

Coastal Academy Handbook



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1. STANDARDS OF PURPOSE AND BELIEF

1.1 PURPOSE

Coastal Academy 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, Coastal Academy's desire is to glorify God as it encourages His people.

1.2 OVERSIGHT

The Board of Directors of Coastal Academy shall consist of nine members and will be appointed by the Officers of Coastal Academy, Inc. The Board of Directors shall appoint its members and include five staff positions: Director/Principal, Treasurer, Secretary, Record Keeper, and Vice Principal/High School Advisor which will serve in their respective positions under the employ of the Officers of Coastal Academy, Inc. . . The remaining members will be appointed to four specific Board positions as follows: Academy Day Class Coordinator, Teacher's Aide Coordinator, Parent Liaison, and Services Coordinator. 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.

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 rests 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 context 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 clearly understand 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 or she might be forgiven, restored to a right relationship with God, renewed in his or her relationship with others, and awakened in his or her 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 a combination of both. A properly balanced curriculum should include the following subject areas: Bible, Language Arts, Mathematics, Science, Social Studies, Physical Education, Health, Foreign Language, and Fine Arts and comply with California Department of Education Codes 51210 (K-6th) and 51220 (7th – 12th.) See <https://www.cde.ca.gov/sp/ps/psaffedcode.asp>.

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.

4. CODE OF CONDUCT

Coastal Academy expects its parents and 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 in addition to abiding by them themselves.

1. Have respect for authority figures at all Coastal Academy functions, whether that is the person in charge of a field trip, 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, racial slurs, 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 clothing that contains inappropriate language or images. (I Thessalonians 2:12; Ephesians 4:1; 5:4)
4. Even though a family may not have a problem with certain behaviors or actions within their own family, if something may be offensive to someone else, they should refrain from doing it. Respect the property and landscape of the host church and those places the school may be visiting. (Parents, teach children about refraining from some things in a group setting that may be allowed at home. This category includes 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; Philipians 2:3-4; Romans 12:17b)
5. Come to school functions prepared to listen attentively with an attitude of learning. Use of headphones, ear buds, cell phones, or other distracting articles or behavior should be avoided.
6. Cellphone use on campus or at school functions meant to intimidate or offend other students (by way of text, for example) or to expose others to profane wording or images will not be tolerated. (James 3:13)
7. The use of alcoholic beverages or tobacco products (including e-cigarettes, vape pens, or any simulated smoking product whether using a nicotine laced product or not), or the possession or use of weapons or illegal drugs are not permitted on campus or during any Coastal Academy functions or field trips. Noncompliance with this item will result in immediate expulsion. (Matthew 5:16; Galatians 5:19-21)
8. Wholesome friendships are encouraged between boys and girls. Students should look upon one another as brothers and sisters in Christ and refrain from demonstrating personal affection.
9. 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 the homeschooling 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 participating family is asked to fulfill a specific Academy Day task each semester.

Academy Day is held at Baycities Church Lomita in Lomita, CA, typically on the first and third Friday of each month, from September through June. Two semesters consisting of eight Academy Days each (or nine depending on holiday dates) are held during the school year.

A variety of elective classes are offered each semester, which gives students choices in their Academy Day participation. Nursery services and pre-school activities are provided during all class hours. Training and other activities for parent-teachers are offered simultaneously with children's activities. Coastal Academy welcomes creative suggestions from its parent-teachers for future electives and training topics.

5.2 ACADEMY DAY GUIDELINES

1. Children or parents with infectious diseases such as cold or flu, or who show symptoms such as coughing, colored runny nose, or fever should not attend 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. **A completed Parental Absence Form and Background Check must be submitted in this case if one is not currently on file for the year.**
3. Each family enrolled in the Academy Day program is required to donate one hour of their time during each Academy Day. If parents are unable to consistently provide their one hour of service, they will be asked to switch to Record Keeping status.
4. Children not in class must be under the immediate supervision and responsibility of a parent or guardian at all times.
5. Children's behavior must conform at all times to the Code of Conduct contained in the Coastal Academy Discipline Policy.
6. **Parents are not permitted to go off campus or to sit in their cars, at any time, while their child(ren) are on campus. Parents must be visible and accessible in the event of an emergency.**

5.3 FINGERPRINTING

To comply with California Department of Education requirements, each adult who regularly attends Academy Day needs to submit a set of fingerprints to the Department of Justice when they begin participation in the Academy Day program. This is to protect the security of our students. Parents should obtain the proper form from the school and complete their Live Scan no later than one month after enrollment. This only needs to be completed one time regardless of how long the family is enrolled with Coastal Academy.

5.4 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 (as described in Section 4 above) shall be grounds for disciplinary action.

5.4.1 STANDARDS OF CONDUCT

As teachers and students of Coastal Academy, enrolled members represent the school, the home educating community, and, most importantly, the Lord Jesus Christ to those around. In

recognition of that, all members 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, the following guidelines are presented. Parents are to teach their 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 themselves) to speak to them about inappropriate behavior.

5.4.2 PROCEDURES FOR DISCIPLINE

1. Serious violations of the Codes of Conduct (both the Parent's Code of Conduct and the Student's 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 (Matthew 18:15-17).
2. Anyone 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 all those involved - 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 (or family) may be subject to dismissal from the Academy Day program.

5.5 CHILDCARE

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 for nursery and pre-school aged children. Each parent not involved as a teacher is asked to provide periodic childcare as scheduled.

The following guidelines will apply to childcare:

1. Plan to arrive at the child's classroom space a few minutes early.
2. Children with infectious diseases such as cold or flu, or who show symptoms such as coughing, colored runny nose or fever, should not be placed in the classroom space or exposed to other children.
3. Upon arrival, 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 classroom space for any reason. Children's activity should be closely monitored at all times. Nursery doors and pre-school gates should be kept secured.
5. In case of injury, a first aid kit is located in the school office. All injuries should be promptly reported to a child's parent.
6. For suggested activities to use with toddlers consult with our Academy Day Class Coordinator.

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 that 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 property to avoid ants and other pests.
9. The diaper area should be kept clean and fresh. Soiled diapers should be placed in a plastic bag before throwing them away.
10. Cleaning up is the responsibility of the parent as well as any nursery attendant on duty. At the close of the session, parents should assist children in putting toys away in their proper place. The counter tops should be kept clean and free of debris at all times. Coastal Academy toys and materials are to be returned to the office at the end of the session and not left in the classroom space.

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 for each enrolled student. The file includes the student's health and immunization forms, attendance records, annual course of study, Semester Progress Reports, Quarterly Report Cards, ISEP/IEP forms and documents, Student Code of Conduct, High School Semester Transcripts, High School Planning Worksheet, High School Course Descriptions & Grading Standards, Community Service Hours, and academic test scores. Each family also has a family file that holds signed forms such as the Statement of Faith, Discipline Policy, IEP Policy Form, Educational Background of Teachers, Verification Of Church Attendance, HSLDA membership, Yearly Membership Agreement and Reporting Commitments. To keep the student's academic file up-to-date, each family is asked to sign a commitment to submit academic records in a timely manner as specified in this handbook.

6.2 RECORDS AND RETENTION POLICY

Coastal Academy maintains all records that parents submit in respective student and family digital files. Upon 8th-grade graduation (or transfer), Coastal Academy will retain 4th-quarter report cards, immunization records, birth certificates, standardized test scores, and copies of diplomas. All other documents will be returned to the parents. Once a student withdraws or graduates from Coastal Academy, family and student records are placed into school archives. Every ten years, all records in archived student files will be purged, with the exception of the following permanently retained documents: official high school transcripts, copies of diplomas/certificates of completion, standardized test scores, immunization records, ISEP/IEP documents, and birth certificates.

1. Family Recommendations

California is a low-regulation state and does not mandate what records should be kept for elementary and middle school students. There are, however, different guidelines for high school students. Additionally, keeping at least some records, like those itemized below, is essential if families ever need to provide documentation to a government agency.

2. 1st-8th Grade

Records: It is recommended that families keep the following records: report cards including attendance, progress reports, courses of study, work samples (workbooks, notebooks, reports, projects, etc.), standardized test scores, birth certificates, immunization records, IEPs/IEPs, official school correspondence, and parent-teacher training records. Other items can be kept in addition to these documents. See article on HSLDA's website: <https://hsllda.org/post/types-of-homeschool-record>.

Retention: Records should be retained on a 3-year cycle that includes the current year plus 2 years prior, i.e. records for a 5th-grade student should include documents from 3rd grade onward. HSLDA recommends keeping standardized test scores and official school correspondence permanently.

3. High School

Records: Since documentation is vital to college acceptance, scholarship awards, and sports qualifications, it is highly recommended that families keep the following records: attendance records, semester and official transcripts, course descriptions and grading standards, report cards and syllabuses from online or outside classes, work samples (workbooks, notebooks, reports, projects, etc.), standardized test scores, immunization records, IEPs/IEPs, official school correspondence, and parent-teacher training records. For more details see article on HSLDA's website:

<https://hsllda.org/post/the-essentials-of-high-school-recordkeeping>.

Retention: Records should be retained until after your student graduates (or enters college). HSLDA recommends keeping semester transcripts, official transcripts, standardized test scores, diplomas, college entrance test scores, birth certificates, and immunization records permanently.

6.3 CURRICULUM ASSISTANCE

The Record Keeper and High School Advisor will be available to provide guidance for any families needing assistance in the development of their educational curriculum. Coastal also offers a small collection of helpful donated resources to assist in making curriculum choices. 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 curriculum decisions:

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 the curriculum. God promises to grant wisdom if we ask in faith. (James 1:5)

6.4 EXTENSION CLASS PROGRAM

Coastal Academy will offer academic group tutoring opportunities as requested and resources permit, typically for 3rd grade students and older.

- Purpose Statement - to provide intensive academic group tutoring opportunities in various subjects to assist Christian homeschool parents in their task of educating their children. All of the classes will be taught by Christians from a Biblical worldview.

- Program Description - Courses will be held one day/week (Tuesday mornings) and will require outside coursework and parental involvement at home. Attendance at the one tutoring session per week does not constitute a complete course. The Extension Class Program is a drop-off tutoring program and is open to any family pursuing Christian homeschooling who either files their own PSA or is enrolled in a Christian PSP. There will be 30 class sessions for the year.
- Parental Involvement - Parents are expected to deliver their children on-time for class with minimal absences. There will be a minimal Parent Helper requirement per class (approx. 3 times per year, depending on enrollment). Parents need to closely monitor assignments to be completed during the week and maintain communication with the tutor to ensure clarity of material being taught. These expectations are to assist the child in having the most successful experience possible and to not fall behind in their work.

6.5 SPECIAL NEEDS ASSISTANCE

The Education Specialist will be available to provide assistance to families whose students have an official special needs diagnosis, are performing two or more years behind in any academic area, or require additional assistance in academic, developmental, and/or behavioral areas. The following services are offered:

- Observation of students on campus and in classroom settings
- Suggesting accommodations for teachers and aides to implement in class as well as for families to try at home
- Providing community resources to assist families and students
- Assisting with the preparation of Individualized Student Education Plans
- Quarterly progress review

7. ACADEMIC REPORTING

To help gauge the progress in fulfilling each family's educational goals, the following reports must be submitted to the Record Keeper or High School Advisor on the appropriate due date (check school calendar). Families schooling during the summer should also submit summer reports. Forms are to be submitted via one of the digital methods provided and described in the monthly newsletters.

7.1 ELEMENTARY AND MIDDLE SCHOOL RECORDS

1. **COURSE OF STUDY:** The intended Course of Study for the year will demonstrate that the family has given serious thought to planning their student's education for the coming year. The 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 the 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 but should not just be a reprint of a Table of Contents. It is submitted with the second & fourth quarter report cards. (check school calendar for appropriate dates).

3. REPORT CARD: 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 is also recorded on this form.
4. ISEP & ISEP SUMMARY: Families of students with special needs or who are academically two or more years behind grade level are required to submit an Individualized Student Education Plan (ISEP) and an ISEP Summary at the beginning of each school year. These documents identify present skill levels and annual goals and sub-goals, planned methods used to help the student achieve those goals/sub-goals, areas of concern and special services received (speech therapy, etc.). The Education Specialist is available to assist in preparation of these documents and will help track student progress.
5. ISEP REPORT CARD: This form tracks a student's progress in the areas/goals identified in the ISEP using specific evaluation codes and is due each quarter.

Note: 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 45 days 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 and are intended to assist families in meeting school and state graduation requirements. The following documents must be submitted to the High School Advisor on the appropriate due dates (check school calendar):

1. HIGH SCHOOL PLANNING WORKSHEET – This worksheet must be completed at the beginning of a student's enrollment with Coastal Academy or when a student enters ninth grade. On this form, the parent will list the intended courses that a student will take during his/her entire four years of high school (or his/her remaining years). Unless major changes are made to the student's course of study, this form is only submitted one time. This form is used to plan out the courses for each school year and helps to ensure that all required courses are taken and all credit requirements are met. The High School Advisor will assist parents with creation of a student's plan and will track each student's progress.
2. COURSE DESCRIPTION/GRADING STANDARD FORM – This is a record of the content and materials that will be used in each specific course the student takes and the grading system that will be implemented. Forms for year-long courses must be turned in at the beginning of each school year. Forms for courses lasting only one semester must be turned in prior to the course start date (including summer semester courses)
3. SEMESTER TRANSCRIPT – This is the student's report card and is due at the end of each semester in February and June. If summer courses are taken, parents must submit a summer transcript at the beginning of the school year.
4. ATTENDANCE RECORD – 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.
5. ISEP & ISEP SUMMARY: Families of students with special needs or who are academically two or more years behind grade level are required to submit an Individualized Student Education Plan (ISEP) and an ISEP Summary at the beginning of each school year. These documents identify present skill levels and annual goals and sub-goals, planned methods used to help the student achieve those goals/sub-goals, areas of concern and special services received (speech therapy, etc.). The Education Specialist is available to assist in preparation of these documents and will help track student progress.
6. ISEP REPORT CARD: This form tracks a student's progress in the areas/goals identified in the ISEP using specific evaluation codes and is due each quarter.

These forms and information on how to fill them out are available in the *Coastal Academy High School Manual*. In addition, Coastal Academy recommends that families with high school students purchase a resource guide such as Mary Schofield's *The High School Handbook* or Carrie De Francisco's *Homeschool High School: A Handbook for Christian Education*. These are invaluable resources; and with the *Coastal Academy High School Manual* will answer most questions about homeschooling high school students.

The High School Advisor is available to help parents prepare these documents and will review the forms and may make suggestions for revision before approval. All incoming high school families must participate in a high school orientation meeting.

If enrolling a student prior to the beginning of the new school year:

The High School Planning Worksheet and Course Description/ Grading Standards forms are due at Back to School Night. The Semester Transcript and Attendance Record are due at the end of each semester.

If enrolling a student in Coastal Academy during the school year:

A copy of the student's current high school transcript should be brought to the interview. This can be a copy of report cards or a list of courses taken, grades, and credits earned. Coastal Academy will request an official transcript from the school the student is currently enrolled in. The High School Planning Worksheet and all Course Description/ Grading Standards forms are due no later than two weeks after enrollment begins. The Semester Transcript and Attendance Record 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 HiSet (High School Equivalency Test) or receive a 10.0 or better score on the IOWA Assessments Test. Any questions about the forms or general questions about high school that are not answered in this handbook or in the *Coastal High School Manual*, should be directed to the High School Advisor.

7.3 IEP/ISEP SPECIAL NEEDS POLICY

Following the IDEA Act of 1997, 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 or have an appropriate diagnosis and to prepare an Individualized Education Plan (IEP). Parents not meeting their child's special needs could be charged with educational neglect.

Copies of any test results that parents get from outside sources regarding diagnoses are required to be included in the student's cumulative file.

If an IEP is determined to be appropriate for a particular student, Coastal Academy uses an ISEP form to document their present level of performance and annual goals. A parent is responsible for providing annual information to complete this document, including specific and measurable goals in areas of deficit and quarterly progress status on those goals. Parents should adjust goals if needed throughout the year.

7.4 STANDARDIZED TESTING

While no means of measuring educational achievement is perfect, standardized testing is one objective means of gauging a student's progress in learning. Both the Stanford Achievement Test and the IOWA Assessments Test can be ordered through BJU Press and administered at any age. It is the parent's responsibility to find a qualified test administrator. Coastal Academy does provide a testing opportunity with an approved testing administrator for the IOWA Assessments Test for 6th-12th grade students each fall and spring. Standardized testing is not a requirement for enrollment at Coastal Academy, but it is highly recommended that families with students in the fourth grade or above to test at least every third year.

7.4.1 MIDDLE SCHOOL TESTING

Coastal Academy provides an opportunity for 6th-8th grade students to take the IOWA Assessments Test each fall and spring with a qualified test administrator. In an effort to assist parents in preparing its students for appropriate high school level work when they enter 9th grade, it is required that all 7th and 8th grade students take the IOWA Assessments Test either in the fall or spring of their 7th grade year or fall of their 8th grade year (with the exception of certain ISEP students). For any student who receives a composite score indicating that they are performing 2 or more years behind their grade level, the parents are required to meet with Coastal Academy's staff to discuss intervention strategies and develop an ISEP (Individualized Student Education Plan) with appropriate goals working towards academic success. Repeated testing is encouraged until the student can indicate they are performing no more than one year behind grade level.

7.4.2 HIGH SCHOOL TESTING

Coastal Academy offers IOWA Assessments Testing for 9th-12th grade students each fall and spring with a qualified test administrator. As part of the graduation requirements, students must demonstrate proficiency through testing during their 11th or 12th grade school year. Please reference the Coastal Academy High School Manual for a detailed explanation of the acceptable options for satisfying our proficiency requirement (including a discussion of appropriate standardized testing) to be eligible to receive a Coastal Academy High School diploma.

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 school newsletter and on the school website. 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 their family lives before the watching world, they represent not only Coastal Academy but also the entire homeschooling movement. Most importantly, they represent our Lord Jesus Christ.

1. Only Coastal Academy families are allowed on Coastal field trips. Parents must accompany their children on field trips. In the event of an emergency, a student may attend a field trip with another Coastal Academy family if they have completed the "Parental Absence Form." Any student who is not accompanied by their parent will not be covered by the Coastal Academy insurance policy.
2. Payment for field trips is required prior to the trip. Refunds will only be issued if cancellations are made prior to the appropriate deadline.
3. 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.
4. Signing up for a field trip is on a first come, first served basis. If the field trip is full, a family may place their name on a waiting list in the event that a space becomes available.
5. After the sign up deadline, the field trip will be closed for signups. If payment is not in by the deadline, the family's name will be removed under assumption that they will not be attending.
6. Record Keeping families are welcome to attend field trips and will need to sign-up and make payments in coordination with the field trip coordinator by the field trip deadline.

8.2 PROMOTION OF EVENTS

Coastal Academy's channels of communication (ie.: emails, texts, social media, distribution of flyers) are to be reserved for official Coastal business.

Occasionally, outside activities may be promoted if they support the charter of providing home-based Christian academic programming (ie. Christian tutoring services, extra curricular activities that are focused on Christian youth, and church based activities.)

Coastal's channels of communication should not be used for the promotion of personal business endeavors or secular activities.

8.3 GRADUATION

In June, Coastal Academy holds its annual Graduation ceremonies. Kindergarten, fifth, eighth, and twelfth grade students are eligible to participate. A reception is held following the ceremonies. This is a special time to invite family and friends to share in the excitement of homeschooling.

8.4 ELECTRONIC COMMUNICATION/MEDIA POLICY

To keep Coastal Academy families advised of record due dates, upcoming events, legislative concerns, or prayer needs that arise between Academy Days, various methods of electronic communication (email, texting, social media) will be used to enable the Coastal community to keep in touch. It is each family's responsibility to give the secretary a current email address and phone number and inform the school of any updates so that they may receive all important information. Parents are responsible for any information sent to them via email. A voluntary group texting service is available to help families receive timely information regarding school activities.

8.5 NEWSLETTER

The main Coastal Academy newsletter will be sent out via email close to the beginning of each month to provide timely information regarding Academy Day events, special park days, field trip information, parent meetings, training opportunities, due dates of all records and much more. Parents are responsible for any information sent to them in the newsletter.

An additional newsletter may be distributed mid-month featuring special interest articles. Academy members (parent or child) are invited to submit articles, prose, poetry, book reviews, or essays for this newsletter.

8.6 PARENT'S NIGHTS OUT

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

8.7 SCHOOL YEARBOOK AND SCHOOL PICTURES

Coastal Academy provides an annual yearbook which includes documentation of all school sponsored activities, including an emphasis on Academy Day Class activities. Every effort is made to include representation for students who are enrolled as Record Keeping Only students. Seniors are provided a page in the yearbook to record their individual memories.

In the fall of each school year, Coastal Academy offers school pictures for enrolled families. These pictures are used in the student's academic cumulative files in addition to the yearbook. Individual and family pictures are available at reasonable rates. Teacher and student identification cards are also available. A spring picture day will be arranged for families who are new to Coastal and enrolled after this

date. For graduating seniors, a separate photo shoot will be scheduled that will include individual cap and gown and class/group shots.

8.8 MEMBERSHIP DIRECTORY

At the beginning of each semester, a phone directory is published listing all the members, their phone numbers, email addresses and names and grades 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 the 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.

8.9 COASTAL WEBSITE

The Coastal Academy website features a portion for prospective families describing its program and providing enrollment procedure information in addition to a members-only portion of the site that has the school calendar, forms, class descriptions, and information for enrolled members. Elementary and high school forms can be downloaded from the website.

8.10 SPECIAL EVENTS

Coastal Academy sponsors special events that are open to members that include but are not limited to: a Back to School Festival, the Coastal Showcase (an art fair/science fair/talent show/cake decorating contest/silent auction), teen social events, prom or high school grad night, Christmas Craft Faire, and a Curriculum Review/Sale.

8.11 ATHLETICS TEAMS

Coastal Academy provides opportunities for middle and high school students to play CIF sports through partnership with Pacific Lutheran Junior/Senior High School. Pacific Lutheran's Christ-centered athletics program allows students of varying skill levels to participate on teams in activities, such as volleyball, basketball, and soccer.

9. TRAINING

Parents involved in homeschooling 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 homeschooling, 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 or from outside sources. A Parent-Teacher Training form documenting six hours of training must be filled out and turned in by 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 homeschooling seminars and workshops held throughout the greater Los Angeles area. The most notable is the CHEA (Christian Home Educators Association) Convention, a statewide annual conference featuring a host of speakers on a wealth of topics of interest to homeschooling families. The conference also provides a massive exhibit of resources, curriculum and ideas for a Christian homeschool. This is a homeschooler's paradise and not to be missed. Other local conferences and speakers may be offered independently and in cooperation with other homeschooling 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 AND DISMISSAL 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 homeschooling requires and can articulate their goals and purposes.
- Must have begun to plan for the homeschooling process.
- Husband and wife in agreement on homeschooling their family.
- Is in regular attendance with a local Christian church as verified by the Pastor's letter.
- Is in agreement with Coastal Academy's Statement of Faith.
- Demonstrates a basic cohesiveness and functionality of family structure.
- Is in agreement with the 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/neglects teaching responsibility.

- Incomplete and/or late academic records over 45 days past due.
- Refusing to submit to the 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 to events or communications that would affect Coastal Academy.
- Violating the privacy or confidentiality of Coastal Academy members. All school records, mail, financial information, directory information, photo and video images, and email addresses are considered personal and private.
- Believing or teaching contrary to Coastal Academy's 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.
- Failing to comply with California Education Code laws (EC 41585, 47602 Section B) by pursuing enrollment with another school (whether public charter or private hybrid school) without first withdrawing from Coastal Academy. California law prohibits a student from being enrolled in two schools at the same time.
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10.3 DISMISSAL PROCEDURE

If a family violates any of the above standards, the Board of Directors may decide to proceed with a formal dismissal. It is up to the discretion of the Board which procedural actions may be implemented, but they will typically carry out the subsequent procedures if corrected behavior is not witnessed:

- Documented verbal warning from the Director and/or two Coastal Academy Board Members. A written summary of verbal warning would typically be signed by all parties and placed in the family file.
- Written warning from the Director after consultation with the Coastal Academy Board of Directors.
- Appeal and review process may be offered by Coastal Academy Board with the purpose of restoration of family.
- Written Dismissal letter.

Depending on the nature and severity of the violation, the Board of Directors reserves the right to proceed with formal dismissal without verbal or written warning.

10.4 MEMBERSHIP AGREEMENT

Coastal Academy is a Christian Private School Satellite Program, which provides support to Christian homeschooling 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, the following 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 Private School Satellite Program and a Christian homeschool 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 families might have as they conduct their homeschool.

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 for each child being enrolled.
- The following forms are included in the Admission Policy and Liability Forms packet:
 - Membership Agreement: Each family is asked to sign the Membership Agreement at the beginning of each school year, as expressed in this Handbook.

- o Code of Conduct: Each family is asked to sign the Code of Conduct as expressed in this Handbook.
 - o Discipline Policy: Each family is asked to sign the Coastal policy of discipline as expressed in this Handbook.
 - o Educational Philosophy: Each family must sign one.
 - o Liability Release: Each family must sign one.
 - o Statement of Faith: Each family must sign one.
 - o Background Check: Each adult joining Coastal Academy whether for Record Keeping or the Academy Day program must fill out and sign this form each year.
 - o Educational Background of Teacher: Each family must complete one.
 - o IEP/ISEP Policy Form: It is the parents' responsibility to inform Coastal Academy if any of their children are working 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.
- 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 the family's pastor (or other person in church leadership) verifies such involvement and is required to be completed each year.
 - 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 annually.
 - Medical Release: One for each child must be on file. Updates to this form should be submitted to the office.
 - Birth Certificate: A copy for each student must be on file.
 - Vaccinations: Since the passage of SB277 the Personal Belief exemption no longer exists, however, students are no longer required to have vaccinations if attending a home-based private school. Coastal Academy will continue to maintain the required Blue cards within the student files for state auditing purposes. For any students not vaccinated, the blue cards will be left blank and families should submit Coastal's Vaccine Exemption Form.
 - TB Risk Assessment: The official California School Employee Tuberculosis (TB) Risk Assessment Questionnaire must be on file for each parent involved in the Academy Day program. TB Risk Assessments are valid for 4 years. Skin tests, chest x-rays, or a Q-Gold blood draw may be submitted as a substitute.
 - 1st-8th Grade Course of Study: An intended Course of Study for the year will demonstrate that parents have given serious thought to planning their student's education for the coming year. Their 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 each student's Course of Study and may make suggestions for revision before approval.
 - 9th-12th Grade Course Description/Grading Standard: On this form, parents will list what is being studied and textbooks or other educational materials being used in addition to the basis upon which the student's grade will be determined. Each course subject requires a separate form. The High School Advisor will review these forms and may make suggestions for revision before approval.
 - 6th-12th 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 6th-12th grade should accept responsibility for their own actions. They must sign the Student Code of Conduct to acknowledge their willingness to abide by Coastal Academy's rules.

- **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 student's cumulative academic file. Failure to do so is grounds for dismissal. This form must be signed and submitted at Back to School Night.

11.3 MEGAN'S LAW POLICY

Coastal Academy does not include registered sex offenders in its program. This policy is necessary because the nature of our program requires parents of enrolled students to have regular contact with children and Coastal does not have sufficient staff to be present during every contact. Also, the family-centered nature of our program means that activities may take place in the homes of its 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 the organization.

11.4 FAMILY PRIVACY POLICY

Coastal Academy will not provide any information regarding our families to any government agency (i.e. DCFS, CPS, etc.) without prior documented permission.

12. FEES

12.1 PAYMENT INFORMATION

Registration for Coastal Academy takes place at Back to School Night. 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 ten months from September through June. Alternatively, annual payments or auto-pay payments may be arranged with the Treasurer for convenience. All fees are payable while enrollment continues, regardless of student participation.

Tuition is accepted in the forms of cash, checks, credit cards, money orders, or electronic methods made payable to Coastal Academy. Invoices will be sent via email.

A service charge in the amount of \$35.00 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, cash, or credit card.

Fees are subject to change without notice.

Membership in HSLDA is required for enrollment in Coastal Academy and families are to provide confirmation of their active membership at Back-to-School Night. Families who enroll after the school year has begun, should submit proof of membership within two weeks of their enrollment effective date.

Families who enroll after the school year has begun should pay enrollment fees and first month's tuition within one week of receiving their emailed invoice..

12.2 FEE SCHEDULE

New enrollment (1 st – 12 th grades)	First child	\$50.00	Due at enrollment
	Each additional child	\$30.00	Due at enrollment

Re-enrollment (incoming 2 nd – 12 th grades)	First child	\$30.00	Due March 31st
	Each additional child	\$20.00	Due March 31st

Academy Day Classes K-12 th	Includes Record Keeping Child must be 5 years old by Sept. 1st	Each child	\$30.00 a month	\$300.00 a year
Academic Services *1 st -12 th	Record Keeping only	Per family	\$30.00 a month	\$300.00 a year
Pre-school class	Child must be 3 years old by Sept. 1st	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 the year they are age six before September 1st. Therefore, Coastal Academy does not request records or charge enrollment fees for 5-year-old children enrolled in our Academy Day program as Kindergarten students. They are considered "New Enrollments" when they enter our elementary program.

12.3 OVERDUE TUITION

Tuition payments are due the first Friday of the month. If they are 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 there is a hardship case or an unusual circumstance, a family should submit an explanation in writing to the Director or Treasurer. The Board will review hardship cases on an individual basis.

Overdue notices will be sent per this schedule:

- 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.

All overdue tuition must be paid by July 15th, 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.

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 1st-8th grade Report Card, 1st-8th grade Progress Report, 1st-8th grade Course of Study, High School Planning Worksheet, High School Semester Transcript, High School Attendance Record, and High School Course Description/Grading Standard forms. Other school paperwork must be turned in on required due dates but will not be subject to late fees.

- 2 days overdue: 1st notice and late fee assessed
- 15 days overdue: 2nd notice
- 30 days overdue: Final Notice
- 45 days overdue: Dismissal