each student is granted 10 sick days per semester designated by receipt of a note from a physician or parent. If a student misses more than five consecutive days due to illness, a note from the physician is mandatory to be considered excused.

Each student is granted the opportunity to request excused Educational Leave. **Educational Leave is not to exceed 5 days, and the students will be responsible for completing assignments provided by the classroom teacher(s).** *Educational Leave forms must be submitted to the Head of School a week prior to the leave.*

### *Classification of Absences*

#### Lawful Absences:

- Personal illness or injury which makes the student physically unable to attend school (more than 3 days requires a note from a physician/parent).
- Death in the *immediate* family.
- Medical or dental appointments that cannot be scheduled outside of school hours.

### Excused Absences:

- Prearranged absences, such as travel and family demands which cannot be scheduled outside of school days (submitted in writing by the parent/guardian to the Head of School for approval at least one week preceding the absence). Students will be allotted 5 days of such advanced approved leave (Educational Leave) in a school year.
- Other conditions which are approved by the Head of School if the need arises.

### Unexcused Absences:

- An unexcused absence would be considered an unlawful absence since The Academy of Coastal Carolina students are under the compulsory attendance law, NCGS 115C-378 and 115C-379.

### *Make-up Work*

Students who are absent from school, arrive late, or depart early are expected to make up all the work missed in a timely manner regardless of the circumstances surrounding the absence. Parents and students must communicate with their teachers **PRIOR** to a **PLANNED** absence, or immediately **UPON RETURN** from an **UNPLANNED/EMERGENCY** absence.

Make-up work should be completed and returned within the timeline set forth by the teacher(s). All classroom activities are important and difficult to replace if missed. **No amount of make-up work can replace the authentic and rich instruction in the classroom.** If missed class time or class assignments become an issue or concern, a student can be assigned lunch detention to use the time to complete missed classwork or other assignments.

### *Tardiness*

Tardiness is defined as arriving at school after the scheduled time for the beginning of the school day, Chapel, or class. Students arriving after the school or class start time are considered tardy. Tardiness is also defined as arriving to class after instruction has begun. Students are allotted 5 minutes between classes to move from one assigned area to the next.

Valid reasons for being late are circumstances beyond the control of the student.

Parents are encouraged to make every effort to get students to school on time. Tardiness is discouraged as it:

- Develops a pattern of not being punctual or being on time
- Starts the day off for the students on a negative note
- Causes the student to miss the beginning events of the school day (announcements, special instructions, etc.)
- Causes a distraction to the rest of the class
- Requires more work for the teacher and a loss of class time, as instructions or the lesson must be repeated

Reasons that are Excused Tardies:

- Student doctor or dental appointment (please provide a medical note)
- Student sickness that is not contagious
- Car trouble or extreme traffic enroute to school

Reasons that are Unexcused Tardies:

- Late
- Overslept
- Repetitive car trouble, traffic situations or scheduling

Excessive unexcused tardy consequences:

- Three tardies will count as an absence and will require lunch detention
- More than three tardies will result in parent/student/administrative conference

*Early Release Days*

Each month and at other designated times, The Academy of Coastal Carolina will dismiss students before the normal school day ends. This may be a planned Early Release Day or due to inclement weather or some other unplanned event.

*Drop-Off and Pick-up*

The doors will open each morning at 7:30 am.

No student should enter the school facility prior to 7:30 am without permission from a staff member.

Students entering the facility between 7:30 am and 7:50 am should report to the sanctuary area.

**3 YOs – PK:** The school day begins at 8:00 am. Dismissal is at 11:45 am.

**K – 3:** The school day begins at 8:00 am. Dismissal is at 2:30 pm.

**4 – 12:** The school day begins at 8:00 am. Dismissal is at 2:40 pm.

**Early Release Days:** 11:30 am for 4<sup>th</sup> – 12<sup>th</sup> grades, 11:45 am for 3 YOs – 3<sup>rd</sup> grade.

Traffic pattern information will be provided at the beginning of the school year.

*Authorized Pick-up*

Students will be issued 2 name placards to be placed in the vehicle front driver's door window. If you need additional placards, please email the school with your request. Students will be released to people with this name placard in their front windshield. Please make sure the teacher and the school are aware of any person authorized to pick up your student other than the parent or guardian. Likewise, the teacher and school should be made aware of any persons NOT allowed to pick up your student.

\*\*\*Forms will be sent home the first day of school regarding this essential information.

### *Signing Students Out Early*

When checking your student out early from school, an authorized adult must sign out the student at the Sign In/Out Desk at the main school entrance. Students that need to be picked up early should be picked up *no later than 2:00pm to not interfere with the traffic pattern*.

For high school students that drive to school, the Head of School must receive an email or written note from the parent(s), stating the date, and time of early dismissal as well as the reason.

### *Inclement Weather*

In the event of inclement weather, The Academy of Coastal Carolina will adhere to the Brunswick County Public Schools' policy for the **first day only**. Information about this day or any subsequent days will be available on the school website, Facebook, MySchoolWorx, and local news media sources.

## Student Conduct / Behavior Expectations

As noted in our mission statement, we desire to achieve a school community that is characterized by “wisdom and stature” (Luke 2:52). The Academy is to be a school recognized for its positive learning atmosphere where teachers and students alike are treated with the utmost respect and care.

Two simple guidelines that apply schoolwide are:

1. Follow directions the first time they are given.
2. Treat fellow students and teachers in the courteous, cooperative way you would like to be treated.

To ensure that every school day is carried out efficiently and that our students receive quality instruction, students will receive disciplinary action when appropriate. The Administration and teachers of The Academy maintain the role of authority of all students. Students will be held to high expectations regarding their behavior and inappropriate behaviors will be addressed. After careful evaluation of the situation, the Administration and teachers of The Academy will assign disciplinary consequences based on the seriousness of the offense, age of the student, frequency of misbehaviors, and the attitude displayed by the student.

Administration and teachers may choose from several disciplinary measures. The most common of these are listed below:

- Redirection
- Counseling
- Separation from the class
- Time Out / Silent Lunch / Lunch Detention / In School Suspension
- No recess
- Parent-Student-Teacher-Administrator Conference

Various examples of inappropriate behaviors include but are not limited to:

- Disorderly conduct in hallways, restroom, or any area on the school campus
- Abuse of or not respecting personal space of students or teachers
- Use of unapproved electronic devices, including but not limited to **CELL PHONES**
- Unapproved use of school internet
- Violation of dress code
- Tardiness
- Disruptive classroom behavior
- Repeated failure to bring appropriate materials to class, including homework
- Students outside of designated areas
- Leaving school campus without permission
- Defamation of property, destruction of Mt. Pisgah Church, ACC, or other's personal property
- Profanity/inappropriate slang/obscene gestures
- Derogatory remarks, including social media, text messages, etc.



- Disrespect of staff and their authority
- Disrespect of fellow students, including poor sportsmanship
- Inappropriate physical behavior (fighting, throwing any object that may harm another, horseplaying)
- Public display of affection (holding hands, kissing, embracing, etc.)
- Bullying / Cyberbullying / Harassment
- Lying/Cheating /Plagiarism
- Weapons / Fireworks
- Alcohol Products / Drugs / Drug Paraphernalia / Cigarettes/Sharing of drug information
- Threats against a fellow student, staff member, or school building

### **Bullying**

Biblical principles of relationships: “My command is this: Love each other as I have loved you”  
John 15:12

To instill biblical values and create a more loving environment, the school has adopted this policy. From time to time, conflict can occur. The Academy of Coastal Carolina realizes that bullying may occur, but it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn to relate in a way that is in line with biblical standards.

**Definition:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (Stopbullying.gov).

The following actions in an ongoing form may be forms of bullying:

- Physical aggression, including hitting, punching, kicking.
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks.
- Intentional exclusion from activities or friendship groups.
- The setting up of humiliating experiences.
- Damaging a person’s property/possessions or taking them without permission.
- Threatening gestures, actions or words.
- Written/verbal/electronic messages that contain threats, putdowns, gossip, or slander.
- Cyberbullying through Facebook, Twitter, Instagram, or other electronic means.

**Policy Statement:** From time to time in a school community, conflict or an offense can occur. As part of living in a sinful world, bullying can result when we do not always relate to others as we should or when people try to exert power and influence over others. The Academy of Coastal Carolina realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in

His image. The Academy of Coastal Carolina recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher/administration and addressed according to the procedures below:

- All parties will be spoken to – victim, bully, and in some cases sufficient bystanders to establish the facts of the situation.
- All incidents are to be documented and written reports will be kept regarding the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of the victim and the bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- Discipline will follow the discipline policy of the school.

#### Responsibilities:

Students should:

- Ask the offending student to stop.
- Report being bullied to staff, parents, or another adult.
- Make teachers aware of bullying that they have witnessed.
- Take appropriate steps to discourage or prevent bullying.
- Be willing to resolve bullying situations, employing forgiveness and some change in behavior.

Parents should:

- Take seriously what their children are saying and report any bullying concerns to the teacher first.
- Be willing to accept that the situation may be quite complex and trust the school to resolve the matter.
- Make the administration aware if they are not satisfied with the teacher's actions or if the need arises.

*Such disciplinary guidelines are under the authority of the Word of God with the intent "to teach, rebuke, correct, and train in righteousness (2 Timothy 3:16).*

## Community Service

Students of The Academy of Coastal Carolina in all grades are encouraged to participate with our school as we partner with existing community ministry programs throughout the year. It is important to teach students how to serve the Lord by serving our community and those in need. Whether collecting and distributing food, clothing or books, or sharing God's love through service in hospitals and nursing homes, we are the helping hand of God. Such opportunities help our students see people through the eyes of Jesus and live out the challenge Jesus gave Matthew to take care of His people as if taking care of Jesus Himself.

*"Then the King will say to those on His right, 'Come, you who are blessed of My Father, inherit the kingdom prepared for you from the foundation of the world. For I was hungry, and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was in prison, and you came to Me.'*

*Then the righteous will answer Him, 'Lord, when did we see You hungry, and feed You, or thirsty, and give You something to drink? And when did we see You a stranger, and invite You in, or naked, and clothe You? When did we see You sick, or in prison, and come to You?'*

*The King will answer and say to them, 'Truly I say to you, to the extent that you did it to one of these my brothers of Mine, even the least of them, you did it to Me.'*

*Matthew 25:34-40 (NASB)*

## Dress Code

In order to promote a learning environment that encourages individuality through works of creativity and self-expression rather than current fashion trends, a school dress code is to be followed daily. We believe a dress code will set our students apart by allowing them to discover the importance of learning as well as self-worth in a non-threatening atmosphere. ***The guiding principles of our dress code are neatness and modesty while promoting a standard of appropriate dress for their workplace of learning.*** We believe that such a dress code will promote a higher level of performance in both their academic work and their behaviors.

Students must wear a combination of the following each day:

- **Monday – Thursday**

Shirts: Navy Blue or White Collared Academy Polo Shirt (short or long sleeves)

- **Monday – Thursday**

Bottoms: Khaki pants/shorts/skirts/dresses; Navy pants/shorts/skirts/dresses

***\*Navy pants do not include jeans, think Navy “Khakis.”***

- **FRIDAY ONLY:**

Shirts: An ACC t-shirt or Polo shirt of any color (must be an **ACC shirt** EXCEPT on designated days announced by school administration)

Bottoms: Blue jeans (may not be ragged, baggy, have holes or frays, or be tight-fitting)

\*Students may **NOT** wear spandex pants, stretch pants, sweatpants, or other athletic pants.

**NOTE:** On Fridays, students must wear the above approved uniform or wear the school uniform for Monday – Thursday.

- “No Uniform” days will be announced in advance by school administration.

*Additional Code Policies include:*

- Field Trips: Students should wear Academy Polos/t-shirts as designated by the teacher.
- Closed toe shoes must always be worn to prevent unnecessary injury.
- Tops must be sized appropriately with the midriff fully covered and no cleavage showing.
- Shorts, skirts and dresses must be of a length that reaches or exceeds the tip of the middle finger when standing up straight and tall.
- Hair should be neat and clean. Extreme hairstyles and hair colors are not appropriate.
- Boys may not wear earrings. Girls may wear small earrings. No large-loop or long dangle earrings may be worn due to safety concerns.
- Nose piercings are discouraged; small pin-size studs are permissible.
- Nails should be neat and clean, and not of a long length or shape that could be a safety issue.
- No see-through clothing

- No clothing that is cut, frayed, adorned with holes, written messages, and/or oversized.
- No hats/caps/sunglasses/headgear inside the building.
- No bedroom slippers.

***If students wear sweatshirts inside the school building (hoodie or zip-up), they must be navy blue or white and have an Academy logo on them. Underneath such sweatshirts, students must wear an ACC polo (Monday – Thursday) or an ACC t-shirt (Fridays).***

***Only outerwear worn outside the building does not require an Academy logo.***

*Students in violation of the dress code will be asked to correct the dress or call a parent for additional clothing. Dress code violations can result in loss of Friday dress code privileges and/or disciplinary consequences.*

\*\*\*Parents/students are encouraged to write the student's name inside all sweatshirts and outerwear. This will decrease the number of items that are collected, never claimed and donated from our “Lost & Found”.

## **Electronics**

Students are banned from using any electronic equipment at school for the purpose of entertainment such as music players, game players, cell phones, smart phones, smart watches, tablets, and laptops unless otherwise instructed by the classroom teacher.

***Cell phones, Smart Phones and earbuds are not allowed during the school day. In grades 6-12, cell phones/earbuds/other electronics will be placed in technology caddies at the beginning of each class. The only exception would be a classroom situation where the teacher allows students to use these devices for instructional purposes.***

***Such items are deemed as a disruption to the educational environment and will be taken from the student and the student will be subject to disciplinary consequences.***

Should students make the choice to bring such electronics to school (including cell phones), they are responsible for the device even when confiscated. The Academy shall not be responsible for the loss, theft, or destruction of such devices brought onto school property.

### **Electronic Device Consequences**

***1<sup>st</sup> Incident:*** Device may be picked up by the student at the end of the day from the school office.

***2<sup>nd</sup> Incident:*** Device will only be released to a parent/guardian.

***3<sup>rd</sup> Incident:*** Device release to parent/guardian. In addition, such behavior will be considered as insubordination and disrespect for the educational environment and additional consequences will be administered.

***\*NOTE: Parents, please do not text or call students during the school day.***

Please call the school office (910-754-9637) to communicate with your child.

## Emergency Drills and Procedures

The Academy of Coastal Carolina will conduct regular fire drills, severe weather drills, and Lock Down/Shelter in Place drills. Exit diagrams and other important emergency procedures will be posted throughout the school. Our staff has been trained in emergency protocols. We will work closely with the Brunswick County Sheriff Department and our local fire department to stay in compliance with all emergency procedures.

### Asbestos

The US Environmental Protection Agency's Asbestos Hazard Emergency Response Act requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirements if the school was constructed after October 12, 1988.

## Grading Scale

### Skills Assessment Grading:

- 1 Student consistently exhibits knowledge and skills above grade level.
- 2 Student consistently exhibits knowledge and skills at grade level.
- 3 Student inconsistently exhibits knowledge and skills for the grade level.
- 4 Student does not exhibit knowledge and skills for the grade level.

### Work Habits and Behavior Assessment:

- O** Outstanding
- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory

### Core Class / \*Enrichment & Elective Grading Scale:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- F** 59-Below

*\*Grades 4-12 will receive a letter grade in enrichment/elective classes.*

*Grades 2-12 will receive a letter grade in core classes.*

### \*Grades K-3 will receive this type of mark in enrichment courses:

- O** Outstanding
- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory

## Honor Roll / Graduating with Honors

To hold our students to high academic standards and express the importance of all instruction provided at The Academy of Coastal Carolina, the following will be our guidelines for these awards:

**Eagle Award:** All As in core and enrichment/elective classes

**A Honor Roll:** An overall average of an A in core and enrichment/elective classes

**A/B Honor Roll:** An overall average of As and/or Bs in core and enrichment/elective classes

The following student recognition will be provided to graduating high school seniors based on their weighted grade 9-12 GPA:

4.25-4.49      Cum Laude

4.50-4.74      Magna Cum Laude

4.75 +          Summa Cum Laude

This GPA includes all courses taken at The Academy, as well as all Brunswick Community College courses. Students recognized for these honors may not have any *Incompletes* as a final class/course grade and no *failing semester course grades*.

## Immunizations and Health

All students must have current immunization records on file. Parents should bring immunization records to school for placement in the student's file by the 1<sup>st</sup> day of school each year. Students will not be allowed to attend classes if immunizations are not current. The school office should be notified of any unusual health problems, allergies, or any medication a student is taking. ***Forms will be sent home on the first day of school for this information.***

For the welfare of your children and the benefit of others, please keep your child at home when the following conditions exist: vomiting or diarrhea within the previous 12 hours, temperature of 100.4 or higher within the last 24 hours. Students should be fever-free for 24 hours without the use of medicine before they return to school.

**PLEASE NOTE:** *Students diagnosed as "contagious" must have a physician's note before they can return to school. Students on antibiotics for any illness must be on the antibiotic 24 hours before they can return to school.*

## Lunch

- Teachers will teach and enforce proper table etiquette and good table manners.
- Students should not share food or beverages with other students at lunch or other times at school due to food allergies and other health concerns.
- All student lunches must be self-contained and self-preserved.
- Teachers will assist younger students with their meals.
- Students must **bring** lunches that do not require refrigeration or heating. The refrigerator will be reserved for special events only. Parents are encouraged to use small cooler packs to keep food cold or at room temperature. The Academy does not have heating capabilities for student use. Parents are advised to pre-heat and package hot food in Thermos style containers to keep lunches warm. ***There are many thermos style containers available to purchase that are great for keeping food warm or cold.***
- Students should bring cutlery, napkins, and drinks/water.
- We encourage parents and students to pack well-balanced, nutritional lunches and snacks, keeping soft drinks and sweets to a minimum.
- Students must arrive at school with a packed lunch unless otherwise notified by the classroom teacher.
- **We ask that “take-out/fast food” lunches for students be limited to special occasions such as the child’s birthday or in an occasional emergency that the student does not have lunch for the day.**
- Students may not leave the lunch area until the area has been cleaned and they have been dismissed by the teacher.
- Hot meals will be available to purchase this school year on Wednesdays and Fridays. Details will be sent home separately.
- **NOTE:** All students are asked to bring a water bottle to school each day. Open containers with coffee, tea, drinks, etc will not be allowed in the classrooms. **ENERGY drinks are NOT permitted at school.**
- **NOTE:** All students should bring a snack and lunch to school each day. There will be a designated snack time. A snack should be a simple dry item that can be eaten in a couple of minutes and not something that requires utensils, etc.

## Holidays and Class Parties

The Academy of Coastal Carolina has the right and obligation to recognize and choose to celebrate all holidays that are in keeping with our Christian beliefs and faith-based mission statement. Teachers and class parents have the responsibility to plan any class parties. It is our goal that all celebrations will enrich the spiritual and intellectual education of our students. Teachers and class parents should always be aware of students with food allergies when planning class parties and events. The Academy of Coastal Carolina does not recognize, nor celebrate the traditional October 31 Halloween in room décor, art projects, or celebrations.



## Medication / Immunization Policy

\*Medication Policy – All Over the Counter (OTC) and prescription medications must be kept in the school office in a container labeled with the student's name and administration instructions.

A **Medication Authorization Form** must be completed and turned in to the school office for any OTC or prescription medication. \*\*Forms are available at school

Students must come to the school office to receive and take **ALL** medication.

No student may at any time give any medication to another student. No student is to give or sell medications to another students. Violations will result in disciplinary actions.

\*Immunization Policy – Students are expected to be in compliance with state immunization laws. All exemptions must be approved by the NC Department of Health. Current immunization records must be on file in the student's permanent record. Students without current immunization records or approved exemptions may be suspended from school until such time records are in compliance with the NC Department of Health.

\*Allergies – All students with allergies must have an **Allergy Alert Form** on file in the school office and with their teacher(s). \*\*Forms are available at school

## Parent Teacher Club

The Academy of Coastal Carolina will have an active PTC for the school year through the establishment of the Grade Level Parent Committee. This organization of parents and staff will assist with planning and implementing events, programs, and fundraisers for our school. An active PTC and our volunteers are a vital part of our school community.

## Parent/School Staff Relations

Communication between school and home is vital to the success of each student. Parent/Teacher Conferences are opportunities for face-to-face communication between the parent and the teacher(s).

**Parents are encouraged to meet and talk with the student's teacher(s) about any academic or behavior issues before involving the Head of School.** Teacher/Administrator meetings, whether related to academic standing, student conduct, or extraneous matters, must be scheduled in advance to allow for preparation and proper allocation of time.

As general guidelines, the staff at The Academy are professionals and should be treated as such. If there is a concern or school-related problem, it should be reported to the teacher or Head of School as soon as possible.

Within any organization, there are sure to be differing opinions, personalities, and perspectives. It is our hope as a school family to be able to communicate in a civil and professional manner when disagreements or issues arise. First and foremost, such issues should be discussed ONLY between the parties directly involved in order to lessen escalation, misinformation, and negativity. Handling issues and problems at their starting point and omitting non-concerned parties will be more efficient and will expediate resolution.

School staff should not be treated in a manner that is habitually rude or demanding, disrespectful, demeaning, or threatening to them to the point of personal attacks.

*In working together as parents and a school staff, we are all encouraged to:*

- **Speak with Respect** (Colossians 4:6)
- **Follow the Matthew 18 Principle**
- **Allow the Lord to Give You Direction** (1 Samuel 24:10)
- **Pray for Each Other** (Matthew 5:44-45)
- **Treat Each Other with Love** (Matthew 22:36-39)



## **School Contact**

The Academy of Coastal Carolina Administration and Staff have established an “open door” policy to ensure an open flow of communication between parents and staff. Parents are welcome to stop by the school office before, during, or after the school day for a “quick chat.” However, we ask that you schedule an appointment with the Head of School or Administrative Staff to discuss more in-depth or confidential matters. This will enable the staff to give your matter the attention it deserves.

Parents are welcome to occasionally stop by the classroom **before and after school** to relay quick information, however we ask that you schedule an appointment with your student’s teacher(s) to discuss more in-depth and confidential matters. This will enable the teacher(s) to give your matter his/her undivided attention as well as supervise the students they are assigned.

We encourage all parents to communicate important matters, preferably via email to the Head of School, school office, or teacher to ensure confidentiality and accuracy.

We also ask that all money turned into the school for any purpose be mailed to the school, paid online or prearranged with the Office Manager/Finance Coordinator. If students are sent to school with payment or other monies, please instruct them to bring the money to the school office and give it directly to the Office Manager/Finance Coordinator (Mrs. Mayberry). Please **DO NOT** give payments to any staff member at any time. This policy is to ensure the security of all monetary transactions. **Please have such funds in an envelope, labeled with your student’s name and an explanation of the funds.**

In the event it is necessary to contact an Academy staff member during the school hours of 8:00 am – 2:45 pm, parents may call (910) 754-9637. If someone is unavailable to take the call, voice mail will activate. We are committed to better serving our Academy family promptly through our phone services.

Parents should email the student's teacher(s) regarding any academic issues, behavioral issues, classroom events or issues, and field trips.

Parents should email the school Office Manager/Finance Coordinator (Sarah Mayberry) regarding tuition account, FACTS, student accounts, and other financial matters.

Parents should contact the school Data Manager/Technology Coordinator (Jill Heustess) regarding school records, attendance as well as technology questions.

Parents should email the Head of School with any issues unresolved with teachers, staff, policy issues, Board of Director matters, long term planning, and donations.

All doors will be locked during the school day. If you need to enter the building during regular school hours or during the afterschool program, it is necessary to ring the doorbell or call the school for admittance.

## **Special Activities / Field Trips**

All programs, field trips, parties, and other activities will be announced as far in advance of the event as possible. In the event a permission form is required, this form must be turned in at least one day prior to the event. Any required costs related to the event will be charged to the student's account and billed at the end of each month. *Students who do not participate in on-campus or off-campus special events/field trips will be counted absent from school.*

The Academy's liability insurance policy requires that parents who chaperone and drive students on school related field trips must complete a **TRANSPORTATION FORM** and provide proof of liability insurance as well as a copy of the current driver's license and a working cell phone number.

We encourage and depend on our parents to drive and chaperone students during field trips. However, due to liability issues, educational field trips will be limited to students of The Academy, and further limited to the class or classes scheduled for a specific trip. In addition, siblings and other children outside of our student body will not be allowed to attend school sponsored field trips.

The number of chaperones will be limited according to the need for each educational trip.

3YOs and TK field trips may require a parent chaperone for each student. If a student in this program is not able to participate in the field trip, they will be counted absent from school.

***Parent participation and involvement is encouraged during extracurricular activities.***

### Transportation Volunteers

Such volunteers must ensure and agree to the following:

- Working seatbelts for each child being transported.
- Each child's seatbelt/car seat is secure prior to getting underway.

- No child under the age of 12 is allowed to ride in the front seat of a vehicle.
- All children under age 8 or 80 lbs. must be in an appropriate car seat.
- Obey all save driving regulations ***including use of a cell phone while driving.***
- In the event of an emergency, pullover, call 911, then call the school office or the lead teacher of the field trip.
- Always stay with your assigned students.
- Limit cell phone usage while chaperoning; used for emergencies only.
- Accompany students to the restroom.
- Do not transport students to any location other than the one designated or detour from the designated route.

**\*\*Such volunteers should be aware they are performing a safety and supervisory role as well as a mentoring role while chaperoning school activities.** Student behavior is most important and therefore teachers and chaperones must be responsible for ensuring proper student conduct on all field trips.

#### Activity Invoicing

Separate invoices will be sent for the following charges. Charges must be paid within 15 days.

1. **After School/Extended Pay Program:** Students who enroll in and attend this program will be charged based on the published rate and attendance.
2. **Field Trips:** Permission Forms will be sent home for parent signatures. Any unpaid expenses will be charged to the Student Account.
3. **School Events/Clubs/Athletics:** Details of any such events/activities and costs related to them will be communicated prior to any charges being applied to the Student Account. Athletic participation may include costs for equipment/uniforms (or replacement of), and other charges communicated to the parent.

#### **Textbook, Library Books and Computer Care**

Media materials, textbooks, library books, and computers are provided for use by students at The Academy. The responsibility of the student is to maintain these materials in satisfactory condition throughout the school year. The Head of School will establish a payment policy with individual students and their parents for damaged materials. The responsibility of the parent is to pay for lost or damaged materials. Students may also be asked to purchase selected materials.

#### **Tuition and Fees**

**Annual Tuition:** Tuition is calculated based on the entire year; therefore, no reduction can be made for vacations, school holidays, or days missed due to inclement weather. Tuition is not based upon daily attendance. These funds are used to cover the cost of consumable curriculum materials, some classroom supplies, assessment materials as well as music and art supplies.

The Academy is a private, non-profit organization supported entirely by tuition and donations. In our attempt to keep tuition and fees low, all operating expenses may not be covered entirely each year by tuition alone.

**Application Fee:** A one-time **Application Fee** is due for **ALL new students**. This fee is non-refundable and is not deducted from the total tuition. Upon acceptance for enrollment, the **Enrollment Deposit** is then due within 5 business days in order to secure enrollment.

**Technology/Security Fee:** This fee covers the maintenance of school technology hardware and student software/apps as well as several newly installed security devices. These devices include new interior and exterior cameras as well as a schoolwide intercom system. *Technology fees are non-refundable after July 1 and are not pro-rated for late enrollment.*

**Referral Discount:** We encourage existing families to refer new students to The Academy. Upon application and acceptance for enrollment, the referring family will receive a referral discount applied to their account. *One referral discount per enrolled family will be credited.*

**Multi-Child Discount:** A multi-child discount is available to families with multiple siblings enrolled at The Academy.

**Active/Retired Military or Clergy Discount:** This discount is 10% on tuition only if either custodial parent is on active military duty, retired from active duty, or a clergy. Proof of service may be required.

**Early Withdrawal Calculations:** A student is considered withdrawn upon signing of the Student Withdrawal Form by the parent/guardian, or in the case of dismissal by the Head of School and said form has been received by the school office. If a student withdraws or is dismissed after the first day of classes, the annual tuition (less the Enrollment Deposit and the Technology Fee) will be pro-rated and refunded based on the following schedule. All unpaid tuition and fees will be due on the date of the student's withdrawal.

**\*Student records will not be released until all tuition and fees are paid in full.**

Withdrawal Date is before October 31	75% tuition refunded / 25% tuition due
Withdrawal Date is after October 31, before December 15	50% tuition refunded / 50% tuition due
Withdrawal Date is after December 15, before March 15	25% tuition refunded / 75% tuition due
Withdrawal Date is after March 15	No Refund / 100% tuition due

**\*\*\*There will be a \$50 withdrawal fee applied to cover administrative and transfer of records fees.**

**Delinquent Tuition Payment:** It shall be the responsibility of each school family to keep the school administrator informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are delinquent. There will be a \$25 per month late fee on all delinquent accounts.

In addition, if the party financially responsible misses **two consecutive monthly payments** and has not made suitable arrangements with school administration **within 14 calendar days of the second missed payment**, they will be notified that their child(ren) will be withdrawn from The Academy in 10 days unless payment or a

payment arrangement has been made. **Requests for special payment arrangements must be submitted in writing prior to the designated withdrawal day and approved by the Head of School and the Board of Directors.**

In addition, The Academy has the right to turn delinquent accounts over for collection.

The Academy also has the right to withhold testing, report cards, and/or student records until all delinquent tuition is paid in full.

The Academy has the right to refuse admittance based on failure to pay or late tuition payment.

**Program Changes:** The Academy reserves the right to change, delete, or combine any of the programs offered at any time during the academic year due to space, enrollment minimums and/or limitations. The Academy also has the right to modify the school calendar and make all decisions regarding the total number of school days and make-up days. Parents will be notified in writing of all changes.

## **Visitors to the Campus**

Only current parents, legal guardians, grandparents, alumni, guest speakers, church staff, and approved vendors and contractors are allowed on campus as guests. Such guests are required by policy to check-in at the school's main entrance and secure permission to be on campus. Such guests will be asked to wear a visitor's tag that allows staff and students to know that the visitor is approved to be on campus. Such guests are required to check-out at the main entrance upon departure. Other appropriate procedures may be encouraged to help enforce a closed-campus policy to provide security and safety for all students and staff.

# Student Covenant

## The Academy of Coastal Carolina

Student Name (Please Print): \_\_\_\_\_

By signing below, I acknowledge and agree to fully cooperate in the following areas:

- I will follow the policies and procedures stated in the current Student and Parent Handbook including dress code, attendance and discipline policies.
- I will demonstrate respect for my parent(s)/guardian(s), the school administration, teachers and my fellow students in my actions, words and deeds.
- I will strive to achieve self-discipline in my studies by practicing good study habits at school and at home. I will complete all class and homework assignments on time and will enthusiastically participate and contribute in class. I will write my own assignments and make up any missed assignments according to my teacher(s) requirements. I will discuss with my teacher any assignments that I do not understand so that I will be able to complete them in a timely manner.
- I understand that the goal of The Academy of Coastal Carolina is to help train me and my fellow students both spiritually and academically, and therefore I commit myself to my studies.
- I will practice good stewardship by guarding against abuse or misuse of any school property.
- I will act responsibly and respectfully when I am away from school, being ever mindful that I represent my school in all that I do and all that I say. This includes my use of technology and social media.
- ***“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.” Colossians 3:12*** I understand that God loves me, and He empowers me to live a Godly life through my actions, words and deeds.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_