



# PARENT & SCHOLAR HANDBOOK

POWERED BY:



**EMPACT ONE FOUNDATION**  
— MAKE AN EMPACT EVERYDAY —

# **EMPACT Academy for Leadership**

## **Parent & Scholar Handbook**

*(Christ-Focused Private School Cooperative)*

**Operated by:** EMPACT One Foundation

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### **Section 1 – Welcome & Introduction**

#### **1.1 Message from the Directors**

Dear Parents and Scholars,

Welcome to EMPACT Academy for Leadership (EAL), a Christ-focused Private School cooperative dedicated to cultivating academic excellence, Godly character, and a lifelong love for learning. Our goal is not only to equip your child with the tools necessary for academic success but to also instill biblical principles that will guide their decisions, relationships, and purpose in life.

We believe Proverbs 22:6, "*Train up a child in the way he should go; and when he is old, he will not depart from it.*" is not just an instruction but a sacred responsibility. As partners in your child's education, we are honored to walk alongside your family in this journey.

Blessings,

#### **Dr. J. Antoine Miner, Sr.**

Executive Director, EMPACT One Foundation  
Superintendent, EMPACT Associated School District

## **1.2 Mission Statement (Biblically Grounded)**

Our mission is to provide a Christ-centered learning environment that nurtures Scholars academically, spiritually, socially, and emotionally while preparing them to be leaders who live out the truth of God's Word in every area of life.

## **1.3 Vision Statement**

To see every scholar develop a deep personal relationship with Jesus Christ, pursue excellence in all they do, and engage the world as bold ambassadors of truth and love.

## **1.4 Core Values (With Scripture References)**

- **Faith** – We stand firm in the truth of God's Word (Hebrews 11:1).
- **Excellence** – We work heartily as unto the Lord (Colossians 3:23).
- **Integrity** – We walk in honesty and uprightness (Proverbs 10:9).
- **Service** – We love and serve one another (Galatians 5:13).
- **Community** – We grow stronger together (Ecclesiastes 4:9–12).

## **1.5 Statement of Faith**

We believe in one God, the Father, who alone is truly God. We honor Jesus the Messiah, His Son, whom He sent to bring salvation to the world, and we acknowledge the Holy Spirit as God's active presence and power. We affirm the authority of Scripture, the lordship of Jesus Christ, and the transformative power of faith in every area of life. All instruction at EMPACT Academy for Leadership is rooted in Biblical truth.

## **1.6 Philosophy of Christian Education**

We believe education should develop the whole person, mind, body, and spirit, in alignment with God's will. All truth is God's truth, and learning is an act of worship when it is rooted in Scripture and leads to wisdom and understanding (Proverbs 4:7).

## **Section 2 – Biblical Foundation for Learning**

### **2.1 The Role of Faith in Education**

Every subject we teach is grounded in a biblical worldview. Science declares the majesty of our Creator, history reveals His sovereign plan, mathematics shows His order and precision, and literature reflects His gift of communication and creativity.

### **2.2 Character Development Through Scripture**

We intentionally teach the **Fruit of the Spirit** (Galatians 5:22–23) and integrate them into daily life. Our expectation is that Scholars will not only gain knowledge but also grow in Christ-like character.

### **2.3 Prayer & Devotion Policy**

We begin every day with prayer, Scripture reading, and a short devotional. Scholars are encouraged to share prayer requests and participate in leading devotionals as they mature in their faith.

### **2.4 Integration of Biblical Principles in All Subjects**

Assignments and projects are designed to include opportunities for biblical reflection. For example, in science, Scholars may study God's design in creation; in literature, they may examine moral lessons in stories compared to biblical truth.

## **Section 3 – Enrollment & Participation Requirements**

### **3.1 Enrollment Process**

Enrollment at EAL is open to families who desire a Christ-centered Private School cooperative experience and agree to abide by our Statement of Faith, Code of Conduct, and Parent Commitment Agreement.

The enrollment process includes:

1. **Inquiry & Tour** – Parents meet with EAL leadership to discuss program fit.
2. **Application Submission** – Completed application forms, required documentation, and the \$25 non-refundable application fee.
3. **Family Interview** – Parents and Scholars meet with a leadership team member to review expectations and values.
4. **Acceptance Notification** – Written confirmation of acceptance, along with a Parent & Scholar Handbook.
5. **Orientation** – Parents and Scholars must attend orientation before the first day of attendance.

### **3.2 Age & Grade Level Requirements**

EAL serves Scholars in **Kindergarten through Grade 12**. Grade placement is determined by a combination of parent input, prior academic history, and EAL's assessment process.

### **3.3 Required Documentation**

Parents must provide:

- Proof of North Carolina Private School registration (as required by NC law)
- Birth certificate (copy)
- Immunization record or medical exemption form
- Most recent report card or transcript (if applicable)
- Signed Parent Agreement, Scholar Agreement, and Technology Use Agreement

### **3.4 Parent Commitment Agreement to Christ-Focused Values**

Parents must affirm their commitment to:

- Uphold the biblical values of EAL
- Support staff and classroom instructor or learning coaches in reinforcing Christ-centered discipline and learning
- Participate in required fundraising and volunteer hours
- Provide transportation for their child(ren) to and from the Academy
- Maintain consistent tuition/fee payments

## **Section 4 – Financial Policies**

### **4.1 Administrative Fee Structure**

The monthly administrative fee is **\$200** per scholar, due on the **first of each month**. This fee covers shared curriculum resources, the annual state-required academic assessment, facility utilities, and general operations.

### **4.2 Payment Timelines & Due Dates**

- All payments are due by **the 1st of the month unless otherwise stated**.
- A grace period of **3 business days** is allowed.
- After the grace period, a **\$25 late fee** will be applied to the account.

### **4.3 Late Payment Penalties & Returned Check Policy**

- Accounts past due for more than **two consecutive months** will result in scholar suspension until payment arrangements are made.
- Returned checks/payments will incur a **\$35 NSF fee**.

### **4.4 Afterschool Program Fees**

- Participation in the Afterschool Program requires an additional fee of **\$50/week per scholar**.
- Payment for afterschool care is due **weekly/monthly in advance**.

### **4.5 Field Trip & Special Event Fees**

- Field trips are optional but encouraged.
- Parents are responsible for paying any associated costs by the **specified deadline** for each trip.

### **4.6 Annual Academic Assessment Fee**

- Included in the administrative fee.
- Scholars must participate in the state required end-of-year assessment to remain enrolled for the following academic year.

### **4.7 Refund & Withdrawal Policy**

- Administrative fees are **non-refundable**.

- Parents must provide a **30-day written notice** before withdrawing their scholar.

#### **4.8 Financial Clearance & Records Release Policy**

EMPACT Academy for Leadership requires that all financial obligations owed to the Academy be paid in full before official academic records are released.

##### Scope

This policy applies to all currently enrolled students and former students of EMPACT Academy for Leadership.

##### Academic Records Affected

The following records will not be released until all outstanding balances are paid in full:

- Official and unofficial transcripts
- Final report cards
- Promotion or completion certificates
- Records requested for transfer, enrollment, or verification purposes

##### Financial Obligations Covered

Financial obligations include, but are not limited to:

- Tuition balances
- Fees (including enrollment, activity, technology, and opt-out fees)
- Fundraising opt-out fees
- Returned payment fees
- Any other charges assessed by the Academy

##### Payment Requirement

All balances must be paid in full, cleared, and posted to the student's account before records will be released. Partial payments or payment plans do not constitute financial clearance unless approved in writing by Academy administration.

##### Exceptions

Exceptions to this policy may be granted only under the following circumstances:

- Written administrative approval due to documented hardship

- Compliance with applicable state or federal laws
- Court orders or legally mandated disclosures

All exceptions must be approved in writing by the Academy Director or designated administrator.

#### Request for Records

Requests for transcripts or report cards will be reviewed only after confirmation of a zero balance on the student's account. Once financial clearance is confirmed, records will be processed within the Academy's standard fulfillment timeframe.

## **Section 5 – Parental Involvement & Fundraising**

### **5.1 Volunteer Hours Requirement**

- Each family must contribute a minimum of **10 volunteer hours per quad**.
- Volunteer tasks include classroom assistance, event support, cleaning days, and fundraising events.

### **5.2 Fundraiser Participation Policy (Biblical Stewardship Emphasis)**

As stewards of the resources God provides, we require all families to participate in at least **two major fundraisers** per year. These events directly support scholar activities, scholarships, and facility needs.

### **5.3 Penalties for Non-Participation in Fundraisers**

Families who cannot or choose not to participate must notify the Parent Advisory Council President or designated representative and must pay a **\$50 fundraiser opt-out fee per event**.

### **5.4 Annual Fundraising Calendar**

- **Fall:** Christian Benefit Dinner & Auction
- **Winter:** Holiday Craft & Bake Sale
- **Spring:** 5K Fun Run & Community Festival
- **Summer:** Car Wash & BBQ Fundraiser
- **Other events may be added as needed**

## **Section 6 – Attendance & Punctuality**

### **6.1 School Year Calendar**

EAL operates on a **10-month academic calendar**, August–May, with June and July reserved for summer programming and special enrichment sessions.

### **6.2 Arrival & Departure Times**

- **Morning Drop-Off:** 8:00 AM – 8:25 AM
- **Morning Devotions & Opening:** 8:30 AM sharp, all Scholars must be seated and ready.
- **Dismissal:** 3:00 PM for regular day Scholars
- **Afterschool Programming:** 3:15 PM – 10:00 PM

### **6.3 Check-In & Check-Out Procedures**

- Parents must **sign Scholars in** if arriving after 8:30 AM.
- Scholars leaving before 3:00 PM must be **signed out by an authorized adult** listed on the scholar's emergency form.

### **6.4 Early Pick-Up Policy**

Frequent early pick-ups disrupt learning and are discouraged unless necessary. More than **three early pick-ups per month** may require a meeting with administration.

### **6.5 Attendance Requirements (Faithfulness Principle)**

Hebrews 10:25 instructs us not to forsake gathering together. Consistent attendance is both an academic and spiritual expectation. Scholars must attend **at least 90% of scheduled days** to remain in good standing.

## **Section 7 – Transportation Policies**

### **7.1 Parental Responsibility for Transportation**

EAL does offer a daily transportation option at the cost to the parent. However, parents are ultimately responsible for ensuring Scholars arrive and are picked up on time.

### **7.2 Carpool Guidelines**

Families may arrange carpools at their own discretion. EAL assumes no liability for carpools organized by parents.

### **7.3 Field Trip Transportation Policy**

EAL provides transportation for field trips via approved charter buses or vans. Scholars may only ride with their own parent or an **EAL-approved driver/chaperone**.

### **7.4 Late Pick-Up Policy & Fees**

Parents who arrive after **3:15 PM** for regular day dismissal will be charged **\$1 per minute late fee** unless the scholar is enrolled in the afterschool program.

## **Section 8 – Field Trips**

### **8.1 Purpose & Educational Value**

Field trips are designed to extend classroom learning and provide hands-on experiences aligned with our curriculum. They also serve as opportunities for Scholars to demonstrate Christ-like behavior in the community.

### **8.2 Parent Chaperone Requirements**

Chaperones must be:

- Approved through our volunteer background check process
- In agreement with our Statement of Faith
- Willing to assist in supervision and scholar safety

### **8.3 Scholar Behavior on Field Trips (Christian Witness)**

Scholars are expected to display courtesy, respect, and modesty. Disrespectful or disruptive behavior may result in removal from future field trips.

### **8.4 Cost & Payment Deadlines**

Parents will receive detailed trip information, including cost and payment deadline, **at least 3 weeks in advance.**

## **Section 9 – Meal & Snack Policies**

### **9.1 Parent-Provided Meals**

Parents may pack a healthy breakfast and lunch for their child each day. Sugary drinks, candy, and energy drinks are prohibited.

### **9.2 School-Provided Meals (\$7 per day)**

EAL offers breakfast and lunch for **\$7 per day**, which must be prepaid for the week by Friday morning of the previous week.

### **9.3 Allergy & Special Diet Policy**

Parents must notify staff in writing of any allergies or dietary restrictions. EAL will make reasonable accommodations when possible.

### **9.4 Food Sharing Policy**

For safety reasons, Scholars may not share food unless it is part of an approved school activity.

## **Section 10 – Academic Policies**

### **10.1 Curriculum Structure**

EAL uses a **blended, Christ-focused learning model** that combines, **Khan Academy, In-Person Instructors, Learning Coaches, and Hillsdale University's K-12 offerings** with hands-on projects, mentoring, and biblical character development.

These platforms allow Scholars to work at their own pace while still meeting or exceeding **North Carolina Private School academic requirements** and our own high academic standards.

### **10.2 Core Curriculum Platforms**

#### **1. OutSchool**

- **Purpose:** OutSchool serves as our primary **comprehensive Private School platform** for grades K-12. It offers interactive lessons in math, science, language arts, and social studies, with integrated assessments to track mastery.
- **Christian Integration:** While OutSchool provides academic content, our classroom instructor or learning coaches supplement lessons with biblical applications and discussions. For example, in science, Scholars explore God's design in creation; in history, they learn how faith shaped major events.
- **Scholar Expectations:** Scholars must complete all assigned modules for each subject by the classroom instructor or learning coach-assigned deadlines.
- **Parent Role:** Parents should review weekly progress reports and ensure Scholars are logging in daily during academic hours.

#### **2. Khan Academy**

- **Purpose:** Khan Academy is used as a **skill reinforcement and enrichment tool**, especially in mathematics, science, economics, and SAT/ACT preparation.
- **Christian Integration:** Classroom instructor or learning coaches encourage Scholars to see God's order in mathematical concepts and His creativity in scientific discovery.
- **Scholar Expectations:** Scholars will complete assigned Khan Academy practice exercises and mastery quizzes as supplemental reinforcement to OutSchool.
- **Parent Role:** Parents are encouraged to use Khan Academy at home for additional practice and to monitor progress through the scholar dashboard.

### 3. Hillsdale University K-12 Curriculum

- **Purpose:** Hillsdale provides a **classical, civics-rich curriculum** with a strong emphasis on American history, government, literature, and moral philosophy.
- **Christian Integration:** Lessons emphasize America's biblical heritage, the importance of virtue in leadership, and the moral responsibility of citizenship under God.
- **Scholar Expectations:** All middle and high school Scholars will complete Hillsdale's required reading, essays, and discussions in subjects such as The U.S. Constitution, The Federalist Papers, and the lives of influential Christian leaders in history.
- **Parent Role:** Parents are expected to support Scholars in reading assignments and to participate in at-home discussions to reinforce concepts.

### 10.3 Curriculum Rotation & Integration

- **Grades K-5:** Core instruction from OutSchool, supplemented with Khan Academy for math fluency, and Hillsdale materials for early civics and history lessons.
- **Grades 6-8:** Balanced use of all three platforms, with an emphasis on preparing for high school rigor and fostering independent study habits.
- **Grades 9-12:** Core academics from OutSchool and Hillsdale, SAT/ACT prep through Khan Academy, and targeted elective courses from approved Christian providers.

### 10.4 Homework & Assignments

- Scholars are expected to complete **all assigned work daily** and submit projects by deadlines.
- Late work will be accepted only with **parent communication and approval from the classroom instructor or learning coach**, and may result in grade penalties.

## **10.5 Grading & Progress Reports**

- **Grading Scale:** A = 90–100, B = 80–89, C = 70–79, D = 60–69, F = Below 60.
- Progress reports are issued **quarterly**; final report cards are issued at year's end.
- Parents may request conferences with the classroom instructor or learning coach at any time to discuss academic concerns.

## **10.6 Academic Probation**

Scholars who fall **below grade level** in any subject will be placed on Academic Probation for one quad. If significant improvement is not shown, a parent-administration meeting will be held to determine continued enrollment.

## **10.7 Annual Academic Assessment Policy**

As required by **North Carolina Statutes that govern Private Schools**, all EAL Scholars will take an annual standardized assessment.

- Testing is **included** in the administrative fee.
- Assessments are conducted in **late May**.
- Results are reviewed with parents and must be kept on file for three years, according to state law.

## **10.8 Independent Learning Policy**

At EMPACT Academy for Leadership, we believe that cultivating independent learning skills is essential for academic success and personal growth.

Our curriculum is designed to encourage **self-directed study habits** while maintaining accountability through classroom instructor or learning coach guidance.

### **1. Expectation of Independence**

- Scholars must be able to complete assignments with **minimal supervision**.
- Classroom instructors and/or learning coaches are available for instruction, clarification, and support, but scholars are responsible for managing their time, meeting deadlines, and following directions.

### **2. Daily Responsibilities**

- Log into assigned learning platforms independently.
- Follow the daily schedule and complete tasks without constant prompting.
- Submit work by the designated deadline without excessive reminders.

### **3. Benefits of Independent Learning**

- Build self-discipline and time management skills.
- Prepares scholars for higher education, vocational training, and the workforce.
- Encourages ownership of academic progress and personal growth.

### **4. Parent Partnership**

Parents are encouraged to monitor their child's progress at home, provide a supportive environment, and communicate regularly with classroom instructor or learning coaches to reinforce independence.

## **Section 11 – Technology Requirements & Usage**

### **11.1 Parent-Provided Laptop Policy**

- **Every scholar** must have a **fully functional laptop** for daily academic use.
- Laptops must meet **minimum requirements**:
  - Reliable Wi-Fi capability
  - Updated web browser (Chrome, Edge, or Safari)
  - Working camera and microphone for virtual lessons or assessments
- Parents are responsible for **purchasing, maintaining, and insuring** their scholar's device.
- Devices must be brought to EAL **fully charged each morning**.

### **11.2 Approved Software & Learning Platforms**

- EAL's core platforms, **OutSchool, Khan Academy, and Hillsdale University**, must be bookmarked and easily accessible.
- Any additional learning software or apps must be **approved by EAL administration** before installation.
- Unauthorized software, games, or applications are **prohibited** on school devices.

### **11.3 Internet Safety Guidelines (Biblical Purity & Accountability)**

- **Philippians 4:8** guides our standard for online activity: "*Whatever is true, noble, right, pure, lovely, admirable, think about such things.*"
- EAL uses content filters to block inappropriate or distracting websites.
- Scholars are prohibited from:
  - Visiting non-academic websites during class hours
  - Engaging in social media activity without classroom instructor or learning coach permission
  - Accessing or storing inappropriate material (immediate disciplinary action will follow)
- All online activity on campus is **monitored and logged** for safety.

#### **11.4 Scholar Phone Usage Policy**

- Cell phones must be **powered off** and stored in a designated area during academic hours in the learning environment.
- Phones may only be used:
  - During lunch break
  - For academic purposes with classroom instructor or learning coach approval
- Violation of the phone policy will result in:
  - 1st Offense – Phone held by staff until end of day
  - 2nd Offense – Phone returned only to parent
  - 3rd Offense – Scholar loses phone privilege for one month on campus

#### **11.5 Technology Etiquette & Stewardship**

We teach Scholars to view technology as a **tool, not a distraction**. Christian digital citizenship includes:

- Respecting copyright laws and intellectual property
- Communicating respectfully online
- Avoiding gossip, bullying, or disrespect in any digital format
- Using time wisely and avoiding digital idleness (Proverbs 12:11)

#### **11.6 Technology Damage & Loss**

- Parents are financially responsible for any damage to EAL-owned technology caused by negligence or misuse.
- EAL is **not responsible** for the loss, theft, or damage of scholar-owned devices.

## **Section 12 – Dress Code Policy**

**12.1 At EMPACT Academy for Leadership, we believe that the way one presents themselves through dress and appearance is a reflection of modesty, dignity, and respect. Our dress code is designed to create an environment that promotes academic focus, professionalism, safety, and self-respect.**

**This policy applies to all scholars while on academy grounds, at academy functions, or representing the academy in any capacity. Parents and guardians are also expected to model and uphold these standards when present at academy events or when entering the building.**

### **12.2 Purpose of the Dress Code**

The dress code at EAL reflects our commitment to modesty, professionalism, and respect for God's standards.

- **1 Timothy 2:9–10** reminds us: *“Women should adorn themselves in respectable apparel, with modesty and self-control... with what is proper for women who profess godliness, with good works.”*
- While the verse speaks to women specifically, the principle of modesty applies to **all Scholars**.

### **12.3 General Guidelines for Scholars**

#### **1. Headwear and Accessories**

- Bonnets, durags, shower caps, and similar head coverings are not permitted inside the academy.
- Hats and hoods may not be worn indoors unless approved for specific outdoor activities.
- Jewelry must be modest and not disruptive or unsafe.

## 2. Hair and Grooming

- Hair must be clean, neat, and well-groomed.
- Loud, unnatural hair colors (neon, bright red, green, blue, purple, etc.) are not permitted.
- Hairstyles should not be distracting, extreme, or obstruct learning.
- Scholars are expected to maintain proper hygiene at all times.

## 3. Tops

- Polo-style shirts with collars are required.
- Shirts must be tucked in at all times.
- T-shirts, tank tops, spaghetti straps, crop tops, and see-through materials are prohibited.
- Logos or designs unrelated to the academy are not allowed, except for small, non-distracting brand logos.

## 4. Bottoms

- Khaki or navy pants, skirts, or shorts are required.
- Shorts and skirts must be knee-length or longer.
- Tight-fitting bottoms, leggings worn as pants, and ripped or distressed clothing are not permitted.
- Skirts must have shorts worn underneath for modesty.

## 5. Outerwear

- Sweaters, cardigans, or jackets must be solid academy colors (navy, white, black, khaki, or gray) and free of large logos or graphics.
- Hoodies may only be worn if they are official academy-issued apparel.

## 6. Shoes

- Closed-toe shoes are required for safety.
- Athletic shoes are permitted.
- Slides, flip-flops, slippers, or high heels over 2 inches are prohibited.

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## **12.4 Parent/Guardian Expectations**

Parents/guardians are role models in our learning community. When present at the academy or academy-related events, we ask that all adults dress in a way that reflects modesty, dignity, and respect.

- No bonnets, pajamas, or house shoes inside the academy.
- No excessively tight, sheer, or revealing clothing.
- Skirts and shorts should be of appropriate length.
- Clothing with offensive language, images, or designs is strictly prohibited.
- Parents are encouraged to wear business casual or modest attire when attending events.

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## **12.5 Modesty Standards for Skirts, Dresses, & Shorts**

- Skirts and dresses must be **no shorter than the top of the knee** when standing.
- Shorts must have at least a **7-inch inseam**.
- Leggings may only be worn under skirts or dresses, not as stand-alone pants.

## **12.6 Hair, Jewelry, and Accessories Policy**

- Hair color must be **natural tones** (no neon or extreme colors).

- Hairstyles should not be distracting or extreme in design.
- Jewelry must be minimal and not pose a safety risk.
- Piercings are limited to ears for girls; boys may not wear earrings on campus.
- Hats, caps, and hoods may not be worn indoors during class hours.

## **12.7 Dress Guidelines for Non-Uniform Days**

On designated casual or spirit days:

- Jeans may be worn if they are free from holes, rips, and excessive fading.
- Christian message T-shirts are encouraged; secular graphic tees must be pre-approved.
- Athletic wear is permitted only for physical education or field day events.

## **12.8 Enforcement of Dress Code**

- **First Violation:** Scholar will be asked to correct the issue (change clothes, turn shirt inside out, etc.).
- **Second Violation:** Parent will be contacted to bring appropriate clothing.
- **Third Violation:** Written warning placed in scholar's file; possible loss of non-uniform day privileges.

## **12.9 Special Events & Field Trips**

Dress for special events or off-campus activities will be announced in advance. Scholars are expected to follow the same standards of modesty and professionalism when representing EAL in public.

## **Section 13 – Graduation Participation Policy – Kindergarten, 5th, 8th, and 12th Grades**

### **Purpose**

The graduation and promotion ceremonies at EMPACT Academy for Leadership are a time of celebration, reflection, and recognition of God's work in the lives of our Scholars. Participation in these events is both an honor and a privilege, and Scholars must meet all eligibility requirements to take part.

### **Eligibility Requirements**

#### **13.1. Academic Completion**

- Scholars must have successfully completed all coursework for their grade level as outlined in EAL's curriculum (OutSchool, Khan Academy, and Hillsdale University).
- All final grades must be passing, with any incomplete assignments submitted before the established academic deadline.

### **13.2. Attendance Requirement**

- Scholars must have attended at least 90% of scheduled school days for the academic year unless absences were excused for medical or family emergencies.

### **13.3. Financial Obligations**

- All tuition, fees, fundraising commitments, and other financial obligations must be paid in full no later than 30 days before the ceremony.
- Failure to meet this deadline will result in ineligibility to participate.

### **13.4. Behavioral Standing**

- Scholars must be in good behavioral standing, with no major disciplinary incidents in the final quarter of the school year.
- Any unresolved disciplinary matters must be addressed before participation is approved.

### **13.5. Dress Code Compliance**

- Scholars must follow EAL's Dress Code for formal events, including graduation attire guidelines, modesty standards, and approved colors.
- Caps and gowns must be worn as provided or approved by administration.

### **13.6. Rehearsal Attendance**

- Attendance at graduation rehearsal is mandatory for all participants. Failure to attend rehearsal without prior approval will forfeit the right to participate in the ceremony.

### **Special Notes by Grade**

- **5th Grade Promotion: Recognition of completion of elementary studies and readiness for middle school.**
- **8th Grade Promotion: Recognition of completion of middle school and readiness for high school academic and leadership expectations.**

- **12th Grade Graduation: Recognition of completion of EAL's high school program and readiness for college, vocational training, ministry, or workforce entry.**

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## Approval Process

**The EAL administration, in consultation with classroom instructors and/or learning coaches, will review scholar records 60 days before graduation to determine eligibility. Parents will be notified in writing of eligibility status and any outstanding requirements.**

## Section 14 - Disciplinary Policies

### 14.1 Purpose of Discipline

At EAL, discipline is rooted in **biblical principles** that aim for restoration, character growth, and accountability.

- **Proverbs 22:6** – *Train up a child in the way he should go, and when he is old he will not depart from it.*
- **Hebrews 12:11** – *No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

Our goal is not punishment for its own sake, but correction that points Scholars toward Christlike living.

### 14.2 Code of Conduct (Galatians 5:22–23 – Fruit of the Spirit)

Scholars are expected to demonstrate:

- **Love** – Kindness and compassion toward others
- **Joy** – A positive attitude
- **Peace** – Respectful conflict resolution
- **Patience** – Waiting without complaint

- **Kindness** – Courtesy toward all
- **Goodness** – Doing what is right without being prompted
- **Faithfulness** – Reliability in attendance, work, and commitments
- **Gentleness** – Words and actions that build up
- **Self-Control** – Proper emotional and behavioral management

#### **14.3 Classroom Behavior Expectations**

- Respect for classroom instructors and/or learning coaches, staff, and peers is mandatory.
- Disruptive behavior, refusal to participate, or disrespect toward authority will not be tolerated.
- Instructions from classroom instructors and/or learning coaches must be followed promptly and without argument.
- Profanity, obscene gestures, or disrespectful speech result in immediate corrective action.

#### **14.4 Bullying & Harassment Policy**

EAL maintains a **zero-tolerance policy** for:

- Physical bullying
- Verbal bullying
- Social bullying (exclusion, rumors)
- Cyberbullying

Incidents are investigated and can result in suspension or expulsion.

#### **14.5 Disciplinary Process & Consequences**

##### **Step 1 – Verbal Warning & Redirection**

Addressed by the classroom instructor or learning coach.

##### **Step 2 – Written Warning**

Incident documented and sent to parents.

##### **Step 3 – Parent Conference**

Meeting with parents, scholar, classroom instructor or learning coach, and administration.

**Step 4 – In-School Suspension (ISS)**

Scholar completes work in supervised isolation.

**Step 5 – Out-of-School Suspension (OSS)**

Length determined by administration.

**Step 6 – Expulsion**

For severe or repeated violations

**14.6 Serious Infractions for Immediate Suspension/Expulsion**

- Weapons, drugs, alcohol, or tobacco (to include electronic devices) on property
- Physical violence
- Defiance toward staff
- Theft or vandalism
- Sexual misconduct or materials
- Repeated bullying

**14.7 Conflict Resolution (Matthew 18 Principle)**

1. Address the issue directly with the person involved.
2. If unresolved, involve an classroom instructor or learning coach or staff member.
3. If still unresolved, bring it before administration.

**14.8 Parent Involvement in Discipline**

Parents are partners in correcting behavior and must respond promptly to school communication regarding discipline.

## **Section 15 – Health & Safety Policies**

### **15.1 Purpose**

We honor God by protecting the physical well-being of every scholar (**1 Corinthians 6:19–20**). These policies ensure compliance with state guidelines and promote a safe environment.

### **15.2 Immunization & Health Records**

- NC law requires immunization records or a medical/religious exemption.
- Records must be submitted before the first day of attendance.

### **15.3 Illness Policy**

Stay home if:

- Fever of 100.4°F+ in the last 24 hours
- Vomiting or diarrhea in last 24 hours
- Persistent cough or breathing difficulty
- Contagious illnesses (strep, pink eye, flu, COVID-19)
- Unexplained rash or sores

Return when symptom-free for 24 hours or with doctor clearance.

### **15.4 Contagious Disease Protocol**

Parents must notify EAL of any confirmed contagious illness. Exposure notices will be sent to other families while maintaining confidentiality.

### **15.5 Medication Policy**

- No prescription medication given without written consent.
- OTC meds only if supplied by the parent with instructions.
- All meds must be in original containers.

### **15.6 Allergy Awareness**

- Allergies must be disclosed in writing.
- Severe allergy Scholars require an Emergency Action Plan on file.

### **15.7 Injury & First Aid**

Minor injuries handled on-site; serious cases involve EMS and immediate parent contact.

### **15.8 Emergency Procedures & Drills**

- Fire drills monthly
- Severe weather/lockdown drills twice per quad

### **15.9 Child Safety & Protection**

- All staff and volunteers undergo background checks.
- Two-adult rule in all scholar interactions.
- Mandatory reporting of suspected abuse.

## **Section 16 – Communication & Parent Engagement**

### **16.1 Purpose**

Strong communication keeps parents, classroom instructors and/or learning coaches, and Scholars aligned (**Amos 3:3**).

### **16.2 DreamClass Parent, Scholar & Proctor Portal**

- Parents receive login credentials at enrollment.
- Scholars check in at the **DreamClass kiosk** with their Scholar ID.
- Only approved pickup list individuals receive a **DreamClass pickup code**.
- No release without a valid pickup code.
- Parents get real-time updates on attendance, announcements, and messages.

### **16.3 Weekly Communication**

- **EAL News Email** every Friday.
- Classroom instructors and/or learning coaches post weekly lesson updates via DreamClass (or printed for K–2).

### **16.4 Parent–Classroom instructor or learning coach Conferences**

- Twice yearly (fall and spring).

- Additional meetings available upon request or as needed.

### **16.5 Urgent Communication**

- Phone call for illness, injury, or urgent matters.
- CallMultiplier or DreamClass text alerts for weather closures and emergencies.

### **16.6 Conflict Resolution (Matthew 18:15–17)**

1. Speak directly to the classroom instructor or learning coach.
2. If unresolved, meet with program director.
3. If still unresolved, submit to EAL partnership committee.

### **16.7 Parent Engagement Opportunities**

- Volunteering
- Event assistance
- Field trip chaperoning
- Skill workshops
- Parent Prayer Gatherings twice monthly

### **16.8 Communication Boundaries**

- Responses within 24 business hours.
- Respectful, solution-focused exchanges.
- Avoid after-hours contact unless urgent.

## **Section 17 – Special Programs**

### **17.1 Afterschool Enrichment Program**

#### **Purpose:**

The Afterschool Enrichment Program provides a safe, structured, and Christ-centered environment for Scholars after the regular academic day ends. Activities focus on reinforcing academics, building leadership skills, and promoting healthy social interaction.

#### **Hours of Operation:**

- Monday–Friday: 3:15 PM – 6:00 PM

#### **Eligibility & Fees:**

- Open to all EAL Scholars K–12
- \$50/week per scholar, payable weekly in advance

#### **Components:**

- Homework assistance led by classroom instructor or learning coaches or trained mentors/tutors
- Enrichment in arts, music, STEM, and leadership
- Biblical character development activities
- Team sports and recreation

**Pickup:**

- Follows DreamClass pickup code policy
- Late pickups after 6:00 PM incur \$1/minute fee

**17.2 Summer Session Guidelines****Purpose:**

To provide academic refreshers, leadership training, and enrichment in a camp-style format with daily devotionals and service projects.

**Options:**

- Academic Refresh (OutSchool, Khan Academy, Hillsdale review)
- Leadership Camps (service, public speaking, ministry training)
- STEM & Arts Intensives

**Fees:**

- Separate from school year administrative fees; vary by program

**17.3 Graduation & Promotion Ceremonies****Types:**

- Kindergarten Promotion
- 8th Grade Promotion
- High School Graduation

**Requirements:**

- All academic work and financial obligations completed
- Dress code compliance

**Special Awards:**

- Servant Leader Award
- Academic Excellence Award
- Overcomer Award

## **17.4 Athletic & Enrichment Programs**

Physical development and discipline are foundational to our mission. Every scholar at EMPACT Academy for Leadership participates in structured athletic program powered by the Independent School District Athletic Association.

While participation is mandatory, accommodations will be reviewed on a case-by-case basis for documented health or physical limitations. Parents are encouraged to attend informational sessions to understand the full scope and benefits of the athletic program.

## **17.5 Scholarship & Discount Policy**

### **1. Administrative Fee Scholarships**

Scholarships to assist with administrative fees may be awarded to Scholars who are:

- Actively enrolled in EMPACT Academy for Leadership and
- Participating in an approved program sponsored by:

Scholarship amounts and availability may vary annually based on funding, scholar achievement, and program participation.

Families should speak with an EAL staff member for additional information, eligibility requirements, and application procedures.

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### **2. Military-Connected Discount**

EAL offers a tuition discount for military-connected Scholars, including:

- Active Duty
- Reserve
- National Guard
- Retired Service Members
- Gold Star Families

Verification of military connection is required at enrollment to apply the discount.

## **Section 18 – Acknowledgments & Agreements**

### **18.1 Parent Agreement Form**

(Commitment to support EAL mission, pay fees, follow DreamClass policy, participate in fundraisers)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **18.2 Scholar Agreement Form**

(Commitment to respect classroom instructors and/or learning coaches, complete work, follow rules, honor Christ)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **18.3 Technology Use Agreement**

(Commitment to use devices for education, follow online safety, honor God in digital actions)

**Scholar Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **18.4 Fundraiser Commitment Form**

(Agreement to participate in 2 major fundraisers/year or pay opt-out fee)

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

### **18.5 Handbook Acknowledgment Form**

(Confirmation of reading and agreement to follow all handbook policies)

**Scholar Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 19 – Appendices**

### **Appendix A – Annual Academic Calendar (2025–2026)**

#### **August**

- 22: Orientation
- 25: Staff Workday (No Classes)
- 26: First Day of Classes

#### **September**

- 1: Labor Day (No Classes)
- 15–19: Fall Benchmark Assessments

#### **October**

- 13: Classroom instructor or learning coach Workday (No Classes)
- 24: Fall Field Trip

#### **November**

- 3–7: Mid-Quad Conferences
- 24–28: Mid-Quad Recess

#### **December**

- 15–18: End-of-Quad Assessments
- 19–Jan 2: Winter Recess

## **January**

- 5: Classes Resume
- 19: Martin Luther King Jr. Day (No Classes)

## **February**

- 16: Classroom instructor or learning coach Workday (No Classes)
- 23–27: Winter Benchmark Assessments

## **March**

- 13: Spring Field Trip
- 30–Apr 3: Spring Break

## **April**

- 6: Classes Resume

## **May**

- 8–15: End-of-Year Assessments
- 14: Awards & Promotion Ceremony
- 15: Graduation

**June - August:** Summer Enrichment & Leadership Camps

## **Appendix B – Fee Schedule**

<b>Fee Type</b>	<b>Amount</b>	<b>Due Date</b>
Monthly Administrative Fee	\$200	1st of each month
Transportation Fee	\$100	1 <sup>st</sup> of each month
Application Fee	\$25	At enrollment
Afterschool	\$50/week	Weekly
Meals	\$35	Weekly
Late Payment Fee	\$25	After 3-day grace
NSF Fee	\$35	Upon notice
Fundraiser Opt-Out	\$50/event	Before event
Late Pickup Fee	\$1/min	Immediately due

## **Appendix C – Annual Fundraising Schedule**

- Fall: Christian Benefit Dinner & Auction (Sept)
- Winter: Holiday Craft & Bake Sale (Dec)

- Spring: 5K Fun Run & Festival (Apr)
- Summer: Car Wash & BBQ Fundraiser (Jun)

#### Appendix D – Dress Code Chart

Item	Acceptable	Not Acceptable
Tops	Solid polo w/EAL logo	Graphic tees with secular slogans
Bottoms	Khaki/ pants/skirts	Ripped jeans, leggings alone
Shoes	Closed-toe, sneakers, dress shoes	Flip-flops, high heels 2in+
Hair	Neat, natural tones	Neon/extreme colors
Jewelry	Minimal	Distracting/unsafe pieces
Outerwear	Solid color	Offensive logos

#### Section 20 - Frequently Asked Questions (FAQ)

##### EMPACT Academy for Leadership

*Excellence. Live It Forward. EVERYDAY!.*

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##### 1. Can I use my Opportunity Scholarship?

Yes. According to the **NC State Education Assistance Authority (NCSEAA)**, enrolled scholars **can** use Opportunity Scholarship funds when attending an eligible nonpublic school. EMPACT Academy for Leadership qualifies under this provision.

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##### 2. What is EMPACT Academy for Leadership?

We are a **faith-based, leadership-focused, which offers:**

- Daily onsite academic supervision
- Leadership development & character training
- Accredited curriculum access
- Tutoring & enrichment activities

- Sports & extracurricular opportunities
- Graduation ceremonies for Kindergarten, 5th, 8th, and 12th grade

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### **3. What does the monthly fee cover?**

Your administrative fee covers:

- Accredited curriculum & materials
- Required state academic assessments
- Daily supervision by certified educators
- Enrichment programs, field trips, and leadership events
- Graduation ceremony participation

### **4. Do you provide meals?**

Parents may send breakfast/lunch from home or choose our meal plan for **\$7/day per child.**

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### **5. Do you offer special education support?**

While we are not a special education school, we partner with parents to make reasonable learning accommodations and can connect families with additional resources.

### **6. Can high school scholars earn college credit?**

Yes. Many of our scholars participate in **Early College programs** or **dual enrollment** with local community colleges, allowing them to graduate with both a high school diploma and college credits.

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### **7. What grades do you serve?**

We serve **Kindergarten through 12th grade**, with programs tailored to elementary, middle, and high school development.

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### **8. How often does the school meet?**

We operate **Monday through Friday**, following a traditional academic calendar with holidays and seasonal breaks.

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## **9. What makes EMPACT different from other Private School programs?**

- Leadership & character development built into every grade level
- Faith-based environment with high academic standards
- Qualified educators providing daily instruction
- Small class sizes for personalized learning
- Low Tuition Rates

### **Key Notes:**

- **Fire Drills:** Once a month (per safety guidelines).
- **Active Shooter Drills:** Once per quarter.
- **Staff Development Days:** Mixture of full days and early dismissals to maintain instructional time.
- **Community Service Days:** Rotating focus (neighborhood clean-up, food bank volunteering, senior center visits, holiday giving).
- **Field Days:** Seasonal, promoting teamwork and physical activity.