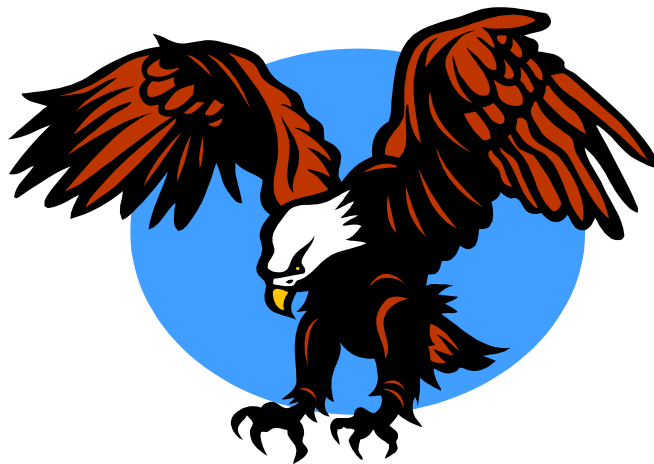




# **Student Handbook**

## **Policies and Procedures**

2009-2010



## **ATTENDANCE**

- Responsibility of Parents, Guardians, and Students

Regular attendance by every student is mandatory --- the State of North Carolina requires that every child in the State between the ages of 7 and 16 years attends school per N.C. General Statutes 115C-378 and 115C-379. Parents or guardians are legally responsible for ensuring their students attend and remain at school daily. Failure to comply with the attendance policies of this school will result in disciplinary action by the Headmaster.

Students who are absent from school, arrive late, or depart early are expected to make up all work missed, regardless of the circumstances surrounding the absence.

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the school that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the administration.

### **Classification of Absences**

#### **Lawful Absences**

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

#### **Excused Absences**

- Prearranged absences, which cannot be scheduled outside of school days
- (submitted in writing by the parent or guardian to the headmaster for approval within a reasonable period of time preceding the absence).
- Family demands which cannot be taken care of outside of school days
- (submitted in writing by the parent or guardian to the headmaster for approval within a reasonable period of time preceding the absence).
- Other conditions which are approved by the headmaster if the need arises.

#### **Unexcused Absences**

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

- **Attendance Regulations**

Each student is granted 10 sick days. Sick days are designated by receipt of a note from guardian or doctor listing student name and day(s) missed.

Each student is granted the opportunity for excused educational leave. Educational leave is not to exceed 15 days and students will be held responsible for completing assignments created by the classroom teacher. Assignments may include a daily journal, a photo diary, etc. that relate directly to the travel destination.

- **Tardiness**

Tardiness is defined as arriving to school or class after the scheduled time for class or school to begin. Valid reasons for being late are circumstances beyond the control of the student. When a student misses more than 50 % of a school day, the student will be considered absent from school.

The school day begins each day at 8:15 am with Chapel time. This time is set aside for Morning Prayer, the Pledge of Allegiance, and announcements. It is very important that students be present and timely in order to participate in this group time.

- **Early Dismissal**

Parents must notify classroom teachers in advance if requesting early dismissal of a student(s). This will allow Academy staff time to escort the student(s) to the front door for pick-up.

- **Drop-Off and Pick-Up**

The school day begins at 8:00 am. School dismisses at 2: 45 pm.

The doors will open each morning at 8:00 am. No student should enter the school facility prior to this time.

Parents and guardians should form a line for drop-off and pick-up at the south entrance of Calvary, closest to Briarwood Golf Course. Staff members will greet students under the double door entryway each morning and escort them back to the double door for pick-up. Please refrain from parking and attempting to enter the school during drop-off and pick-up time.

- **Inclement Weather**

In the event of inclement weather, The Academy of Coastal Carolina will adhere to the public school policy for the **first day only**. Information regarding subsequent days will be available by calling the school office at 754-9637.

## **BEHAVIOR**

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 utmost respect and care. In order to ensure that every school day is carried out efficiently and that our students receive quality instruction uninhibited by negative behavior, students will receive appropriate disciplinary action as listed on The Academy of Coastal Carolina Disciplinary Demerit System.

- **Discipline Plan**

The discipline plan of The Academy is under the authority of the Word of God with the intent “to teach, rebuke, correct and train in righteousness” (II Timothy 3: 16). No student has the right to behave in a manner that disrupts or interferes with the teacher’s right to teach or another student’s right to learn. Two simple guidelines that apply school wide are:

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

The teacher is to cooperate with the Headmaster in promoting good teaching, discipline, and order in the school.

Disciplinary Demerit Cards will be used by teachers in grades 4-8.

- **Disciplinary Demerit System**

In order to maintain a positive work environment for all students and faculty, The Academy of Coastal Carolina operates under a disciplinary system based upon the issuance of demerits for the following offenses:

**CATEGORY I – MINOR OFFENSES (3 Demerits)**

- Running in hallways
- Abuse of personal space
- Food / drink out of designated areas
- Use of unapproved electronic devices
- Violation of school dress code
- Tardiness

## **CATEGORY II – MAJOR OFFENSES (6 Demerits)**

- Students found outside of designated areas
- Defamation of property
- Profanity / inappropriate slang
- Derogatory remarks
- Disrespect of authority
- Inappropriate physical behavior
- Plagiarism

## **CATEGORY III – Auto Expulsion**

- Weapons
- Alcohol Products
- Drugs / Drug Paraphernalia

All demerits issued will be recorded cumulatively, until a student reaches a total of 6 demerits for one or more of the above listed offenses. Once a student has reached a total of 6 demerits, disciplinary action will be taken as follows:

**ACTION I:** After school detention

**ACTION II:** Parent conference / community service

**ACTION III:** Student expulsion

**ACTION IV:** Student dismissal

**The Disciplinary Demerit System can result in the actions listed but the final decision is at the discretion of the Headmaster.** As with all disciplinary actions, the purpose of discipline in serious breaches of conduct is to redeem and restore if possible. (Galatians 6: 1)

- **DEFINITION OF CATEGORY I AND II OFFENSES**

**Running in hallways:** This promotes safety and shows respect for the church facility in which we operate.

**Abuse of personal space:** Each student has been given the opportunity to claim designated areas as “personal space.” Examples of this space may be student cubbies, lockers, desks, etc. Abuse of personal space would include but not be limited to: disorganization of personal learning materials, unnecessary clutter, and personal items left in undesignated areas.

**Food / drink in undesignated areas:** There is to be no food, drink, candy, gum, etc. outside of designated eating areas.

**Use of unapproved electronic device:** (see Electronics section)

**Violation of school dress code:** (see Dress Code section)

**Tardiness:** (see Tardiness section)

**Student found out of designated areas:** All students are to remain on the first floor of the church. In addition, no student should be in the following areas without teacher supervision: Playground, Soccer Field, Parking Lot, Gym, School Office and Computer Lab.

**Defamation of property:** Any destruction of Calvary Baptist Church property, Academy property, or others’ personal property is considered defamation of property.

**Profanity / Inappropriate slang:** Students must not use any profanity. In addition, there is to be no use of inappropriate slang that degrades others or carries a rude connotation.

**Derogatory Remarks:** Remarks toward fellow classmates or Academy faculty that put down or express discontentment are not to be used.

**Disrespect of authority:** Every student will be treated with utmost respect, and therefore it is necessary that they exemplify the same quality toward the faculty and those in authority. Disrespect can be classified as pouting, whining, back-talking, inappropriate facial expression, etc.

**Inappropriate physical behavior:** Fighting, throwing any object that may harm another, and rough housing are all considered inappropriate physical behavior.

**Plagiarism / Cheating:** This involves taking information from another source and presenting it as your own information. Cheating is defined as copying homework, handing in another's work as your own, plagiarism in research papers and compositions and unauthorized assistance on tests and quizzes. Biblically it is stealing and lying. (Exodus 20)

## **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 strict 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 and self-worth in a non-threatening social atmosphere.

Students must wear a combination of the following each and every school day:

- Collared Academy Polo Shirt
- Academy Tee-Shirt (Friday only)
- Khaki Pants / Shorts / Skirt
- Belted Blue Jeans
- Blue Jean Shorts / Skirt

Additional Dress Code Policies include:

- Closed toe shoes must be worn at all times to prevent unnecessary injury.
- No hats / sunglasses are permitted inside the school building.
- Tops must be sized appropriately with midriff fully covered.
- Shorts and skirts must be within 3 inches of the knee.
- Absolutely no clothing that is cut, frayed, adorned with holes or written messages, and / or oversized will be permitted.

**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 a Category I offense in the Disciplinary Demerit System.**

## **TEXTBOOK AND LIBRARY BOOK CARE**

Media materials and textbooks are provided for use by students at The Academy of Coastal Carolina. The responsibility of the student is to maintain these materials in satisfactory condition throughout the school year. The Headmaster will establish payment procedures for damaged materials. The responsibility of the parent is to pay for lost or damaged materials. Students may be asked to purchase selected materials.

## **ELECTRONICS**

Students are not allowed to use any electronic equipment at school for the purpose of entertainment such as music players, game players, etc. unless otherwise instructed by the classroom teacher. The Headmaster and / or teachers have the authority to confiscate such equipment if discovered in use during the school day.

Cell phones / pagers must be turned off and stored out of sight in book bags, purses, pockets or lockers during the established school day.

The use of electronic devices including cell phones during the school day will come under the school's discipline plans.

## **LUNCH**

All student lunches must be self-contained and self-preserved. The refrigerator will be reserved strictly for special occasions and is to be entered only by Academy staff.

Students must arrive at school with a packed lunch unless otherwise notified by classroom teacher. No lunch deliveries during the school day will be permitted.

## **MEDICATION / IMMUNIZATION POLICY**

- **OTC (Non-Prescribed) Medications**

Students will not bring any OTC medications to school unless it is absolutely necessary. If an elementary student must bring an OTC or non-prescribed medication to school, the medication must be kept in the school office under the supervision of the secretary. An authorization slip from parents with verification of dosage must be filled out and recorded by the secretary. Office personnel will maintain appropriate records.

No student may at any time give medication to another student. If a student does give a medication to another student, all privileges to take non-prescribed medications at The Academy of Coastal Carolina will be forfeited plus further disciplinary action may be taken.

- **Prescribed Medications**

Authorization slip from parents with verification of dosage must be filled out and recorded by the office secretary.

All prescribed medications are kept in The Academy office and students are to come to the office to take the medications.

No student is to give or sell medications to another student. Violations will result in disciplinary actions.

Appropriate records will be maintained by office personnel.

- **Immunization Policy**

Students are expected to be in compliance with state immunization laws. All exemptions must be approved by the North Carolina Department of Health.

## **PARENT / TEACHER CONFERENCES**

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

Parents are requested to talk with the teacher before involving any other personnel.

Teacher / Administrator meetings, whether related to academic standing, student conduct, or extraneous matters, must be scheduled in advance to allow for proper allocation of time.

## **SCHOOL CONTACT**

In the event that it is necessary to contact an Academy staff member during the school hours of 8:15 am – 2:45 pm, parents may call (910) 754-9637. If someone is unavailable to take the call, voice mail will activate. Messages are checked regularly. Parents may also email the staff at [theacademy@atmc.net](mailto:theacademy@atmc.net).

All doors will be locked to the outside during the school day. If you need to enter the school, it will be necessary to call the number listed above for assistance.

## **SPECIAL ACTIVITIES**

All programs, trips, parties, and other activities not scheduled in the official school calendar are to be approved by the Headmaster at least five school days in advance of the event.

Parent participation and involvement is encouraged during extra-curricular activities.