



Student Handbook

Policies and Procedures

Updated August, 2016



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 attend 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. The Headmaster is obligated to report excessive absences to the NC Department of Non-Public Education.

Make-Up Work

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. Parents and students must complete a MAKE-UP WORK agreement form PRIOR to a **PLANNED** absence, or immediately UPON RETURN from an **UNPLANNED/EMERGENCY** absence.

Students have a day for each day of absence to make up work missed.

Make up work should be turned in within the agreed upon deadline. Late work will have completion deadlines as determined by the teacher. Late work will also receive full or partial credit as determined by the teacher. Students who do not use time wisely may not be given extra time to make up work.

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 parent/physician).
- Death in the immediate family.
- Medical or dental appointments that cannot be scheduled outside of school hours.

Excused Absences

- Prearranged absences, such as travel which cannot be scheduled outside of school days (submitted in writing by the parent or guardian to the headmaster for approval at least one week 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 at least

one week 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 Chapel, class or school to begin.

Students arriving after 8:00 am are considered tardy.

Tardy Procedure:

- **Parents must accompany students into the building.**
- **Use the single glass door facing Village Road after 8:00 am.**
- **Red TARDY slips will be issued to all students arriving after 8:00 am.**
- **Tardy slips should be given to Homeroom/Classroom teachers at the beginning of class. Failure to turn in a Tardy Slip is a Category I offense.**
- **Call the school office (910)754-9637 for entry if this door is locked.**
- **Sign in at the *Sign In/Out Desk*.**

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

The school day begins each day at 8:00 am. Chapel Time begins at 8:00 am. 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 Release Days**

From time to time, The Academy of Coastal Carolina will dismiss all students end of the day. This may be a planned Early Release Day or due to inclement weather or some other unplanned event. Parents should follow the designated pickup traffic pattern for Early Release Days. To follow is the Early Release Schedule:

- 3y – 3rd Grade will release at 11:30 am
- 4th Grade – 12th Grade will release at 11:45 am

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

- Full day K -3rd students: School day begins at 8:00 am, dismisses at 2: 35 pm.
- Full day 4th - 8th students: School day begins at 8:00 am, dismisses at 2:45 pm.
- Half-day students: The school day begins at 8:00 am. School dismisses at 11:45 am.
- EARLY RELEASE DAYS – Follow EARLY RELEASE schedule on previous page.
- The doors will open each morning at 7:45 am.
- No student should enter the school facility prior to 7:45 am without permission from a staff person.

Drop – Off Procedure for ALL Students: A staff member will greet students at the double glass door entryway (facing the parking lot) each morning. Parents who wish to escort their student inside the building should park and enter the building through the single glass door facing Village Road. All students should go directly to Morning Chapel upon arrival – not to their locker or classroom. Parents are welcome to attend Morning Chapel with their student any day. Students will have an assigned seat in Morning Chapel.

Pick-Up Procedure for Half Day 3Y, TK and Kindergarten Students: Half Day students dismiss daily at 11:45 am at the FIRST BLUE AWNING ENTRANCE LOCATED BY THE PLAYGROUND. Please form a line in your car and a teacher will escort your child to your car. We will assist your child into the car, but for safety reasons, please pull into a parking space after your child gets into the car to buckle your child into their car-seat yourself. In the event the entire school dismisses early, please follow the FULL DAY DISMISSAL PROCEDURE, however you will still need to pull into a parking space to buckle the car seat.

Pick-Up Procedure for Full Day Students: Parents should form a line in their car at the double glass doors (facing the parking lot). There will be three loading stations and a staff member will assist your student into the vehicle. *Please pull into a parking space to assist with seat belts and if your student is not ready for pickup. Please refrain from parking and attempting to enter the school during pick-up time.*

FOR ALL STUDENTS:

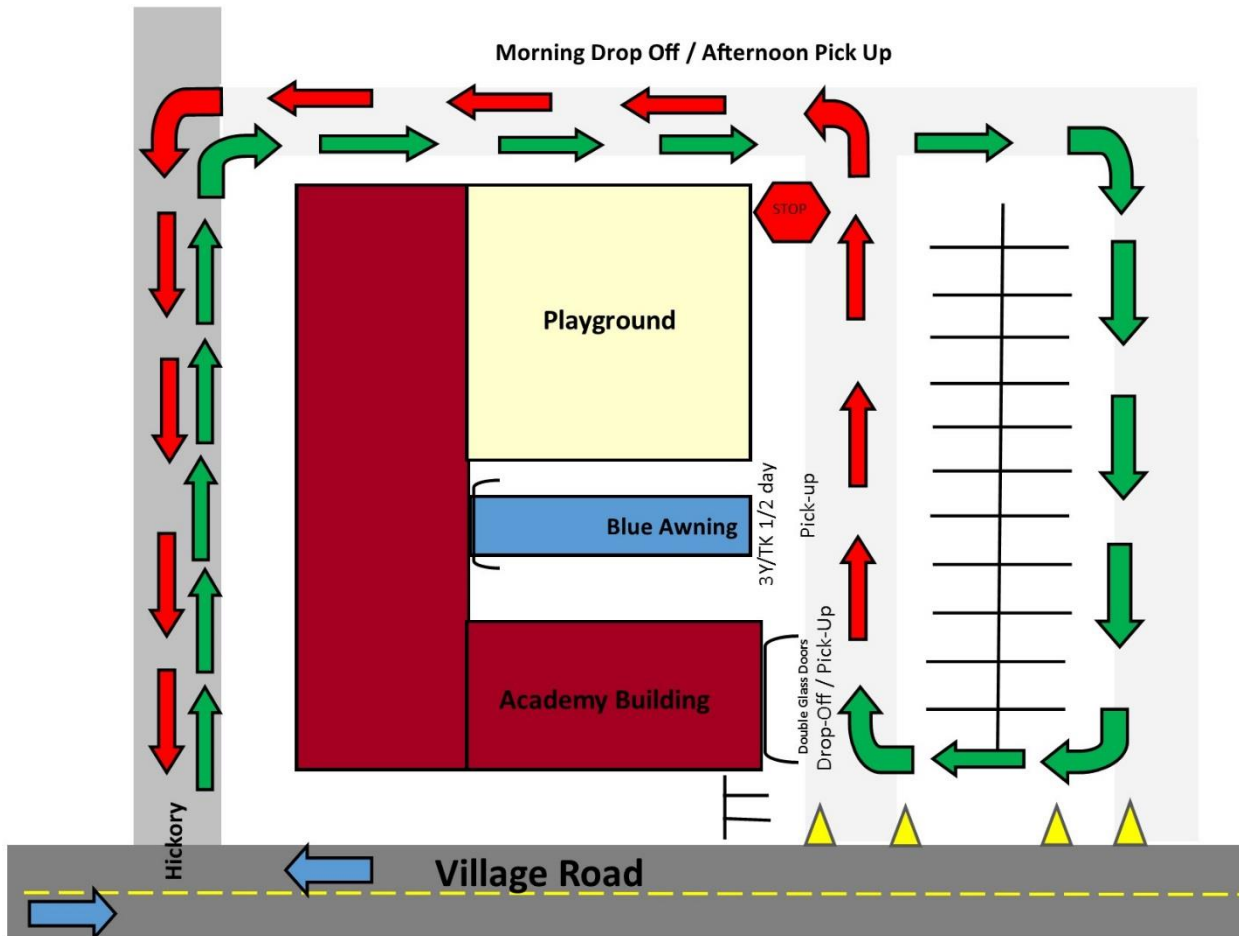
Authorized Pick Up: In order to ensure the security of all our students, each family will be issued two name placards to be placed in the vehicle front windshield. Students will only be released to persons with this name placard in their vehicle. If you need additional placards, please email the school with this request. Please make sure the school is aware of any person authorized to pick up your student other than the parent or guardian. Likewise, the school should also be made aware of any persons NOT allowed to pick-up your student.

WHAT TO DO IF I NEED TO PICK MY STUDENT UP AT A TIME OTHER THAN NORMAL DISMISSAL TIME?

- Please notify classroom teachers in advance of you plan to pick your student up at a time other than their normal dismissal time, via note from Parent or e-mail.
- Parents must come in and sign out students at the *Sign In/Out Desk*.

- **Inclement Weather**

In the event of inclement weather, The Academy of Coastal Carolina will adhere to the Brunswick County Public school policy for the **first day only**. Information regarding subsequent days will be available on the school website and Facebook.



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 3-9.

- **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:

Teachers and Administrators may choose from a number of disciplinary measures.

The most common of these are listed below.

- **Redirection**
- **Demerit Warning (signed by teacher and parent)**
- **Counseling**
- **Separation in Class**
- **Time out**
- **Silent lunch**
- **No Recess**

CATEGORY I – MINOR OFFENSES (3 Demerits)

- Running in hallways
- Abuse of personal space
- Food / drink out of designated areas
- Use of unapproved electronic devices outside of designated time
- Unapproved use of school internet
- Violation of school dress code
- Tardiness – Failure to turn in Red Tardy Slip to Homeroom/Classroom Teacher
- Disruptive classroom behavior
- Repeated failure to bring appropriate materials to class

CATEGORY II – MAJOR OFFENSES (6 Demerits)

- Students found outside of designated areas
- Defamation of property
- Profanity / inappropriate slang
- Derogatory remarks – including Facebook, text, etc)
- Disrespect of authority or fellow students
- Inappropriate physical behavior
- Plagiarism

CATEGORY III – Auto Expulsion

- Weapons
- Alcohol Products
- Drugs / Drug Paraphernalia
- Threats against fellow students, faculty or school building

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

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, unless specifically authorized by a teacher.

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 with their class in their designated classroom at all times. Teachers will grant permission for students to go to the restroom, their lockers, the school office or library as needed. In addition, no student should be in the following areas without teacher supervision: Playground, Soccer Field, Parking Lot, Gym, Kitchen, School Office, Media Center, Copy Room or Curriculum Room.

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)

BULLYING

Biblical principle of relationships: "My command is this: Love each other as I have loved you." John 15:12

In an effort 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 while bullying may occur, 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 how to relate in a way that is 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 slandering
- Cyber bullying through Facebook, Twitter, Instagram or other electronic means

Policy Statement: From time to time in school community conflict and offence can occur. As part of living in a sinful world, bullying can result when we don't 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 God's 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 and/or 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 and to hold the bully accountable for his or her actions/inaction.
- All incidences are to be documented and written reports will be kept on 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 victim and 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.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and bully.
- 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.

RESPONSIBILITIES:

STUDENTS

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents or another adult.

- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

PARENTS

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises

COMMUNITY SERVICE

Academy students 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 music in hospitals and nursing homes, we are the helping hands of God. This opportunity helps 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 were 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 a stranger, and you invited Me in; naked, and you clothed Me; I was sick, and you visited Me; 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 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 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:

- Monday – Thursday: Navy Blue or White Collared Academy Polo Shirt
- Monday – Thursday: No School Sport Shirts allowed
- Monday – Thursday: Khaki Pants / Shorts / Skirts / Dresses
- Friday Only: Blue Jeans Or Khaki Bottom: No athletic shorts, leggings without skirts, any color leggings, tights or socks.
- Friday Only: Any color Academy Polo or T-Shirt or School Sports Shirt
- Any “no uniform” days will be announced in advance and/or posted on the school calendar.
- Field Trips: Students should wear navy or white Academy Polos, Khaki bottoms and designated sweatshirts on all Academy sponsored field trips.

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, skirts and dresses must be within 3 inches of the knee.
- Leggings, tights and socks must be solid white or navy – Monday - Thursday
- Absolutely no clothing that is cut, frayed, adorned with holes or written messages, and / or oversized will be permitted.
- If a student wears a sweatshirt, hoodie or any jacket/outerwear inside the building, it must be Navy or White (Monday – Thursday) and have an Academy logo.
- Outerwear worn outside the building only does not have to have an Academy logo.
- Students will follow designated dress codes for all field trips.
- There may be additional Dress Code requirements by grade level.

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 a Category I offense in the Disciplinary Demerit System.

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, tablets and laptops unless otherwise instructed by the classroom teacher. **Cell phones or Smart Phones are not allowed and must be turned off and kept out of sight at all times while anywhere on school property.** Teachers / administrators have the authority to confiscate any/all equipment if discovered in use during the school day. Demerits will be issued for violating this policy.

A Bring Your Own Device <BYOD> permission form must be completed and turned into the school office before students will be allowed to bring personal laptop computers/tablets to school. While using electronic devices for school approved uses, there will be absolutely no texting, Facebook, Tweeting, IM, Instagram, Viber, Skype or Facetime, etc. unless specifically authorized by a teacher or staff member.

EMERGENCY DRILLS AND PROCEDURES

The Academy of Coastal Carolina conducts regular Fire Drills and Emergency (Tornado & Lock Down) Drills. Exit diagrams and emergency procedures are posted throughout the school. Our staff has been trained on emergency protocol and evacuation. We work closely with the Shallotte Police Department and Fire Department to stay in compliance with all emergency procedures.

ASBESTOS:

The US Environmental Protection Agency's Asbestos Hazard Emergency Response Act requires all school 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, and has a signed statement from the architect or project engineer responsible for construction the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has provided such a statement. It is on file in the school office. The Academy of Coastal Carolina is exempt from the requirement to conduct an asbestos inspection.

A copy of the required AHERA Management Plan is also on file in the school office.

GRADING SCALE

Skills Assessment Grading Scale

- 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 / *Elective Grading Scale :

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F 69-Below

**Enrichment Grading Scale:

- O - Outstanding
- S- Satisfactory
- N- Needs Improvement

* Middle School and High School students may receive a letter grade in enrichment/elective courses.

** Elementary and Middle School students may receive this type mark in Enrichment courses.

HOLIDAYS AND CLASS PARTIES

The Academy of Coastal Carolina has the right and obligation to recognize and choose to celebrate any and all holidays that are in keeping with our Christian beliefs and faith based mission statement. Teachers and class parents have the responsibility for planning 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.

HONOR ROLL

Students who meet the Honor Roll criteria:

A Honor Roll – A Average in all classes for the designated period

A/B Honor Roll – A or B average in all classes for the designated period will be recognized periodically.

Year-end Honor Roll will be based on a cumulative Year End Average in each class.

IMMUNIZATIONS AND HEALTH

All students should have current immunization records on file. Parents should bring the immunization records to school for placement in the student's file before the first day of classes 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 of any medication a student is taking.

For the welfare of your children and the benefit of others, please keep your child home when the following conditions exist: vomiting or diarrhea within the previous twelve hours and temperature of 100.4 or higher. Please note: students diagnosed any contagious must have a physician's note before they can return to school; students on antibiotic for flu or any other illness must be on the antibiotic for 24-hours before they can return to school.

LOCKERS/LOCKS

Students may be issued a locker for the school year. All lockers are the property of The Academy of Coastal Carolina. Lockers are to be kept neat and free of trash. No food or drink should be left in lockers overnight. Lockers are subject to inspection at any time by a member of The Academy of Coastal Carolina staff or designated person. Unless otherwise authorized, students must use school issued locks. Locks are issued free of charge, however, if the lock is lost or not turned in at the end of the year, there will be a charge.

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 should bring cutlery, napkins and drinks.
- Teachers will assist younger students with pre-assembled meals that require less than a 1 minute microwave warm-up.
- Older students will be allowed to use school microwave ovens as long as they maintain a clean and sanitary eating environment.
- Individual mac-n'-cheese lunches should be pre-cooked at home.
- "Lunchables" such as pizzas should be pre-assembled at home.
- Frozen meals that require lengthy warm-up times are discouraged.
- 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 and/or snack unless otherwise notified by classroom teacher.

- Parents are welcome to join students for lunch
- We ask that “take-out/fast food” lunches for students be limited to Fridays only.

MEDICATION / IMMUNIZATION POLICY

- **Medication Policy**

All Over the Counter (OTC) and prescription medications must be kept in the school office in a container label with students name and administration instructions.

A Medication Authorization form must be completed and turned into the school office for any OTC or prescription medication.

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

No student may at any time give any medication to another student. No student is to give or sell medications to another student. 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 North Carolina Department of Health. Current immunization records must be on file in 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 North Carolina 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).

PARENT TEACHER CLUB

The Academy of Coastal Carolina has an active Parent Teacher Club. Each and every parent and grandparents of Academy students is automatically a member of The Academy Parent Teacher Club. This organization of parents and staff assist with planning and implementing events, program and fundraisers for our school. Parents are encouraged to attend monthly meetings and volunteer to help with planned events and programs throughout the year. The PTC meeting schedule is posted on the PARENTS page of our website and announced on our FACEBOOK page as well. Parents can complete a VOLUNTEER FORM found on our website to sign up for specific committees. Parents are also welcome to become a part of the leadership of the Parent Teacher Club. An Executive Committee of four is selected each May to serve beginning the following Fall. This group is a vital part of our school community.

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 encouraged to meet and talk with the student's teacher about any academic or behavior issues before involving any the Headmaster or other school personnel.

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.

SCHOOL CONTACT

The Academy of Coastal Carolina Administrators and Faculty 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 Headmaster or Accounting Manager to discuss more in-depth or confidential matters. This will enable the staff to give your matter the attention it deserves.

Likewise, parents are welcome to stop by the classroom before or after school to relay quick information, however we ask that you schedule an appointment with your student's teacher to discuss more in-depth and confidential matters. This will enable the teacher(s) to give your matter his/her undivided attention.

We encourage all parents to communicate important matters in writing to the School Office or Teacher to ensure confidentiality and accuracy.

We also ask that any and all money that is turned into the school for any purpose ONLY be placed in the black cash box in the school office. If students are sent to school with payments, please instruct them to bring all payments to the school office and place them in the locked cash box ONLY. Do NOT give payments to any staff member at any time. This policy is to ensure the security of all monetary transactions.

In the event that it is necessary to contact an Academy staff member during the school hours of 8:00am – 3:00 pm, parents may call (910) 754-9637. If someone is unavailable to take the call, voice mail will activate. Messages are checked regularly. Parent should email the student's teacher regarding any academic issues, behavioral issues, classroom events or issues and field trips. Parents should email the school accounting manager regarding Tuition Accounts, FACTS

Tuition Management Accounts, Student Accounts and School Records. Parents should email the Headmaster with any issues unresolved with teachers or staff, policy issue, Board of Directors issues or anything pertaining to Calvary Baptist Church or long range planning or donations.

All doors will be locked from the inside during the school day. If you need to enter the building during regular school hours or during After School Homework Club hours, it will be necessary to call the school office 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 Account* and billed at the end of each month. Students who do not participate on on-campus or off-campus (field trips) will be counted absent.

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

- 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 current driver's license and working cell phone number *within seven days of the official first day of school.*
- 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. If this causes difficulties in childcare, perhaps parents can take turns keeping siblings. The number of chaperones will be limited according to the need for each educational field trip. We will have many Academy events and opportunities for the whole family to enjoy.

TK and 3Y Class 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 need to be kept home from school that day, and will be counted absent.

- Transportation 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 allowed to ride in the front seat of vehicle
 - All children under age 8 or 80lbs in an appropriate car seat

- Obey all safe driving regulations *including use of cell phones while driving*
- In the event of an emergency pull over, call 911, then call the school office or field trip leader
- Stay with students at all times
- Limit cell phone use while chaperoning to emergencies only
- Accompany students to public restrooms
- No snacks provided to student passengers while driving
- Do not transport student to any location other than the one designated or detour from designated route

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.

* See Student Accounts

STUDENT ACCOUNTS

A Student Account will be established for each family. Itemized Student Account invoices will be generated at the end of each month for each account with a balance. Payment will be due in full within 10 business days of the billing date. Late fees will be assessed for accounts over 30 days past due. Student Account privileges will be suspended and accounts frozen if balance is over 60 days past due. Accounts will be re-activated upon payment. Students may also be restricted from After School Homework Club, field trips and/or events due to past due Student Accounts.

This account is and will be used for the following charges:

After School Homework Club : Students who enroll in and attend After School Homework Club will be charged based on the published rate and attendance.

School Store: Students may purchase items at the school store and charge them to their Student Account. There will be a limit of \$20.00 per month that may be charged by the student for school supplies and/or t-shirts.

School T-Shirts: Students may purchase Academy T-shirts and charge them to their Student Account.

Field Trips: Permission Forms will still be sent home for parent signatures, however any costs related to the field trip will be charged to the Student Account.

School events: Details for any events and those costs related to that event will always be communicated prior to any charges being applied to the Student Account.

Athletic Charges: Students participating in team or club sports may charge any participation costs or equipment / uniform purchases to their Student Account

Student Accounts reduce the amount of cash handled by students and teachers, thus reducing the responsibility and opportunity for loss.

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 policy for damaged materials. The responsibility of the parent is to pay for lost or damaged materials. Students may be asked to purchase selected materials.

TUITION AND FEES

Annual Tuition: Tuition is calculated on the basis of 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. The Academy is a private non-profit organization supported entirely by tuition and donations. In our attempt to keep tuitions 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.

Enrollment Deposit: Enrollment Deposit is due within 5 business days of acceptance for new students and by June 1 for returning students. Deposits that are received late are subject to late enrollment fee. *The Enrollment Deposit is non-refundable after July 1 or after 15 days of acceptance for enrollment (if enrolling after June 15).*

Curriculum Fees: Includes consumable curriculum, annual updates to non-consumable curriculum, some classroom teaching supplies, benchmark and end of grade/end of course testing and scoring, music and art supplies. If a student withdraws prior to the end of the academic year, he/she will forfeit any consumable curriculum, and will be asked to return all other school property and curriculum. *Curriculum Fees are non-refundable after July 1 and are not pro-rated for late enrollment.*

Technology Fees: This fee covers maintenance on school technology hardware and student software/apps. *Technology fees are non-refundable after July 1 and are not pro-rated for late enrollment.*

Yearbook Fee: This fee covers the cost of one yearbook per student. This fee is non-refundable after January 1st.

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: Multi-child discount is available to families with multiple siblings enrolled at The Academy.

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

Late Enrollment Fee: There will be a \$125.00 Late Enrollment Fee added to any student(s) enrolling after June 1 or 5 business days after acceptance for enrollment. *This fee is non-refundable.* Tuition for late enrollment will be adjusted by the number of remaining months up to May 31st.

Early Withdrawal: A student is considered withdrawn upon signing of Student Withdrawal Form by parent/guardian, or in the case of dismissal, by the Administrator, 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 Enrollment Deposit and Curriculum/Technology Fees) will be pro-rated and refunded based on the following schedule: All unpaid tuition and fees will be due on the date of student withdrawal. Student records will not be released until all tuition and fees are paid in full.

<i>Withdrawal Date is before October 31:</i>	<i>75% Tuition Refunded / 25% Tuition Due</i>
<i>Withdrawal Date is after October 31, before December 31:</i>	<i>50% Tuition Refunded / 50% Tuition Due</i>
<i>Withdrawal Date is after December 31, before March 1:</i>	<i>25% Tuition Refunded / 75% Tuition Due</i>
<i>Withdrawal Date is after March 1:</i>	<i>0 Tuition Refunded / 100% Tuition Due</i>

There will be a \$50.00 withdrawal fee applied to cover administration and transfer of records.

Delinquent Tuition Payments: 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 \$25.00 per month late fee on all delinquent accounts. In addition, if the party financially responsible missed two consecutive monthly payments and has not made suitable arrangements with the school office within fourteen (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 payment arrangements have been made. Requests for special payment arrangements must be submitted in writing prior to the designated withdrawal day and approved by the school administrator and the Board of Directors. In addition, The Academy has the right to turn delinquent accounts over for collection. The Academy 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 or re-admittance based on failure to pay or late tuition payments.

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 and enrollment minimums and limitations. The Academy of Coastal Carolina also has the right to modify the school

calendar and make all decisions regarding total school days and make up days. Parents will be notified in writing of any and all changes.

VISITORS TO THE SCHOOL

Only current parents, legal guardians, grandparents, alumni, guest speakers, Calvary Baptist Church staff and approved vendors and contractors are allowed on the campus as guests. Visitors are required by policy to check in at the school office and secure permission to be on campus. Visitors may be asked to wear an identification badge that allows staff and students to know that the visitor is approved to be on campus. Visitors are required to check out at the school office upon departure. Other appropriate procedures may be encouraged and to assist in the enforcement of a closed campus policy to provide security and safety for all students and staff.

WEATHER (Inclement Weather Policy)

In the event of inclement weather, The Academy of Coastal Carolina will adhere to the Brunswick County Public school policy for the **first day only**. Information regarding subsequent days will be available on the school website and Face Book.

EAGLE ATHLETICS

SPORTS PROGRAMS

Academy Students as well as Home School Audit Students* in grades 2 - 12 may participated in CLUB sports including:

Running Club, Soccer, Archery

Academy Students as well as Home School Audit Students* in grades 6-12 are eligible to participate in TEAM Sports including:

Cross Country, Basketball and Golf

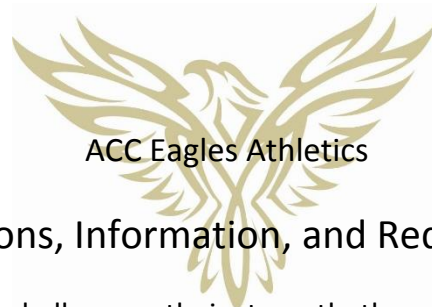
Parents of Students participating in a TEAM sports should review the Eagle Athletic Expectations, Information & Requirements on our Website.

All registration Forms and fees will be available prior to Team or Club registration. Information regarding practice schedules, game and meet schedules will be distributed in advance as well. Information about Transportation will be communicated to parents of Team participants.

All CLUB and TEAM participants must complete and turn in the following along with their sport registration: (these forms can be found on our School Website)

Waiver, Release of Liability, Indemnification, Consent to Medical Attention, and Statement of Physical Condition and Social Media Policy

*** Homeschool Audit Students may be required to attend a certain number of class hours in order to be eligible to participate in TEAM SPORTS.**



Expectations, Information, and Requirements

But they who wait for the Lord shall renew their strength; they shall mount up with wings like eagles; they shall RUN *and not be weary*; they shall walk and not faint. Isaiah 40:31

MISSION OF ACC EAGLES ATHLETICS

We intend to grow as a team in our walk with Christ. Our sports program is intended for fellowship among Christian athletes, and to minister on our journey to others. We also intend to train and teach students to be prepared for College and enjoy athletics and sportsmanship.

Expectations of COACHES, DIRECTORS, AND SPONSORS

- Be an example to everyone participating, displaying respectful and moral behavior at all times
- Demonstrate excellent sportsmanship by following rules of event and respecting judgment of officials at event
- Educate participants on proper behaviors and characteristics of excellent sportsmanship
- Respect coaches, directors, participants and fans of opposing teams
- Create and enforce penalties for participants who do not follow regulations

Expectations of STUDENT PARTICIPANTS

- Follow directions and instructions given by coaches and directors
- Treat teammates and opposing teams with respect: shake hands before and/or after event
- Demonstrate excellent sportsmanship by following rules of event and respecting judgment of officials at event
- Fully cooperate with officials, coaches, and other participants. Inappropriate conduct will NOT be tolerated
- Realization that students are representing our school and themselves as team members

UNACCEPTABLE BEHAVIOR

- Derogatory yells, comments, songs, gestures etc. directed at opposing teams or decisions of the officials intended to intimidate, antagonize, or humiliate these individuals
- Blaming a loss on other players' or coaches' decisions, behaviors or performance
- Blaming a loss on an official's decision
- Refusing to shake another player's hand before or after a game

COMMITTEE MEMBERS

Jan D. Tonkin II- Parent, Coach/AD
Frank Kenney, Asst. AD/Coach
Bridget Cox, Parent
Ginger Taylor, Parent, Coach
Lindy Clark, Parent, Coach
Scott Heffernan, Parent, Coach

PARTICIPATION REQUIREMENTS

Students in grades 6th-10th grade students may participate in Junior Varsity sports. Students must keep an overall GPA of 2.0 before and during season to continue to participate. If a student's grade in any class falls below an average of 73 before or during season, this student will be ineligible to play. If this student raises their average, they will be eligible to play again.

ATTENDANCE REQUIREMENTS

If a student is to participate in an event, this student MUST be present at school the day the event is scheduled. Students must attend a majority of practices. Excessive absences will be noted and addressed, and may result in suspension from the team.

DRESS AND HAIR REQUIREMENTS

Practice: Clothes must not be overly revealing, and adhere to the school policy. Shorts must not be shorter than arm's length (spandex may be worn under gym shorts).

Game Days: Boy's and girl's hair must be a natural color and must be out of eyes during a game/meet. Eccentric hairstyles are not acceptable. Girls are not permitted to wear earrings or jewelry during games.

MEDICAL REQUIREMENTS

Each student must present a current physical from their physician and a signed permission slip from their parents or guardians before participation can take place.

FINANCIAL REQUIREMENTS

Each student is required to submit a \$50 Athletics Fee per sport, per season to be eligible for participation. This fee is payable to ACC Eagles Athletics.

HOME SCHOOL STUDENT PARTICIPATION

A home schooled student may participate in ACC Eagles Athletics during the 2015-2016 school year, as long as the Athletic Fee is paid.

MISCELLANEOUS REQUIREMENTS

Playing Time: This is left to the discretion of the coach. Students and parents are to respect the coaches' decision on this matter. Every player is a vital member of the team.

Team Uniforms: The student is responsible for their athletic uniform after it has been issued to the student. The student will be responsible for paying for lost or damaged uniforms. Athletic uniforms are not to be worn during practices, or for any other reason unless (other than games/meets) permitted by the Athletic Director and Coach. These must be returned to the Athletic Director no longer than a week after the season ends.

Fundraising Participation: Students are required to participate in all fundraising events. This is essential to the survival of our program, and full support is necessary for it to continue.



Although underestimated, social media is a powerful tool that can affect your reputation in both positive and negative ways. ACC Eagles Athletics understands that social media is personal and private. However, we would like you as students to realize you are representing yourself, this program and Christianity's ministry when you post on social media sites. You are encouraged to represent yourself in a positive and professional manner. Social media sites include (but not limited to) the following: Facebook, Twitter, Youtube, Instagram, LinkedIn, and SnapChat.

These social media sites have several attributes from which ACC Eagles Athletics can benefit:

- ❖ Ministering to others
- ❖ Promoting our sports teams
- ❖ Free marketing
- ❖ Central location for facts, news, and upcoming events

The Most Important Rule: STOP AND THINK BEFORE POSTING!! Ask yourself these questions:

Would I say this in a newspaper or on TV? Your statement can show up years later!

Am I participating in cyber-bullying? We have a NO BULLYING POLICY.

Is this against the law? Drinking, smoking, and illegal drug use are examples of illegal activity for minors. If posted on social media, this may result in suspension or removal from the team.

Is my information accurate? If you aren't sure, don't post it!

Is this an appropriate photo? Refer to 1 John 2:16 "For all that is in the world-the desires of the flesh and the desires of the eyes and pride in possessions- is not from the Father but is from the world."

Did I include ACC Eagles Athletics anywhere in my post? DO NOT use this name, logo, imagery, or icon to support products, political issues, or for any other reason without the permission of the Athletic Director AND Coach.

Am I being respectful? You should practice being respectful in all aspects of life, including social media.

These guidelines are not to discourage you from using social media, but rather encourage you to distribute a consistent positive and professional image of yourself and our sports program.

Please read carefully and submit the information below. You may keep the guidelines as a reference.

I have read, and intend to uphold the guidelines of the ACC Eagles Athletics Social Media Policy.

Parent Signature: _____ Date: _____

Print Parent Name: _____

Student Signature: _____ Date: _____

Print Student Name: _____



The Academy of Coastal Carolina Athletic Program
*Waiver, Release of Liability, Indemnification,
Consent to Medical Attention, and Statement of Physical Condition*

In exchange for my being allowed to participate as a member of the (team), heretofore known as “the team” a non-profit organization under the laws of the state of North Carolina, I agree to be bound by each of the following:

1. Definitions:
 - a. For the purposes of the Waiver and Release of Liability “Practices and Games” shall be construed to mean all events which are to occur as a direct result of my participation with the team, to include, but not limited to, practices, games/meets, media events, classes, camps and the like.
 - b. For the purposes of this Waiver and Release of Liability “coaches” shall be construed to mean the head coach and/or anyone else involved with the team in such a capacity.
2. Voluntary participation.
 - a. I understand and confirm that my participation with the team is voluntary.
 - b. I understand that although my coaches will endeavor to play every player in each game for the enjoyment of all my teammates, but that the final decisions to play me in any game whatsoever are the decisions of the coaches and only the coaches.
 - c. My player fee and participation in practice does not guarantee playing time in any game.
3. Identification and Assumption of Risks.
 - a. I understand that serious accidents may occur during practices and games/meets and that participants in practices and games/meets occasionally sustain mortal or serious personal injuries, as well as property damage, as a consequence thereof.
 - b. I understand these risks and know that my participation in practices and games/meets may involve risk of such personal injuries and property damage, including permanent disability and death.
 - c. I understand that this waiver and release of liability is intended to address all of the risks of any kind associated with my participation in any aspect of practices, games or meets, including particularly, such risks created by actions, inaction, carelessness, or negligence on the part of the Team or its directors, officers, employees, agents, volunteers, successors, or assigns. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in practices, games or meets. I accept personal responsibility for any liability, injury, loss, or damage in any way connected with my participation in the football practices and games.
4. Release and Waiver.

I release the Academy of Coastal Carolina, this team and its directors, officers, employees, agents, volunteers, successors, and assigns from any and all liability for and waive any and all claims for injury, loss, damage, or expense, including attorneys’ fees, in any way connected with my participation in practices, games or meets (a “claim”), whether or not caused in whole or part by the negligence or other misconduct of the team or any of the individuals mentioned above.

5. Indemnification.

I agree to indemnify and to hold harmless (in other words, to reimburse and to be responsible for) the Team and their directors, officers, employees, agents, volunteers, successors, and assigns from all Claims (including the cost of defending any Claim I might make, or might be made on my behalf, that is released or waived by this instrument) in any way connected with or arising out of my participation in practices, games, or meets, whether or not caused in whole or in part by the negligence or other misconduct of the team or any of the individuals mentioned above.

6. Binding Effect.

This Instrument shall be binding upon my relatives, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of the Team and their successors and assigns.

7. Consent to Medical Treatment.

I authorize the Team to provide to me, through medical personnel of their choice, customary medical assistance, transportation, and emergency medical services should I require such assistance, transportation, or services as a result of injury or damage related to my participation in the Team. This consent does not impose a duty upon the Team to provide such assistance, transportation, or services.

8. Statement of Physical Condition and Compliance.

I am in proper physical condition to participate in practices, games, and meets. I have read and will comply with the training guidelines and the medical rules and policies with respect to practices, games and meets that have been supplied to me by the Team.

9. Team Property.

I understand that I am fully responsible for all Team property when it is in my possession. I understand that I am to return all Team property immediately after its use, unless, I have the verified consent of a Team Director, Officer, or Coach, and that all Team property must be returned no later than the date provided by the Coach. If I lose, damage, or cause an expense to the Team property, I understand that the Team shall be permitted to pursue all collection, relief, including attorneys' fees and court costs.

10. Applicable Law.

This instrument shall be governed, construed, and enforced in accordance with the laws of the State of North Carolina.

THIS IS A WAIVER AND RELEASE OF LIABILITY. I HAVE READ THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, CONSENT TO MEDICAL ATTENTION, AND STATEMENT OF PHYSICAL CONDITION. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM SIGNING THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, CONSENT TO MEDICAL ATTENTION, AND STATEMENT OF PHYSICAL CONDITION VOLUNTARILY.

Print Player Name: _____

Player Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

TECHNOLOGY

AND

INTERNET

Technology and Internet

The Academy of Coastal Carolina has a commitment to provide programs for students to develop awareness, and a degree of proficiency, in the understanding and use of technology. Our goal is to integrate technology into all aspects of a student's experience so that he/she can become a life-long learner and user of these resources. There has been a major investment of funds in order to provide our students with the appropriate technological resources for their education. Desiring to be good stewards of God's provision for The Academy of Coastal Carolina, we have formulated this Acceptable Use Policy (AUP) for all persons involved in using school technology. As an overriding principle, we require those using school technologies, to exercise godly discernment and judgment, be willing to follow stated procedures, and show consideration to both the equipment and others in its usage.

It is to be understood that there will be serious consequences for any inappropriate use, deliberate damage, or failure to follow directions in handling the equipment, including hardware, software, printers, scanners, cameras, etc. Willful destruction of school property is considered vandalism and will be dealt with in accordance with the approved Code of Student Conduct. In addition to appropriate discipline, restitution will be required for repairs or replacement of damaged equipment. Persons willfully or maliciously damaging, or violating this policy will lose the privilege of using the school's technology in the future. Personal equipment from home may not be brought to school without expressed written permission from the teacher and administrator. This document presents the technology acceptable use policy of The Academy of Coastal Carolina. All users of ACC technology must use ACC technology in accordance with this policy.

Guidelines

- All usage is not to violate existing copyright laws.
- All ACC technology equipment resides within the United States. ACC users are bound by U.S. laws concerning peer-to-peer file sharing networks.
- Any violation of policy is to be reported to ACC administration
- Installation of software of any kind on ACC desktops, laptops or tablets without express written permission from the administrator is strictly prohibited.
- Illegal Activity is strictly prohibited.
- Inappropriate content is strictly prohibited.

- Violating the rules, regulations, policies, or terms of any network, server, computer database, or web site will be considered a violation of these policies.
- Removing technology equipment without the express written permission from the administrator is strictly prohibited.
- Use of technology equipment owned by the school must be normal and ordinary

Security

- Each user is responsible for the security of his or her account.
- Passwords are to be kept confidential.
- Leaving a workstation unattended and logged-in is strictly prohibited.
- Locking a workstation without express written permission from the teacher and/or administrator is strictly prohibited.
- Any user who suspects his or her account has been used by someone else must report this to ACC administration.
- Circumventing the security of any host, network or domain is strictly prohibited.
- Cracking is strictly prohibited.
- The use of laptops without express written permission is strictly prohibited.
- Wireless networking without express written permission is strictly prohibited.
- Serving without express written permission of the director of technology is strictly prohibited.
- Interfering with the operation of any ACC technology, the ACC domain or any host, network or domain is strictly prohibited.
- Running automated tasks, unattended processes, bots, cron jobs, scheduled tasks, etc. without express written permission from the director of technology is strictly prohibited.
- Running any process, unattended or not, that is run simply for the purpose of hindering the operation of the ACC domain or any host, network or domain is strictly prohibited.
- Trespassing into other's folders, files, or work is prohibited.
- ACC technology is not to be used to harm other people or their work.

Data Transmission and Storage

- Each user is responsible to know where to save files. The hard drives in most computers are regularly 'emptied' of files and folders. Saving work in the wrong place will result in data loss eventually.
- Anonymous FTP without express written permission is strictly prohibited.
- Binary files, including most kind of proprietary file formats (MS Word, Excel, etc.) must be transmitted via e-mail unless the user has express written permission to use another method.
- Transfer of images and executable programs by any means without express written permission is strictly prohibited.
- Use of removable media other than software purchased by ACC without the express written permission is strictly prohibited.
- All file and data transfer over the ACC network must be normal and ordinary.
- The transfer of inappropriate content is strictly prohibited.
- The preferred method of file transfer is e-mail.

The World Wide Web

- The World Wide Web is the most common tool used for access to the Internet. It is a constantly changing environment and is becoming increasingly interactive. Parents and teachers must use extreme caution while encouraging students to make use of this resource for educational purposes. With this in mind, The Academy of Coastal Carolina has adopted the following guidelines for use of the World Wide Web.
- Students must not browse the web unless under the supervision of ACC faculty or a substitute teacher.
- ACC does not guarantee the availability, compatibility or suitability of outside networks or applications hosted on outside networks.
- Many websites prohibit use by children under a certain age. Students must observe these rules at all times.
- Use of the World Wide Web by minors under the age of thirteen and communicating with minors under the age of thirteen via the World Wide Web is governed by federal law. Students under the age of thirteen are not permitted to use web based forms or login to accounts of their own on any website.
- Teachers must not require students under the age of thirteen to provide any personal information in order to use a website or other service provided via the Internet.

Content Filtering

- The Academy of Coastal Carolina provides access to the Internet for educational purposes. Unfortunately, the Internet also provides access to content that is objectionable, offensive and even harmful to students. ACC intends to protect students from objectionable content using whatever means available. Students and parents should be aware of the following:
- The ACC network is protected from intrusion using a firewall.
- ACC will resort to any means necessary in order to protect students from objectionable content.
- In the event of firewall failure, access to the Internet will be disabled by disconnecting classroom clients from the ACC network.
- ACC cannot guarantee that all objectionable, offensive or harmful content is filtered.
- Students are not permitted to use the Internet unless an ACC faculty member or substitute teacher is in the room.
- Students in grades K – 4 are not permitted to use the Internet unless directly supervised by an ACC faculty member or substitute teacher.

E-Mail

- Use of e-mail on campus is permitted according to the following guidelines:
- Users over the age of twelve who have web-based access to personal e-mail may use it for school-related use only while on campus, but ACC will not provide support or guarantee the availability or suitability of any third party service.
- All users who use personal e-mail on campus must always adhere to the Terms of Service or Acceptable Use Policy of that service.
- Sending Unsolicited Commercial E-mail is strictly prohibited.
- Spamming is strictly prohibited.
- Sending unauthorized mail via open, third-party servers is strictly prohibited.
- Collecting, or attempting to collect, personal information about others without their consent is strictly prohibited.
- Selling, exchanging or distributing e-mail addresses to a third party are strictly prohibited.
- Participating in the collection of e-mail addresses, screen names, or other identifiers of others, or participating in the use of software designed for this purpose is strictly prohibited.
- Sending, uploading, distributing or disseminating or offering to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content is strictly prohibited.

- Intentional distribution of viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature is strictly prohibited.
- Conducting or forwarding pyramid schemes and the like is strictly prohibited.
- Transmitting content that may be harmful to minors is strictly prohibited.
- Impersonating another person (via the use of an email address or otherwise) or otherwise misrepresenting yourself or the source of any email is strictly prohibited.
- Illegal transmission of another's intellectual property or other proprietary information without such owner's or licensor's permission, knowingly or unknowingly is strictly prohibited.
- Using email to violate the legal rights (such as rights of privacy and publicity) of others is strictly prohibited.
- Promoting or encouraging illegal activity is strictly prohibited.
- Use of Outlook or any other mail user agent to send or receive POP/IMAP e-mail from ACC PCs is strictly prohibited. Users who would like access to POP e-mail must use a web based service that provides this.
- ACC employees may not reply to e-mails they believe to be from minors less than thirteen years of age.

The Academy of Coastal Carolina

Technology Program

Responsible Use Policy/Agreement

The network, Internet access, laptop computers, and lab computers at The Academy of Coastal Carolina are provided for students to complete assignments, communicate with others, conduct research, and explore their creativity. Use of technology at The Academy of Coastal Carolina is a privilege, not a right. The Responsible Use Policy outlines guidelines for online behavior to which students will be held accountable. The Student Laptop Program Agreement provides guidelines and conditions for the distribution and continued use of laptops by students at The Academy of Coastal Carolina. Failure to comply with the guidelines in these two documents may result in a loss of technology privileges, other disciplinary action.

ACC Student Laptop Program

The Student Laptop Program at The Academy of Coastal Carolina will provide and make available a laptop computer and/or tablet (hereafter referred to as device) to each student. Students will use their assigned device both at school and at home for entire academic year.

The following are the guidelines for the use and care of their assigned device:

- The device is intended for educational use by the student enrolled at The Academy of Coastal Carolina and should not be used for commercial purposes or by other members of the household.
- The use of assigned device is included in the cost of attending The Academy of Coastal Carolina and remains the property of The Academy of Coastal Carolina.
 - If for any reason the school requests the return of the device, the student must surrender it immediately.
 - Should the student withdraw or be dismissed from The Academy of Coastal Carolina, the device must be returned to the school office immediately. Failure to comply is a violation of software licensing agreements and will result in charges equal to the current fair market value of the device. At the time that the device is returned, the Academy staff will copy academic files from Word, Excel, PowerPoint, and OneNote to a CD or DVD. It is the student's responsibility to provide a drive with enough capacity to back up pictures and media.
- Students will be assigned a device and provided with appropriate battery and AC adapter if needed. Should any of these accessories become lost or damaged, a replacement will be issued by the Academy of Coastal Carolina, and the student's account will be charged.
- Warranty-based repairs will be administered by the Academy of Coastal Carolina, which is the only authorized repair center for these devices. It is a violation of this agreement to allow anyone other than ACC staff to perform repairs, troubleshoot problems, or modify hardware on these laptops.
 - Students must report any damage to the device to the school office so that it can be inspected for further or internal damage.
 - Students must comply with all school requests to make their device available for repair.
- Each student is responsible for the safety and security of his/her device while in their possession. If a device is lost or stolen when not stored properly or when the students is off campus with it, the student will be required to pay a replacement fee of \$500 or current replacement cost for comparable equipment.
- Damage caused by automobiles or damage caused by extreme negligence or intentionally damaging activity may result in charges of between \$100 and \$500.

- Any loss or damage to the device must be reported to the Academy of Coastal Carolina immediately.
- Students must take proper care of Academy electronic devices. To do so, they must
 - Keep the device in a padded bag or case when traveling.
 - Not leave the device outdoors or in an unsecured location.
 - Do not leave device in car where it can sustain heat or cold damage.
 - Place the device in stand-by or sleep mode before moving it.
 - Not write on, paint on, or adhere stickers to the device.
- Students are responsible for backing up their own data. It is strongly recommend that students use an external hard drive to back up files.

Responsible Use Policy for Students

Academy of Coastal Carolina students agree to use electronic resources responsibly, both online and offline. As an Academy student, I agree

- To obey copyright laws and respect the electronic and intellectual property of others, I will
 - Not make copies of school software.
 - Respect the privacy of individuals by not copying, modifying, destroying, or even reading documents without the owner's permission.
 - Own only music that is legally obtained. I will not load songs from someone else's iPod onto my computer or rip CD's that I did not buy.
 - Not load software that enables me to download music or video from other individuals without payment.
 - Cite any electronic source that I use with proper citation.
 - Not use pictures or video clips without permission and/or citation.
- To be courteous and respectful in all online communications, I will
 - Not use hurtful, discourteous, disrespectful, sexually explicit, or profane language in online communications, such as e-mail, IM, Facebook, and Twitter posts.
 - Not send chain letters (e-mails that "require" that you send them to others to avoid bad luck or gain good fortune), petitions, or warnings to other students.
 - Not send mass e-mails to sell personal items, locate lost items, ask for donations for charity, or promote events that are not sponsored by the Academy of Coastal Carolina.
- To respect the security measures and laptop use rules of the school, I will
 - Not change the login or password on his/her assigned device.
 - Not install any software on any school-owned device without the permission of instructor or technology department.
 - Not modify the hardware or software settings on any school-owned device.
 - Use only approved username and password on on any online site, such as Facebook, Twitter, or e-mail. I will not give my username or password to anyone, and I will never use the username and password of someone else.
 - Not use cellular networks to access the Internet in ways that break ACC rules.
 - Connect only to the ACC wireless network on campus.
 - Not bring any computer other than my ACC laptop to campus unless I get specific permission in advance from the school office and have a signed BYOD agreement on file.

- Respect the security of the network by not attempting to discover passwords or override measures the school uses to control access to any resource. I will not use web sites that claim to disguise what sites I visit.
- Not possess or use web-cams on campus.
- Report any violations of these rules to the school office immediately.
- To uphold the honor code online and in my computer use, I will
 - Not impersonate someone else online in an IM, chat, web post, e-mail, or virtual world.
 - Not take pictures or videos without the knowledge of all individuals in them.
 - Not post pictures or videos without the consent of all individuals in them.
 - Not use services that claim to disguise the sites I visit or “anonymize” e-mails or surfing.
 - Be honest if asked about my computer use.
- To use the Internet in safe, appropriate, and responsible ways, I will
 - Not access or contribute to web sites containing pornography, inappropriate language, or material of a discriminatory nature.
 - Not create or post tasteless or vulgar images, including those that contain inappropriate attire, real or simulated use of alcohol or drugs, or sexually explicit material or poses.
 - Protect myself and other ACC students and staff and the reputation of the School and its students, faculty, and staff. I will not post pictures, videos, or text on any unprotected site (a site that does not require both a specific invitation and a password-protected log-in to view) if it contains the use of “The Academy of Coastal Carolina,” or any variation thereof, pictures of community members, names of community members, or other personal information. Under no circumstances should images of or information about another individual be posted without that person’s knowledge and consent. These guidelines include, but are not limited to,
 - Posts on any social networking sites, including but not limited to FaceBook.
 - Pictures and captions posted to any other photo or social media sites including but not limited to Instagram, Twitter, SnapChat.
 - Videos posted on YouTube or other video sharing sites.
 - Creation of characters or locations in virtual environments or multi-player online games.
 - Not use IM or video, social, shopping, or game sites during the academic day, even during free periods.
 -
- I will be respectful of my teachers and other Academy faculty and staff. I will
 - Obey all rules and directions posted in labs or classrooms, included in teachers’ syllabi, or given verbally.
 - Use my electronic devices only in the ways that are expressly allowed, not for surfing, IMing, playing games, shopping, or e-mailing during class, study hall, or required campus events.

All students and parents should be aware that

- For reasons of security, the Academy of Coastal Carolina will not install any software from a website that is in a language that the staff cannot read.
- For reasons of safety, students should never give out personal information through e-mail or over the Internet. Doing so can endanger the students and their families.
- No online communication is truly private. Students should understand that college admission officials often are able to view information on Facebook and other social

networking/media sites and that this information can affect their status during the college admission process.

- The Academy of Coastal Carolina reserves the right to inspect all private computer files; to monitor, view and log all computer activity; and to revoke technology privileges at any time. Faculty members are authorized to create policies for their classrooms and to monitor or limit laptop activity during classes.
- The School reserves the right to discipline users for actions performed off-campus if they violate any laptop use policy, adversely affect the safety of the students or constitute behavior that jeopardizes the reputation of the School.

We have read and agree to the terms and conditions for use of Academy Laptop Computer

Parent Signature

Date

Student Signature

Date

Student Name: _____
ID _____ Issue Date _____

Device



Responsible Use Policy

BYOD is an acronym for Bring your Own Device. For BYOD, a "device" is a privately owned laptop, tablet computing device, netbook, notebook or e-Reader.

Guidelines

1. In order to utilize the The Academy of Coastal Carolina's (hereafter referred to as ACC) network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent or legal guardian must review and sign the Responsible Use Policy. This will be considered a legally binding agreement.
2. The student is fully responsible, at all times, for the personally owned device brought to school. ACC is not liable for any loss, damage, or theft of a personally owned device.
3. The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
5. Device use is limited exclusively to school related activities in the classroom setting. Otherwise, all electronic devices should be turned off and should not be visible.
6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as no technology zones or any other areas where devices are not permitted.
7. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
8. Students must use the ACC network when at school. Students may not use a cell phone or service provider's data network (3G, 4G, LTE, etc.) or any other wired or wireless network other than the ACC network.

9. ACC is not responsible for any data charges that a student may incur from a service provider as a result of not following policy of only using the ACC network while at school.

10. As part of the BYOD policy, there will be mechanisms in place such as signage and verbal communication to indicate when devices can and cannot be used. Students will observe and follow these procedures at all times while at school.

11. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from ACC, except for approved projects with the express permission of the teacher.

12. If reasonable belief exists that the student has violated the terms of this agreement, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by ACC.

ABOUT THE BYOD PROGRAM

The Academy of Coastal Carolina is pleased to be able to offer our students access to computer technology, including access to the Internet as well as ACC applications and information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We understand that our students are digital natives and live in a world where information creation and consumption is constantly occurring. We envision a learning environment where technology is a part of us, not apart from us.

Wireless access: Students will use their devices to access the internet and network resources through the ACC wireless network. This network will provide filtered internet access. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety. We believe that the tremendous value of technology and the information technology network as an educational resource far outweigh the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

Adherence to all TECHNOLOGY AND INTERNET POLICY set for the Student Handbook is required and necessary for continued access to the ACC technological resources. These policies include, but are not limited to: (Please review the Technology and Internet section of the Student Handbook.

Students must respect and protect the privacy of others by:

1. Using only assigned network and user accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Students must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all ACC Internet filters and posted network security practices.
2. Reporting security risks or violations to a school administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Not creating ad-hoc, peer-to-peer, or other wireless networks with district or student owned devices including the use of wireless hotspots or other similar devices.
6. Only using the ACC network for instructional and school related purposes.
7. Notifying a school administrator or teacher of network malfunctions.

Students must respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of content, eBooks, music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Students must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a school administrator or teacher.
3. Not intentionally accessing, transmitting, copying, or creating mobile apps, websites, or other material with inappropriate information, content, ads or any material that is not age or school appropriate.
4. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
5. Not using the resources to further other acts that are criminal or violate the school's code

of conduct.

6. Use of another student's device only when specifically permitted by that student and with the permission of a school administrator or teacher.

7. Avoiding spam, chain letters, or other mass unsolicited mailings.

8. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

9. Student's name must be on device at all times.

Agreement

Both parent and student have read this policy as well as policy stated in the ACC Student Handbook and agree to all terms and conditions.

Parent Signature

Date

Student Signature

Date

Type of Device that will be used by student at school:

Make _____ Model _____

Serial Number _____

Glossary

ACC

Academy of Coastal Carolina

AUP

Acceptable Use Policy

FTP

File Transfer Protocol

Illegal Activity

Posting, storing, transmitting or disseminating information, data or material which is libelous, obscene, unlawful, threatening, defamatory, or which infringes the intellectual property rights of any person or entity, or which in any way constitutes a criminal offense, give rise to civil liability, or otherwise violate any local, state, federal or international law, order or regulation.

Inappropriate Content

Posting, storing, sending, transmitting, or disseminating any information or material which a reasonable person could deem to be objectionable, offensive, indecent, pornographic, harassing, threatening, embarrassing, distressing, vulgar, hateful, racially or ethnically offensive, or otherwise inappropriate, regardless of whether this material or its dissemination is unlawful.

Removable Storage Media

Any medium used for the purpose of data storage and transport between computers and computer systems. This includes, but is not limited to, floppy disks, CDs, USB drives, flash drives, PDAs, phones, and digital cameras.

Circumventing

Accessing or attempting to access any host, network, domain, system, software, or data without proper authorization to do so; breaching the security of another user on any host, network, domain, or system; attempting to bypass the user authentication or security of any host, network, domain, system, server or client. This includes, but is not limited to, accessing data not intended for you, logging into or making use of a server or account you are not expressly authorized to access, or probing the security of other hosts, networks, or accounts.

Cracking

Using or distributing tools designed or used for compromising security, such as password guessing programs, decoders, password gatherers, analyzers, cracking tools, packet sniffers, encryption circumvention devices, or Trojan horse programs; network probing; port scanning; or using or distributing programs that remove locks or time-outs built into software (cracks).

Interfering

Restricting, inhibiting, or otherwise disrupt the ability of any other person, regardless of intent, purpose or knowledge, to use or enjoy the service of any host, network, domain, system, website, or database; posting or transmitting any information or software which contains a worm, virus, or other harmful feature, or generating levels of traffic sufficient to impede others' ability to send or retrieve information; restricting, inhibiting, or otherwise disrupting or causing a performance degradation, regardless of intent, purpose, or knowledge, to any server,

backbone network, node or service; issuing denial of service attacks; port-flooding; improperly seizing administrator or root privileges; or attempting to “crash” a server or client.

Serving

Reselling or otherwise making available to anyone outside of ACC the services of the ACC domain in whole or in part; or accepting inbound requests from any other client. This includes, but is not limited to, operating your own HTTP, FTP, email, proxy or print server; offering Wi-Fi, Bluetooth, ad-hoc or other types of wireless connections to your client; sharing your files over the ACC network; running any kind of chat, talk, IRC, or IM service; or making your files available via peer-to-peer or distributed file sharing systems.

Normal and Ordinary

Any use of ACC technology or the ACC network that any reasonable person would find acceptable by faculty, staff, or students. Examples include, accessing the Internet for the purpose of developing lesson plans, completing a homework or class work assignment, reinforcing a learning experience, or professional development.

Every classroom at The Academy of Coastal has access to the Internet via WIFI. ACC is committed to using this resource in a manner that is beneficial to students. Students will learn responsible use of the Internet as a valuable learning and collaborative tool, and will use the Internet to aid learning in all academic areas.

Spamming

Sending numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content, or sending very large messages or files to a recipient that disrupts a server, account, newsgroup, or chat service.

Unsolicited Commercial E-mail

All of the following will be considered *Unsolicited Commercial E-mail*:

- email that is in violation of the CAN-SPAM Act or any other applicable anti-spam law
- email sent to users who have requested to be removed from your mailing list or address book
- email sent to a significant number of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship