



2024 - 2025
Student - Parent Handbook

Table of Contents

A Message from Terri Fowler	4
Mission Statement	4
Vision Statement.....	5
Statement of Faith	6
Notice of Non-Discriminatory Policy to Students	6
School Information.....	6
A Sea of Learning Advisory Board	7
School Communication.....	7
Academic Calendar	8
Security.....	8
Curriculum and Testing	9
Arrival and Dismissal	9
Car Line Drop off and Pick up.....	9
Attendance Policy.....	10
Tardy Policy	11
Early Check Out	11
Make Up Work.....	12
Grading Scale.....	12
Report Cards	13
School Lunches and Snacks	13
Dress Code Guidelines.....	14
Honor Code	16
Bullying.....	17
Discipline	18
Student Illness and Medications	21
Health and Medication Issues.....	22
Field Trips	23
Transportation Safety	23
Safety Drills	24
Visitors and Deliveries	24

Lockers	24
Student Valuables	25
Lost and Found	25
Mobile Phone & Electronics Use	25
Searches	25
Restricted Items.....	26
Inclement Weather and School Closings	26
Parental Conduct.....	26
Parent - Teacher Conferences	28
Parent - Teacher Organization (PTO)	28
Change of Residence/Employment/Custody	28
Child Custody/Residence	28
Special Education and/or Disabled Students.....	29
Withdrawal Policy	29
Academic Records	30
Acknowledgement of Student - Parent Handbook.....	30

A Message from Terri Fowler

Dear A Sea of Learning families,

I am pleased to share with you our updated Student - Parent Handbook for the 2024 - 2025 school year. The handbook is designed to be a resource for both students and parents and contains essential information about our school's policies, procedures, and resources to help ensure a successful and smooth year for your child.

Understanding and adhering to the guidelines outlined in the handbook are crucial for creating a positive and productive school environment. We ask that you take the time to go over the handbook with your child and discuss its contents. Your cooperation and partnership are vital to the success of our school community.

This document is available on our school website at www.aseaoflearning.org and printed copies can be picked up from the office. After reviewing, we request that both a parent and each student sign the last page and return it to your student's teacher by September 27th.

If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact us.

Again, thank you for your continued support and commitment to our school. We look forward to a fantastic year ahead!

Blessings,

Terri Fowler

Terri Fowler
Executive Director

Mission Statement

A Sea of Learning exists to provide a unique, Christ centered educational environment, offered by carefully selected, highly trained, educators and leaders. Each student receives personalized and empowering academic instruction designed to prepare them for their future, while fostering their God-given talents. As a school, we support all aspects of the individual's academic, social, emotional, and spiritual growth. Our desire is to fill our students with knowledge and to put the word of God in their hearts, so as they grow and mature, they can embrace with faith and confidence both the challenges and blessings life will bring.

Vision Statement

A Sea of Learning is dedicated to nurturing students in an environment where academic knowledge, character, and faith grow together, all led by our belief in God. We believe God's son, Jesus, is our savior and we strive to be His children. We believe that God is the foundation of all that we are and all that we do. Therefore, prayer is a part of our day and a part of our lives, in and out of the classroom.

Deuteronomy 11:18-19 tells us to "Teach our children when we are sitting in our house, walking by the way, when we lie down, and when we rise." As educators, we follow these instructions by consistently sharing His Word, as well as being examples, living our lives as He has taught us to.

Our God is a God of wisdom. In order to provide an education worthy of academic excellence, our teachers foster individualized academic and spiritual growth. We know that we are all "fearfully and wonderfully made" (Psalms 139:14), each with unique talents and gifts. We encourage all our students to use their God given strengths and talents.

Therefore, our mission is to:

1. **Pursue Academic Excellence** by providing a rigorous academic program that challenges students to think critically, solve problems creatively, and excel in their studies. (2 Timothy 2:15)
2. **Embrace Christian Values** as we instill in our students the biblical principles such as marriage between a male and a female, the biblical account of our creation, and a love for God and others. (Genesis 2:24; Genesis 1:1-31; John 13:34)
3. **Foster Spiritual Growth** as we cultivate a deepening relationship with God through prayer, worship, and the study of scripture. (Psalms 150:1-6)
4. **Serve Others** with a heart for giving, promoting compassion, empathy, and a commitment to making a positive difference in the world. (Mark 9:35)
5. **Prepare our Students for Life** and their future success by nurturing the "whole child" including their intellectual, spiritual, emotional, and physical development. We equip them to flourish in life with faith, strength, knowledge, and confidence, as lifelong learners and followers of Jesus. (Jeremiah 29:11)

Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these. Matthew 19:14

Statement of Faith

As a Christian school community, we affirm our faith in God, who is the creator and sustainer of all things. We believe in:

1. **The Triune God:** We worship one God in three persons, Father, Son, and Holy Spirit. Co-equal and co-eternal, who invites us into a relationship with Him. (1 John 5:7-8)
2. **The Authority of Scripture:** We believe the Bible is God's inspired, inherent, and authoritative work, revealing God's plan for salvation and guiding our lives. (2 Timothy 3:16; Genesis 2:24)
3. **Salvation through Jesus Christ:** We confess Jesus Christ as Lord and Savior, who through his death and resurrection offers forgiveness of sins and eternal life to all who repent and believe in Him. (John 3:16)
4. **Grace and Faith:** We believe that salvation is a gift of God's grace, received through faith alone, apart from our works. (Ephesians 2:8)
5. **Christian Living:** We seek to follow Christ's example by loving God with all our heart, soul, mind, and strength, and loving our neighbors as ourselves. (Mark 12:31)

Notice of Non-Discriminatory Policy to Students

A Sea of Learning (ASOL) admits students of any race, color, nationality, or ethnic origin. All the rights, privileges, programs, and activities generally accorded are available to all students enrolled. A Sea of Learning does not discriminate based on race, color, nationality or ethnic origin in the administration of its education policies, admissions policies, or any A Sea of Learning administered programs.

School Information

Address: 4723 Country Club Road
Morehead City, NC 28557
Phone: 252-240-2566

Email: info@aseaoflearning.org
Website: www.aseaoflearning.org

School Hours: 7:50 AM – 2:30 PM
Drop Off: 7:50 AM – 8:10 AM
Tardy Bell: 8:10 AM
Administration Hours: 7:30 AM – 3:00 PM

Administrative Personnel: Terri Fowler, Executive Director – terri.fowler@aseaoflearning.org
Jenn Morere, School Liaison – jenn.morere@aseaoflearning.org

A Sea of Learning Advisory Board

A Sea of Learning is a non-profit entity governed by a nine-member voting (12-member total) Advisory Board dedicated to supporting and enhancing the mission and vision of our school. Comprised of parents, grandparents, community members and staff members, the Advisory Board serves as a collaborative body that provides guidance and counsel on various aspects of school operations and strategic planning. Rooted in Christian values, the Advisory Board aims to ensure that our school remains a nurturing environment where students can grow academically, spiritually, and socially. By fostering open communication and leveraging diverse perspectives, the board works to uphold the highest standards of excellence and integrity, ensuring that A Sea of Learning continues to serve as a beacon of faith-based education in our community. For questions or concerns related to the Advisory Board, please email advisoryboard@aseaoflearning.org.

School Communication

All communication with teachers, staff members and administration should be done in person, via school email or school phone. Parents/guardians and students should refrain from sending text messages to personal mobile phones. Teachers, staff members and administration will strive to respond to parent/guardian messages during regular school hours and within 24 hours with the exception of Fridays, weekends and holidays. All school matters should be directed to A Sea of Learning and not Teacher's Pet.

Teacher emails: firstname.lastname@aseaoflearning.org

Each teacher maintains a class Google site and/or utilizes Class Dojo or the Remind app.

Concerns from students or parents/guardians should first be made to the appropriate teacher in writing and then to Executive Director, Terri Fowler, using the same procedure. If the situation concerns a teacher, the Executive Director will consult the teacher and then the matter will be discussed in conference with both the parent/guardian and teacher.

If the Executive Director cannot settle the concern, the Chairman of the Advisory Board will be asked to hear and resolve the issue. Should the above procedure fail to resolve the concern, the matter may be brought before the Advisory Board. Those wishing to exercise this option must contact in writing the Chairman of the Advisory Board and formally request such a meeting.

Any concern regarding school policy not covered by the Student - Parent Handbook or other published documents, must be presented in writing to the Chairman of the Advisory Board. The decision of the Board is final.

Terri Fowler, Executive Director – terri.fowler@aseaoflearning.org
Jenn Morere, School Liaison – jenn.moreere@aseaoflearning.org
Advisory Board – advisoryboard@aseaoflearning.org

Academic Calendar

ACADEMIC CALENDAR							A SEA OF LEARNING							2024 - 2025																											
July 2024							July							January 2025							January																				
Su	M	Tu	W	Th	F	Sa	26	"Return Deadline" (School Forms Submitted)						Su	M	Tu	W	Th	F	Sa	1-3	Christmas Break - School Closed						Su	M	Tu	W	Th	F	Sa	1-3	Mandatory Teacher Workday - No Students					
7	8	9	10	11	12	13												5	6	7	8	9	10	11	4	Report Cards						4	Martin Luther King, Jr. Day - School Closed								
14	15	16	17	18	19	20												12	13	14	15	16	17	18	8							8									
21	22	23	24	25	26	27												19	20	21	22	23	24	25	20	Martin Luther King, Jr. Day - School Closed						17	Presidents' Day - School Closed								
28	29	30	31															26	27	28	29	30	31																		
August 2024							August							February 2025							February																				
Su	M	Tu	W	Th	F	Sa	12-16	Staff Workdays						Su	M	Tu	W	Th	F	Sa	17	Presidents' Day - School Closed																			
4	5	6	7	8	9	10	15	Parent Meetings (No Students)						2	3	4	5	6	7	8																					
11	12	13	14	15	16	17	16	Floating Meet and Greet with Students 10:00 - 12:00						9	10	11	12	13	14	15																					
18	19	20	21	22	23	24	19	First Day of School						16	17	18	19	20	21	22																					
25	26	27	28	29	30	31												23	24	25	26	27	28																		
September 2024							September							March 2025							March																				
Su	M	Tu	W	Th	F	Sa	2	Labor Day - School Closed						Su	M	Tu	W	Th	F	Sa	7	End of 3rd Grading Period																			
1	2	3	4	5	6	7											2	3	4	5	6	7	8	10	Mandatory Teacher Workday - No Students																
8	9	10	11	12	13	14											9	10	11	12	13	14	15	12	Report Cards																
15	16	17	18	19	20	21											16	17	18	19	20	21	22																		
22	23	24	25	26	27	28											23	24	25	26	27	28	29																		
29	30																30	31																							
October 2024							October							April 2025							April																				
Su	M	Tu	W	Th	F	Sa	14	Columbus Day - School Closed						Su	M	Tu	W	Th	F	Sa	8-10	CogAT Testing (Grades 3rd, 5th and 8th)																			
6	7	8	9	10	11	12	18	End of 1st Grading Period						6	7	8	9	10	11	12	18-25	Easter Break - School Closed																			
13	14	15	16	17	18	19	24	PTO Fall Festival - Noon Dismissal						13	14	15	16	17	18	19																					
20	21	22	23	24	25	26	25	Mandatory Teacher Workday - No Students						20	21	22	23	24	25	26																					
27	28	29	30	31			28	Report Cards						27	28	29	30																								
November 2024							November							May 2025							May																				
Su	M	Tu	W	Th	F	Sa	11	Veterans Day - School Closed						Su	M	Tu	W	Th	F	Sa	6-8	End of Grade Testing (Grades 2nd - 8th)																			
3	4	5	6	7	8	9	27-29	Thanksgiving Break - School Closed						1	2	3				9	Mother's Day Breakfast																				
10	11	12	13	14	15	16											4	5	6	7	8	9	10	16	Spring Performance - Noon Dismissal																
17	18	19	20	21	22	23											11	12	13	14	15	16	17	23	Last Day of School - Noon Dismissal (Report Cards)																
24	25	26	27	28	29	30											18	19	20	21	22	23	24																		
																	25	26	27	28	29	30	31																		
December 2024							December																																		
Su	M	Tu	W	Th	F	Sa	19	Christmas Performance - Noon Dismissal																																	
1	2	3	4	5	6	7	19	End of 2nd Grading Period																																	
8	9	10	11	12	13	14	20	Mandatory Teacher Workday - No Students																																	
15	16	17	18	19	20	21	20-31	Christmas Break - School Closed																																	
22	23	24	25	26	27	28																																			
29	30	31																																							

4723 Country Club Road, Morehead City, NC 28557 252-240-2566 info@aseaoflearning.org



Security

The safety and security of our students is a critical priority. Building B and Building D are locked throughout the school day with security cameras located at various points both inside and outside the campus.

A Sea of Learning partners with the Carteret County Sheriff's Office to provide a Morehead City Police Department Police Officer as a School Resource Officer (SRO). The SRO becomes a role model to the students and acts as a crime deterrent. The one-on-one relationship between the students and the officer allows problems to be solved before they escalate beyond control. They also work in conjunction with the school administration to maintain a safe and orderly environment at the school.

Curriculum and Testing

A Sea of Learning curriculum meets or exceeds the North Carolina Standard Course of Study.

Following the North Carolina state guidelines, A Sea of Learning administers the IOWA Assessments in third and sixth grades at the end of the academic year. The school, however, may choose to test additional grade levels to ensure proper growth and academic achievement. This exam is an achievement test that assesses students' skills in Reading, Language, Mathematics, Social Studies, and Science. The test evaluates both foundational skills and higher-order thinking skills. The IOWA Assessments provide national and local comparisons.

Additionally, A Sea of Learning administers the Cognitive Abilities Test, or CogAT, to third and fifth grade students. This test measures learned reasoning and problem-solving skills in three different areas: verbal, quantitative, and nonverbal. CogAT scores are nationally normed, so an individual's test performance can be compared to the performance of other students throughout the nation who are the same age.

Arrival and Dismissal

All students may enter the buildings at 7:50 AM and should go to their designated area or classroom. Middle school students may visit their lockers to prepare for the day. Students should be unpacked, seated and prepared for the Morning Meeting to begin at 8:15 AM in the common areas. If a student arrives after 8:10 AM they are considered tardy and are required to check in at the office with a parent/guardian.

Student dismissal begins at 2:30 PM via the car pick up line. Parents/guardians should form a double line in the parking lot and wait for their child's name to be called. Parents will receive a car line pick up card with their child's name. Show this card to the employee and your child's name will be called. Your child will then meet you at the designated pick-up area. A staff member will assist your child into the passenger side door/s of your vehicle. For those students needing a few extra minutes to be properly secured, we ask that you please pull forward and park your car to keep the line of cars moving.

For safety reasons, A Sea of Learning requests that **all students enter and exit from the passenger side door(s) of your vehicle.**

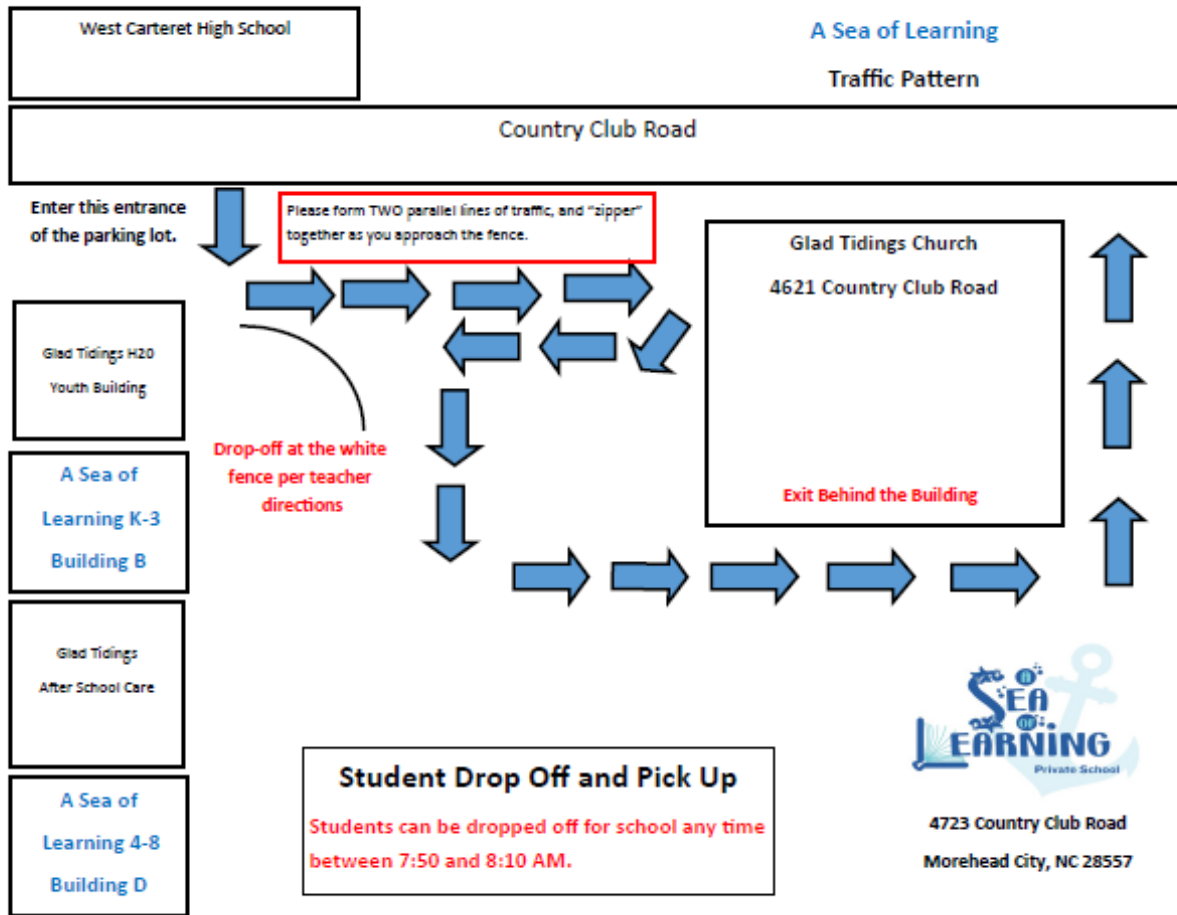
Car Line Drop off and Pick up

Parents/guardians should enter the Glad Tidings Church parking lot utilizing the entrance in front of West Carteret High School. Exiting the parking lot should take place at the opposite side of campus, by the Family Life Center. See the included map for traffic pattern and flow.

Regardless of drop off or pick up, cars should form a double line, alternating only as you get closer to the building. Staff members and teachers will be outside to assist your student(s) to

get in and out of your vehicle during drop off hours as well as during pick up. We ask that students enter and exit all vehicles on the passenger side to ensure safety and expedite the process.

Due to our growing numbers, **it is imperative that vehicles form a double line and pull forward as much as possible.** Forming double lines helps facilitate traffic flow being able to move off of Country Club Road ensuring our families are safe during pick up.



Attendance Policy

Regular attendance in school is essential to a student’s success. Daily hands-on experiences, teacher-directed lessons, and cooperative learning activities that are missed cannot be made up. Therefore, regular attendance is imperative to academic growth. Students are expected to attend consistently to ensure continuity in educational progress. In the event that a student misses more than 10 days, the school may require remediation for missed instruction. Students must be present for 50% of the academic day to be considered present at school.

- If your student is absent from school for one (1) day, our teachers and staff would appreciate an email communicating that your student will not be in class.
- If your student is absent from school for more than three (3) consecutive days, the parent/guardian must provide a note to their teacher, communicating the reason for absence.
- If your student is absent from school for more than five (5) consecutive days, the parent/guardian must provide a doctor's note to the teacher before the student may return to the classroom.
- Students may be absent without any pre-approved notices for up to four days per grading period.

All students should be punctual and regular in attendance. A quality instructional program is of no value if students are not present to benefit from it. For example, if a student is absent from school for four (4) days each grading period, that equals 16 absences, or more than three (3) weeks of missed instructional time throughout the school year. The purpose of this policy is to ensure that parents/guardians are kept aware of the locations and activities of their children during school hours.

A Sea of Learning understands that absences due to illness or family emergencies are sometimes unavoidable. Should a pattern of frequent absences emerge, A Sea of Learning may request a meeting with the parents to discuss the situation and develop a plan to ensure the student's consistent attendance. A Sea of Learning reserves the right to assess and determine if a student's absences are excessive and hindering academic achievement.

Tardy Policy

Running late is disruptive to the morning routine. Students should be unpacked and seated for the Morning Meeting by 8:15 AM. A student who arrives after 8:10 AM must be accompanied by a parent/guardian and signed in at the office. Families will receive written notice if their student is repeatedly tardy. After three unexcused tardies, a meeting with the parent/guardian may be necessary.

Students should not be tardy to school or class without a valid reason as late arrivals disrupt classrooms and daily routines. Teachers and administration will keep records of tardiness. Students who miss 50% or more of class time will be counted as "absent" and **not** tardy.

Early Check Out

Any parent/guardian checking out a student during the school day must do so at the office in Building B. Teachers may not release a student from class without official authorization. Parents/guardians must sign students out on the designated log page.

Note: Early check out should be kept to a minimum. Students who are checked out from school prior to 11:30 AM will be marked as absent as the student will have missed more than half of a day of instruction. A Sea of Learning requests any pick up changes occurring prior to 2:30 PM be arranged by noon. For safety reasons, the school requests that no pick-ups take place between 2:00 PM and 2:30 PM. We ask that parents make arrangements to pick up their student before this time.

For their own safety and protection, students may not leave A Sea of Learning early at any time without checking out through the office. If a student knows in advance that he/she must leave school for medical appointments, etc., please observe the following procedure for checking out:

1. Parents/guardians must come to the office to check out their student.
2. The office will call the student's teacher and notify them that your child is ready for pick up.
3. When it is time to leave, the student should get up and quietly leave the classroom and report to the office.

Unless notified otherwise in writing by the custodial parent/guardian, **only** the custodial parent/guardian will be allowed to check out a student.

Make Up Work

Those students who are absent from A Sea of Learning have the opportunity to make up the work they missed. Students and/or parents/guardians may request work directly through the classroom teacher.

In the event of a planned student absence, teachers may, but are not required to, give work in advance. Students may make up work upon returning to school. Upon returning, if work was not given in advance, students and parents/guardians should contact their teacher regarding work or tests that need to be made up.

Middle school students should contact their teacher directly to request missing assignments. Students returning to A Sea of Learning after being absent must check with their teachers on the day they return regarding any work missed. Scheduling make-up work is the responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the work missed.

Each teacher's make up work policy may vary slightly. Please see your child's teacher to discuss the missed assignments and the timeline in which to complete them. It should be noted that no make-up work is to be done during instructional class time.

Grading Scale

A Sea of Learning has adopted the following grading scales:

Kindergarten: Progress reports are distributed at the end of every nine-week grading period.

First and Second Grades: Follows the below grading key

- 4 = Exceeds Standards
- 3 = Meets Standards
- 2 = Approaching Standards
- 1 = Needs Support

Third - Eighth Grades: Follows the standard 10-point grading scale

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = < 59%

Report Cards

For the 2024-2025 school year, grading periods end every nine (9) weeks with the exception of the fourth grading period which consists of 10 weeks. The end of each grading period is marked on A Sea of Learning's academic calendar. Report cards will be sent home following the end of each semester as specified on the school calendar. Parents/guardians should sign and return report cards within three (3) days.

Report cards of students whose financial accounts are outstanding will not be released until such are satisfactorily cleared.

School Lunches and Snacks

In the morning, a break or recess time is scheduled for each class. During this time, students may play outside or take a minute to relax as well as eat a small snack brought from home. A Sea of Learning also sells snacks for \$1.00 that students may purchase using cash.

A Sea of Learning does not have the capability to offer lunch to students. Therefore, in conjunction with several local restaurants, A Sea of Learning offers optional lunch plans to students who wish to purchase a hot lunch. Lunch plans are offered at the beginning of every grading period and can be ordered and paid for using the school's website. Lunch plans are an additional purchase and must be paid in full at the time of order.

Instead of purchasing a lunch plan, students may choose to bring their own lunch to school. Due to a busy academic schedule, lunch time lasts approximately 30 minutes, with the first 10 minutes being reserved for a quiet period so students may focus on eating. When packing your student's lunch, parents/guardians should be mindful of their child's ability to be independent during this time. For example, ensure your child can open their own Lunchable or fruit cup.

Due to our classroom sizes and building constraints, lunch times are staggered for our students. Below is the schedule and location for each class.

Grade	Time	Location
Kindergarten	11:45 AM	Building B
1st Grade	11:45 AM	Building B
2nd Grade	12:20 PM	Building B
3rd Grade	12:20 PM	Building B
4th Grade	12:30 PM	Building D
5th Grade	12:30 PM	Building D
6th Grade	12:30 PM	H20
7th Grade	12:30 PM	H20
8th Grade	12:30 PM	H20

Should students forget their lunch at home, parents/guardians may bring such to the school and leave it in the office. The office will notify the teacher that the lunch was delivered. Lunch boxes should be marked with the students' names and grades. Outside delivery of lunch time meals is not permitted.

During lunch, students are expected to do the following:

- Use inside voices at all times
- Not to be playing during this time
- Clean up after themselves making sure to deposit all trash in the provided trash cans and leave the table as they found it
- Be polite and grateful to the teachers who are assisting with and overseeing meals
- Remain seated in the designated area until the end of the lunch
- Wait for permission to be dismissed

Due to space limitations, at this time we are unable to accommodate lunch guests. However, special events and opportunities may be announced throughout the school year.

Dress Code Guidelines

One's outward appearance must promote a proper Christian testimony and not be a distraction to the learning environment. As you dress in the mornings, parents and students must be

mindful that throughout the academic day children will be participating in varied activities and will be sitting in a variety of ways, such as climbing on playground equipment, participating in physical activities and sitting “criss cross applesauce” on the floor. It is not possible to spell out all clothing variations; therefore, A Sea of Learning may rule as necessary to maintain appropriate standards. The dress code is based on the principles of modesty, neatness, and appropriateness.

All Students

Dress for every day school as well as field trips, should follow the dress code outlined below.

- Jeans and pants must be clean, fit properly, and in good condition.
- Shorts should not have holes or frays and must be mid-thigh length or longer.
- Between the neckline and the hemline (shorts, pants, skirts, or dresses), no skin may show at any time even when a student holds hands directly over his/her head. No crop tops.
- All shirts must be at least three fingers or approximately 2” wide on the shoulders.
- Clothing that resembles undergarments or pajamas may not be visible or worn as outerwear with the exception of pajamas that are within dress code on a designated “Pajama Day” during special days.
- Headwear may not be worn indoors during academic hours.
- Hair should be regularly combed and neat in appearance.
- Students must arrive, remain, and leave school in approved attire. A student must meet the appropriate school dress code at all times on campus and for attendance at any school functions on or off campus.

Female Students

- Young ladies may wear dresses or skirts during the school day so long as the hemline (or top of slit) of the dress or skirt is no higher than two inches above the top of the knee. It is highly preferred that shorts be worn underneath all skirts or dresses and the fit must allow the student to sit modestly.
- Leggings/yoga pants are permitted to be worn so long as the top is fingertip length (minimum) on ALL sides.
- Jeans and pants may not have any holes or frays above the fingertip length.
- Shorts should be mid-thigh length or longer.
- All dresses must be at least three fingers or approximately 2” wide on the shoulders.
- Necklines may be no more than 3” below the collarbone.
- Proper undergarments must be worn at all times.

Male Students

- Shorts should not have holes or frays and must be mid-thigh length or longer.
- Pants must fit properly, are clean and in good condition. Pants may not have any holes or frays above the fingertip length
- Pants must be worn at or near the waistline and must not be rolled at the waist.
- Shirts must be worn at all times.
- Proper undergarments must be worn at all times.

PE Clothes

- Student dress should be appropriate for planned physical activities.
- Students must wear appropriate clothing and wear closed toed athletic shoes in order to participate.

If a teacher, staff member or administration believes an article of clothing is in violation of dress code guidelines, appropriate measures will be taken. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected. Absences due to dress code violations will be recorded. Although a student in violation may have inadvertently been allowed to attend one or more classes, he/she can still be referred for a dress code violation later in the day. If the violation cannot be corrected, A Sea of Learning will contact a parent/guardian to bring a change of clothes or the student may be sent home.

A Sea of Learning administration reserves the right to determine what is appropriate for the academic day and is the final decision about the appropriateness of student dress.

Honor Code

Students attending A Sea of Learning are expected to follow Christ's teachings and are to conduct themselves honorably at all times. Cheating, plagiarism, and deception do not bring glory to Christ, and are not tolerated by A Sea of Learning.

Students of A Sea of Learning agree to follow the academic Honor Code, which forbids the following violations:

Cheating is defined as any attempt to give or receive unauthorized assistance on academic work. Examples of cheating include, but are not limited to:

- Copying, or allowing another student to copy information from a quiz, test, homework or classwork assignment
- Unauthorized use of materials (i.e. formulas, notes, computers/calculators/cell phones/iPads, smart watches, etc.) to complete academic work (note: there will be instances when the use of these materials is approved)
- Using unauthorized prior knowledge of information on a quiz or test (i.e. sharing or receiving information about a project, quiz or test questions with students from another grade)

Plagiarism is defined as presenting another person's words or ideas as your own without giving due credit. Examples of plagiarism include, but are not limited to:

- Presenting someone else's work as your own without proper citation or acknowledgement
- Copying someone else's work word for word without using quotation marks and citing the material
- Failing to use complete citations and documentation in a bibliography

Deception is defined as knowingly providing false information regarding academic activities to the faculty, staff, and/or administration. Examples of deception include, but are not limited to:

- Intentionally making an untrue statement verbally or in writing
- Creating misleading or false impressions
- Forgery of parents'/guardians' signatures

Students should abide by the academic Honor Code and avoid engaging in cheating, plagiarizing, and deception. Students should report any Honor Code violations to A Sea of Learning teacher, staff member or administration.

Staff members and administration will model appropriate practices and enforce the Honor Code as well as create an environment that expects students to adhere to a Christian academic, social, and moral code. Staff members will report any suspected Honor Code violations to the administration.

Parents/guardians should encourage their children to maintain Christian standards and support A Sea of Learning's staff and administration in the enforcement of the Honor Code.

A student found guilty of violating the Honor Code will receive a punishment in accordance with A Sea of Learning discipline guidelines.

Bullying

It is the policy of A Sea of Learning to maintain a safe learning and work environment that is free from bullying. Students, staff, parents, and the school community are expected to conduct themselves in a respectful, Christian manner.

Instances of bullying and/or harassment are serious offenses and the school will not tolerate them. Bullying is a pattern of deliberate attempts by an individual or group to hurt, tease, frighten, embarrass, or exclude someone. Examples of bullying may include:

1. **Verbal:** name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate notes or pictures in any medium
2. **Physical:** pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing property, locking a person in a room, rude gestures, initiating or forcing inappropriate touching, etc.
3. **Social:** ostracism or exclusion, ignoring, alienating, being unfriendly.
4. **Psychological:** acts that instill a sense of fear or anxiety, etc.
5. **Cyberbullying:** sending threatening messages, posting sensitive or private information about another person., pretending to be someone else in order to make the other person look bad, hazing
6. **Miscellaneous:** any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors

Bullying Awareness:

Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, at lunch, etc. Teachers will, periodically, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc.

A Sea of Learning is committed to creating a “bully-free” school and will directly address any situations that impact this desired environment. All students will neither participate in nor tolerate bullying. If a student and/or his/her parents believe that any harassment has occurred, then this concern should be brought to the attention of the school immediately.

The school leadership (School Liaison, Executive Director and/or Advisory Board) will promptly and thoroughly address suspected reports of bullying, working with the classroom teacher to determine if this is a repeated behavior and something that can be handled in the classroom or if the instance requires additional intervention. A member of the administration will meet with the individual and perceived bully privately. If determined that bullying has occurred, he/she will act appropriately within the discipline codes and take reasonable action to end the bullying. The school leadership shall notify parents of both the individual and the bully within the same school day. Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. Parental notification and the intervention plan shall be documented by the school and a copy given to the bully’s parents. The administration will share a verbal report with the teachers involved with both children involved to assist in determining whether or not a pattern of bullying behavior or abuse exists.

Discipline

A Sea of Learning students are advised during the first weeks of the academic year regarding the rules and regulations. This advice, coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of our students.

Each student is expected to conduct himself/herself in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards as judged by the administration, or interfering with the educational process is prohibited whether specifically stated in this handbook or not. Any student at A Sea of Learning functions, both on and off campus, shall be governed by school rules and regulations and is subject to the authority of the school personnel. Each student is expected to maintain good behavior, to exercise self-discipline and to display courtesy, kindness, and respect to others.

A Sea of Learning feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need for respect for authority, property, government, peers, and self. A Sea of Learning will strive to strengthen every student in these areas.

The attitude that each student displays either strengthens or hinders the educational process. A Sea of Learning has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, appropriate action will be taken by teachers, staff members and administration to improve the student's outlook.

Many serious injuries occur during moments of "horseplay." Accidents are never planned. Oftentimes, fights and misunderstandings result from students "just kidding," "just joking," or "just playing around." Situations such as these may be very serious and will require immediate attention and disciplinary action. Administration and staff at any grade level have the authority to correct inappropriate behavior of the students.

These are the possible steps taken once a behavior is taken to the administration level. Prior to this, teachers may administer consequences as they deem appropriate within their classrooms or throughout the school campus and on field trips.

The below behaviors will result in the following discipline interventions for **all** students:

- Non-compliance with classroom rules
- Disruptive noises or behaviors
- Damaging school property
- Inappropriate displays of affection
- Intentionally degrading behaviors – examples include name calling, insulting, gossiping, mean or rude gestures, etc.
- Refusal to pursue academic work
- Dishonesty
- Throwing objects or food; spitting
- Cheating
- Dress code violation
- Unnecessary physical contact – examples include shoving, tripping, pinching

Options for Intervention

First Offense

- Record of behavior in log book
- Verbal apology to all parties involved
- Warning not to commit the offense again
- Parent notification of offensive behavior

Second Offense

- Record of behavior in log book and administration referral
- Verbal and written apology to all parties involved
- Removal from environment
- Silent lunch, sit for recess and/or withdrawal from classroom privileges
- Parent notification of offensive behavior and conference

Third Offense

- Moves to Executive Director for determination
- Parent Conference
- Suspension
- Possible expulsion, if warranted

The below behaviors will result in the following discipline interventions for **middle school** students. However, if a student in a lower grade exhibits any of these types of behaviors, appropriate action and discipline will be taken.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Vulgar language or obscene gestures (written, verbal or physical) • Instigating or encouraging a fight • Abusing/vandalizing/defacing school or church property • Horse playing with injury • Leaving campus without permission • Tampering with any school alarm • Fighting • Throwing objects to cause harm or damage | <ul style="list-style-type: none"> • Threatening, spreading rumors, intimidating or other bullying behaviors • Inappropriate touching/displays of affection • Violating the Honor Code • Profanity directed towards staff • Possession of tobacco • Sexual harassment • Theft • Possession of firecrackers, fireworks or any flammable material |
|--|---|

Options for Intervention

First Offense

- Record of behavior in log book
- Write up filed in student's academic file
- Written apology to all parties involved
- Removal from environment
- Student, parent, administration conference
- Administration referral
- Restoration of property, if warranted
- Referral for counseling, if warranted

Second Offense

- Record of behavior in log book
- Write up filed in student's academic file
- Written apology to all parties involved
- Removal from environment
- Student, teacher, parent, administration conference
- Administration referral
- Suspension
- Restoration of property, if warranted
- Referral for counseling, if warranted

Third Offense

- Moves to Executive Director and Advisory Board for determination
- Parent Conference
- Restoration of property, if warranted
- Suspension
- Possible expulsion, if warranted

A Sea of Learning administration reserves the right to establish fair and reasonable rules and regulations for behaviors requiring consequences that are not covered in this handbook that may arise. Behaviors omitted from these lists should not be interpreted as limiting the scope of A Sea of Learning's authority in dealing with any type of infraction that may occur. A Sea of Learning reserves the right to discipline misbehaviors deemed not in the best interest of the safety and welfare of any student, staff member, or school sponsored event, even if not included in any list. Official records of student disciplinary action are kept in the student's academic folder in the Office.

Student Illness and Medications

Children perform their best when they feel their best. Therefore, parents/guardians will be contacted by phone if their child becomes ill during the school day. Parents/guardians must make arrangements to pick up their child with temperatures of 100.4 or higher or any symptoms of a contagious nature. Students must be fever free without medication and vomiting free for 24 hours before returning to school.

Please note the following procedures which **must** be followed:

1. Parents/guardians and physicians must sign a Student Medication Form provided by A Sea of Learning before any medication will be dispensed. This includes prescription and nonprescription medications. Students will not be permitted to carry medications on their person except for inhalers and/or emergency type medications such as an Epipen. Student medication forms can be found on the school website.
2. Prescription medications must be in a current, pharmacy-labeled bottle with the students' names, doctors' names, medication names, strengths, dosages, methods of delivery, and times to be given at school. Parents/guardians may request two bottles from the pharmacy (one for home and one for school).
3. Samples of medications from doctors' offices' must include names of the medication, dosages and the amounts to be dispensed. All medication must be in original containers and a doctor's signature is required. Please do not send any medications to school in a ziplock bag.
4. When medication is nonprescription (over-the-counter), it should be in original unopened sealed containers. All manufacturers' labeling plus the students' names should be clearly visible on the containers. Over-the-counter medications will not be provided by A Sea of Learning (Tylenol, Advil, cough drops, etc.). Doctors' signatures are also required for over-the-counter medications (especially for students who have chronic issues and need to take these often). This includes students who suffer from migraine headaches, acid reflux, menstrual cramps and muscular/joint pains.
5. Controlled medications such as ADD medications (Adderall, Ritalin, Focalin, etc.) should be delivered to A Sea of Learning by parents/guardians. Students should never deliver these to the school.
6. When medication is completed or at the end of the academic year, parents/guardians should pick up any unused medication. If it is not picked up by the last day of school, it will be destroyed appropriately.
7. New forms must be completed every academic year even if the medication has not changed.
8. Parents/guardians must inform A Sea of Learning of any health problems in writing that might cause problems while children are at school. For students with chronic health conditions, please supply the Executive Director and office with physicians' statements regarding diagnosis, prognosis and treatment.

Health and Medication Issues

North Carolina Law requires all students present to school officials a Certificate of Immunization (or exemption). The appropriate form may be obtained from your doctor or the Department of Public Health. NOTE: Parents/guardians should make every effort to make sure their child's immunization card is not out-of-date.

Students must stay home from A Sea of Learning for contagious diseases. The following is a list of some of the popular diseases seen in school aged children. Please refer to the CDC website for additional illness and disease guidelines when returning to school.

- Flu – Students should stay home while experiencing symptoms and may return to school when symptoms have improved and no fever has been detected for 24 hours without medication.
- Pink Eye (Conjunctivitis) – Students may return to school after 24 hours of prescribed medication.
- Strep Throat – Students may return to school after prescription medication has been taken for 24 hours and the student is fever free for 24 hours.
- Head Lice – Students discovered to have lice are required to remain at home during treatment and must be cleared by the administration before returning to school.
- Chicken Pox (Varicella) – Students must be kept out of school five (5) days after the appearance of the first crop of vesicles or when all lesions have dried and scabbed over.
- Fifth Disease – Students may return to school if no fever is present.
- Meningitis – Students will be excluded from school until their physician releases them to return.
- Ringworm – Students may return to school after treatment has begun

Please refer to the CDC website for other diseases and illnesses not listed above.

Field Trips

Field trips are intended to enrich classroom learning experiences, provide community service opportunities, and are a means of broadening our students' horizons. As appropriate for students, teachers will periodically plan optional field trip opportunities. Field Trip Permission Slips will be sent home prior to all such trips as well as a description and details of the field trip, including potential costs. This slip must be signed and returned to the appropriate teacher before any student will be allowed to participate. School rules and standards of behavior and conduct apply fully on all such trips.

Transportation Safety

At various times throughout the year, student groups use the school van or the Glad Tidings Church bus for field trips and other transportation purposes. In order that such outings and vehicle usage be enjoyable and safe, these guidelines for A Sea of Learning transportation safety are to be observed by all students. Those who do not abide by these rules will not be permitted to ride the vehicle.

- Students must get into and out of the vehicle in an orderly manner without running or pushing.
- Students must remain seated and buckled at all times while in the vehicle.
- Trash must not be left in the vehicle. It is best if students do not eat or drink while in the van.
- Nothing should be thrown in the vehicle or from it. Students must not hang their hands or arms out of the windows.
- Students should not enter the vehicle unless a responsible adult is present.

- Staff and teachers using the vehicle are responsible for making sure it is cleaned after the trip is concluded.
- In the event a student who requires a booster or car seat is riding in the vehicle, staff may ask parents/guardians to provide such a seat to be used for a specific outing.

Safety Drills

Fire, weather, and intruder on campus drills will take place on a routine basis. These drills will be both announced and unannounced during the academic year. To ensure a quick and safe exit, students will practice and proceed silently to the designated assembly locations. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/her class.

Practicing these drills is a crucial part of ensuring that our students and staff are prepared in case of an emergency. It is essential that all students adhere to the rules and take these drills seriously. Any student found not following directions or behaving inappropriately during a drill will face disciplinary actions.

Visitors and Deliveries

Any parent, guardian or visitor to A Sea of Learning **must** report to the office, sign the Visitor's Register, and obtain a visitor's pass **before** proceeding to any other point on campus. All visitors must be at least 21 years old or accompanied by an adult. If a parent/guardian needs to see his/her child, the student will be called to the office. Articles left at home and later delivered to A Sea of Learning may be brought to the office and left with a staff member. While classroom visits by parents/guardians are encouraged, they should be scheduled so that classroom instruction is not interrupted.

Lockers

Students in grades sixth, seventh and eighth will have an assigned locker at the beginning of the academic year. Lockers remain the property of A Sea of Learning and are subject to search by the administration at any time without prior notice. Students may not swap lockers without administrative approval. Students should only visit their lockers during designated times. Students are to care for their lockers by keeping them neat and orderly and free from trash. Lockers must not be used in any way that is inconsistent with legal standards or school rules.

Locker doors should not be forced open or closed or slammed. Students may not place stickers or decals on or in their lockers. Students who damage or deface a locker must pay the replacement price of the locker.

At the end of the academic year or upon withdrawal, lockers must be completely cleaned out. This is the responsibility of the student. A locker-cleaning fee of \$25.00 will be assessed for those failing to comply.

Student Valuables

Students are urged not to bring personal valuables to school. Items such as jewelry, electronic devices, expensive clothing, and other valuable possessions can easily be lost, damaged, or become a distraction during the school day. A Sea of Learning cannot be responsible for any lost or damaged personal property.

Lost and Found

All personal items need to be marked with students' names. If possible, clothing should have the students' name on the garment tag. Items found will be turned in to the office. Lost articles which are not claimed or without a name will be donated to charity or discarded after each grading period. Administration will make every effort to locate the owner of any items before the grading period ends.

Mobile Phone & Electronics Use

Various personal electronic devices (i.e. iPods, cell phones, smart watches, etc.) are allowed on campus and at school events. However, it should be noted that the use of mobile devices and/or cell phones on campus during instructional hours are **not** permitted at any time. **The intentional use of a mobile device and/or cell phone is a disciplinary offense.** Mobile devices and/or cell phones must be completely turned off and kept out of sight in a backpack or in a locker during instructional hours unless specific permission is granted by a staff member for teaching purposes.

If a student needs to reach a parent/guardian during the school day, administration will be happy to assist students in utilizing the office phone.

Unauthorized use of electronic devices of any kind will result in the following discipline protocol.

Interventions

First Offense

Device will be confiscated until the end of the school day and returned to the student

Second Offense

Device will be confiscated until the parent/guardian can pick it up from school

Third Offense

Device will be turned in to the office at the start of every school day

Searches

Lockers, desks, and other A Sea of Learning property remain at all times the property of the school and are subject to search at the discretion of the administration. A Sea of Learning's property may not be used for any unlawful purpose. Any unlawful, disruptive, or dangerous material found in or on school premises will be confiscated, and where appropriate, reported to law enforcement authorities.

Administration may search or authorize a search of the property of any student, including electronic/cellular devices, when based upon facts supporting reasonable suspicion to believe a student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health, and property, the student may be invited to be present during the search, which will be witnessed by one other school official. Random searches may be conducted at any time.

Restricted Items

Students are NOT permitted to have firearms of any kind (including toy guns, air rifles and paintball pistols), knives (including pocket knives), box cutters, brass knuckles, chains, explosive devices, or similar weapons. Possession of weapons is an offense which may result in expulsion.

The following items are NOT permitted in any academic building on the campus of A Sea of Learning and will be confiscated and dealt with as offenses: cigarette lighters, laser beams/lights, and any other item which disrupts the educational process, or is deemed as inappropriate or contrary to the promotion of a Christian atmosphere by the administration.

Fireworks, stink/smoke bombs, knives, guns, weapons, explosives, and any other items which present a danger to any person are banned from A Sea of Learning campus. These items, if found, will be confiscated and dealt with as offenses.

Inclement Weather and School Closings

When it is necessary to close school, delay opening, release early because of weather or hazardous conditions, or any other emergency, A Sea of Learning will communicate this information via school website, text messaging system and social media. Additionally, teachers may also make such announcements on Class Dojo, the Remind app and/or Google Classroom. In the case of a tornado warning at dismissal time, your child should stay at school until the warning has been lifted.

A Sea of Learning does not make up school days missed due to weather. However, the school will assess the situation if more than five cumulative days are missed throughout the academic school year.

Schedule adjustments will strictly prioritize the safety of students and staff. Families are expected to use their good judgment as to whether conditions in their neighborhoods preclude students' safe arrival at school.

Parental Conduct

As a Christian community, A Sea of Learning expects parents/guardians to model Christ-like behavior by demonstrating kindness, respect, and patience in all interactions. We ask

parents/guardians to support our school policies, communicate respectfully, maintain confidentiality, and participate actively in school activities. All of A Sea of Learning administration and staff members are expected to treat parents/guardians with this courtesy and in reciprocal fashion, parents/guardians are expected to afford the same to school employees.

A Sea of Learning believes that the partnership between the school and parents/guardians is crucial in fostering a positive, nurturing, and respectful environment for our students. As a Christian community, we ask that all parents/guardians adhere to the following conduct expectations:

- **Model Christian Values** - Demonstrate Christ-like behavior, including kindness, patience, forgiveness, and respect in all interactions with students, staff, and other parents/guardians and uphold the school's mission and values both on and off campus.
- **Support School Policies and Procedures** - Read and understand the school's policies and procedures as outlined in the Student - Parent Handbook; Encourage and support your child's adherence to the school's rules and regulations; Communicate any concerns or questions regarding school policies directly with the appropriate school personnel in a respectful and constructive manner.
- **Active Participation** - Attend parent/teacher conferences, school meetings, and events regularly to stay informed and involved in your child's education; Volunteer for school activities and events when possible, demonstrating a commitment to the school community.
- **Student Communication** – Refrain from initiating and/or receiving communication from your student during school hours via email, mobile phone and/or smart watch as this disrupts the learning and classroom environment; Utilize the office for all communication with the school.
- **Respectful Conversation** - Communicate with teachers, staff members, administration and other parents in a respectful and considerate manner, addressing conflicts or concerns privately and through appropriate channels; Refrain from using social media or group chats to express grievances or negative opinions about the school, staff members, administration or other students, instead, seek resolution through direct and respectful communication.
- **Confidentiality and Privacy** - Respect the confidentiality and privacy of students, families, and staff members; Avoid discussing sensitive issues or personal information about students or families with others.
- **Supportive Environment** - Foster a positive and encouraging environment at home that aligns with the values and teachings of the school; Encourage your child's academic and spiritual growth by providing support, guidance, and positive reinforcement.
- **Safety and Security** - Follow all school security protocols, including signing in at the front office when visiting and wearing a visitor badge while on campus; Report any safety concerns to school administration immediately.
- **Conflict Resolution** - Address any conflicts or issues promptly and respectfully, seeking resolution through the school's established channels; Encourage your child to

also approach conflicts with a spirit of reconciliation and understanding, reflecting Christian principles.

By adhering to these expectations, parents/guardians contribute to a harmonious and supportive school environment that aligns with our Christian values and mission. While the overwhelming majority of A Sea of Learning families are cooperative and considerate, the inappropriate actions of any cannot be tolerated or permitted and therefore, disruptive families may be asked to leave A Sea of Learning.

Parent - Teacher Conferences

Conferences with parents/guardians are important to teachers in the evaluation process. Requests for conferences may be made by calling the school or emailing teachers (firstname.lastname@aseaoflearning.org) directly. Since conferences are more successful when teachers can plan for them in advance, parents/guardians **must** make an appointment with the teacher or administration. A Sea of Learning reserves the right to audio and/or video record any conference.

Parent - Teacher Organization (PTO)

No educational institution can be truly viable without the support, encouragement, and help of its parents/guardians. A Sea of Learning is no exception. In order to utilize this valuable resource, the school has established a Parent Teacher Organization (PTO).

A Sea of Learning's PTO is a non-profit, volunteer organization comprised of parents, teachers and staff who are dedicated to the successful education of our students. The goals are to enhance the school's programs by providing support for educational and recreational needs, to encourage our teachers and staff and to promote school spirit. The PTO wants to make the school year both enjoyable and exciting for the students, teachers and families.

To join the PTO or learn more, please email aseaoflearningPTO@gmail.com.

Change of Residence/Employment/Custody

A Sea of Learning administration believes in the importance of close working relationships with parents/guardians of our students. This is especially critical in terms of every student's safety, health, and security. As a result, all parents/guardians are required to notify A Sea of Learning promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the academic year.

Child Custody/Residence

It is critical that A Sea of Learning administration and key personnel be aware of the legal status of every child not living with both biological parents. As a result, the following is required for children in such situations in order to remain as students at the school.

In cases of divorce or legal separation, a court document (dated and signed) which specifies who has custody and under what circumstances/conditions, a written and signed statement that the children's other parent is deceased along with his/her full name and date and place of death, a legal, dated document showing adoption, ad litem guardianship, or power of attorney, or a written, signed and dated statement to the fact that no marriage occurred along with the name of the other biological parent and a brief description of the currently agreed upon custodial arrangements between the two parties should be shared with school administration.

Upon request, A Sea of Learning will provide records to both parents unless supplied with official documents prohibiting such. It is the parents' responsibility to provide A Sea of Learning with updates. Only the custodial parent will be allowed to check out a child from the school unless the school has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian if the parent is not such.

Special Education and/or Disabled Students

A Sea of Learning is a private educational institution and, therefore, has no federal mandate to provide special education and related services to disabled students. A Sea of Learning requires that students continue to work on grade level in order to remain eligible for continuing enrollment. Public schools are subject to the mandates of the "Individuals with Disabilities Education Act" (IDEA) and can provide such programs and services. If it appears that a student may have a disability, school administration will be happy to assist parents/guardians in obtaining evaluations and placement in one of our local public school systems. A Sea of Learning does comply with the Americans with Disability Act. Reasonable accommodations and/or modifications will be made for properly diagnosed, disabled students supplying appropriate documentation. For specifics, parents/guardians should contact A Sea of Learning administration.

Withdrawal Policy

Parents/guardians should notify A Sea of Learning in writing as soon as they know that their child will be withdrawing for any reason. A Withdrawal Clearance Form should be completed stating the date of and the reason for withdrawal. A Sea of Learning administration will be able to answer any questions regarding the family's account and what will be due at the time of withdrawal.

If a student withdraws after the academic year has begun, the parent/guardian will be financially responsible for the entire month of tuition the student is present. Prepaid tuition and registration fees are not refunded. A Sea of Learning requests a three (3) day notice of withdrawal to allow the office to have the form ready for signatures, to allow the teacher to finish any projects or assignments with the student and to allow the student to remove any academic or personal items from the classroom.

The Withdrawal Clearance Form must be signed by both the parent/guardian and the Executive Director. A copy may be required by the new school a student will be entering. Transcripts will be sent to the new school upon request. No academic credit can be given or transcripts released until the withdrawal process is complete and all accounts are cleared and paid in full.

Academic Records

By law, student records are confidential and will not be released to any person or institution without the written consent of parents/guardians. Parents/guardians may access student records when a request is made to the administration. Additionally, transcripts will be released by A Sea of Learning administration to educational institutions upon the receipt of written requests. Students may not have transcripts released to any school unless their accounts are current.

Acknowledgement of Student - Parent Handbook

We acknowledge that we have read, understand and will adhere to the policies and procedures outlined in A Sea of Learning’s Student - Parent Handbook.

_____	_____
Parent/Guardian Name	Date
_____	_____
Student Name	Date
_____	_____
Administration	Date

###