

# **Coastal Academy**

## **Handbook**



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# Coastal Academy Handbook

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## **1. STANDARDS OF PURPOSE AND BELIEF**

### 1.1 PURPOSE

Coastal Academy (CA) is a non-profit educational ministry, which exists to support evangelical Christian families in their choice to educate their children at home. Coastal Academy is committed to providing such services as:

- Personal Support for Parent-Teachers
- Academic Records and Accountability
- Group Educational Activities
- Assistance with Curriculum Development
- Educational Training for Parent-Teachers
- Social Interaction among Students

Above all our desire is to glorify God as we encourage his people.

### 1.2 OVERSIGHT

The Board of Directors of Coastal Academy shall consist of nine members. The Board of Directors of Coastal Academy shall appoint the Coastal Academy Director, Treasurer, Secretary, Record Keeper and High School Advisor. The Director, Treasurer, Secretary, Record Keeper, and High School Advisor will serve in their respective positions under the employ of the Board of Directors of Coastal Academy. The remaining four members of the Board of Directors shall be appointed by the Board of Directors. Appointed Board members shall serve for two-year terms of office, with terms staggered so that no more than two appointed board members complete their terms in the same year. Coastal Academy members will be appointed to four specific Board positions as follows: Academy Day Class Coordinator, Parent Helper Coordinator, Parent Liaison and Services Coordinator.

## **2. STATEMENT OF FAITH**

Families enrolled in Coastal Academy's program are asked to affirm the following Statement of Faith, which summarizes the most fundamental beliefs of the church:

The Bible is the inspired and infallible Word of God and constitutes completed and final revelation. The Bible, in its original autograph, is without error in whole and in part including theological concepts as well as geographical and historical details.

God has existed from all eternity in three persons: God the Father, God the Son and God the Holy Spirit. Jesus Christ was God in human flesh being fully God and fully man except without sin.

All men are in violation of God's righteous requirements and His holy character both by nature and act; and are therefore under His wrath and just condemnation. The central purpose for the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross—the successful accomplishment of which was attested to by His subsequent visible, bodily resurrection.

Salvation is offered as a gift; free to the sinner. This gift must be responded to in individual faith, and not trusting in any personal works whatsoever, but the sacrificial death of Jesus Christ.

## **3. EDUCATIONAL PHILOSOPHY**

### 3.1 THE TASK

According to the Scriptures, the primary responsibility for the educational development of children rest not upon the state or the church, but upon the parents (Deut. 6:4-9; Psalms 127:3-5; Eph. 6:1-4). In areas where parents lack necessary competence to fulfill this responsibility, they are responsible before God to gain the needed skills or to delegate aspects of their educational responsibility to individuals or organizations, which are to assist them in carrying out their God-given task.

## 3.2 THE PROCESS

In order to be most effective, Christian education must be carefully conceived and diligently implemented. When carried out in the content of the home, this educational process has the distinct advantages of allowing a more creative use of all the available resources for learning, increased flexibility of scheduling and greater individualized instruction than is available in the classroom. Additionally, personalized parental instruction enables students not only to grasp facts, but also to adopt the values and worldview of their parents.

## 3.3 THE STUDENT

Created in the image of God, each student is a unified personality consisting of spiritual, social, and physical aspects. As spiritual, the student is responsible to learn, understand and obey the truth of God's Word and the laws of his creation. As social, the student stands in relationship with others, having moral, intellectual and emotional responsibilities and needs. As physical, the student requires proper rest nutrition and exercise to fully function as God intends.

Because of the fallen nature of the human condition, students are unable to understand clearly God's commandments apart from the renewing work of salvation. Thus each student needs continuously to be called to repentance and faith in the Lord Jesus Christ that he might be forgiven, restored to a right relationship with God, renewed in his relationship with others, and awakened in his understanding of the world which God has made.

## 3.4 THE CURRICULUM

Curriculum is the organizing medium by which the student, through the educational process, becomes properly oriented to God, to others and to the world for effective living. While Coastal Academy provides assistance in choosing curriculum materials, it does not endorse any one particular curriculum, leaving that responsibility to the parent-teacher. It may be purchased from a reputable supplier, parent-designed or may be a combination of both. A properly balanced curriculum should include the following subject areas: Bible, Language Arts, Mathematics, Science, Social Studies, Physical Education and Fine Arts.

While the curriculum may ordinarily be the primary means utilized by the parent-teacher in education, effective learning can and should take place in a variety of environments, using a variety of methods.

## 3.5 THE BIBLE

As God's infallible standard of living, the Bible's teaching should not only be included in the student's course content, but should furnish the philosophical foundation and framework for the study of every subject. Education which is truly Christian sees the truth of God in every fact of the universe and seeks to correlate that truth as discovered in creation with truth revealed in the Word of God. The Bible and Christian training should not only be included in the course content, but should furnish the orientation and philosophical framework for the study of every subject. While the curriculum may ordinarily be the primary means utilized by the parent/teacher in education, effective learning can and should take place in a variety of environments, using a variety of methods.

## **4. CODE OF CONDUCT**

We expect our students to follow the Coastal Code of Conduct whenever they participate in any Coastal Academy programs, events, field trips or activities. Parents are responsible for making sure their children know and understand these rules.

1. Have respect for authority figures at all Coastal Academy functions, whether that is the person in charge of a fieldtrip you're on, a tour guide on an event, the leader of a game at park day, etc. (I Peter 2:13-17; Romans 13:1)
2. Have an attitude of compassion for the differences, needs or disabilities of others. (Parents, teach children not to be cruel to people who are different from themselves.) (Matthew 7:12; James 2:1-9; Galatians 5:22-23)
3. Act and speak in a manner worthy of the God who calls you. Unkind remarks, profanity, coarse jokes, conversation involving occult or sexual situations or other language unbecoming of a Christian is

unacceptable at school functions. Also, avoid knowingly wearing gang symbols or colors. (I Thessalonians 2:12; Ephesians 4:1; 5:4)

4. Even though you may not have a problem with certain behavior or actions within your family, if something may be offensive to someone else, don't do it! Respect the property and landscape of Calvary Assembly of God Church and those places we are visiting. (Parents, teach children about refraining from some things in a group setting that may be allowed at home. In this category, we include things as simple as climbing trees or fences on someone else's property as well as language or joking that may offend.) (I Corinthians 8:7-13; Philippians 2:3-4; Romans 12:17b)
5. Come to school functions prepared to listen attentively with an attitude of learning. Headphones or other distracting articles or behavior should be avoided. (James 3:13)
6. The use of alcoholic beverages or tobacco products, or the possession or uses of weapons or illegal drugs are not permitted during any Coastal Academy functions. Noncompliance with this item will result in expulsion. (Matthew 5:16; Galatians 5:19-21)
7. Wholesome friendships are encouraged between boys and girls. However, students should look upon one another as brothers and sisters in Christ and refrain from demonstrating personal affection.
8. Students are to reflect a cooperative and cheerful attitude in all that they do. Excessive complaining or whining as well as refusal to cooperate in school functions shall be grounds for disciplinary action.

## **5. ACADEMY DAY PROGRAM**

### 5.1 DEFINITION

Academy Day is an optional, cooperative aspect of Coastal Academy's Independent Study Program designed to provide added enrichment to your home schooling experience through group activities with other like-minded parents and children. For the children, Academy Day provides group educational activities and opportunities for social interaction. For the parents, Academy Day is a source of mutual support, training and information. As a cooperative effort, Academy Day depends on the combined effort of all enrolled families. Each participant family is asked to fulfill a specific Academy Day task each semester.

Academy Day is held at Calvary Assembly of God Church, 25501 Oak Street, Lomita, CA 90717, on the first and third Friday of each month, beginning the third Friday of September and continuing through June. Two semesters consisting of nine Academy Days each are held during the school year.

A variety of elective classes is offered each semester, which give students choices in their Academy Day participation. Families may choose two electives per student per semester, covering the same two-hour time slot for each family. Nursery services and pre-school activities are provided during all elective hours. Training and other activities for parent-teachers are offered simultaneously with children's activities. Coastal welcomes creative suggestions from our parent-teachers for future electives and training topics.

### 5.2 Academy Day Guidelines

1. Children with infectious diseases such as cold or flu, or who show symptoms such as coughing, running nose or fever should not be brought to Academy Day.
2. If the parent should be unable to attend Academy Day, children may not be dropped off unsupervised. With prior Board approval, children may be brought by an adult substitute who has agreed to fulfill the parent's Academy Day function on behalf of the parent.
3. Each family is asked to donate one hour of their time during each Academy Day.
4. Children not in class must be under the immediate supervision of an adult at all times.
5. Children's behavior must conform at all times to the Code of Conduct contained in the Coastal Academy Discipline Policy.

### 5.3 DISCIPLINE POLICY

In order to provide a safe and orderly Academy Day program for Coastal families, the following disciplinary policies and procedures should be carefully read by each enrolling parent, reviewed with each student and

signed by both parents prior to enrollment. Refusal to cooperate with the Code of Conduct shall be grounds for disciplinary action

## 5.4 STANDARDS OF CONDUCT

As teachers and students of Coastal Academy, we represent to those around us our school, the home educating community and, most importantly, our Lord Jesus Christ. In recognition of that, we should behave in a manner consistent with the instruction presented in God's Word.

It is often uncomfortable for the adult in charge of an event to discipline someone else's child. With that in mind, we present these guidelines. Please teach your children the appropriate behavior and attitudes for compliance as well as telling them that the adult in charge of the activity has been delegated by the school (and you) to speak to them about inappropriate behavior.

In order to provide a safe and orderly Academy Day program for Coastal families, the following disciplinary policies and procedures should be carefully read by each enrolling parent, reviewed with each student and signed by both parents prior to enrollment. Refusal to cooperate with the Code of Conduct shall be grounds for disciplinary action.

## 5.5 PROCEDURES FOR DISCIPLINE

1. Serious violations of the Code of Conduct, which threaten the safety of others, the safety of church property, or which seriously disrupt the classroom will be dealt with immediately according to the fourth disciplinary procedure below.
2. Students committing less serious violations will first be issued a warning, specifying the Code of Conduct, which they have violated and informed then that continuation of the behavior will lead to discipline that is more serious.
3. Students who continue less serious violations after being warned will be instructed to take a five minute "time out" period in a corner of the room away from other pupils. A warning concerning more serious disciplinary action may be taken at that time.
4. Students who persist in violating the Code of Conduct during or after their "time out" period, or who violate the Code of Conduct in a serious manner, will be escorted by the Director to their parent or guardian. The problem will be discussed with the parent or guardian and the student will remain under the supervision of the parent or guardian for the duration of the class period. Re-admittance to a later Academy Day classroom session will be allowed only under the condition that the student promises cooperation with the Code of Conduct.
5. If any disciplinary action described above is repeated on the same or a consecutive Academy Day, a conference between the parent, the student, the Academy Director, and the teacher shall be held to attempt to alleviate the behavior. Should the conference fail to solve the problem, the student may be subject to dismissal from the Academy Day program.

## 5.6 CHILD CARE

To enable parents to give their attention to the training and fellowship opportunities offered by Coastal Academy, childcare services will be offered on a cooperative basis. Each parent not involved as a teacher or trainer is asked to provide periodic childcare as scheduled.

The following guidelines will apply to childcare in the church nursery:

1. Plan to arrive in the nursery a few minutes early.
2. Children with infectious diseases such as cold or flu, or who show symptoms such as coughing, runny nose or fever, should not be placed in the church nursery or exposed to other children.
3. Upon arrival at the church nursery, parents should sign their children in on the clipboard provided. All diaper bags, bottles, and other personal belongings should be labeled with the child's name.
4. Children must never be left unattended in the church nursery for any reason. Children's activity should be closely monitored at all times. Nursery doors and gates should be kept secured.
5. In case of injury, a first aid kit is located in the nursery cabinet. All injuries should be promptly reported to a child's parent.

6. For suggested activities to use with toddlers see the activities posted in the nursery.
7. Books, puzzles and toys with many parts should be taken out one at a time (or a few at a time) and should be returned to their proper places before selecting other toys. Care should be taken those small parts and pieces do not get lost.
8. Children eating snacks should sit at the tables provided and should clean up promptly afterwards. Trash from food should be removed from the church nursery to avoid ants and other pests.
9. Sheets are changed and washed every Friday. If sheets are soiled before Friday, they should be changed and put in the basket under the changing table.
10. The diaper area should be kept clean and fresh. Soiled diapers should be placed in a plastic bag before throwing them away.
11. Clean up is the responsibility of the parent as well as nursery attendant on duty. At close of the hour, parents should assist children in putting toys away in their proper place. The counter top should be kept clean and free of debris at all times.

## **6. ACADEMIC SERVICES**

### **6.1 CUMULATIVE FILE**

To assist in educational accountability and to meet state requirements as a private school, Coastal Academy holds a cumulative academic file on each enrolled child. The file includes the child's health and immunization forms, attendance records, annual course of study, semester progress reports, and quarterly report cards and academic test scores. Each family also has a family file that holds signed forms such as the Statement of Faith, Discipline Policy, Educational Background of Teachers, Verification Of Church Attendance, HSLDA, IEP Form, Code of Conduct, Yearly Membership Agreement and Reporting Commitments. To keep the child's academic file up-to-date, each family is asked to sign, at enrollment, a commitment to submit academic records in a timely manner as specified in this handbook.

### **6.2 CURRICULUM ASSISTANCE**

Families needing assistance in the development of their educational curriculum should get in touch with the Record Keeper for curriculum counseling. Coastal also offers a collection of helps and resources to assist you in making curriculum choices. These may be checked out from the school library. Coastal does not endorse any one particular curriculum for all families. Nevertheless, the choice of curriculum is an extremely important one. The following guidelines are offered as preliminary considerations in making your decision:

1. Take advantage of curriculum workshops, seminars, and conventions, which offer information on various types of curriculum material.
2. Talk to other parents with children the same age as yours. Sample the materials they are using in their home school.
3. Use books and materials as tools and expand upon your curriculum as needed. Do not feel confined by your curriculum, but supplement it to meet the needs of your child.
4. Weigh the relative strengths and weaknesses of each child. Become aware of how each of your children learns, and adapt the curriculum and teaching methods accordingly. This may not affect substantially the subject matter you teach, but it may change the method and materials employed in teaching.
5. If you have more than one child, consider experimenting with integrating various age groups when teaching certain subjects, such as history, geography science and Bible. Curriculum materials offering this age-integrated approach are readily available.
6. If your curriculum is not working, do not be afraid to make some changes. An important advantage of home education is the flexibility you have in tailoring curriculum to the needs of your child.
7. At the same time, realize that no curriculum is perfect. Your personalized instruction can make up for a host of shortcomings that might exist in your particular curriculum. Recognize that no curriculum can make your educational task effortless.

8. Most importantly, pray for God's wisdom in choosing curriculum. God promises to grant wisdom if we ask in faith. (James 1:5)

## **7. ACADEMIC REPORTING**

To help gauge your progress in fulfilling your educational goals, the following reports should be submitted to the Record Keeper quarterly on the appropriate record keeping due date (Check school calendar). Families schooling during the summer will also submit summer reports.

### 7.1 ELEMENTARY AND JUNIOR HIGH RECORDS

1. **COURSE OF STUDY**: Your intended Course of Study for the year will demonstrate that you have given serious thought to planning your child's education for the coming year. Your plan should take into consideration the subject areas listed in the Educational Philosophy statement above. The information on this form should include the names and publishers of all textbooks, all other curriculum to be used, grade level of each curriculum used in each subject, and a general description of topics to be covered in each subject. The Record Keeper will review your course of study and may make suggestions for revision before approval.
2. **PROGRESS REPORT**: This form records the parent-teacher's assessment of each student's progress in the various areas of study included in the Course of Study. It also states the actual work that was completed (ex: ABeka Math Grade 3 Lesson 1-60.) This can be as detailed as the parent-teacher deems necessary. It is submitted the second & fourth quarter. (Check school calendar for appropriate dates).
3. **REPORT CARDS**: Every quarter the parent-teacher will also be asked to submit a report card in which student progress in the various subject areas is measured in letter grades or alternative types of objective scoring. Attendance record is included on this form.

Members with delinquent records will not be eligible for re-enrollment in the coming semester and will be subject to a late fee. Members with delinquent records beyond six weeks will be subject to dismissal.

### 7.2 HIGH SCHOOL RECORDS

The academic records that Coastal Academy requires for high school students are significantly different from those for elementary students.

1. **HIGH SCHOOL PLANNING WORKSHEET** – This worksheet must be completed at the beginning of a student's enrollment with Coastal Academy. On this form, you will list the intended courses that a student will take during his/her entire four years of high school. Unless major changes are made to your student's course of study, this form is only submitted one time.
2. **COURSE DESCRIPTION/GRADING STANDARD FORM** – This is a record of the content and materials that will be used in each specific course your student takes and the grading system that will be used. It is turned in at the beginning of each school year or semester.
3. **TRANSCRIPT** – This is your student's report card and is due at the end of each semester in February and June.
4. **ATTENDANCE REPORT** – This form is a record of days present, absent and school holidays. It is due at the end of each semester in February and June.

These forms and information on how to fill them out is available in the *Coastal Academy High School Manual*. In addition, we recommend that families with high school students purchase a copy of Mary Schofield's *The High School Handbook*. This is an invaluable resource and with the Coastal manual will answer most of your questions about home schooling high school students.

#### **If you are enrolling your student for the beginning of the new school year:**

The High School Planning Worksheet, Course Description forms/Course Grading Standards forms are due on Back to School Night in September. The Transcript and Attendance Report are due at the end of each semester.



**If you are enrolling your student in Coastal Academy during the school year:**

You must bring a copy of your student's transcript to the interview. This can be a copy of report cards or a handwritten list of courses taken, grades, and credits earned. We will request an official transcript from the school your student is currently enrolled in when the records are transferred. The High School Planning Worksheet, Course Description forms and Course Grading Standards forms are due no later than two weeks after enrollment begins. The Transcript and Attendance Report are due at the end of each semester.

To receive a high school diploma from Coastal Academy, a student must pass the courses required by the state of California, complete at least 240 credits and pass the CHSPE (California High School Proficiency Exam) or receive a 10.0 or better score on the Iowa Tests of Educational Development (ITED). If you have any questions about our forms or general questions about high school that are not answered in the *Coastal High School Manual*, please contact the High School Advisor.

**7.3 IEP/SPECIAL NEEDS POLICY**

Following the IDEA Act of 1997, it is highly recommended that any child who is working academically two or more years below their grade level in any subject have an Individualized Education Plan (IEP).

Lion & Lamb Publications has designed a plan called the Individualized Student Education Plan (ISEP) for home schooled students. The booklet includes all necessary forms, detailed samples and instructions along with a list of resources. Coastal Academy has a copy for viewing purposes.

To accurately assess the child's needs, testing for those students needing an IEP is Available. An excellent resource is Marian Soderholm, MA at MCA Educational Assessment Services (562) 425-7886. Another resource is the Brigance Test, which can be administered by the parent at home. Parents may also evaluate their own children. Copies of test are required for the student's cumulative file.

It is the parents' responsibility to inform Coastal Academy if any of their children are working at two or more years below their grade level in any subject. Parent's not meeting their child's special needs could be charged with educational neglect.

**7.4 STANDARDIZED TESTING**

While no means of measuring educational achievement is perfect, standardized testing is one objective means of gauging your child's progress in learning. Both the Stanford Achievement Test and The Iowa Achievement Test can be ordered through Bob Jones University. It is the parent's responsibility to find a qualified tester. Standardized testing is not a requirement for enrollment at Coastal Academy, but it is highly recommended that families with children in the fourth grade or above test at least every third year.

**8. SUPPORT SERVICES****8.1 FIELD TRIPS**

Field trips will be planned throughout the year to enhance the children's educational experience. Specific details regarding upcoming events will be announced in the newsletter. During field trips, each parent is responsible for the close supervision of their own children. The standard for behavior for any public activity is guided by the following Scripture admonition: "Now this is our boast. Our conscience testifies that we have conducted ourselves in the world, and especially in our relations with you, in the holiness and sincerity that are from God." (2 Corinthians 1:12) Parents should keep in mind that as we live before the watching world, we represent not only Coastal Academy but also the entire home schooling movement. Most importantly, we represent our Lord Jesus Christ.

1. Only Coastal Academy families are allowed on Coastal field trips. Parents must accompany their children on field trip. They may not attend with another family according to Coastal Academy's insurance regulations.
2. Please make a separate check for each field trip. Checks are to be made out to "Coastal Academy".
3. Payment for a field trip is required at the time of sign up. Do not sign up unless you are prepared to pay. Checks will be held and given to the treasurer after the sign up deadline. Refunds will be issued if cancellations are made before the deadline,

4. When a field trip has an age limit, it must be adhered to. Most of the time, the organization or tour guides set the limit.
5. Signing up for a field trip is on first come, first serve basis. If the field trip is full, you may place your name on a waiting list in the event that a space may open.
6. After the sign up deadline, the field trip will be closed for signups. If your payment is not in by the deadline, your name will be removed under assumption you will not be attending.
7. Record keeping families need to send payments to the field trip coordinator by the field trip deadline.

## 8.2 FLYER POLICY

1. The Board must approve all items before they can be placed in or near the mailboxes.
2. Each flyer must clearly identify which group or service is providing the information. For example, flyers must have a headline that says "Coastal Academy Fieldtrip", "Parent's Night Out", etc. Flyers for non-Coastal events must be clearly identified as non-sponsored events.
3. To conserve paper, double side flyers, if necessary.
4. Only one flyer per event will be allowed.
5. Flyers to be copied and placed in mailboxes must be turned in to the Coastal Office by 9:45 a.m.
6. Flyers that need only to be placed in mailboxes (copies have already been made) must be turned in to the Coastal Office by 10:00 a.m.
7. Copies of flyers for non-Coastal events will not be made on the Coastal copier, nor will individuals be reimbursed for the cost of those flyers. These flyers will not be placed in the mailboxes nor mailed to our recordkeeping families but with approval may be placed on the tables near the mailboxes.
8. The Board reserves the right to limit the number of flyers that may be placed in the mailboxes on any given Academy Day.
9. The Coastal Academy secretary must place all items in the mailboxes.

## 8.3 GRADUATION

In June, Coastal holds its annual Graduation. We graduate our Kindergarten, eighth and twelfth grade classes. A reception is held following the ceremony. This is a great time to invite family and friends to share in the excitement of home schooling.

## 8.4 MAILING POLICY

1. Only items directly pertaining to Coastal Academy and Coastal sponsored events are mailed out to record keeping members.
2. Items placed in the Coastal mailboxes are sent out only on the first Friday of the month.
3. Items placed in the mailboxes on the third Friday are sent out two or three weeks later on the first Friday of the following month, if the event or activity has not yet taken place.
4. Do not place books, boxes, etc. in the Coastal mailboxes for record keeping families. They will not be mailed and may be placed in the lost and found.

## 8.5 E-MAIL MESSAGE CHAIN

To keep Coastal families advised of record due dates, upcoming events, legislative concerns or prayer needs that arise between Academy Days, a Coastal Email Message Chain has been developed to enable the Coastal community to keep in touch. Please be sure to give us a current email address and update us if your email address changes so you will receive this important information.

## 8.6 NEWSLETTER

The Coastal Academy newsletter will be distributed on the first Academy Day of each month, to provide timely information on Academy Day events, special park days, field trip information, parent meetings, training opportunities, due dates of all records and much more. Academy members (parent or child) are invited to submit articles, prose, poetry, book reviews or essays for the newsletter.

## 8.7 MOM'S NIGHT OUT

Moms get together for fellowship, fun and learning activities in various homes and other locations to be announced in the newsletter.

## 8.8 SCHOOL PICTURES

Near the beginning of each school year, Coastal Academy offers school pictures for enrolled families. Individual and class pictures are available at reasonable rates. Teacher and student identification cards are also available.

## 8.9 MEMBERSHIP DIRECTORY

At the beginning of the school year a phone directory is published listing all the members, their phone numbers, addresses, email addresses and names and ages of their children. This information is confidential and is for members only. Information may not be shared with anyone outside of Coastal Academy without the permission of the person or persons involved. No member may use our directory to solicit business or for fundraising or political purposes. Email addresses may not be added to group email messages without the express permission of the individual.

## 8.10 COASTAL WEBSITE

The Coastal Academy website is a members-only site that has the school calendar, forms, pictures, class descriptions, and information for our members. Elementary and high school records can be downloaded from the website.

## 8.11 SPECIAL EVENTS

Coastal sponsors special evening events that are open to all members. The Coastal Showcase, an art fair/science fair/talent show/cake decorating contest, the High School Spring Banquet and Annual Curriculum Review are some of the special activities held each year.

# **9. TRAINING**

Parents involved in home schooling need to be both good parents and teachers. For that reason, Coastal Academy offers and participates in excellent training opportunities, which equip parent-teachers to be more effective in the task God has called them.

## 9.1 PARENT-TEACHER TRAINING

To ensure adequate levels of competence to fulfill the responsibility of home schooling, a minimum of six hours of training per school year are required for each parent-teacher with students enrolled at Coastal Academy. Comparable training may be considered by the Record Keeper as fulfilling applicable requirements upon review of the notes taken during these training courses. Within the first three years of enrollment, a minimum of 18 hours of Parent-Teacher Training must be taken in the three areas covered by the core curriculum listed below.

The core curriculum training hours should be distributed as follows:

Core Curriculum:

- Six hours in the Parenting Emphasis
- Four hours in the Child Development Emphasis

- Eight hours in the Teaching Emphasis

After completion of the core curriculum, parent-teachers may choose their six hours annual mandatory training from the elective courses offered each semester. A Parent-Teacher Training form documenting six hours of training must be filled out and turned in at the end of each school year.

## 9.2 LOCAL SEMINARS

In addition to the training offered on Academy Days, Coastal Academy strongly encourages participation in home schooling seminars and workshops held throughout the greater Los Angeles area. The most notable is the CHEA (Christian Home Educator's Association) Convention, a statewide annual conference featuring a host of speakers on a wealth of topics of interest to home schooling families. The conference also provides a massive exhibit of resources and ideas for your home school. This is a home schooler's paradise not to be missed. Other local conferences and speakers may be offered independently and in cooperation with other home schooling groups in the South Bay area. Consult the newsletter for more information as the year progresses. Attending these conferences may count towards your Parent-Training requirement.

## **10. ACCEPTANCE STANDARDS**

Coastal Academy is a membership organization, therefore, Coastal has set forth acceptance and dismissal standards for legal purposes.

### 10.1 ACCEPTANCE STANDARDS

- Must show an ability to teach and accept teaching responsibility.
- Must have a good understanding of what home schooling requires and can articulate their goals and purposes.
- Must have begun to plan for home schooling process.
- Husband and wife in agreement on home schooling their family.
- Is in regular attendance with a local Christian church as verified by the Pastor's letter.
- Is in agreement with Coastal Academy Statement of Faith.
- Demonstrates a basic cohesiveness and functionality of family structure.
- Is in agreement with philosophy and procedures of Coastal Academy.
- Has a willingness to help if involved in Academy Day.
- Application forms completed and approved. (See 11.2)
- Interview completed.
- Accepted and approved by the Coastal Academy Board of Directors.

### 10.2 DISMISSAL STANDARDS

Grounds for Dismissal are:

- Unwillingness or inability to teach or abdicates teaching responsibility.
- Incomplete and/or late academic records over six weeks past due.
- Refusing to submit to Leadership of Coastal Academy.
- Failing to submit to written or verbal policies, as set by the Coastal Academy Board of Directors.
- Violating Coastal Academy Handbook policies.
- Purposefully causing dissension or disunity among Coastal Academy members either through gossip, slander, libel or any other form of subterfuge.
- Failing to go through proper channels with complaints, ideas, suggestions or events.
- Failing to go through proper channels to carry out Coastal Academy procedures.
- Not obtaining permission for changes, events or communications that would affect Coastal Academy.

- Violating the privacy or confidentiality of Coastal Academy members. All file boxes, school records, mail, financial information, directory information and email addresses are considered personal and private.
- Believing or teaching contrary to our educational philosophy or Statement of Faith.
- Duplicity, subterfuge, or deliberate falsification of forms during the admission process, academic recording or during the time of enrollment at Coastal Academy.
- Failing to adhere to discipline policy.
- Dealing with others in an uncooperative manner.
- Lacking regular attendance in a local Christian church.
- Departure from Acceptance Standards.
- Neglecting teaching responsibilities or duties.

### 10.3 DISMISSAL PROCEDURE

- Documented verbal warning from the Director and a Coastal Academy Board Member, or from two Coastal Academy Board Members. A written summary of verbal warning shall be signed by all parties and placed in the family file.
- Written warning from the Director and Coastal Academy Board of Directors.
- Appeal and review process by Coastal Academy Board with the purpose of restoration of family.
- Written Dismissal letter.

### 10.4 MEMBERSHIP AGREEMENT

Coastal Academy is a Christian Independent Study Program, which provides support to Christian home schooling families.

Educational Philosophy:

1. Parents Responsibilities: We believe God in His Word has given us the responsibility and authority to educate our children in a godly manner. (Colossians 3:17, Deuteronomy 6:6-8, 11:18-21, Proverbs 22:6, Psalms 1:1-2, Colossians 2:8, and Luke 6:40)
2. Children's maturity and learning readiness: We recognize children mature at different rates and should be taught according to their maturity level and learning readiness. However, we believe God holds us responsible to educate our children in an orderly and systematic fashion. (Deuteronomy 6:6-8)
3. God centered: We refute humanistic thought and actively teach God as the Creator of the Universe and adherence to godly morals and principles of life.

In order to maintain the integrity of Coastal Academy these basic guidelines for membership in Coastal Academy have been established.

1. Agree with Coastal Academy's Statement of Faith.
2. Regular attendance with a local Christian church.
3. Agree to represent Coastal Academy only as stated in its scope and purpose, that of being a Christian Independent Study Program and a Christian home school support group.
4. Agree to adhere to the policies of Coastal Academy as outlined in the Handbook, and Standing Rules, Code of Conduct and Discipline Policy.
5. All activities, projects, literature or programs sponsored by Coastal Academy and advertised through the newsletter are to be consistent with the scope and purpose of Coastal Academy & pre-approved by the Board of Directors.
6. Each individual member solely determines the degree of participation in activities available through and for members of Coastal Academy.
7. Agree to meet financial obligations and record keeping responsibilities in a timely manner, as outlined in the Coastal Academy Handbook.

## **11. ENROLLMENT PROCEDURES AND FORMS**

### 11.1 ENTRANCE INTERVIEW

Parents of students enrolling in Coastal Academy for the first time must schedule an appointment for an interview with the Academy Director. All required forms should be submitted at this time. The Director will also be available during the year for any questions or counseling needs you might have as you conduct your home school.

### 11.2 APPLICATION AND ENROLLMENT FORMS

To enroll in Coastal Academy, the following forms must be submitted in order to complete the enrollment process. The Statement of Faith and Educational Philosophy form the common ground upon which all parents in Coastal Academy approach their commitment to Jesus Christ and to the education of their children.

Admission Application: To be filled out completely by families enrolling for the first time.

Membership Agreement: Each family is asked to sign the Membership Agreement at the beginning of each school year, as expressed in this Handbook.

Code of Conduct: Each family is asked to sign the Code of Conduct as expressed in this Handbook.

Discipline Policy: Each family is asked to sign the Coastal policy of discipline as expressed in this handbook.

Educational Philosophy: Each family must sign one.

Liability Release: Each family must sign one.

Statement of Faith: Each family must sign one.

Church Verification Letter: Coastal Academy requires each of its enrolled families to be regularly involved in the ministry of a local church. This form letter from your pastor verifies such involvement.

Background Check: Each adult joining Coastal Academy whether for recordkeeping or the Academy Day program must fill out and sign this form.

Home School Legal Defense Association (HSLDA) Application Form: Each family enrolled in Coastal Academy must be covered by the legal insurance provided by HSLDA. Proof of current enrollment with HSLDA must be provided yearly.

Medical Release: One for each child must be on file.

Birth Certificate: A Xerox copy for each student must be on file.

Health Examination Form: This State-required form documents the fact that your new student has had a health examination before entry into the first grade. This form, which includes an immunization record, must be filled out for children who turn six years old on or before December 2<sup>nd</sup>, of the current year of enrollment.

Immunization Record: As a private school, Coastal Academy is required by the State of California to keep a separate record of student immunization beyond the one required on the State Examination Form. This form includes a waiver for those who for religious or personal reasons wish to exempt themselves from immunizations or immunization reporting.

TB test: Must be on file for each parent involved in the Academy Day program.

1<sup>st</sup>-8<sup>th</sup> Grade Course of Study: Your intended Course of Study for the year will demonstrate that you have given serious thought to planning your child's education for the coming year. Your plan should take into consideration the subject areas listed in the Educational Philosophy statement above. The information on this form should include the names and publishers of all textbooks, all other curriculum to be used, grade level of each curriculum used in each subject, and a general description of topics to be covered in each subject. The Record Keeper will review your course of study and may make suggestions for revision before approval.

9<sup>th</sup>-12<sup>th</sup> Grade Course Description/Grading Standard: On this form you will list what is being studied and textbooks or other educational materials being used. Each course subject requires a separate form.

6<sup>th</sup>-12<sup>th</sup> Grade Student Code of Conduct: While parents are responsible for teaching their children to follow the Coastal Code of Conduct, we feel that students in 6<sup>th</sup>-12<sup>th</sup> grade should accept responsibility for their own actions. They must sign the Student Code of Conduct to acknowledge that their willingness to abide by our rules.

Educational Background of Teacher: Each family must fill one out.

IEP Information Form: It is the parents' responsibility to inform Coastal Academy if any of their children are working at two or more years below their grade level in any subject. Parents not meeting their child's special needs could be charged with educational neglect.

Authorization for Transfer of School Records: As a private school, Coastal Academy holds the cumulative file containing the academic records of each enrolled student. This form, submitted by Coastal Academy for new students previously enrolled in another school, authorizes the transfer of academic records from the previous school. It must be signed by both parents and returned to the Academy Director.

Reporting Commitment: Using this form, families commit themselves to submit the reports required for the upkeep of their child's cumulative academic file. Failure to do so is grounds for dismissal. This form is must be signed and submitted on Back to School night.

### 11.3 MEGAN'S LAW POLICY

Coastal Academy does not include registered sex offenders in our program. This policy is necessary because the nature of our program requires parents of enrolled students to have regular contact with children and we do not have the staff to allow us to be present during every contact. Also, the family-centered nature of our program means that activities may take place in the homes of our members and that close relationships develop outside of our program. Therefore, all members and applicants are checked through the Megan's Law website. Any person listed on that website will not be permitted to be a part of our group.

## **12. FEES**

### 12.1 PAYMENT INFORMATION

Registration for Coastal Academy takes place at Back to School Night, held in September. All enrollment forms are due on or before that time, along with any monthly or annual fees.

Monthly payments are due on the first Friday of each month, during the nine months from October through June. All fees are payable while enrollment continues, regardless of student participation.

Tuition is only accepted in the form of cash, checks, credit cards or money orders made payable to Coastal Academy.

A service charge in the amount of \$20.00, per check, will be charged for any returned items. After two returned checks in any six-month period, tuition may only be paid in the form of a money order.

Fees are subject to change without notice.

Membership in HSLDA is required for enrollment in Coastal Academy.

Families who enroll after the school year has begun must pay enrollment fees, HSLDA fee (if not currently a member), and first month's tuition at the entrance interview.

## 12.2 FEE SCHEDULE FOR 2015-2016

New enrollment	First child	\$50.00	Due in advance
	Each additional child	\$30.00	Due in advance
Re-enrollment	First child	\$30.00	Due in advance
	Each additional child	\$20.00	Due in advance

Academy Day Classes K-12 <sup>th</sup>	Includes record keeping Child must be 5 years old by Dec. 2nd	Each child	\$30.00 a month	\$300.00 a year
Academic Services *1 <sup>st</sup> -12 <sup>th</sup>	Record keeping only	Per family	\$30.00 a month	\$300.00 a year
Preschool class	Child must be 3 years old by Dec. 2nd	Each child	\$10.00 a month	\$100.00 a year
Nursery		Each child	\$7.00 a month	\$70.00 a year

\* California Compulsory Education Code 48200 does not require children to be enrolled in school until age six. Therefore, Coastal Academy does not request records or charge enrollment fees for 5-year-old children in our record keeping only program. They are not considered "enrolled", and are therefore considered "New Enrollments" when they enter our elementary program.

## 12.3 OVERDUE TUITION

All overdue tuition must be paid by July 15<sup>th</sup>, before a student will be allowed to enroll for the next school year. Registration packets will not be released until all fees are paid from the previous year.

Tuition payments are due the first Friday of the month. If it is not received within 15 days, an automatic late fee will be charged (waived only by written request and Board approval). During the school year, tuition must not be more than 45 days overdue at one time. If you have a hardship case or unusual circumstances exist at the time, please submit it in writing to the Director or Treasurer. The Board will review hardship cases on an individual basis.

**Overdue notices will be sent as scheduled:**

15 days overdue: 1st notice. Late fees will begin being assessed at \$10.00 per month if not paid by the second Academy Day of the Month.

30 days overdue: Final notice. Not eligible for Academy Day classes, but may continue Record Keeping

45 days overdue: Dismissal. If no attempt is made to resolve the overdue tuition, then the family will be released from the Academy, even from Record Keeping.

## 12.4 OVERDUE RECORDS

Academic records not received by the due date are considered overdue and will be assessed a \$5.00 per document late fee. Academic records include 1<sup>st</sup>-8<sup>th</sup> grade report card, 1<sup>st</sup>-8<sup>th</sup> grade progress report, 1<sup>st</sup>-8<sup>th</sup> grade course of study, high school transcript, high school attendance, and high school course description/grading standard forms. Other school paper work must be turned in on required due dates but will not be subject to late fees.

15 days overdue: 1<sup>st</sup> notice.

30 days overdue: Final Notice.

45 days overdue: Dismissal.