



Student and Family Handbook
2025–2026

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HISTORY, VISION, AND PHILOSOPHY OF EDUCATION

History of National Association of University-Model ® Schools (NAUMS)

In 1992, a group of Dallas, Texas parents met to discuss the need for a new alternative in education. The families' educational experiences were home school, private Christian school, traditional public school, and public charter school. They prayerfully agreed to work together to start a new way of learning, one that incorporated positive aspects from these other models, yet one that has its own special set of distinctions, most importantly, active parent involvement. The result was the formation of Grace Preparatory Academy in Arlington, Texas, a teacher/parent-led education model that today serves elementary through high school students.

Grace Preparatory Academy is a unique private Christian school that utilizes a university-type schedule and a teacher-parent integrated instructional approach while enabling strong ties between parents and students. This school became the first concrete expression of the new educational idea called University-Model School (UMS) in which two proven elements of educational success, (1) the classroom instruction of a teacher, and (2) the in-house mentoring of a parent, are combined into a single, unified college-simulated program.

In response to many inquiries world-wide for the information on how to start a school like Grace Preparatory Academy, they began hosting summer seminars for those interested in the school's vision to start one back in their hometown. So, in 2003, they organized a ministry called NAUMS (National Association of University-Model® Schools). Their philosophy can be found at <http://umsi.org/>.

Starboard Christian Academy – Following in Faith

In 2013, during a moms' Bible study, our leader asked for prayer as she and her husband had decided to take their daughters out of their highly sought-after public school to try a different school in the area. It was a new University-Model® school. Most of us had never heard of it before. At the time, my husband, Kevin, and I had just had our second daughter and our older daughter was only a toddler. We were in the thick of the terrible twos and sleepless newborn nights. Although I was intrigued with the model, grade school was the last thing on our minds at the time. Looking back, I realize it was this introduction to UMS that planted the seed for what was yet to come.

Fast forward to 2015. A new year. A new house. A new town further out from the city. It was our ninth year of our marriage and this was our fourth move, but something felt different this time. We truly believed that God had a hand in our decision during the home buying process and that we were where we were for a purpose...we just didn't know what that was, yet. All we knew was that from the start, Denver, NC felt like home.

In early 2016, the time was fast approaching to register our firstborn for kindergarten. When we had moved the previous year, we had taken a lot of time to discuss options and to compare the local public schools. We decided to choose an area with excellent elementary schools and then planned to send them to Christian school for the upper grades. I knew Kindergarten was going to bring feelings of sadness, but, what I wasn't prepared for were the feelings of doubt as registration loomed over us. The realization of losing my baby girl for 35 hours a week left me feeling increasingly uneasy. Deuteronomy 6:5-7, "Love the Lord God with all your heart and all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

My husband, Kevin, and I decided to go visit the closest University-Model® School which was over 40 minutes away. We left that open house excited and yearning for that option for our girls, for our family. Proverbs 16:9, "A man's heart plans his way, But the Lord directs his steps."

I was confused. We believed with our hearts that this school was an answer to prayer, but neither of us felt like we were supposed to take the next step and sign her up. Before I knew it, our daughter was headed off to the local public school. God blessed us with the sweetest teacher and she was thriving. God was working on me, though. He was putting the pieces of the puzzle together. "Now to Him who is able to do far more abundantly beyond all that we ask or think, according to the power that works within us." Ephesians 3:20

It was at a MOPS gathering that fall that for one of the first times I decided to share the idea of starting a UMS school in the area. I knew I couldn't do it alone. Abby Keener was in my group and I could see the wheels in her head turning. We met for coffee and I gave her the information I had gathered at that point. It was a huge answer to my prayer when she told me she was in. Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. For where two or three gather in my name, there am I with them." Matthew 18:19-20

Since that meeting with Abby, we have continuously seen God working throughout our journey. He reminds us that He is directing and planning right alongside us and shows up every time we need encouragement, an answer, or a person. We have been amazed at His faithfulness and truly believe that God is at the heart of Starboard.

"My son, give me your heart and let your eyes delight in my ways..." Proverbs 23:26

--Jennie Stahler--

Why the name “Starboard”?

"After considering a move to be closer to another Charlotte area University-Model® school, God revealed His plan to us. We were to start a UM® School right here in Denver and serve the families nearby who were looking for the same educational opportunity for their children as we were. When we began to share the vision with family and told them that we felt certain that we were brought to Denver for this reason and started discussing name options, this verse came up, "He said to them, "Cast the net on the right side of the boat, and you will find some." So they cast it, and now they were not able to haul it in." John 21:6

Then it clicked. He'd been whispering to me the entire time. I chose this place for you. This is your home. Serve here. Cast your net...right here. Bring them to me.

In nautical terms the right side of the boat is starboard. There was no doubt in my mind that God had just chosen the school's name." -Jennie Stahler

Mission Statement

Starboard Christian Academy partners with families to impress Christ-Centered Biblical values into the hearts of its students by providing a college-preparatory, academic program enriched with a Biblical worldview. Intentional time is gifted back to families so they may grow together in Christ, thereby confidently and courageously fulfilling God's purpose for their lives.

Vision

Lifelong Learning and Collaboration

We will be Christ-Centered in all that we do through cooperative collaborations striving to instill a passion for community and connectedness. We will engage students with a challenging curriculum enabling them to be fully prepared for college equipped with biblical character traits necessary to thrive as adults. Proverbs 27:17, Ecclesiastes 4:9-10

Family Partnership

We will partner with families to help encourage and strengthen parents to instill strong Christian values into the hearts and minds of their children. Proverbs 22:6

Impactful Disciples of Christ

We will strive to ignite passionate disciples of Christ who are deeply rooted with strong Christian values and character. With this, they will change the world through their actions and compassion for others all for the glory of God. John 15:5

Servant Leaders utilizing Spiritual Gifts

We commit to modeling what Christ-like behavior looks like. Serving others and putting others before ourselves will be at the forefront in lessons and character training. In addition, each child will become aware of his/her spiritual gifts and how those gifts can work together with other believers to change the world for Christ. 1 Corinthians 12 25:27

Statement of Faith

As a Christian organization, we ask that all board members, faculty, staff and student families abide by our Statement of Faith.

† TRINITY

We believe there is one God, eternally existent in three persons: the Father, Son and Holy Spirit. (Matthews 3:16-17)

† BIBLE

We believe the Bible to be the only inerrant, authoritative Word of God, and that it is, therefore, the final authority and completely sufficient in all matters of faith and life. (2 Peter 1:20-21)

† SALVATION

We believe salvation is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. We believe in the bodily resurrection of Jesus Christ and his power over sin. Only by trusting in Jesus Christ alone can we be forgiven for our sin and live with God in eternity. (Romans 10:9-10, Ephesians 2:8-9, Luke 24:1-53)

† CHRISTIAN LIFE & WORLDVIEW

We believe that in our Christian walk we are called to live in the power of the indwelling Spirit and that through our actions we will bear fruit for the glory of God. We believe that true learning and wisdom only occurs within a worldview that acknowledges that every inch of creation belongs to God. (Romans 12: 2, 9-21, Proverbs 2:6)

† MARRIAGE & GENDER

We believe that marriage has only one meaning: the uniting of one man and one woman in a covenantal, exclusive union. (Gen. 2: 18-25, Eph. 5:22-33) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 7:2-5, Hebrews 13:4) We believe that if a man or woman is not united in a marriage, that he or she is in full agreement with the Biblical doctrines of this Statement of Faith and will abstain from intimate sexual activity and cohabitation. (1 Cor. 6: 9-20) We believe that God fearfully and wonderfully made each being as male or female. (Genesis 1:26-28) These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's predominant biological sex is a rejection of the image of God within that person.

† CHURCH

We believe that the Church is the body of Christ sent into the world to shine forth the glory of God. (Matthew 18:20, Matthew 28:18-20)

Educational Philosophy and Objectives

Our commitment to students and parents is two-fold. Our priority is to help young people grow in the Christian faith and live in that faith. To accomplish that end, Starboard offers students the opportunity to explore God's Word, actively pursue their faith, and minister to one another and the community.

Our second priority is to help each of our students reach their full academic potential. Accordingly, we offer solid core courses within an intimate classroom setting where students learn not only about a subject, but also how to think critically, read comprehensively, and write well. Each student graduating from Starboard is prepared to explore a further academic career, if so led. Therefore, we have a responsibility to help each of our students to reach their full educational potential. In achieving these goals, we look to God's guidance and wisdom so that Starboard is a place that allows each student to grow spiritually, succeed academically, and develop personally. It is always our prayer and ultimate goal that students view their time spent at Starboard as a memorable and enriching experience.

For Starboard to accomplish its goals, we look to partner with our parents in the education of our students. This is achieved by combining elements of both home education and traditional education environments. Starboard teachers establish all course descriptions, objectives, lesson plans, and assessments. Teachers instruct students for three days of the school week, and parents are then given specific lesson plans and goals to accomplish at home on the remaining days of the school week.

Our unique structure is designed for those families in which parents take an active role in the oversight and implementation of their children's education. The level of parental involvement progresses from being a dedicated teacher in the lower elementary years to an involved teacher in the higher grades. By partnering with our parents, Starboard is then able to integrate the home and school instruction effectively toward the common goal of Christian character development and solid academic preparation.

Questions Regarding Religious Topics

Non-Denominational Position: Our ministry Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. We desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, or staff to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance.

Starboard teachers and staff work with parents as partners in the education of their child, especially when it comes to Biblical topics. We desire to remain neutral within denominational boundaries when questions or issues arise. Staff will always adhere to the Statement of Faith. For example, if a subject comes up in class that is not explicitly included on the statement of

Faith such as Calvinism, speaking in tongues, (Gifts of the spirit), eternal security, baptism, and church membership, to name a few, teachers or staff will redirect like this: “I am glad you asked that question or shared with us how your church believes.

However, within the Christian Faith there are several minor differences that set us apart. In our school, we agree on the major items but when these things come up we want to give your parents the privilege to share with you their beliefs and the reason why they think it is best for your family. I will send them a message about your questions so you can discuss this topic at home. Learning about Jesus is so much fun”– “Let’s get back to the subject we were discussing.”

Our goal is to never allow or create confusion, mistrust, and doubt in our students against their parents- this goes against our educational objectives as a school.

How our Hybrid-Model School Works

Starboard has created a school setting that allows parents and teachers to partner together in educating students academically, socially, and spiritually. Classes meet three times per week in a traditional classroom setting that integrates all subjects taught by one teacher. These traditional classes offer a full course of study (Language Arts, Math, Social Studies, Science, Bible, P.E., Art, and Music). Courses range from 30 to 60 minutes in length and are taught by a qualified teacher. Parents participate as at-home teachers, following the teacher-provided lesson plans.

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Nondiscriminatory Policy

Starboard makes no distinction in its admission or operating policies concerning an individual’s race, color, gender, or national and ethnic origin. It does not discriminate based on race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. We recognize that there can be no preferential treatment with God.

GENERAL INFORMATION

ADMISSIONS

Families interested in enrolling their student(s) in Starboard must:

1. We ask that you prayerfully decide if Starboard Christian Academy is the right decision for your family, as our unique model and philosophy will require a great partnership between the families and the school.
2. One or both parents must attend an Information Session before completing this application so you understand our school & yearly fees.
3. Complete the online Starboard Christian Academy Application for Admissions including the Parent Covenant and Statement of Faith. *You will only need to submit one online application per family.*
4. The online application fee can be paid online through our website.
5. Starboard Christian Academy will contact you to schedule academic placement testing. We want to ensure students are well-prepared and have the skills necessary to be successful in their grade level.
6. Following a successful demonstration of academic readiness, you will be contacted for a family interview. Once the interview has taken place, an admission decision will be rendered and your family will be notified. A registration deposit will be requested within 10 days after you receive your acceptance letter/call. *The deposit will be applied to your yearly tuition payment. Admissions and waitlist placement will be determined on a first-come, first-served basis. Starboard Christian Academy reserves the right to balance the classrooms based on gender and special needs.*
7. Once you have partnered with Starboard Christian Academy, we will send you additional information about the fee schedule (book & curriculum fees), and documents, such as prior school records and physicals.
8. Application Fees, Statement of Faith, and Parent Covenants will be submitted online during the application process.

Students who re-enroll by the set deadline will secure a place in the school for the fall semester, provided the family's tuition is kept current. A **non-refundable** registration fee is required for each student upon re-enrollment. Any family applying to Starboard whose child previously attended the school but is not currently enrolled will be required to meet the same admissions criteria as new families. The administration reserves the right to dismiss or refuse to re-enroll a student.

Siblings of currently enrolled students who are applying to Starboard will be given early priority ahead of new families, but must still complete all admissions requirements.

To be placed on a wait list, a potential student must complete the entire application process, which includes the application, academic testing, and a family interview, and be accepted to Starboard. Students who complete this process will be placed on a waitlist for their grade and

will be contacted when an opening becomes available. If they are not able to secure a spot in the current year, they will automatically be given priority for the following year and will not need to reapply. An updated academic assessment may be necessary to determine appropriate placement.

Each student must have a complete and current cumulative report on file before the start of the school year (unless enrolling mid-year). This file includes, but is not limited to: official records from previous schooling, references, immunization records, pertinent student and family information, and a completed emergency authorization form.

As stated in the nondiscriminatory policy, Starboard does not discriminate based on race, color, national origin, or ethnic origin in the administration of its educational policies or admissions policies.

CHRISTIAN CHARACTER DEVELOPMENT

Each year, Starboard selects a theme to accompany our Family Worship, along with concepts that will be explored in class. For example, for our 2018-2019 school year the Fruit of the Spirit was our theme. “But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.” Galatians 5:22-23. Each quarter, a Fruit of the Spirit was emphasized and broken down. Students were provided with many opportunities to discuss and learn what it means to be guided by the Holy Spirit in each of these areas.

The theme for the 2019-2020 school year was “Campfire Stories”. There are so many amazing stories in the Bible! The idea behind our theme is that “people like to gather around the campfire to share exciting and scary stories – all in good fun. The Bible is filled with amazing, scary, and exciting stories that are more than just fun – they can teach us valuable lessons about God.” (Campfire Stories: Series Overview) “Come, my children, listen to me; I will teach you the fear of the Lord.” Psalm 34:11 (NIV)

We are excited to announce the school year theme for this school year at our first Family Worship.

With that being said, Starboard does not attempt to replace or displace parents as the primary providers of character training for their child(ren). The faculty and staff do make every effort to provide opportunities for character development. Still, classroom time is too short and the scope of supervision too large for teachers to be effective “character developers” if parents are not the primary instigators. Parents need to understand that while it is Starboard’s goal to partner with the parents in the spiritual and character development of their students, there are limitations to the guidance and direction that the school can provide to students in areas and actions that occur outside of school. Therefore, the responsibility to monitor and enforce guidelines for student behavior off-campus and on social media lies primarily with the parents.

STUDENT/FAMILY MINISTRIES

Starboard understands how important it is for students to be involved in furthering the kingdom of God. Worship times are held regularly for students. This allows students to worship together and grow as a body. In addition, Starboard invites families to attend worship times (at least twice a month, usually on a Thursday morning). We want to make sure that the content and activities are relevant and challenging to our students and equip them for life outside the school. Please be aware that this scheduled worship time is not just for the children. Come with an open heart and expect God to talk to you, too. We want you to interact and participate with the children. You might be surprised how much you will learn by observing your student grow in Christ.

As Starboard continues to grow and develop as a community school, we are excited to see where God takes our ministry programs. As we see a need in our community, we pray that Starboard will be a bright light shining to help fill these. Future ministry programs could include: Dads and/or Moms' Bible studies, mentoring and Bible study programs across grade levels, quarterly local missions trips/activities, prayer teams, Global Missions, assisting with Helping Hands (a local outreach organization), Feed the Hunger, and many others.

We strive to see our children serving others. What better way for our children to learn this than by seeing a parent serving others? We hope to instill in students the value and importance of actively pursuing their faith and putting their love for Christ into action.

FAMILY INVOLVEMENT

PARENTAL INVOLVEMENT

GRADE K-2: DEDICATED TEACHER

Courses that require a Dedicated Teacher role are primarily in the Elementary School. Responsibilities may be divided between the classroom teacher and the parent-teacher at home. These responsibilities include re-teaching when necessary, supervising home study and completing/monitoring quality. The classroom teacher provides detailed plans and expects the parent-teacher to assist the student and instruct when needed.

GRADE 3-6: INVOLVED TEACHER

During these grades, the parent transitions from the role of Dedicated Teacher to that of an Involved Teacher. When this transition takes place depends upon the individual student's level of maturity and responsibility. The parent is still very involved in the child's work and continues to help the student stay on track. Parents and classroom teachers need to communicate effectively and work together to ensure that this transition takes place smoothly.

GRADE 5-8: INDIVIDUAL TUTOR

Several academic courses at this level begin to cover subject matter that is unfamiliar to many parents and may require private tutoring from someone other than the parent. At the same time, the student is at a dependent age where disciplined study habits must be developed through positive encouragement and the student's growing awareness of personal consequences. For the student to be successful, the classroom teacher relies on the parent to ensure the student keeps up with course assignments and communicates any difficulties to the teacher.

GRADE 7-10: GUIDE FOR DEPENDENT STUDY

These students are at a dependent age where disciplined study habits must be developed through positive encouragement and through the student's growing awareness of personal consequences. For these classes to be successful, the teachers are dependent upon parents to make certain their children keep up with the course material assigned and to communicate to teachers if difficulties arise. In some cases, tutoring might be necessary.

GRADE 9-12: GUIDE FOR INDEPENDENT STUDY

Most academic courses at the 11th & 12th grade levels require this role for parents. Here, the parents have the opportunity to supervise the progress of their student's independent schoolwork and provide any additional guidance they may need before entering college. Courses offered at this level will mimic that of a junior college program or higher where independent study and research skills, time management skills, a strong work ethic and self-discipline are essential.

PARENT RESPONSIBILITIES

Parents play an integral part in the learning process of their student while teaming with Starboard teachers. Parents must be committed to their Biblical and legal responsibility to provide a quality education for their children. Starboard requires parents to accept the following responsibilities:

- Parents must agree with the school's vision, purpose, and spiritual objectives, and be willing to abide by the school's rules and regulations.
- Parents are responsible for enforcing the Student Code of Conduct should discipline become an issue.
- Parents are to support and partner with the school in the goal of restoring the student when situations involving student discipline or behavior arise.
- Parents will be asked occasionally to help with transportation for field trips, act as

chaperones, or assist in special events.

- Parents are requested to advise teacher(s) of any change in the home or student's environment that would affect the student's academic performance (i.e. vacation, prolonged illness, etc.).
- Parent questions or concerns regarding student performance or work should first be directed to the teacher. If a parent is not satisfied with the outcome, the parent may request a meeting with an administrator. If satisfaction is still not obtained, the parent may request a special meeting with the School Board. Any decision of the School Board will be final.
- Parents are responsible for ensuring that off-campus school days are educational days.
- Parents must monitor and supervise their students' education to determine their students' progress or areas of academic weakness.
- Parents must be the primary instigators to instill Godly character into their children. We expect that when a teacher reports a problem with student performance or discipline, the parents will support our teachers and follow through at home with the necessary corrections.
- Parents must pay tuition on time, which is by the 6th of each month
- Parents must notify the office of a student's impending absence before the beginning of that particular school day or as soon as possible.
- Parents must drop off and pick up their children on time. If a parent is going to be late, please contact the office so that we can be aware.
- Parents are responsible for attending required orientation and parent trainings throughout the school year.
- Parents are responsible for overseeing and assisting their students in organizational skills so that all assignments are turned in on time to the classroom teacher.
- Parents are responsible for responding to all correspondence initiated by classroom teachers or administrators promptly.
- Parents are expected to draw a clear line between assisting a struggling student with comprehension and mastery, versus doing the work on behalf of or in conjunction with the student. While parents are encouraged to review their child's work, they must be careful not to write or revise a student's work for them prior to the assignment being turned in. The student must earn the grade that is commensurate with his or her understanding and proficiency alone.

At the end of each quarter, if it is determined that a family is not adequately completing these responsibilities, then the family may be placed on probationary status for the following quarter. After this probationary period, if improvement has not been observed, then the administration may elect not to accept re-enrollment for the family/student(s) for the following quarter.

TEACHER COMMUNICATION WITH PARENTS

Effective, consistent communication between the teacher and co-teacher is vital and is accomplished primarily through ClassReach. The teacher is expected to communicate with the parents when their student:

- Is repeatedly failing to turn in assignments
- Has a failing grade in the class
- Is frequently tardy or absent
- Exhibits inappropriate classroom behavior

How to communicate when there is a problem:

- **Parents should always talk to the teacher first.** Your child's classroom teacher will be the person that is most informed about their day-to-day routine and therefore, will be best equipped to answer any questions or concerns you may have about behavior, roles, grades, etc
- If the parent and teacher are unable to resolve a situation, the parent should then contact an administrator.

SCHOOL HOME COMMUNICATION/CLASSREACH INSTRUCTIONS

Communication between the school and the home is vital in any healthy academic setting. Because we function in a team-teaching situation with the parents, it is essential in our hybrid-model school. Besides the usual channels of communication utilized by almost all schools, Starboard has devised other methods through ClassReach and the school website to enhance the quality and clarity of school-home communications. Admittedly, some of these methods require some added effort from both parents and school staff; they are, however, well worth that effort in the long run, and ultimately increase rather than decrease our efficiency. All members of the school community are encouraged and expected to make proper and ongoing use of any communication methods the school may utilize, in accordance with relevant school guidelines. ClassReach is used by parents to keep track of account info, students' grades, and home-study assignments.

To access ClassReach:

- Go to <https://starboard.classreach.com/UserSession/LogIn>
- Enter your username or email and password
- There will be required parent training throughout the year to ensure families feel successful with navigating ClassReach. If additional training is required, please contact the school office.
- The website is designed to be a primary information resource for families. Announcements, calendars, school documents, and other resources are available at the website. In the interest of reducing copying costs and phone calls to the office, we will

be distributing most of our information via e-mail or the website. Therefore, we must have a current e-mail address for the parent(s) of each family. It is also very important that each family check their email at least once per day.

Teacher Availability on Home-Study Days

Teachers will be available from 8 am until 3 pm on Home-Study days to answer questions. Please use your ClassReach Messages feature to send any questions or comments to your teacher. Your child's teacher will be checking these messages periodically throughout the day.

FINANCIAL POLICIES

TUITION & ACCOUNT

Starboard Christian Academy is a ministry to Christian families who desire a Christ-centered, quality education for their children. We are not subsidized by any church or denomination; as a result, tuition is our primary source of income.

We believe that the tuition and fees are an investment in your child's spiritual and educational development. The Board of Directors accepts responsibility for establishing policy concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

It is vital that all Starboard families understand their financial commitments to the school and faithfully pay all tuition and other fees on time.

TUITION RATES AND FEES ARE POSTED ON THE WEBSITE –
<https://starboardchristian.com/tuition-%26-fee-schedule>



TUITION AND FEE SCHEDULE 2025-2026

TUITION FEES

ANNUAL TUITION K-5 th Grade 6 th -8 th Grade	\$6,050 \$6,775
APPLICATION FEE (New students only, one-time fee, non-refundable)	\$150 (per student) \$200 (after May 5th)
RE-ENROLLMENT FEE Returning students only, due annually by March 15th NCSEAA funds do not cover this fee.	\$150 (per year), \$225 after March 15th (\$450 per family max)
REGISTRATION FEE New students ONLY: This fee is due within 10 days of acceptance via FACTS. NCSEAA funds do not cover this fee.	\$200 per child

BOOK & ADDITIONAL FEES

ANNUAL BOOK & CURRICULUM FEE Covers books, consumables, shared classroom supplies, technology fees	\$250 Due by June 1st or within 10 days of admission*
LATE FEE or FAILED ELECTRONIC TRANSACTION	\$30 per occurrence
PAYMENT OPTIONS Families will use FACTS to set up automatic payments through ACH or Credit/Debit transactions.	To be paid in full by August 1st (5% discount if paid in full) OR may be paid in 10 monthly payments August-May. There is no discount on book fees.

TUITION ASSISTANCE

NCSEAA OPPORTUNITY SCHOLARSHIPS - All NC families are eligible for the Opportunity Scholarship funded through the North Carolina State Education Assistance Authority. Visit www.ncseaa.edu to learn more. Scholarship amounts will range from approximately \$3,400 to approximately \$7,600.

*Book fee due dates may be adjusted for students who have applied and been accepted for this scholarship (Tier 1 & 2 and ESA+ only).

STARBOARD SCHOLARSHIPS - Apply by March 1 for priority consideration (if applying for this Tuition Assistance, families must also apply to NCSEAA).

EARLY WITHDRAWAL

Starboard's expenses are incurred annually; therefore, withdrawing a student is not ideal. All tuition and fees are non-refundable. Tuition refunds are given on a per-case basis only in hardship situations.

- **Financial Aid** – As Starboard continues to grow we plan to offer financial aid to families in need. Financial Aid is not currently offered, except through the Opportunity Scholarship of NC. Visit <https://k12.ncseaa.edu/opportunity-scholarship/> for more information about this scholarship program.
- Families utilizing the NCSEAA Opportunity Scholarship may have a remaining balance after NCSEAA disbursements. The family will be able to see what balance remains when they log into their FACTS account.

FACTS

- Starboard uses FACTS to collect tuition payments as well as incidental payments for things such as field trips, spirit wear, and other fees. Each family will set up a tuition payment agreement. In the summer, families will receive an automated email from FACTS to set up their agreement.

REFUND POLICY

Starboard's expenses are incurred on an annual basis; therefore, withdrawing a student is not ideal. Withdrawal should only be done due to extreme extenuating circumstances. Written explanation on the Withdrawal Form must be submitted to the administration. Should your family need to withdraw from Starboard Christian Academy before the end of the school year, we ask for a 30-day notice, and the family is responsible for tuition for 1 ½ months after submitting the withdrawal form. If tuition was paid in full at the beginning of the year, a pro-rated refund will be given.

ADDITIONAL POLICIES

- Enrollment Priority - Returning full-time Starboard students will be given priority for registration. Siblings of returning full-time students, who have not previously attended Starboard, will be given priority over the newly interested students currently on the waiting list, based upon space availability and upon submission and review of the application.
- The terms and conditions of the Starboard enrollment process and other policies, including the Student Handbooks, are hereby incorporated into the financial policies and agreement by reference.
- It is further understood that the students and their families will abide by all school policies and guidelines and will consult ClassReach assignments regularly each week of the school year.

TUITION PAYMENT & CONSEQUENCES OF DELINQUENT ACCOUNTS

- **Agree to Pay:** Families agree to pay tuition, August through May of the school year.

- **NCSEAA Disbursements:** If your student is utilizing NCSEAA funds (Opportunity Scholarship or ESA+ funds), you are responsible for logging into your NCSEAA portal to perform required tasks. Typically, NCSEAA disbursements occur twice yearly, once in August/September and once in January/February. It is vital that you complete any tasks assigned to you by NCSEAA to maintain your child's scholarship.
- **Tuition and Fees:** Will be calculated at the time of enrollment.
- **Students Enrolling After August:** Starboard prorates tuition for students entering after the first month of school. A student will be charged tuition equal to 1/10th of the total tuition for each month or partial month they attend Starboard. All fees must be paid in full at the time of enrollment, along with the first tuition payment. All tuition payments must be completed by May 7th of each school year.

LATE PAYMENTS & DELINQUENT ACCOUNTS

- **Non-sufficient Funds (NSF):** A charge of \$30 will be assessed for each transaction not completed due to non-sufficient funds.
- **Unresolved Status:** If at any time during the yearly payment plan term a check is denied, the family account will officially enter an unresolved status. If a tuition payment or any other payment enters unresolved status, and is thirty (30) calendar days overdue, Starboard may impose any or all of the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing and approved by Administration.
- **Sanctioned actions that may be undertaken by Starboard at their sole discretion include:**
 - A. Assessing late fees of \$30 per failed payment/check attempt for outstanding charges
 - B. Withholding academic records and transcripts
 - C. Disallowing students' participation in school trips and/or activities
 - D. Withdrawing the student from class participation
 - E. Withdrawing a student from school
 - F. Using a collection agency
 - G. Initiating legal action, with attorneys' fees and expenses to be paid solely by the family against whom legal action is required for delinquency.

ACADEMIC POLICIES

STUDENT LATE WORK

Normal expectations require students to turn in work during class time to receive full credit for the assignment. With a desire to promote both Godly character qualities and high academic standards, Starboard has adopted the following general principles concerning student assignments turned in beyond their due date. An assignment is due when the student walks into class and is requested by the teacher on the assigned due date. An assignment will be deemed “late” if it is not turned in when the instructor collects the assignment during that class period. The grade will be deducted 10 points for each calendar day that the assignment is late. It is up to the student and the co-teacher/parent to make sure that all home-study work is done to meet the classroom standard and that it is turned in on time. Work will only be accepted after the grace period in the case of extenuating circumstances (death in the family, etc.) that are communicated to the teacher ahead of time.

EXTRA CREDIT

Teachers are NEVER required to provide extra credit. Our goal is to eliminate the expectation that students can skip or submit poor-quality work on required assignments and then recover from a failing grade by taking advantage of extra credit opportunities.

GRADING STANDARDS AND GPA

Grading will result from the evaluation of the quality of work in a given time period. Starboard teachers will grade all assignments given to a student and will be responsible for the grading of tests, quizzes, and classroom work assigned. Starboard teachers will issue quarterly or semester grades, as appropriate, for the student’s report card.

We will have Quarterly Progress Reports and End-of-Year Report Cards. With our online system of ClassReach, our parents will always be apprised of their students’ progress.

Grades K-1: M (Mastery), P (Progressing), B (Below Level).

Grades 2nd-8th: Letter Grades based on the NC 10-point scale.

RETENTION POLICY

At Starboard, our mission is to nurture and guide students both academically and spiritually, helping them grow in knowledge, character, and faith. We value our partnership with you and are committed to supporting your child’s success. If your child is not meeting academic/maturity goals throughout the school year, a series of meetings will take place to discuss concerns and an action plan. A formal document will be given to parents to alert them of the possibility of retention. A final decision regarding retention will be made at the end of the academic year. Our desire is always to do what is in the best interest of the student.

MODIFICATIONS AND ACCOMMODATIONS

Starboard currently does not have a dedicated class for students with special needs and is not equipped to meet the requirements of most IEPs or 504 Plans addressing learning or behavioral differences. If your child has either plan, please upload a complete copy with your application so our team can carefully review it. At this time, the only formal accommodation we provide is an untimed end-of-year standardized IOWA test. Our prayer is for every child to thrive and receive the support they need. In some cases, this may mean that Starboard is not the best fit, and we will be honest and prayerful in helping you discern the right environment for your child's success.

ATTENDANCE

Because of our unique schedule, school absences should be taken very seriously. If a child misses too many on-campus days, they are likely to fall behind. Absences due to illness, travel, co-curricular activities, or other reasons may be excused, but parents must notify the school within 24 hours of the absence or tardiness. If the school is not notified of the absence within 24 hours, then the absence will be unexcused. Absent students are still able to access their assignments from ClassReach so that they can see what they missed. The parent will still need to contact the teacher to determine make-up work assignments. Parents are responsible for checking ClassReach and contacting the teacher.

To successfully complete a course of study, students must attend at least 85% of that course's regularly scheduled on-campus class sessions. This means that they may not be absent more than 7 times during a semester. It is possible that students failing to meet these attendance requirements will not be recognized as having completed the course. In most cases, failure to complete a course because of excessive absences will also prevent a student from being able to register for the next rising class.

Exceptions: An exception may be granted by the administrator if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness, family death, etc). These exceptions can be given provided the student has, in the judgment of the instructor overseeing his work, achieved minimum mastery of the course content.

ABSENCES AND MAKE-UP WORK

When possible, arrangements for making up work should be made with the teacher before the absence. For excused absences, a student is allowed no more than 1 week to make up the assignments. The teacher may also determine that an earlier due date is required. It is expected that you communicate with your child's teacher to determine when an assignment is due. Due to the unique nature of our hybrid model, students and parents must be proactive in completing work as quickly as possible whenever absences occur. Also, due to the unique design and structure of each class, the classroom teachers who have the full scope of the course will have the ultimate say for when a missed assignment is due.

It is the responsibility of the parent to contact the teacher and stay updated via ClassReach when absent, so assignments are not missed. It is also the responsibility of the parent to coordinate with the teacher to make up any missed assessments due to absence.

UNPREPARED DUE TO ILLNESS

Parents are to contact their student's teacher(s) when their child has been ill on an off-campus school day and unable to complete assignments or prepare for an in-class assessment, but are able to attend the following on-campus classroom day. This contact is to occur BEFORE their student returns to class. If the parent is unable to contact the teacher, he or she must call the office so the teacher(s) can be notified. A written note upon the student's return is not sufficient. If proper communication has been made, the student will be allowed to come to the next class period, but not be responsible for the off-campus classroom assignments due or in-class assessment(s). Parents should be aware that this might keep the child from participating in all learning activities because of the work not being completed. All assignments may be completed and turned in to the teacher within two class days without incurring a penalty.

ILLNESS

Colds, flu, and other contagious diseases are a serious issue in a school environment because they can spread so rapidly. Parents are asked to keep children home when they show symptoms of illness. If the child is ill, please call the school before 9:00 am to report the absence. If your child exhibits any active symptoms of illness, he/she will not be admitted to the school, both for the child's comfort and to minimize the spread of illness to other children in the school. In the event of an outbreak of an infectious disease, such as measles, Starboard will follow the guidelines set forth for schools by the NC Department of Health.

The following tips are to help you decide if your child should be kept home from school:

- How does your child feel? Variations from normal behavior are the best indicators of illness. You know your child best; trust your instincts.
- Fever. If your child runs a fever, he/she must not attend school the next day. Temperatures are lower in the morning, and a fever may occur again in the afternoon. You are required to wait 24 hours after the fever breaks before sending your child back to school. These 24 hours are to be without the use of fever-reducing medications.
- Upset stomach. If your child vomits during the night, do not send him/her to school the next day. You are required to wait 24 hours after a child vomits before sending your child back to school.
- Diarrhea. Loose and frequent stools have many causes. Do not send a child to school until bowel movements are normal.
- Cold. Be sure a child knows how to handle tissues for coughing, sneezing, and nose blowing, and practice good hand washing techniques. Your child may go to school as long as he or she does not have a fever or discomfort. If symptoms are severe (e.g., persistent cough or severe runny nose with thick mucus that will consistently interrupt their work or rest time), please keep your child at home so he/she may rest and recover.

- Earache. Never ignore an earache. Contact your physician and keep your child at home.
- Strep Throat. A strep infection requires a doctor's visit and medication. Strep can lead to a more serious illness if not properly treated. The child must be on medication at least 24 hours before returning to school.
- Contagious Condition. Head lice (see below), scabies, impetigo, chicken pox, strep throat, measles, rubella, mumps, whooping cough, meningitis, and some forms of conjunctivitis (pink eye) are contagious. They must be properly treated and no longer contagious before your child may attend school. **Please notify the school if your child has a contagious condition so that other parents can be alerted.**
 - Head lice. Due to the arrangement of student workspaces in the classroom and the number of collaborative workspaces and projects, if we find signs of lice (nits/eggs), to contain the spread, we may ask parents to pick up their student early to begin treatment. If parents detect lice at home, please let the Office know immediately so that we can check the rest of the students in the class. Before the student's return to school, we will need to know the specific treatment that s/he will be undergoing and the date that the treatment began, so that we can follow up regarding the second application of the treatment (which typically needs to be applied 7-10 days after the first application). Upon returning to school, before the child enters the classroom, please bring her/him to the Office where he/she will be discreetly checked for nits, and where we can record treatment dates and methods. Students will be allowed to return to class when they are nit-free. Nit removal can take several comb-throughs, and we ask that parents check the child each day during their treatment. Thorough combing with an egg removal comb each day during the 10 days following the first treatment is an essential part of eliminating the lice and helping to prevent a lice recurrence. We will follow up, checking students and classes as needed to ensure that all active lice and eggs have been removed.
- If your child has been out of school due to illness, we ask that you consider whether he or she is well enough to be outdoors before you send him or her back to school. The outdoors is part of our program, and we do not have the staff to supervise students indoors and outdoors simultaneously.

Illness or Injury at School

If a child becomes ill at school, he or she will be taken to the office. A parent/guardian will be contacted and will be expected to pick up the child as soon as possible. If a child is injured at school, first aid will be administered if the injury is minor. An accident report will be filed for injuries that require medical attention, including first aid. Parents will be asked to sign the accident report when they pick up their child and will be notified immediately if there are any questions concerning the severity of the injury. The student's emergency contacts and physicians will be called if the parents are unavailable. The majority of teachers/staff are CPR/First Aid certified. Paramedics will be called when necessary.

HEALTH FORMS AND MEDICAL INFORMATION

Guardians are required to have an up-to-date medical form/physical examination form on file for each student enrolled at Starboard. These forms are gathered when a student is enrolled at Starboard for the first time. It is not required that a new form be submitted each year UNLESS your child's medical history has changed. Each year at reenrollment, guardians will be asked to upload a new medical form if their child has had a change to their medical history. Additionally, if your child is entering 7th grade, you will be asked to provide an updated vaccination record. If your student's health history changes during the school year, it will be required to submit another health exam form (can be downloaded within ClassReach). It is extremely important that each student has any diagnosis and medical information listed on their form on file to ensure teachers and administrators are aware of any medical concerns that may require an immediate reaction if an issue were to present itself. All Starboard administrators will be apprised of all students and their specific needs as related to their medical form. This information is kept confidential at all times between the teacher and administrators within Starboard.

AGE LIMITATION AND GRADE PLACEMENT

In order for a student to enroll at Starboard, he/she must be five years of age by July 1st to enroll in kindergarten. Before a new student is assigned to a class, an assessment will be done. Starboard administration, along with teacher recommendations, will determine what grade the student will be placed according to academic skill and maturity level. In addition, it is possible that a student will repeat a grade if skills are not mastered.

STUDENT CODE OF CONDUCT AND POLICIES

STUDENT CODE OF CONDUCT

Even a child is known by his behavior. His actions show if he is innocent and good. -Proverbs 20:11

The purpose of Starboard's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding student behavior be established. While on-campus concerns are primary, Starboard reserves the right to address any off-campus conduct deemed to be significantly affecting on-campus relationships and/or the learning environment. All parents and students will be required to read, sign, and adhere to the following Student Code of Conduct:

- Students should aim to live the "I'm Third" principle at all times; placing God First, Others Second and themselves Third. Reference Philippians 2, Ephesians 4, Galatians

5 and in Matthew 22:37-38 *You shall love the Lord your God with all your heart, soul and mind and love your neighbor as yourself.*

- o Speak of God in respectful ways.
- o Encourage a close relationship with God in others as well as ourselves through activities such as Bible reading, prayer, and worship.
- Students should show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should, therefore, be used when addressing an adult.
- Students should treat each other with respect, kindness, purity, and compassion just as God commands us in Matthew 7:12, "So in everything do to others what you would have them do to you," and in 2 Timothy 2:22, "Flee the evil desires of youth, and pursue righteousness, faith, love and peace, along with those who call on the Lord out of a pure heart."
- Respect others:
 - o Address each other properly and do not resort to name-calling, swearing or dirty language towards each other.
 - o Give of ourselves to others and encourage everyone to feel included.
 - o Be mindful of other people's feelings. Joking around with or "roasting" someone may not be considered funny or appreciated by the person - especially when done repeatedly. This type of "picking" will not be tolerated if it becomes hurtful or excessive.
 - o Remember that there is no touching except for helping.
 - o Learn to apologize when we fail and to seek God's forgiveness as we strive to live in fellowship with one another.
 - o Respect each other's property and use it only with permission.
- Starboard Christian Academy operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (consistent lying, dishonesty, impure speech or behavior) in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion.
- The school facility and grounds should be kept clean, orderly, and in a manner that shows an attitude of gratefulness.
- There will be no horseplay, running, or rough play during or between classes.
- Use of profanity is not permitted.
- Students should not bring smart phones, radios, CD players, tape players, MP3 players, **gaming devices**, or other electronics to school unless specific permission is given by the school administration.
- Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any school-sponsored event.

OFF-CAMPUS BEHAVIOR

Starboard students and parents are expected to conduct themselves as responsible representatives of our school and our Lord Jesus Christ. Families in our program are required to serve as exemplars of high moral character. Furthermore, members of our program who fail

to abide by the Code of Conduct may be subject to disciplinary action. Please use Godly character when utilizing social media such as Facebook, Twitter, TikTok, or Instagram.

SPORTSMANSHIP

Students represent their school, their team, and most importantly, their Savior, Jesus Christ, with their actions & words at all times.

SCHOOL SUPPLIES

Families are expected to purchase school supplies found on Starboard's website prior to the first day of school. If the cost of supplies causes a financial hardship, please contact the school office. Students should demonstrate responsibility by being prepared for each class with the necessary textbooks and supplies. In addition to school supplies, students may bring a water bottle. Students are prohibited from bringing glass water bottles. Water bottles must have a lid that closes to prevent spills (no straws). Water bottles must be completely spill-proof. Rubber "boots" are encouraged for metal water bottles. Bottles should contain only water. Please no soft drinks, sweet tea, or juice.

STUDENT DRESS CODE

Starboard's dress code is intended to encourage modesty and decency during school hours. Starboard staff will determine the appropriateness of a student's clothing. However, we ask that parents be the first line of enforcement by ensuring students are following the dress code before arrival. The Administrator may grant exceptions to the uniform code for special dress days. Violations of the Uniform Code may at times seem subject to interpretation. The Administrator has final discretion on all uniform decisions.

The staff at Starboard believes that the uniform policy will provide a more peaceful, simple, and distraction free environment. Starboard students must be in approved dress while on campus or on Field Trips unless otherwise noted.

TOPS

Boys	Girls	Colors
Polo Shirts - Short or long-sleeved - No commercial logo	Polo Shirts - Short or long-sleeved - No commercial logo	White/gray/navy/aqua(seafrost)/pale yellow 
Layered Items Sweaters, Cardigans, sweatshirts, fleece shirts	Layered Items Sweaters, Cardigans, sweatshirts, fleece shirts	Layered Item Colors White/ gray/navy/aqua(seafrost)/pale yellow

BOTTOMS

Boys	Girls	Colors
Pants, Shorts - No Jeans - Corduroy permitted	Pants, Shorts, Capris, Skirts - No Jeans - Corduroy permitted - Tights, leggings worn under skirts (navy, gray, or white) - Mid-thigh length or longer	navy blue/khaki/gray
	Dresses/Jumpers - Polo Style dresses - Long/short sleeved - Polo style shirt under jumpers - Corduroy permitted - Modesty shorts, tights, leggings worn underneath	Dresses/Jumpers: navy blue/khaki/gray Tights/Leggings: navy blue/white/gray

SHOES

Flip Flops and Sandals are not permitted.

Boys	Girls	Socks
Tennis Shoes/Closed-toe	- Tennis Shoes/Closed-toe - Heels not higher than 1 inch	Navy/White/Gray No Commercial Logo

The Staff at Starboard believes that the uniform policy will provide a more peaceful, simple, and distraction-free environment. Starboard students must be in approved dress while on campus or on Field Trips unless otherwise noted. Starboard's dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to deemphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9,10; James 2:1-5).

The administrators retain the authority to determine the appropriateness of a given student's attire or hairstyle, and may remove from the campus or otherwise discipline any student deemed to be inappropriately dressed. The administration also reserves the right to grant a limited variance to these regulations for special purposes, such as the academy's sports programs and physical education classes, special dress days or other instructional exercises, provided that high standards of modesty are always upheld. All elements of the dress code are in force (and may be enforced) on the academy's campus from 8:00 a.m. to 3:00 p.m. on school days. During that time, students anywhere on campus must be dressed in either proper class attire or proper sports attire. Changing into off-campus attire should be done off-campus. While dress code enforcement will be limited to school days, provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus as well as at off-campus, school-sponsored events.

Starboard's dress codes are in place as an application of Kingdom values taught in God's Word. As you prepare to explain the reasons behind the academy's dress code to your children, please read the above passages and talk about them together. If you disagree with certain specifics of the dress code, feel free to communicate your suggestions to the school in writing, but we humbly ask that you defer to the present practice and speak respectfully of these matters in your home. We ask this for the sake of the Biblical principles they represent and for the peace and order of the learning environment.

Uniform Code Specifications

The general guidelines for appearance/uniforms are as follows:

1. Good hygiene is expected.
2. Hair should be neat and clean and free from artificial coloring and "fairy hair".
3. Students must wear closed-toe shoes. Shoes must have a sole and be tied if designed with laces. Heels may be no higher than one inch.
4. Socks (navy, white, gray) or tights must be worn and must be visible. Tights must be solid navy or white.
5. Shorts must be worn under dresses. Uniform clothing should not be excessively tight, excessively loose, or immodest.
6. Girls' leggings – must wear a skirt over them - can't be worn as pants, no holes in jeans.
7. Uniforms are to be kept clean and in good repair.
8. Excessive or distracting jewelry may not be worn.

9. Boys may not wear earrings or other pierced jewelry. Girls may wear only one earring per ear; no other pierced jewelry is allowed. Any item of jewelry deemed to be unusually distracting, because of color, pattern, or size, is unacceptable for school wear.
10. Boys may not have their fingernails painted.
11. "Butterfly" shorts are not permitted to be worn on campus or field trips.
12. No caps, hats, or other head coverings, such as bandannas, may be worn in the building.
13. Shirts and blouses should be tucked in.
14. Belts can be worn with shorts or pants and must be black, brown, or navy blue.
15. Skirts and jumper lengths are to be worn no shorter than mid-thigh and must have shorts underneath.
16. Clothing worn over a shirt, such as a sweatshirt or sweater, must be solid, Starboard colors.
17. Shorts should provide appropriate coverage and must extend to at least mid-thigh when standing and must remain appropriately fitted when seated.
18. Middle School students should wear uniform-style joggers (navy, khaki, or gray) on PE days and a Starboard spirit wear t-shirt. After PE, middle school students will change their shirt and put on a collared Starboard-approved polo.

Violations & Enforcement

To enforce the academy's Student Dress Code impartially, the outlined process will be followed. We hope that this clarifies our students' expectations and motivates students to avoid the hassles that come with dress code non-compliance.

Violations of the dress code will be treated as follows, depending on the severity, at the discretion of the administration:

- The first violation will result in a warning and may result in a referral and require that the student bring appropriate clothing from home.
- The second violation will result in a referral and a parent conference.
- The third violation will result in a referral and require the student to stay home for the rest of the day, to be picked up by a parent.

STUDENT USE OF TELECOMMUNICATION DEVICES

Students may not have cell phones on campus. Extenuating circumstances should be discussed with the administration in instances such as monitoring medical conditions or needing their cell phone when going home with a friend at the end of the day. If a parent needs to reach their student during a school day, they should call the school office. We encourage families and students to keep all technology at home, but if a smartwatch is to be worn, it must be set to "school mode" or "school time" and be used only for checking the time during the day. If a child is found to be using it for calls, texts, calculator, apps, etc., the teacher will require the student to turn it in for the remainder of the day and a call will be made to the parents.

Consequences:

- 1st Offense: phone turned in to the teacher, teacher holds in a safe place until the end of the day, and a discipline report will be submitted on ClassReach.
- 2nd Offense: phone taken away by teacher, discipline report submitted on ClassReach, administrator holds phone until the end of the school day, administrator conference with student, and phone is returned to parent at pickup
- 3rd Offense: phone taken by teacher, discipline report submitted on ClassReach, administrator holds phone until the end of the school day, conference with student and parent
- 4th Offense: In-School Suspension

DISCIPLINE

Corporal Punishment Policy

No employee of Starboard is permitted to utilize corporal punishment of any kind in the care and discipline of students.

General Discipline Policy Guidelines

Discipline Procedures

Discipline is to be thoroughly biblical, defined by the Scriptures, proceeding from a biblical philosophy of discipline. Starboard Christian Academy believes parents should work in partnership to ensure scripture is used when addressing discipline administered to a child. The primary goal of the Starboard staff will be to practice “preventative” discipline through the use of good teaching techniques. In addition, Starboard expects parents to instill the importance of having respect for others and good manners to their children. The Starboard staff will continually consult with students to help guide them to biblical solutions. The school will control the impact of serious discipline by limiting or withdrawing the participation privileges of consistently uncooperative students. The scriptures that Starboard believes are important for parents and staff to utilize in a partnership are the following:

- Motivated by and performed in love (Proverbs 3:12, 13:24; Hebrews 12:6);
- Effective with wise recipients (Proverbs 17:10);
- Often identified with the use of mild rebuke. (Proverbs 29:15);
- Often accompanied by restitution and/or apologies, public and private (Matthew 5:23-24);
- Completed by repentance (including no lingering attitudes), a restoration of fellowship, love, and forgiveness (2 Corinthians 2:6-8, Matthew. 18:15).

Discipline will be administered in light of a student’s particular offense and attitude. There are two levels of offense at Starboard, each treated with a particular procedure:

- Classroom level
- Office visit

The vast majority of discipline is handled at the classroom level through the use of mild verbal rebuke for the purpose of sound classroom management. It is Starboard Christian Academy’s desire that parents be supportive, active, and involved in their child’s training through the use of Godly discipline.

Elementary Discipline

Kindergarten-5th grade will use their own classroom-specific discipline plan which will be clearly communicated to the students. Teachers will give a warning to encourage the student to rethink their behavior and begin making better choices. If a student continues to misbehave, the teacher will follow through with the next steps of consequences which may include silent lunch, walking at recess, etc. Significant behavior concerns will also be communicated to parents through ClassReach.

Teachers have the opportunity to exercise discretion with each occurrence of a behavioral/attitudinal infraction. Discipline procedures will also be followed by any teacher substitute and/or volunteer teacher or aid when they are acting with the delegated authority of a Starboard teacher.

Middle School Discipline

1. Firm and loving rebuke that identifies inappropriate behavior.
2. Teacher records the inappropriate behavior on a yellow discipline card that is signed by the teacher and student. When appropriate, a note of apology may also be written by the student and given to the person offended. The student will then take the card home for parental signature and return the next day.
3. Teacher records the student's name and checks for parental signature on the student's discipline card the next school day.

Signed discipline cards will be turned into the office. Students with accumulated discipline cards will be in jeopardy of losing privileges, such as field trips, special activities, etc.

This initial rebuke offers the student the opportunity to demonstrate that he is wise and desires to honor both the LORD and his parents with his obedience and response to correction (Proverbs 17:10). It also alerts parents to potential problems (especially concerning attitude) and helps them to assume responsibility for correcting their child (Ephesians 6:4).

Significant discipline concerns will also be recorded in ClassReach. For repeated offenses, parents will be contacted for a conference to create a plan for improvement. Students who continue to disrupt the learning environment, and have not responded to loving correction, will be removed from the classroom and sent to the office to visit with an Administrator. In all situations we desire to keep the parents informed so that we can work together to help the student make wise choices that are pleasing to the Lord.

Office Visits

There are five basic behaviors that will automatically necessitate discipline from an Administrator. Those behaviors are:

1. Disrespect: shown to any staff member or peer, whether in the form of a look, a response, or any other action. The staff member will be the judge of whether or not disrespect has been shown. (Exodus 20:12; Proverbs 6:16-17; Romans 13:1&7)
2. Dishonesty: in any situation, including lying or otherwise deceiving, cheating, forgery, and stealing. (Exodus 20:15-16; Proverbs 6:16-17, 19)
3. Rebellion: i.e., outright disobedience (active or passive) in response to instructions. (Colossians 3:20; 1 Samuel 15:23)
4. Malicious or selfish physical harm or intent to harm another student, including fighting, shoving, tripping, etc. (James 4:1; 1 Corinthians 13:5)
5. Obscene, vulgar, profane, or malicious language or action: including swearing, taking the Lord's name in vain, name-calling, and dirty-joke telling. (Ex. 20:7; Ephesians 4:29-31; 5:4)

Normally, during an office visit, the administrative team member will:

- Investigate and determine the nature of the offense (consulting teacher, student, others)
- Contact the student's parents to explain the situation
- Seek to give Godly and biblical counsel to the student (2 Timothy 3:16)
- After the parents have dealt with the offense, the administrator will also: Require restitution or apology, if appropriate, then pray with and for the student before the student re-enters their classroom.

If a student is sent to the office, the following accounting will be observed. Within either semester of the school year:

- The first time a student is sent to the Administration, the student's parents will be contacted, and punishment will be dealt with by the parents. Depending on the severity of the offense, a consequence may also be given by the administration.
- The parents' assistance and support in averting further problems will be sought.
- The second office visit will be followed by a meeting with the student's parents and the Administration.
- Should the student require a third office visit, a two-day suspension will be imposed on the student.
- If a fourth office visit is required, the student will be expelled from the school.

EXPULSION

The Starboard Administration realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fourth office visit, the student will be expelled. Tuition will be required for the balance of the semester. (Proverbs 13:20; 22:10)

SERIOUS MISCONDUCT

Should a student commit an act with such serious consequences that the administrative team member deems it necessary, the office-visit process may be bypassed, and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct, which occurs after school hours on or off school property.

RE-ADMITTANCE

Should the expelled student desire to be readmitted to Starboard at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

DISMISSAL: HOME/SATELLITE CLASSROOM BEING UNFULFILLED

Starboard Christian Academy is designed for those families in which parents take an active role in the oversight and implementation of their children's education. As the level of parental involvement progresses from being a co-teacher in the elementary years to a guide for independent study in Junior High to more of a course monitor in the Senior High courses, parents are expected to continue exercising loving and active responsibility for their children all the way through graduation. If this partnership is broken, the school is unable to work effectively toward its intended goals and vision. Thus, if it has been verified that the home satellite partnership is not being fulfilled, the student will not be allowed to continue enrollment. The family is still responsible for fulfilling any remaining tuition for the balance of the semester.

If the family wishes to appeal, they must submit their formal request for readmission in writing to the school board, stating their reasons for wanting to negotiate a new and more restricted admission agreement with Starboard.

Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with the Board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.

STUDENT MENTAL HEALTH POLICY

*"Carry each other's burdens, and in this way you will fulfill the law of Christ." —
Galatians 6:2*

Purpose

At Starboard Christian Academy, we recognize that students may face challenges to their emotional and mental well-being. Our goal is to compassionately support students in these

seasons of struggle, while ensuring they receive the professional help and Christ-centered care they need. This policy exists to provide clear guidance and support for families navigating these situations with us.

Our Commitment

Starboard Christian Academy is committed to creating a school climate that is safe, nurturing, and rooted in the love of Christ. We seek to foster every student's social, emotional, mental, and spiritual well-being. In the spirit of Proverbs 11:14 — *"Where there is no guidance, a people falls, but in an abundance of counselors there is safety"* — we believe that God often uses professional counselors, trusted adults, and prayerful community to bring healing and restoration.

We ask that students and staff work together to notice and report any behavior that suggests a student may be in distress, in danger, or in need of additional support.

Behaviors of Concern May Include (but Are Not Limited To):

- Self-harming behaviors (e.g., cutting)
- Suicidal thoughts or ideation
- Verbal or written threats to others
- Substance abuse
- Eating disorders
- Outbursts of uncontrolled anger
- Signs of severe depression or anxiety
- Social media posts, journal entries, drawings, or written expressions indicating emotional distress
- Classroom behavior that significantly disrupts learning or reflects emotional instability

Such behaviors will be reported to the administration and shared with the student's parent or guardian out of concern, not punishment. As Proverbs 27:12 reminds us, *"The prudent see danger and take refuge, but the simple keep going and pay the penalty."*

Partnership and Support

When a concern arises, parents will be invited to meet with the teacher and/or administration to discuss what has been observed and to collaborate on a path forward. In alignment with James 1:5 — *"If any of you lacks wisdom, let him ask of God... and it will be given to him"* — we seek wisdom, grace, and unity in these conversations.

If a student's ongoing behavior is harmful to themselves or others, the school will require that the student receive professional counseling or therapy. There are circumstances where continued classroom attendance will be contingent upon documentation of ongoing, regular mental health treatment.

Academic Considerations and Attendance

While a student receives help, parents may choose to pause academic work so the student can fully focus on healing. Alternatively, with administrative approval, schoolwork may continue from home in a modified capacity. Upon the student's return to school, academic progress will be assessed to determine appropriate placement.

We know healing takes time. As Psalm 147:3 reminds us, *"He heals the brokenhearted and binds up their wounds."* Our desire is to walk alongside families during this time and to provide both flexibility and support.

Enrollment and Disciplinary Action

If a student's mental health concerns significantly interfere with their learning or the well-being and/or learning of others in the classroom, it may be in the student's best interest to temporarily step away from classroom attendance. Starboard Christian Academy reserves the right to determine the appropriateness of continued classroom participation and may implement probationary guidelines for attendance or enrollment.

If parents do not follow through with the action plan discussed in meetings or if serious behavioral issues persist, suspension or expulsion may be necessary. While we hope it never comes to that, we remain committed to doing what is best for all students and staff.

"Let all that you do be done in love." — 1 Corinthians 16:14

Our Heart

We love and value every student as a unique creation of God. When a student is struggling, it is not a failure — it is a time for compassion, care, and intentional support. We stand on the promise of Isaiah 41:10 — *"Do not fear, for I am with you... I will strengthen you and help you."* We are here to walk this journey together with grace, accountability, and hope in Christ.

GRIEVANCE POLICIES AND GUIDELINES

Institutions that purport to be Christian in their mission and relationships must demonstrate a fidelity to Christian principles in their spheres of influence. To this end, Starboard has established biblical guidelines for the resolution of disputes and grievances in the operation of Starboard. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Starboard's operations, between any two parties connected in a direct way to the school. This includes students, parents, volunteers, staff, administration, and board.

Students/Parents to Teachers

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. A respectful, Christ-honoring demeanor is required at all times by all parties involved.
- If the problem is not resolved, the parents or student may bring the concern to the administration. If the student brings the fears, he must have permission from his parents to do so.
- If the problem is still not resolved, the parents should appeal the decision to the Administrator. If there is still no resolution, they should request a hearing in writing from the Starboard Board of Directors.

Parents/Patrons to Administration

- If the parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Administration. A respectful, Christ-honoring demeanor is required at all times, by all parties involved.
- If there is still no resolution, they should request a hearing in writing from the Starboard Board of Directors.
- This procedure also applies to school board members acting in their capacity as parents/patrons, and they will not act as representatives of the School Board of Directors.

Handling Conflicts and Concerns

When conflicts or concerns arise due to things that have happened (or not happened) at school, our Lord has given clear directions in Matthew 18 on how to resolve an issue. The basic principle is to approach the people whose business it is to solve the problem in private. To communicate with anyone else will nearly always make the situation worse. For this reason, we ask that parents who have a concern about the school or their child please make an appointment with the faculty member or members in charge to resolve the issue.

HARASSMENT POLICY

Starboard Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, inappropriate or suggestive conduct, exploitation, and harassment, including sexual harassment. Starboard Christian Academy does not tolerate such conduct and is prepared to take appropriate action to prevent and correct any violations of this policy, including, but not limited to, conducting a fact-finding inquiry, investigating such complaints, and/or conducting interviews. Employee-student or student-student or employee-employee sexual harassment is

expressly prohibited. Anyone who violates this policy will be subject to immediate discipline, up to and including detention, suspension, or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, conduct or speech, a request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, including students and staff, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of harming the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct can arise from a wide variety of verbal, visual, or physical conduct. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances, propositions, or suggestions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene leers, notes, or invitations; or
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Procedure for Investigation of the Complaint and Taking Corrective Action

When one of the administrators designated in this policy receives a complaint, he shall immediately inform the board. The Administrator/Board will direct an investigation. The individual who suffered the harassing conduct shall be informed of and consulted about the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate and immediate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

VIOLENCE

The students this school serves shall not be subjected to threats, physical abuse or any form of mistreatment by staff, other students, visitors, or others whom this school serves. Any alleged violation shall be immediately reported to the Administration, who are responsible for initiating a thorough investigation and ensuring the details are recorded. Failure to report any incident may be grounds for termination. The supervisor will maintain confidentiality as far as possible by reminding staff not to discuss the incident with anyone except the appropriate Administrator. If the allegation is substantiated, the Administrator shall be responsible for invoking appropriate discipline up to and including termination.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment. Bullying will not be tolerated and will be considered a "serious offense" subject to disciplinary action.

WEAPONS

Students shall be prohibited from having any weapon or firearm in their possession while on the school campus or while participating in any school function or activity. Violation of this policy shall be grounds for disciplinary action.

SEARCHES

Starboard Christian Academy reserves the right to conduct searches of desks, lockers, and other property owned and controlled by the school, and personal property (such as cars, purses, cell phones, and backpacks) located on school property.

SOCIAL ACTIVITIES

Middle School Banquet

A middle school banquet will be held at the end of each school year. This will be a time to recognize our students' accomplishments and celebrate our 8th graders as they transition to high school. Girls should dress modestly with dress slits and/or hemlines no higher than three inches above the knee and no visible undergarments or cleavage.

Birthday Celebrations

Birthday celebrations will be permissible at the discretion and scheduling of the lead teacher and will be limited in duration because Starboard protects its limited instructional times. Birthday celebrations may only occur during lunchtime.

Holiday Parties

Starboard Christian Academy acknowledges Christian holidays (i.e., Christmas, Easter) with classroom décor and activities. Our school instructional time is so protected that holiday celebrations and parties will be minimal and will require parental involvement.

Gifts

At Starboard, we strive to focus on building meaningful traditions that are grounded in the Word and have a purpose for growing character and developing life skills. We understand that from time to time, individuals will want to participate in exchanging gifts. While we recognize the importance of giving, as a school, we do not require gift exchanges for birthdays or holidays. In addition, teachers will sometimes make known a “classroom wish list” to ask for special classroom items that will enhance learning, and are grateful for donations.

Lunch Visitors

Due to limited space and for security purposes, only a student’s immediate family members and/or grandparents are welcome to eat lunch with their student(s) at Starboard Christian Academy during school hours. We require that permission be secured a day in advance by emailing or calling the school office, and the parent or guardian must request it. It is school policy that when visitors come to lunch, they will sit at a table reserved just for the student and their family. No other students may join. The administration reserves the right to reject visitors at any time.

Field Trips

Field trips and activities are a time for Starboard students and families to enjoy a learning environment outside of the classroom. These will be taken throughout the year at all grade levels at the discretion of the teacher. Parents will be notified in advance of the date and location of each trip, and any additional fees that may apply. Field trip coordinators may need parents to volunteer with chaperoning or driving.

CHAPERONE/SUPERVISION POLICY

On-Campus Supervision Policy

All students must be supervised at all times, including mealtime and recess, either by a designated staff or volunteer. Students must have prior approval from staff to go to the restroom or office.

Off-Campus Supervision Policy

All students must stay with their teacher or designated adult during all off-campus outings. If approved by the teacher or designated staff the students may use the restroom using the buddy system.

SAFETY AND CRISIS MANAGEMENT

INCLEMENT WEATHER/SNOW DAYS

The administration of Starboard will make final decisions regarding cancellation of on-campus school days, and families will be contacted via ClassReach, text, or email. All snow days resulting in cancellation of on-campus classes will count as off-campus school days, requiring teachers to adjust lesson plans and for students to check ClassReach after 9:30 am to receive their revised assignments.

FIRE DRILLS

Per state laws, Starboard will run a fire drill each month (August through May). This will ensure that all students and staff know how to properly and quickly exit the building in the event of a real fire.

In the event of a Fire or Fire Drill, students and staff will do the following:

- The school signal to EVACUATE shall be a series of loud alarms, which a Starboard Administrator triggers.
- At this signal, teachers will direct students in an orderly departure from the room to the Designated Safety Area (Back right of parking lot), via the assigned evacuation route. In all cases, select the safest route, not just the assigned route.
- One designated teacher near each building exit will inspect the exit to see if it is a safe evacuation route. If it is not, the teacher directs the classes to alternate routes.
- The teacher picks up the red emergency kit, walkie-talkie, and classroom roster (located in their classroom), and ensures that all students have evacuated. Close, but do not lock the doors.
- Teachers will lead their students quietly and in a straight line to the Designated Safety Area (Back right of parking lot) where they sit, by class.
- Students and teachers wait in the Designated Safety Area until the signal is given to return to class.

SCHOOL EMERGENCY PLAN AND SECURITY MEASURES

Starboard places high priority on school safety, and we continually strive to seek new ways to enhance our school safety operations. To keep you informed, we have listed several safety measures currently in place, which are designed to safeguard students and staff. As always, we welcome your comments and would be delighted to discuss any ideas or concerns you may have regarding the matter of school safety or emergency preparedness.

Starboard implements the following safety measures:

- 24-hour Surveillance System: We have three digital cameras throughout campus (main lobby and entrance, 2nd level entrance, and playground) to monitor activities inside administrative offices and outside buildings.
- Controlled Access and Visitor Registry: During school hours, parents, visitors, and volunteers will need to enter through the two double doors under the covered breezeway (closest to the Starboard main office). These exterior doors are locked at all times, so you will need to knock. After entering, you will be asked to sign in. If you are volunteering, you will be given a volunteer badge to wear. All Starboard Staff wear identification badges.
- Secure Entry Points: All exterior doors to Starboard remain locked from 8 am until 3:30 pm on school days, or when students are occupying the building. Starboard utilizes the FLC (Family Life Center) building on Westport Baptist Church's campus. After entering the building through the main double doors, visitors will then have another set of locked doors to go through before entering the classroom areas. The doors going into the multipurpose room/cafeateria will be closed. The doors in the gym area will be locked. Any person wishing to enter into these areas will need to be escorted by a Starboard staff member.
- Crisis Communications Plan: Starboard has a walkie-talkie system whereby teachers and administrators can communicate quickly and efficiently. In the event of a crisis, all teachers will be given instructions on where to go and actions that need to be taken. In addition, each classroom has an exit strategy map posted.
- Emergency Management Plan: Starboard has a detailed flip chart in every classroom that outlines appropriate responses for a wide range of emergencies. The Emergency Management Plan is reviewed with all staff during teacher in-service training at the beginning of each year.
- Partnership with the WBC Preschool: Our school works very closely with the WBC preschool. If they are aware of any security issues or emergencies, they will contact our school administrators immediately so that we can be on alert and take any extra precautions.

We need your help and cooperation for our system to work effectively. Our office staff is handling multiple tasks, and although they will work diligently to help you gain access to the building as quickly as possible, there may be a short delay until someone can meet you at the main door to allow access. **Again, all visitors must come to the office immediately after gaining access to the building to sign in.**

At Starboard, your children come first. Thank you for entrusting them to our care. Our school Administration will continue to consider other options that might enhance our existing campus safety procedures. Starboard will strive to have the people, processes, infrastructure, and emergency plans in place throughout our school to help safeguard your children. We welcome your suggestions related to school safety.

MCGUIRE NUCLEAR STATION EMERGENCY PREPAREDNESS

Starboard Christian Academy, on the campus of Westport Baptist Church, is within a 10-mile radius of a nuclear plant. Duke Energy provides our staff and families with an Emergency

Planning Booklet each school year. If there were ever an emergency requiring our school to relocate, our meeting point is Lincolnton High School located at 803 N Aspen St, Lincolnton, NC 28092. To learn more and to see McGuire's most up to date information, please visit - <https://www.duke-energy.com/safety-and-preparedness/nuclear-safety/mcguire>