



2025 - 2026

Student - Parent Handbook

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A Message from Jennifer Cates

Dear Families,

Welcome to a new school year at A Sea of Learning! It is both a joy and a blessing to partner with you in the education and spiritual growth of your children. At our school, we are committed to creating a Christ-centered environment where every student is nurtured, challenged, and inspired to reach their God-given potential.

At A Sea of Learning, our mission is more than academic excellence—we strive to develop the whole child: spiritually, intellectually, socially, and emotionally. We believe that when Christ is at the center of all we do, students not only grow in knowledge but also in character, compassion, and faith.

Our dedicated team of educators and staff members are here to support your family and to walk alongside you in this journey. This handbook has been thoughtfully prepared to provide clarity and guidance on school policies, procedures, and expectations. It is our goal to maintain a safe, structured, and loving environment where each student feels seen, valued, and equipped for both academic and life success.

We encourage open communication and welcome your partnership throughout the year. Together, we can create a school culture that honors God, strengthens families, and empowers students to serve and lead in their communities and beyond.

Thank you for entrusting us with your child's education. I am truly excited about all that God has in store for us this year.

In Christ,

Jennifer Cates

Jennifer Cates
Interim Executive Director
A Sea of Learning

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

Administrative Personnel

- Jennifer Cates, Interim Executive Director - jenn.cates@aseaoflearning.org
- Jenn Moreere, Interim Director of Operations – jenn.moreere@aseaoflearning.org

<p>School Information </p> <p> (252)240-2566</p> <p> info@aseaoflearning.org</p> <p> www.aseaoflearning.org</p> <p> 4723 Country Club Rd. Morehead City, NC 28557</p>	<p>Hours of Operation </p> <p>Monday thru Friday</p> <p>School Hours: 7:50 AM– 2:30 PM Drop Off: 7:50– 8:10 AM Tardy Bell: 8:10 AM Pick Up: 2:30– 2:45 PM Administration Hours: 7:30 AM–5 PM</p>
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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.

Any concerns involving school policy not addressed in the student-parent handbook or published documents must be submitted in writing to the Advisory Board. All decisions made by the Advisory Board on these matters are considered final.

Visitors and Deliveries

Visitor Procedures

- All parents, guardians, or visitors to A Sea of Learning must report directly 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 their child, the student will be called to the office.

Deliveries

Any articles left at home and later delivered to the school (e.g., lunch, forgotten supplies) should be brought to the office and left with a staff member for proper distribution to the student.

Classroom Visits

While classroom visits by parents/guardians are encouraged, they should be scheduled in advance to avoid disrupting classroom instruction. Please arrange these visits through the office to ensure minimal disruption to the students and teachers.

Arrival and Dismissal Procedures

Arrival

- **Start Time:** Students may enter the building starting at 7:50 AM.
- **Designated Areas:** Upon arrival, students should go directly to their designated area or classroom.
- **Locker Visits:** Middle and high school students may visit their lockers to prepare for the day.
- **Morning Meeting:** Students should be unpacked, seated, and prepared for the Morning Meeting, which begins at 8:15 AM in the common areas.
- **Tardiness:** Any student arriving after 8:10 AM is considered tardy and must check in at the office with a parent/guardian.

Dismissal

- **Start Time:** Student dismissal begins at 2:30 PM.
- **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.
- **Pick-Up Card:** Parents will receive a car line pick-up card with their child's name. Display this card to the employee, and your child's name will be called. Your child will meet you at the designated pick-up area.
- **Staff Assistance:** A staff member will assist your child into the passenger side door(s) of your vehicle. For safety reasons, students must enter and exit the car from the passenger side only. Staff will not walk children around vehicles.
- **Extra Time for Safety:** If you need extra time to secure your child, please pull forward and park your vehicle to allow the car line to keep moving.

Parking Pick-Up Due to Other School Schedules

If a parent needs to park and pick up their child due to scheduling conflicts with another school, they must complete the appropriate form to keep on file in the office. All other dismissals will be done through the car line.

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, consistent attendance is imperative for academic growth and continuity.

Students must be present for at least 50% of the academic day to be considered present.

Communication Guidelines for Absences

- If a student is absent for one (1) day, please email the teacher to notify them.
- If a student is absent for more than three (3) consecutive days, a written explanation from the parent/guardian is required.
- If a student is absent for more than five (5) consecutive days, a doctor's note must be submitted before the student can return.
- Students may be absent without prior notice for up to four (4) days per grading period.

All students should be punctual and regular in attendance. A student who is absent for just four (4) days each grading period accumulates 16 absences over the year—more than three weeks of instructional time. A Sea of Learning recognizes that illnesses and emergencies occur, but regular attendance is critical to each student's academic and spiritual development.

Unexcused Absences Policy (per semester)

- **3 Unexcused Absences:** A phone call home to the parent/guardian.
- **5 Unexcused Absences:** A parent-administration conference is required.
- **8+ Unexcused Absences:** The student is at risk of losing their placement at A Sea of Learning.

A pattern of frequent or excessive absences, whether excused or unexcused, may prompt a meeting with the administration to assess how best to support the student's consistent attendance. Remediation may be required for students who miss more than 10 days total in a semester.

A Sea of Learning reserves the right to determine when absences are considered excessive and if they are impeding a student's academic achievement.

Tardy Policy

Punctuality sets the tone for a successful school day. Students should be unpacked and seated for Morning Meeting by 8:15 AM. Arriving late disrupts classroom routines and affects learning for all students.

A student who arrives after 8:10 AM must be accompanied by a parent/guardian and signed in at the front office.

Tardies are recorded and monitored each semester. Frequent tardiness without valid reason is not acceptable.

Tardy Consequences (per semester)

- **3 Tardies:** A written notice will be sent home to the parent/guardian.
- **4 Tardies:** A mandatory conference will be scheduled with the parent/guardian and administration.
- **7+ Tardies:** The student will be at risk of losing placement at A Sea of Learning.

Students who miss 50% or more of the school day will be marked absent, not tardy.

Families are encouraged to ensure their children arrive on time each day to help foster responsibility, reduce disruptions, and support student success.

Early Check-Out

Check-Out Process

- Any parent or guardian wishing to check out a student during the school day must do so at the office in Building B. Teachers are not authorized to release students from class without official permission.
- Parents/guardians are required to sign students out on the designated log page in the office.

Important Notes

- **Minimize Early Check-Out:** Early check-outs should be kept to a minimum to avoid disruption to the student's education.
- **Absences for Early Departure:** If a student is checked out before 11:30 AM, they will be marked as absent for the day, as this means they have missed more than half of the instructional day.
- **Pick-Up Time Requests:** Any changes to pick-up arrangements prior to 2:30 PM should be communicated by noon on the same day.
- **No Pick-Ups Between 2:00 PM and 2:30 PM:** For safety reasons, no student pick-ups will be permitted between 2:00 PM and 2:30 PM. Parents should plan to pick up their child before this time.

Procedure for Leaving Early (e.g., Medical Appointments)

If a student needs to leave early for any reason (e.g., medical appointment), the following steps must be followed:

1. Parents/guardians must come to the office to check out their student.
2. The office will then call the student's teacher to notify them that the student is ready for pick-up.
3. The student will quietly leave the classroom when notified and report to the office for check-out.

Custodial Parent/Guardian

Unless otherwise notified in writing by the custodial parent or guardian, only the custodial parent or guardian is permitted to check out the student.

Parent-School Communication Guidelines

At A Sea of Learning, we value clear, respectful, and professional communication between families and our school team. To ensure consistency and protect the privacy and boundaries of our staff, we ask that all communication with teachers, staff, and administration be conducted through the following approved channels:

- In person
- School email
- School phone line
- ClassDojo

Our team will make every effort to respond to parent and guardian messages within 24 hours during regular school hours, except on Fridays, weekends, and school holidays.

Please do not send text messages to the personal mobile phones of teachers or staff members.

Email Format

Staff email addresses follow this format: firstname.lastname@aseaoflearning.org

Classroom Communication Platforms

Each teacher maintains a class communication page using Google Sites and/or Class Dojo. Teachers will share instructions for access at the start of the school year.

Resolving Concerns and Maintaining Unity

At A Sea of Learning, we believe in following the biblical model for resolving disagreements, as taught in Matthew 18:15–17:

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church...”

In keeping with this Scripture, we encourage open and respectful communication that promotes unity and understanding within our school community. Below is the process we ask families to follow when a concern arises:

Step 1: Speak with the Teacher First

Any concerns regarding classroom matters, curriculum, or your child’s experience should be addressed directly with the teacher. If you reach out to administration first, you will be kindly asked, *“Have you spoken with the teacher?”* We are here to support you but believe that most concerns are best resolved through open dialogue with the classroom teacher.

Step 2: Contact Administration (if unresolved)

If, after speaking with the teacher, the concern remains unresolved, you may reach out to a member of the school administration. A meeting will be arranged that includes the family, the teacher, and an administrator to prayerfully and constructively work through the issue.

- Jennifer Cates, Interim Executive Director – jenn.cates@aseaoflearning.org
- Jennifer Morere, Interim Director of Operations – jenn.morere@aseaoflearning.org

Step 3: Advisory Board Involvement

If the matter cannot be resolved through administrative support, it may be escalated to the Chairman of the Advisory Board.

To proceed with this step:

- Submit a written request to the Chairman.
- A meeting will be scheduled to hear and consider the concern

Security

The safety and security of our students is a critical priority. Building B and Building D, and the H2O Building 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 assign a Morehead City Police Department officer as a School Resource Officer (SRO). The SRO serves as a role model for students and acts as a crime deterrent. The one-on-one relationship between students and the officer helps address issues before they escalate. They also collaborate with 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 to third through seventh graders 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. It evaluates both foundational skills and higher-order thinking skills. The IOWA Assessments provide both 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 areas: verbal, quantitative, and nonverbal. CogAT scores are nationally normed, allowing for comparison of an individual’s test performance to that of other students across the nation who are the same age.

Liberty University Online will have scheduled testing throughout the school year as laid out in their module syllabus. It will include assignments, due dates, and testing dates. Please see your student’s online module for further details.

Make-Up Work Policy

Students who are absent from A Sea of Learning are responsible for completing all missed assignments, classwork, and assessments. Ongoing communication with teachers is essential to ensure academic success during and after an absence.

Requesting Make-Up Work

- **Unplanned Absences:** Students and/or parents/guardians should contact the classroom teacher to request missed work as soon as possible.
- **Planned Absences:** Teachers may provide work in advance at their discretion but are not required to do so.
- **Upon Returning to School:** Students must check in with each teacher on the day they return to review and collect any missed assignments or assessments.

Extended Absences

Students who plan to be absent for an extended period must obtain prior approval from the administration. An Extended Absence Request Form is available in the front office and must be submitted at least three (3) weeks prior to the anticipated absence. Approval is not guaranteed and will be based on the student's academic standing and the reason for the absence.

Upon return from an extended absence, students may be required to use afternoon enrichment periods and/or recess time to complete missed work. This decision will be made at the discretion of the teacher, based on the volume of work missed and the student's academic needs.

Middle School Students

Middle school students are expected to take personal responsibility for contacting their teachers directly to request any missed assignments.

Responsibility and Deadlines

- It is the student's responsibility to schedule and complete make-up work by the deadline provided by the teacher.
- Failure to complete make-up work within the designated timeframe may result in a loss of credit.
- Teachers may have individualized policies regarding make-up work; students and parents are encouraged to confirm timelines and expectations with each teacher.

During Class Time

Make-up work may not be completed during instructional class time unless explicitly approved by the teacher. A Sea of Learning is committed to working with families to support student academic success. Consistent attendance, advanced planning, and proactive communication are key components of that support.

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 - Seventh Grades: Follows the standard 10-point grading scale

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

Eighth and Ninth 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 2025-2026 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 Snacks and Lunch

Morning Recess Schedule

Grade	Time	Location
Kindergarten	9:45 AM	Playground
1st Grade	9:45 AM	Playground
2nd Grade	10:00 AM	Playground
3rd Grade	10:00 AM	Playground
4th Grade	10:15 AM	Playground
5th Grade	10:15 AM	Playground
6th Grade	10:20 AM	Inside
7th Grade	10:20 AM	Inside

Daily Lunch Schedule

Grade	Time	Location
Kindergarten	11:45 AM	Building D
1st Grade	11:45 AM	Building D
2nd Grade	12:25 PM	Building D
3rd Grade	12:25 PM	Building D
4th Grade	12:30 PM	Building B
5th Grade	12:30 PM	Building B
6th Grade	12:30 PM	Building B
7th Grade	12:30 PM	Building B
8th Grade	12:30 PM	H20
9th Grade	12:30 PM	H20

Recess and Snacks

Each class has a scheduled break or recess time in the morning. During this time, students may play outside, relax, or eat a small snack brought from home. A Sea of Learning offers snacks for \$1.00 that students may purchase using cash.

Lunch Options

A Sea of Learning does not provide a lunch service; however, in partnership with several local restaurants, we offer optional lunch plans for students who wish to purchase a hot lunch. Lunch plans are available at the start of each grading period and can be ordered and paid for through the school's website. Please note that lunch plans are an additional purchase and must be paid in full at the time of order. Once an order is placed for the semester that order can no longer be changed. Students will have the opportunity to change their order at the beginning of the next nine (9) week cycle.

Bringing Lunch from Home

Students who prefer to bring their lunch from home may do so. Given the busy academic schedule, lunch lasts approximately 30 minutes, with the first 10 minutes reserved for a quiet eating period to help students focus on their meal. Parents/guardians should pack lunches with consideration for their child's ability to be independent, ensuring that items such as Lunchables, fruit cups, or other food containers can be opened without assistance.

Forgotten Lunches:

If a student forgets their lunch at home, parents/guardians may bring it to the school and leave it in the office. The office will notify the teacher when the lunch has been delivered. To ensure smooth delivery, lunch boxes should be labeled with the student's name and grade. Outside lunch deliveries (from restaurants, etc.) are not permitted. If a student forgets their lunch more than twice, the parent/guardian will be charged \$5.00 for each lunch the school provides going forward.

Student Expectations During Lunch

During lunch, students are expected to:

- Use inside voices at all times.
- Do not play during lunch; this is a time for eating and socializing calmly.
- Clean up after themselves, ensuring that all trash is disposed of in the provided trash cans and that tables are left clean.
- Be polite and grateful to the teachers and staff members who assist with and overseeing meals.
- Remain seated in the designated lunch area until the end of lunch.
- Wait for permission to be dismissed from the lunch area.

Lunch Guests

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

Dress Code

At A Sea of Learning, we believe that one's outward appearance should promote a proper Christian testimony and not serve as a distraction to the learning environment. When preparing for the school day, both parents and students should be mindful that children will engage in a variety of activities, such as climbing on playground equipment, participating in physical activities, and sitting on the floor (e.g., "criss cross applesauce").

While it is not possible to outline every clothing variation, A Sea of Learning reserves the right to make rulings as necessary to maintain appropriate standards. The dress code is based on the principles of modesty, neatness, and appropriateness. Students should always dress in a way that reflects respect for themselves, their peers, and the educational environment.

Dress Code Policy for All Students

Students are expected to adhere to the dress code for everyday school attendance as well as for field trips. The guidelines are designed to ensure a neat, respectful, and appropriate appearance at all times.

General Dress Code

- **Jeans and Pants:** Must be clean, fit properly, and be in good condition.
- **Shorts:** Should not have holes or frays and must be fingertip length or longer.
- **Coverage:** Between the neckline and the hemline (shorts, pants, skirts, or dresses), no skin may show at any time, even when a student raises their hands directly over their head. No crop tops.
- **Shirts:** Must have shoulders that are at least three fingers or approximately 2 inches wide.
- **Undergarments & Pajamas:** Clothing that resembles undergarments or pajamas may not be visible or worn as outerwear, except on designated "Pajama Day" when such attire is allowed as part of the special event.
- **Headwear:** Headwear may not be worn indoors during academic hours.
- **Hair:** Should be regularly combed and neat in appearance.
- **Attire for School Hours:** Students must arrive, remain, and leave school in approved attire. They must meet the dress code at all times on campus and at any school function both on and off campus.

Female Student Dress Code

- **Dresses/Skirts:** Young ladies may wear dresses or skirts, provided the hemline (or top of any slit) is no higher than two inches above the top of the knee. Dresses and skirts should be fingertip length or longer. It is highly recommended that **shorts** be worn underneath skirts or dresses, and the fit must allow the student to sit modestly.
- **Leggings/Yoga Pants:** Leggings or yoga pants are permitted if the top is fingertip length (minimum) on all sides.
- **Jeans/Pants:** Jeans and pants may not have any holes or frays above fingertip length.
- **Shorts:** Shorts must be fingertip length or longer, ensuring modesty and appropriateness for the school environment.
- **Dresses:** All dresses must have shoulder straps that are at least three fingers or approximately 2" wide.
- **Necklines:** Necklines may not be more than 3" below the collarbone.
- **Shirt Guidelines:** Shirts should not have gaps under the arms that expose an undershirt. Open-back shirts are not permitted at school.
- **Undergarments:** Proper undergarments must be worn at all times and should not be visible.

Male Student Dress Code

- **Shorts:** Shorts must not have any holes or frays and must be fingertip length or longer to ensure modesty and appropriateness.
- **Pants:** Pants must fit properly, be clean, and in good condition. Pants may not have any holes or frays above fingertip length.
- **Waistline:** Pants must be worn at or near the waistline and should not be rolled at the waist.
- **Shirts:** Shirts must be worn at all times during the school day.
- **Undergarments:** Proper undergarments must be worn at all times and should not be visible.

PE Clothes

- **Appropriate Attire:** Student dress should be appropriate for the planned physical activities. Clothing should allow for ease of movement and comfort during exercise.
- **Footwear:** Students must wear closed-toed athletic shoes in order to participate in PE activities. Shoes should be suitable for physical exercise and provide proper support.

Consequences for Not Being Prepared for PE Class

- If a student is not prepared for PE class (e.g., wearing inappropriate clothing or footwear), they will not be allowed to participate in the physical activities for that day.
- The student will be required to complete an alternative assignment or participate in a modified activity if applicable.
- Repeated instances of not being prepared for PE will result in further disciplinary action, which may include a meeting with parents or guardians to discuss the importance of being prepared for class.

Dress Code Enforcement

If a teacher, staff member, or administration believes an article of clothing is in violation of the dress code guidelines, appropriate measures will be taken. Dress code violations are detailed in the discipline policy section of the handbook.

- **Absences Due to Violations:** Absences resulting from dress code violations will be recorded.
- **Late Referrals:** If a student is inadvertently allowed to attend class despite a violation, they may still be referred for a dress code violation later in the day.
- **Corrective Action:** If the violation cannot be immediately corrected, A Sea of Learning will contact the parent/guardian to bring a change of clothes. If this is not possible, the student may be sent home.
- **Final Decision:** The administration of A Sea of Learning reserves the right to determine what is appropriate for the academic day, and its decision regarding the appropriateness of student dress is final.

A Sea of Learning Honor Code

Students attending A Sea of Learning are expected to follow Christ's teachings, living honorably and with integrity at all times. Cheating, plagiarism, and deception do not align with these teachings and are strictly prohibited.

Cheating and Violations

Cheating is defined as any attempt to give or receive unauthorized assistance on academic work. It includes, but is not limited to, the following actions:

- **Copying:** Allowing another student to copy information from a quiz, test, homework, or classwork assignment.
- **Unauthorized Use of Materials:** Using materials that are not approved for use during academic work, such as formulas, notes, cell phones, smartwatches, computers, calculators, or iPads (exceptions will be made where use is explicitly allowed).
- **Sharing Unauthorized Knowledge:** Using prior knowledge of a quiz, test, or assignment, or sharing or receiving information about test questions or project details with students from other grades.

Plagiarism

Plagiarism is defined as presenting another person's words or ideas as your own without giving proper 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

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 regarding academic performance or attendance.

- Forging a parent's or guardian's signature.

Students at A Sea of Learning are expected to uphold the highest standards of academic integrity, reflecting Christ's teachings in all academic endeavors. Cheating, plagiarism, and deception undermine these values and are strictly prohibited.

Student Responsibilities

Students are expected to follow the academic Honor Code and refrain from cheating, plagiarizing, and engaging in deception. In addition, students should:

- Report any Honor Code violations they witness or experience to a teacher, staff member, or administrator.
- Adhere to Christian academic, social, and moral standards, as modeled by the staff and administration.

Staff and Administration Responsibilities

Staff members and administrators at A Sea of Learning are responsible for modeling appropriate practices and ensuring that students understand and follow the Honor Code. This includes:

- Enforcing the Honor Code fairly and consistently.
- Creating and maintaining an environment that upholds Christian standards in academic, social, and moral behavior.
- Reporting any suspected Honor Code violations to the administration promptly.

Parental Responsibilities

Parents and guardians play a key role in reinforcing the principles of academic integrity at home. They should:

- Encourage their children to maintain Christian standards of honesty and integrity in all their academic pursuits.
- Support A Sea of Learning's staff and administration in upholding and enforcing the Honor Code.

Consequences for Violating the Honor Code

Any student found guilty of violating the Honor Code will be subject to discipline in accordance with A Sea of Learning's guidelines, with consequences ranging from academic penalties to suspension or expulsion, depending on the severity of the violation. These disciplinary measures will include:

- **First Offense:** Warning and corrective action (e.g., academic integrity education, loss of privileges).
- **Second Offense:** Suspension or probationary status, with required meetings and discussions about behavior.
- **Third Offense:** Expulsion or long-term suspension, with a review of the student's conduct and future at A Sea of Learning.

Bullying Policy

At A Sea of Learning, we are committed to maintaining a safe learning and work environment that is free from bullying. All students, staff, parents, and the school community are expected to conduct themselves in a respectful and Christian manner. Bullying, in any form, undermines our values of love, respect, and kindness and will not be tolerated.

Definition of Bullying

Bullying is defined as a pattern of deliberate actions by an individual or group aimed at hurting, teasing, frightening, embarrassing, or excluding another individual. The following are examples of bullying behaviors:

- **Verbal Bullying:** Name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate notes or pictures in any medium.
- **Physical Bullying:** Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.
- **Social Bullying:** Ostracism or exclusion, ignoring, alienating, or being unfriendly toward others.
- **Psychological Bullying:** Actions that instill fear or anxiety, such as intimidation, threats, or harassment.
- **Cyberbullying:** Sending threatening messages, posting private or sensitive information, impersonating someone to harm them, and engaging in online hazing.
- **Miscellaneous Bullying:** Any act that insults or demeans an individual, causing distress, reluctance to attend school, or declining academic performance.

Bullying Awareness

Adults must take the lead in preventing and addressing bullying. Teachers and staff are expected to watch for warning signs of bullying, including changes in a student's behavior, reluctance to attend school, or declining academic performance. To foster a "bully-free" environment, teachers will regularly conduct class discussions, role-playing activities, and lessons focused on:

- Seeking help from an adult.
- Reporting bullying incidents.
- Speaking out and supporting the victim.

- Responding assertively to the bully.
- Walking away from bullying behavior.

By nurturing a respectful and empathetic community, we aim to prevent bullying and encourage positive behavior among students.

Response to Bullying

A Sea of Learning is committed to taking immediate and effective action in response to any bullying incidents. If a student or their parents believe bullying has occurred, they should report the concern to the school immediately.

Upon receiving a bullying report, the school leadership (Director of Operations/ Executive Director, and/or Advisory Board) will:

1. Promptly investigate the report of bullying, working with the classroom teacher to determine if this is an isolated incident or a pattern of behavior that requires further intervention.
2. Meet privately with both the individual and the perceived bully to gather information.
3. If bullying is confirmed, the administration will act in accordance with the school's discipline policies, taking appropriate measures to stop the bullying behavior.
4. Notify the parents of both the victim and the bully on the same day the incident is reported. Parents will be informed about the situation and the actions taken.
5. Develop an intervention plan in collaboration with the parents of the bully to address the behavior and prevent future incidents.

Intervention Plan and Parental Involvement

An intervention plan will be developed to address the bullying behavior. This may include counseling, behavior modification strategies, and follow-up meetings to ensure the behavior does not continue. The administration will document the intervention plan, and a copy will be provided to the parents of the bully.

Teachers involved with both the victim and the bully will be informed of the situation, ensuring that the classroom environment is monitored and any ongoing patterns of bullying behavior are addressed promptly.

Commitment to a Bully-Free Environment

A Sea of Learning is committed to maintaining a "bully-free" environment where every student feels safe, respected, and valued.

Bullying behavior will be addressed firmly, with the goal of restoring peace, fostering understanding, and promoting Christ-like values of love and respect for all.

Student Expectation and Conduct Policy

At A Sea of Learning, students are provided with clear guidance regarding the school's rules and regulations during the first weeks of the academic year. This orientation, in conjunction with the written policies outlined in this handbook, ensures that there is no ambiguity about the expectations for student behavior.

Expectations of Behavior

Each student is expected to conduct themselves responsibly at all times, both on and off campus. Students should:

- **Uphold Christian Values:** Any conduct or language that does not align with Christian principles, as judged by the administration, is prohibited.
- **Respect Authority:** Students must respect the authority of school personnel at all times and follow school rules and regulations.
- **Foster a Positive Learning Environment:** Any behavior that disrupts the educational process, whether explicitly mentioned in this handbook or not, will be addressed accordingly.

Commitment to Christian Principles

A Sea of Learning is dedicated to creating an environment that encourages students to display good behavior, self-discipline, and respect for others. Students are expected to:

- Demonstrate courtesy, kindness, and respect toward peers, teachers, staff, and others.
- Be responsible citizens who understand the importance of respecting authority, property, government, and the well-being of themselves and others.

Development of Well-Rounded Individuals

A Sea of Learning is committed to supporting each student's growth in these key areas. Through guidance, discipline, and education, the school aims to help students become well-rounded individuals who:

- Actively contribute to their communities.
- Embody the values of faith, responsibility, and respect in all aspects of life.
- Understand the importance of their actions and the impact they have on those around them.

This policy ensures that all students are aware of the expectations placed on them and how their behavior should align with the Christian values upheld by the school. It provides clear guidance on both conduct and character development

Behavior Expectations and Infractions

To maintain a safe, respectful, and Christ-centered learning environment, students are expected to follow all school rules and demonstrate Christlike character in both actions and words. The following are examples of behaviors that are not acceptable and may result in disciplinary action

General Disciplinary Offenses

Behavior	First Offense	Second Offense	Third Offense
Non-compliance with classroom rules	Verbal warning Behavior logged	Written warning filed in student's academic record Student to meet with teacher to develop a plan for improvement	Referral to administration for further disciplinary action Parent-teacher-administration conference to discuss continued non-compliance
Disruptive noises or behavior	Verbal warning Behavior logged	Student to sit in separate area or removed from the environment temporarily	Parent contact to discuss recurring disruptive behavior Referral for further action to administration
Refusal to complete or pursue academic work	Student- teacher conference	Written warning with meeting schedules to discuss barriers to completing work	Referral to administration with possible academic probation Parent-teacher meeting to develop support plan
Cheating or dishonesty	Zero given for the assignment Conversation and written apology	Written warning filed in student's academic record Reflection assignment on the importance of academic integrity as well as previous consequence Parent-teacher administration conference to discuss how to support the student	One day suspension with previous consequences included Parent-teacher administration to discuss the possibility of permanent dismissal
Inappropriate displays of affection	K-3rd: Verbal warning with parent communication 4th-9th: Verbal warning and documentation and conversation with parent	K-3rd: Removal from environment and a parent-teacher conference to discuss how to support the student 4th-9th: Removal from environment and parent-teacher conference to discuss how to support the student	K-3rd: Conference with administration and will be sent home for the rest of the day 4th-9th: Conference with administration and sent home with a one-day suspension

Dress Code Violations	Verbal reminder of the dress code and request for student to change if necessary	Written warning filed in student's academic record Student may be asked to change into more appropriate attire by calling home	Student will be sent home for the school day Referral for a meeting with administration to discuss continued violations
Inappropriate or unnecessary physical contact (e.g., shoving, tripping)	Verbal reminder about maintaining appropriate boundaries	Written warning and a discussion on appropriate behaviors in school settings	Parent meeting and possible suspension depending on severity
Horseplay resulting in injury	Immediate removal from the situation Incident report and a discussion with the student about safety	Written warning and a conference with the student and teacher about safety and behavior	Referral to administration Parent meeting and potential suspension depending on injury severity
Throwing objects or food; spitting	Verbal warning and explanation of why such behavior is unacceptable	Written warning and clean-up duty for the student	Parent contact and a meeting with administration Possible suspension depending on the severity of the action
Leaving campus without permission	Immediate return to campus and a parent-teacher-administration conference Written warning in student record	Student will be detained until a parent or guardian can pick them up Mandatory meeting with student, parent and administration to discuss consequences for future violations Written warning and possible suspension	Immediate 3-day suspension A formal behavioral contract with the student and parent outlining future expectations and consequences. Further violations will lead to expulsion procedures being requested.

Disrespectful or Harmful Behavior

Behavior	First Offense	Second Offense	Third Offense
Name-calling, insulting, gossiping, or rude gestures Intentionally degrading or mean-spirited behavior	Immediate verbal warning Student must write an apology letter	Written warning filed in student's academic record Student must meet with an administrator, teacher and parents to discuss how to support the student K-5th: A 2-day suspension from recess. 6th-9th: Sent home for the rest of the day	Referral to administration, with possible suspension Parent meeting required and behavioral contract is put in place and future of student at school

Vulgar language or obscene gestures (written, verbal, or physical)	<p>Immediate verbal warning</p> <p>Documented in student file</p>	<p>Written warning and sent to administration to discuss incident</p> <p>Attend a mandatory meeting with the administration and complete a behavior reflection</p>	<p>Referral to administration for suspension</p> <p>Parent meeting and a plan for serious behavior change with a recommendation for counseling</p>
Profanity directed toward staff	<p>Immediate verbal correction and sent to admin</p> <p>Student must apologize to staff in writing and in person</p>	<p>Written warning filed in student's academic record</p> <p>Parent meeting required, with a written and verbal apology and student will be sent home</p>	<p>Referral to administration for suspension or expulsion</p> <p>Parent meeting, behavior contract, and the student is placed on a probation with behavior monitoring</p>
Threatening, intimidating, or bullying (including spreading rumors)	<p>Immediate verbal warning, and student must write a written apology</p> <p>Meeting with administration and student must complete a behavior reflection</p>	<p>Written warning, sent home with a one-day suspension</p> <p>Parent meeting required, and student must apologize both in writing and in person</p>	<p>Referral to administration with immediate 3-day suspension</p> <p>Parent meeting to discuss the future at the school</p> <p>A behavior contract put in place and the student is placed on probation with strict behavior monitoring</p>
Instigating or encouraging a fight	<p>Immediate removal from the situation and verbal warning</p> <p>Loss of privileges, and student must meet with the administration to discuss peaceful conflict resolution</p>	<p>Written warning and student is sent home for the rest of the day</p> <p>Parent meeting required, and student must complete a conflict resolution session with administration and a one-day suspension</p>	<p>Referral to administration for suspension and/or expulsion</p> <p>Parent meeting, behavior contract, and the student is placed on probation with strict behavior monitoring</p>
Fighting or physically aggressive behavior	<p>Immediate removal from the situation, and the student must meet with the administrator</p> <p>Student will be sent home for the day</p>	<p>Written warning and 2-day suspension</p> <p>Student must complete a behavior reflection session with administration and parent-administration conference</p>	<p>Referral to administrations for suspension and/or expulsion</p> <p>Parent meeting, behavior contract, and the student is placed on probation with strict behavior monitoring</p>

Serious Infractions

Behavior	First Offense	Second Offense	Third Offense
Violating the school's Honor Code	Written apology and a behavior improvement plan put in place	Required parent-teacher-administration conference and sent home with a one-day suspension	Referral to administration for possible expulsion Parent meeting, behavioral contract, and probation status
Tampering with school alarms	Immediately sent home for the day Written apology and a behavior improvement session with administrator	Extended suspension or possible expulsion Parent-teacher-administration conference to discuss disciplinary action and possible community service	Permanent expulsion from school
Abuse, vandalism, or defacing of school or church property	Meeting with all parties involved and the student must apologize in writing and in person The student will be sent home	Possible one-day suspension with a behavior improvement session with administration Parent-administration meeting required	Extended suspension and/or expulsion from school with all previous consequences
Theft	Immediate suspension and restitution for stolen items Parent meeting, written apology, and a behavior contract	Extended suspension or possible expulsion with previous consequences included	Permanent expulsion from school
Inappropriate touching or sexual misconduct	Immediately sent to administration and student will be sent home with a one-day suspension Parent meeting, and student must complete a behavior improvement session with administrator	Extended suspension with mandatory counseling before student is allowed to return to school	Expulsion from school
Sexual harassment	Sent to administration and student is sent home for the day with a referral for counseling Written apology and parent meeting required	Extended suspension with mandatory counseling before student can return to school Parent meeting required	Expulsion from school
Possession of tobacco or related paraphernalia or flammable materials	Immediate confiscation of items Meeting with parents and administration, mandatory education on health and/or safety risks	Immediate 2-day suspension with previous consequences included Parent meeting and a behavior contract created	Extended suspension and possible expulsion from school

Internet Abuse (e.g., inappropriate use of the internet, accessing prohibited websites, cyberbullying, etc.)	Warning issued, and student is required to complete an internet usage education session	Written warning issued with an immediate 2-day suspension and student will be sent home	K-7th: Permanent loss of internet privileges at school
	Student will complete class assignments in the administrator's office for the remainder of the day	Parent meeting required to discuss behavior and consequences	Referral to administration for possible suspension or expulsion, and further discussion with parents/guardians about long-term consequences
	Parent will be notified of offense		8th-9th: Possible permanent loss of internet privileges at school which will result in expulsion.

Authority and Disciplinary Measures

A Sea of Learning administration reserves the right to establish fair and reasonable rules and regulations for behaviors requiring consequences that may not be covered in this handbook. Behaviors not explicitly listed should not be interpreted as limiting the scope of the school's authority to address any infraction that arises. The administration will address any behavior deemed not in the best interest of the safety, well-being, and welfare of any student, staff member, or school-sponsored event, even if it is not specifically mentioned in this handbook.

Record Keeping

Official records of student disciplinary actions are kept in the student's academic folder in the Office. A behavior log is accessible and utilized by faculty to document all behavior infractions and consequences that take place on the school campus. These records are confidential and are used for tracking behavior patterns and ensuring appropriate follow-up actions.

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' office 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.

Emergency Preparedness Drills

Fire Safety Drill

At A Sea of Learning, the safety of our students and staff is a top priority. Safety drills are an essential part of maintaining a safe learning environment and ensuring that all individuals are prepared in the event of an emergency.

Frequency of Drills

A fire safety drill will be conducted during the first week of school to ensure all students and staff are familiar with emergency procedures. Thereafter, fire drills will occur once every month throughout the school year to maintain preparedness and reinforce safety protocols.

Procedures During Fire Drills

1. **Immediate Response:** When the fire alarm sounds, students and staff must immediately stop what they are doing and follow the established fire evacuation procedures.
2. **Quiet and Orderly Exit:** Students should remain quiet and orderly while exiting the building to ensure everyone's safety and clear communication during the drill.
3. **Designated Assembly Area:** Students will assemble in the designated safe area away from the building. Attendance will be taken to ensure all students are accounted for.
4. **Return to Classes:** Once the drill is complete and it is safe to return, students will be called back into the building.

Expectations

- Students should take fire drills seriously and follow all instructions given by teachers, staff, or administration.
- Fire drills are an important part of keeping our school community safe, and cooperation and attentiveness are expected from all students during each drill.

Tornado Drills

Frequency of Drills

A tornado drill will be conducted once in the fall and once in the spring each school year to ensure ongoing preparedness.

Parent Notification

Parents will be notified in advance of the scheduled tornado drills. Notifications will be sent out through the school's usual communication channels.

Procedures During Tornado Drills

1. **Immediate Response:** When the tornado drill is announced, students and staff will immediately proceed to the designated **safe areas** of the school, as outlined in the tornado safety plan.
2. **Quiet and Orderly Movement:** Students should move quietly and swiftly to the safe area, following instructions given by teachers and staff.
3. **Stay in Safe Positions:** Once in the designated safe area, students should sit in a crouched position, with their heads protected and their backs to any windows.
4. **Return to Class:** Once the drill is complete and the all-clear signal is given, students will return to their classrooms.

Expectations

- Students are expected to take tornado drills seriously and cooperate fully with teachers, staff, and administrators during each drill.
- Drills are an essential part of ensuring that students and staff are prepared in the event of an emergency.

Shelter in Place Drill

At A Sea of Learning, ensuring the safety and well-being of our students and staff is a top priority. Shelter-in-place drills are essential for preparing our school community to respond appropriately to situations that may require staying inside the building for safety.

Frequency of Drills

A Shelter in Place Drill will be conducted once in the fall and once in the spring each school year to ensure all students and staff are prepared.

Parent Notification

Parents will be notified in advance of the scheduled shelter in place drills. These notifications will be sent through the school's usual communication channels to keep parents informed.

Procedures During Shelter in Place Drills

1. **Immediate Action:** When the shelter in place drill is announced, students and staff will immediately follow the established procedures to move to the designated safe areas within the building.
2. **Secure the Building:** All doors and windows will be secured, and students will remain in the safe areas until the all-clear signal is given.
3. **Stay Quiet and Calm:** Students should remain calm and quiet during the drill to maintain order and ensure clear communication.
4. **Return to Regular Activities:** Once the drill is complete and the all-clear signal is given, students will return to their regular activities and classrooms.

Expectations

- Students are expected to take shelter-in-place drills seriously and follow all instructions given by teachers, staff, or administration.
- These drills help ensure the safety of everyone at A Sea of Learning, and full cooperation from students is expected.

Inclement Weather and School Closings

In the event of weather-related school closings, delays, early releases, or any other emergency situation, A Sea of Learning will communicate the necessary information through the following channels:

- School website
- Text messaging system
- Social media
- Constant Contact

Additionally, teachers may share updates through Class Dojo, and/or Google Classroom to ensure that all families are informed.

Tornado Warnings

If there is a tornado warning during dismissal time, your child will remain at school until the warning has been lifted for safety purposes.

Make-Up Days

A Sea of Learning does not make up school days missed due to weather-related closures. However, if more than five cumulative days are missed due to weather or other emergencies, the school will assess the situation and communicate any necessary adjustments.

Safety and Judgment

- Schedule adjustments will always prioritize the safety of students and staff.
- Families are expected to use good judgment to determine if local conditions make it unsafe for students to attend school. If conditions in a family's neighborhood prevent safe travel, parents should make the best decision for their child's safety.

Lockers

Students in grades sixth, seventh, eighth, and ninth 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 into 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

Personal electronic devices, including cell phones, smart watches, iPods, tablets, and similar items, may be brought to campus and school events. However, their use during instructional hours is strictly prohibited unless explicitly authorized by a staff member for academic purposes.

All mobile devices must be:

- Powered off completely
- Stored out of sight in a backpack or locker during instructional hours

Intentional use of a mobile device during school hours without permission is considered a disciplinary offense.

If a student needs to contact a parent/guardian during the school day, they must use the school office phone. Administrative staff are available to assist.

Unauthorized Use: Discipline Protocol

Offense	Consequence
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First Offense:	Device will be confiscated and returned to the student at the end of the school day.
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Second Offense:	Device will be confiscated and must be picked up by a parent/guardian.
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Third Offense:	Device must be turned into the office at the beginning of each school day and will be returned at dismissal.
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This policy is in place to protect the learning environment and ensure students are focused, present, and engaged throughout the 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.

Parental Conduct Policy

As a Christian community, A Sea of Learning expects parents/guardians to model Christ-like behavior in all interactions, demonstrating kindness, respect, and patience. We ask that parents/guardians support our school policies, communicate respectfully, maintain confidentiality, and actively engage in school activities. In return, A Sea of Learning administration and staff members are committed to treating parents/guardians with the same courtesy, and we expect parents to offer the same respect to our school employees.

We believe 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, 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 or receiving communication from your child during school hours via email, mobile phones, or smart watches, as this disrupts the learning and classroom environment.
 - Use the office for all communication with the school during school hours.
- **Respectful Conversation:**
 - Communicate with teachers, staff members, administration, and other parents in a respectful and considerate manner. Address 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. 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, inappropriate actions from any individual cannot be tolerated or permitted. Disruptive families may be asked to leave A Sea of Learning if their behavior negatively impacts the community.

Parent - Teacher Conferences

Conferences between teachers and parents/guardians are an essential part of the evaluation process and help foster a strong partnership between home and school. These conferences provide an opportunity for parents to engage with teachers about their child's progress and address any concerns.

Scheduling a Conference

- **Conference Requests:** Parents/guardians can request a conference by calling the school or emailing the teacher directly at firstname.lastname@aseaoflearning.org.
- **Appointment Required:** To ensure conferences are effective, appointments must be scheduled in advance. This allows teachers to plan for the meeting and ensures ample time for discussion.

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