



**ELEMENTARY, UPPER
ELEMENTARY, AND MIDDLE
SCHOOL STUDENT HANDBOOK
2022-2023**

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SCHOOL FOUNDATIONS

Vision Statement

Southeastern Christian Academy's vision is that all students exemplify biblical principles, Godly character, and academic skills to be life-long learners and productive citizens as they serve Christ.

Mission Statement

Southeastern Christian Academy's mission is to educate students by exposing them to biblical principles as a framework for all that is taught. The goal for all students is that they be strengthened spiritually, morally, academically, emotionally, and physically to meet the challenges of higher education and their call to serve Christ in the world.

Core Values

Academic Excellence

Academic quality will not be sacrificed in exchange for a Christian education. We are committed to offering a challenging academic program that helps students reach their full potential and prepares them to excel in high school, college, and beyond.

Biblical Truth

Scripture is the revealed word of God. It is taught as truth, integrated into the learning experience, and applied to decision-making at every level of the school.

The Gospel

Our institution regards the gospel of Jesus Christ as integral to our outlook on life, and gospel-centered spiritual transformation as an essential aspect of learning.

Personal Relationships

The school exists to serve people and does so through personal relationships which exemplify dignity and respect.

Integrity

The school's day-to-day practices are a consistent model of integrity, efficiency, and accountability.

Stewardship

The school's management of finances and other resources reflects an understanding that we are caretakers on behalf of God and those who support the school's mission.

Philosophy of Education

Southeastern Christian Academy believes that God has lovingly called each of us as His children to a saving relationship with Jesus Christ. He has called us to help our students grow in wisdom and understanding in this relationship in every area of their lives. Each child is a special gift of God, with unique mental, physical and spiritual abilities. These characteristics need to be acknowledged in the classroom. Every student should be challenged to use his/her gifts of intellect to the maximum degree according to age level and ability. (Ephesians 4:11 & 12)

Only as the home, the church and the school come under the authority of God will children develop their potential to the greatest degree. Southeastern Christian Academy is to be a partner with families. We will endeavor to assist students in guiding their development both academically and spiritually. By assisting the home, we are following God's commandment to ". . . bring them (children) up in the training and instruction of the Lord." (Ephesians 6:4)

As Christian educators, we are called to model Christ before our students. "A student is not above his teacher, but everyone who is fully trained will be like his teacher." (Luke 6:40) The hope of our world resides in the lordship of Jesus Christ. Southeastern Christian Academy is called to assist our children in taking that hope to the unsaved world. "We will tell the next generation the praiseworthy deeds of the Lord, His power, the wonders He has done...so the next generation would know them. Then they would put their trust in God and would not forget His deeds but would keep His commands." (Psalms 78:4, 6a, 7)

Expected Student Outcomes

As we strive to attain our vision, we will develop curriculum, programs, learning opportunities, and learning environments designed to yield student development in four general areas: spiritual formation, Biblical worldview development, academic/intellectual development, and skills development. We will endeavor to produce students who:

SPIRITUAL FORMATION

- 1) ...have a growing, personal relationship with Jesus Christ as Lord and Savior.
- 2) ...know, understand, and apply God's Word.
- 3) ...engage in spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
- 4) ...personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- 5) ...are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

BIBLICAL WORLDVIEW DEVELOPMENT

- 1) ...can articulate, defend, and live their Biblical worldview while having a basic understanding of opposing world views.
- 2) ...possess apologetic skills to defend their faith.
- 3) ...are good stewards of their finances, time (including discretionary time), talents, treasures and all other resources which are all given back to God in a way that adds value to the kingdom.
- 4) ...understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace and truth.
- 5) ...understand that work has dignity as an expression of the nature of God and that any work done as unto the Lord is an act of worship.
- 6) ...understand that all thoughts and choices have consequences; some positive, some negative.

ACADEMIC/INTELLECTUAL DEVELOPMENT

- 1) ...are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
- 2) ...are proficient in mathematics, science, and problem solving.
- 3) ...have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- 4) ...appreciate literature and the arts and understand how they express and shape their beliefs and values.
- 5) ...have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the ("alien" or "stranger").

SKILLS DEVELOPMENT

- 1) ...have the ability and desire to investigate and find information and answers to questions on their own.
- 2) ...know how to utilize resources including technology to find, analyze, and evaluate information.
- 3) ...respect, and relate appropriately with integrity to the people with whom they work, play, and live.
- 4) ...have the ability to present ideas and research in visual and/or auditory format with clarity and quality.
- 5) ...treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.

Worldview Statement

One of our chief aims at Southeastern Christian Academy is to instill in students a Biblical worldview that is based wholly upon God's Word, the Bible. By worldview, we mean a person's mental framework for understanding the "big picture" of reality, based upon conscious and unconscious assumptions about God, creation, humanity, morality, and purpose.

We believe that the Bible describes the world as it really is. In other words, the Bible answers not only man's religious questions but also the major philosophical questions for which man has always sought answers. The student with a Biblical worldview has a system of thought that is unified, logically consistent, and relevant to every area of life. The propositions below provide a brief description of a Biblical worldview.

GOD

There is one triune God who is eternally existent in three Persons: Father, Son, and Holy Spirit. He is infinite, personal, sovereign, all powerful, all knowing, and perfect in love, justice and mercy. God is not silent but has revealed Himself to mankind through the Bible, creation, and the person of Jesus Christ.

CREATION

All things were created by God and are sustained by God. Creation consists of a physical realm and a spiritual realm. All of creation was originally good but is now in a fallen state due to the sin of man.

HUMANITY

Humans were created by God in His image and likeness. Consequently, all human life has intrinsic value. At the same time, man lives in a fallen state as a result of sin. Man's sinful condition alienates him from God and renders him unable to worship God properly, live righteously, understand spiritual things, and recognize that all truth in creation reveals the Creator. People can be restored to relationship with God through Jesus Christ.

MORALITY

Morality is based upon the character and nature of God, not upon the consensus of society or culture. It is absolute, not relative. God's moral law is revealed in Scripture, and God commands our compliance with that law.

PURPOSE

God has commanded mankind to have dominion over the earth. Believers are to seek for God's will to be done on earth as it is in heaven and are to be witnesses of Christ to their culture. History is linear, not cyclical, such that humans have only one life to live, and their decisions in that life will affect their eternal destiny.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33),
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11),
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
His Resurrection (John 11:25, 1 Corinthians 15:4),
His Ascension to the right hand of God (Mark 16:19),
His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling and empowerment the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

Position Statements

PREFACE

Because we live in a pluralistic society, enrolled families or prospective families may hold a wide range of beliefs on moral issues. For this reason, we believe it is necessary to declare Southeastern Christian Academy's positions on key topics, summaries of which are found below.

In most grade levels, it is highly unlikely that these topics would arise in discussion, or that teachers would give place to them. However, it is possible that questions on these subjects may arise in seventh or eighth grade. In such cases, teachers at SCA will affirm the school's positions.

HUMAN LIFE

God has an infinite value and unequivocal love for human life. After the fall of mankind as indicated in Genesis 3, the remainder of the biblical story is the story of God's loving pursuit to reestablish atonement. That atonement is finally and fully established in the birth, life, death and resurrection of Jesus Christ.

God's unequivocal love is manifested in the ministry of Christ where we see revealed the ultimate ground for the valuing of human life. The persons most rejected by human society, most despised by men, are the very ones to whom Jesus reached out with tender love and concern. Above all, His sacrifice on the cross affirms God's love and concern for us as human beings as being of great value, precious in His sight.

ABORTION

We are convinced that the Bible strongly affirms the dignity and value of every human life. "Before I formed you in the womb I knew you, and before you were born I consecrated you; I appointed you a prophet to the nations." (Jeremiah 1:5)

"My frame was hidden from Thee when I was being made in secret, intricately wrought in the depths of the earth." (Psalm 139:15)

"And when Elizabeth heard the greeting of Mary, the babe leaped in her womb; and Elizabeth was filled with the Holy Spirit." (Luke 1:41)

The Scripture passages cited above, and others, are evidence that God accords human value, dignity, and personhood to the unborn child. The Bible does not distinguish between prenatal and postnatal life. Thus, the willful termination of unborn life is a violation of God's moral law.

We also affirm that this position obligates the people of God to nurture and support women who are facing unwanted pregnancies; confront men who respond with indifference to their responsibilities and role in such crises; support and care for children who result from unwanted pregnancies; serve as a therapeutic community to those suffering from the physical, spiritual, and emotional wounds of abortion.

HOMOSEXUALITY

God created man in His own image, male and female (Gen. 1:27). Sexual intimacy is rightly understood in the context of God's original design for marital oneness: "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh (Gen. 2:24)."

Homosexual practice is a distortion of the image of God as it is still reflected in fallen man, and a perversion of the sexual relationship as God intended it to be. This is affirmed in both the Old and New Testaments.

The Bible also affirms that the spiritual impact of homosexual practice is no different from any other sin. All sin is judged by Almighty God. However, as all sin, redemption from homosexuality is mercifully offered in the atoning work of Jesus Christ. The word of hope that the church presents is that through the death and resurrection of Christ, God offers to sinners both the forgiveness of sin and the power to live a life pleasing to Him (Romans 8:1-4).

In light of the biblical witness, we conclude:

1. The Bible clearly states that homosexual behavior is a sin.
2. God forgives repentant sinners. As Christians who are ourselves sinner redeemed by the grace of God, we must reach out to those persons who are struggling with homosexuality, offering them the word of hope that is the Gospel to the end that they may experience true wholeness through the freeing, renewing grace of God in Jesus Christ. "So if the Son sets you free, you will be free indeed."
3. Unrepentant homosexual behavior is incompatible with the confession of Jesus as Lord.
4. Unrepentant homosexual behavior is in compatible with the ordination vows for the offices of Deacon, Ruling Elder and Teaching Elder.

SANCTITY OF MARRIAGE

Marriage is a covenant between one man and one woman and between the participants and God (Malachi 2:14-16). It is therefore more than a temporary agreement of convenience, a contract or a well-intentioned promise. As a binding relationship established by promises, the marriage covenant is solemnly sealed by a ceremony witnessed by family and friends and regulated by the state. When a believer marries, it is God's will that he or she should be united only with another believer (2 Corinthians 6:14). Because God has created and instituted marriage as a lifelong covenant (Matthew 22:23- 30) and because the marriage covenant is to reflect the strength of God's covenant love for His people (Hosea 3:1), any variation from His ordained decree is harmful to the participants and in violation of God's mandates for all people (Mark 10:11-12).

God ordained marriage for the following ends:

The Glory of God

Companionship

Mutual Assistance

The Bearing, Nurturing & Training of Children

SCA BIBLICAL MORALITY STATEMENT

An integral part of Southeastern Christian Academy's mission is to foster spiritual development and a biblical worldview in the lives of its students. This includes leading students to develop a biblical understanding of morality and to pursue a life that is governed by the biblical moral code. The school works in partnership with families to achieve these desired outcomes, which necessitates that both the school and home come under that authority of God for the benefit of the student.

For this reason, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities or behaviors of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, or participating in sexual immorality, homosexual activity, bisexual activity, or gender assignment, transgender, identity or expression; promoting such practices; or being unable to support the moral principles of the school. (See Romans 1:27; 1 Cor. 6:9-20; 1 Cor. 7:1-2; Eph. 5:3-5; 1 Thes. 4:2-4; 1 Tim. 1:9-10)

ADMISSIONS

Policy Overview

Southeastern Christian Academy seeks to enroll students whose parents want them to have a Christian education. Both students and parents should be informed of the school's Christian emphasis and agree to support this part of the training.

Prospective families must first complete an application packet and submit all of the required documentation. After a review of the application packet, the student may be required to visit the school for observation in academic and social settings.

The student application will be evaluated for admission based on previous grades, attendance records, teacher/principal recommendations, parent cooperation with school, student interview, test scores from previous school, and a student visit.

The admissions process is designed to identify families and students for whom SCA provides a good academic and spiritual fit. The school will enroll students based upon a variety of criteria, not on a first come first served basis.

Non-Discriminatory Policy

Southeastern Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and athletic or other school-administered programs.

Priority Enrollment

Re-enrollment

SCA offers priority enrollment for presently enrolled students, provided the re-enrollment forms and registration fees are submitted by the early registration deadline.

Sibling Enrollment

Limited priority enrollment for qualified, new students is offered, as space is available, to siblings of currently enrolled students. The enrollment privilege must be exercised by the priority enrollment deadline.

Admission Standards

Behavioral Standards

All students and parents must be willing to abide by SCA's Discipline Policy. Generally, the school does not enroll students who have been expelled from other schools or who have been in serious disciplinary trouble in their former school or their community.

Academic History

Students applying for first through twelfth grades will be required to meet SCA's promotion requirements for their prospective grade and have passing grades of "C" or better on grade-level work in all major subjects.

Probationary Status

All students admitted to SCA are accepted on a probationary basis for the first twelve weeks of school. They are expected to abide by all policies set forth in the SCA Student Handbook. Grades should be maintained in the "C" average range. If grades fall below that range, the student may be required to receive tutorial assistance at parents' expense in order to maintain their position at the school.

Failure to meet academic or behavioral standards during the probationary period may result in the student's dismissal from the school.

Birth and Health Records

Upon acceptance of enrollment a parent must provide current health and immunization records and a copy of the child's state birth certificate. Immunizations must be up to date according to state law, or else a legally valid exemption must be on file.

Student Withdrawal

A student is not considered withdrawn until the school office has been notified, in writing, by the parent. A "Student Withdrawal Form" may be picked up from the school office. A \$500 withdrawal fee will be assessed at time of withdrawal. In case of dismissal, the parent will be notified. Please refer to the "Financial Policies" section for information on tuition refund policies.

FINANCIAL POLICIES

Payment Policy

- Southeastern Christian Academy seeks to keep tuition affordable; therefore, it is vital tuition payments are made on time through the FACTS Tuition Management System utilized by Southeastern Christian Academy.
- A FACTS management account is **required** for all students. Students may not be enrolled in Southeastern Christian Academy if an account is not active with an **active** form of payment.
 - Acceptable methods of payment are:
 - Checking or savings account automatic draft,
 - VISA
 - MasterCard
 - American Express
 - Discover
 - A FACTS fee of 2.95% will be added to payment for all credit or debit cards.
- All tuition payments are processed through FACTS Management System and are made in one annual payment, two semi-annual payments or eleven monthly installments.
- Monthly installments are automatically drafted by FACTS on the fifth or fifteenth of each month from July-May.
- The financial responsible party on the FACTS account is required to make all payments for the student(s) attending Southeastern Christian Academy. It is understood that the financial responsible party is accountable for reviewing the payment date(s)/amount(s) on the account.
- If a student enters school after the first month of the new school year, tuition is assessed for the actual days enrolled. Book, Material, and Technology Fees are not prorated and must be paid in full.

FACTS Policies

- Any account that pays tuition in installments throughout the year will use the service of FACTS Tuition Management for automatic debit from the account of your choice.
- In the case of a returned FACTS payment, a \$30 FACTS Returned Payment Fee is automatically deducted within 5 days of the date the payment was returned.
- Returned payment fees are payable to FACTS for each payment attempt that is returned. These are fees associated with the FACTS Tuition Management system and have to be paid to FACTS before any payment can be made at Southeastern Christian Academy.
- Non sufficient fund (NSF) fees may also be applied from your bank.
- Any changes to your FACTS account are made through the school.
 - Changes include:
 - Address
 - Phone number
 - E-mail address
 - Banking information
 - Payment Dates

- If there is a need to change the payment date or payment amount, you must contact the front office who will notify FACTS if any changes are to be made. ALL changes must be received by the office at least five (5) business days prior to the payment date in order to affect the upcoming payment.
 - A maximum of two payment date changes per FACTs account per semester are permitted.
 - All communications are to be made via email to Accounting. Any other communications (i.e. via text, Facebook, etc.) cannot be guaranteed as received.
- Southeastern Christian Academy cannot move payments that have already started processing within the FACTs application.

Fees

- The Application Fee is required for all new students and is due at the time of application. This is a non-refundable fee that covers costs associated with the admissions process.
- The Registration Fee is due at the time of or re-enrollment or within five business days of acceptance of new students. This fee is non-refundable.
- All starting fees are non-refundable and are to be paid by the first day of school.
- Students are not allowed to attend school until fees are paid in full.

Extra Expenses

- Students can incur extra expenses throughout the school year for various student events, lunches, extracurricular activities, fields trips, sports, and more.
- Parents and guardians will be notified of extracurricular activity expenses and are required to sign permission to the school to withdrawal monies from the account at the time stated on the forms.
- Payments for extra expenses are required to be paid before the student participates.
- The student will not be able to participate if payments are not made and tuition is not up to date.

Discounts

- For families who have multiple children enrolled at SCA, a 25% discount is applied, by parent request, to each additional child within that household.

Delinquent Accounts

- As stated, the financial responsible party is responsible for the FACTS account and FACTs payments. It is imperative that all accounts are paid to ensure operational support of Southeastern Christian Academy.
- Delinquency:
 - An account becomes delinquent with one attempted and failed FACTS payments.
 - Past due balances are to be paid as soon as they are missed.
 - If FACTS is unable to collect tuition on the scheduled date, a late payment fee will be charged to your account by FACTS in accordance with your payment agreement.

- Any student with an account that is not up to date **will not** be able attend field trips, the After School Program, attend special events, receive report cards, order lunches, etc. No extra charges are allowed to be charged on the account until all mandatory tuition payments are made.
- Accounts must be current at the end of each nine-week grading period. Report cards **will not** be issued nor will transcripts be released if an account is not current for tuition, lunch charges, book fines, etc.
- Students **will not** be promoted to the next grade if tuition, fees, and extra expenses are not paid in full by June 30.
- Southeastern Christian Academy **will not** release academic records if the FACTs account is not paid in full.
- Students with outstanding tuition balances **will not** be allowed to graduate from SCA or register for the next school year without consent from the Board of Directors.
- Students with over two months of missed payments and/or an amount totaling more than \$700 **will not** be able to attend school until payments are up to date.
- Southeastern Christian Academy reserves the right to withdrawal students for continued missed payments. In certain circumstances, the financial responsible party must agree to written alternative arrangements as deemed appropriate by Administration and meets all arrangements within the written guidelines
- If a student(s) is involuntarily withdrawn from SCA due to non-payment, the student(s) will be ineligible for re-admission to SCA for the remainder of the school year.

Student Withdrawal

- Upon the enrollment of a student, SCA makes year-long financial commitments and expenditures that are non-recoverable. For this reason, the first two (2) tuition installments are **NON-REFUNDABLE** if a student withdraws at anytime.
- A \$500 Withdrawal Fee is also assessed at the time of withdrawal for each student.
- If a student withdraws during the school year, the financial responsible party is accountable for tuition for the entire month of withdrawal. If tuition has been paid beyond the month of withdrawal, a refund will be given for the excess.
- The family must complete a Student Withdrawal Form and submit it to the school office at least two days prior to their next scheduled FACTS payment in order for the school to stop payment on the automatic draft.
- The Withdrawal Fee also applies to students who are expelled if:
 - The violation is covered in the handbook
 - A student gets in trouble and is warned
 - The student knows a consequence to their repeated action is expulsion

A student who knows the handbook policies and chooses to continue to use certain behavior also chooses to withdraw from the school due to insubordination. This will result in automatic withdrawal.

- The only time the Withdrawal Fee does not apply is if it is beyond the school's scope of "ability" or that the school cannot meet our end of expectation.

ATTENDANCE, ARRIVAL, AND DEPARTURE

Attendance Introduction

Parents have the responsibility to see that students are regularly in attendance. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, peer interaction and structured study. Because this is so important to successful academic progress, students who have excessive absences may be subject to failure and/or permanent dismissal from SCA.

Absence

The absence policy at SCA is written in a spirit of compliance with North Carolina's compulsory attendance law, G.S. 115C-378. This statute requires that children aged seven to sixteen attend school continuously for a period equal to the time which the local public school is in session. The law also allows school administrators to excuse students temporarily from attendance "on account of sickness or other unavoidable cause."

In accordance with this statute, SCA has adopted three categories of absence: Unexcused, Excused, and Planned.

Unexcused Absence

When a student is absent from school, the absence will be recorded as Unexcused unless and/or until it meets the criteria of an Excused or Planned absence.

If a student accumulates excessive unexcused absences in a school year, the school may be required to take specific action under the law, including notifying the department of social services that the parent or guardian may be in violation of the compulsory attendance law. Additionally, students may lose credit for academic assignments missed during each day of unexcused absence.

Excused Absence

In order for an absence to be recorded as Excused, the parent must provide the teacher with a written excuse within three (3) school days. If a written excuse is not provided within that time frame, the absence will remain Unexcused. The following are examples of excusable absences:

- Student's illness or injury
- Death of a relative
- Doctor's appointment

Planned Absence

The compulsory attendance law does not condone or encourage unnecessary absence for any reason. However, it does leave some flexibility for school administrators to permit planned absences. Accordingly, students at SCA may be allowed planned absences during a school year for reasons such as family vacations and non-school sponsored educational activities, per the following guidelines:

1. A Planned Absence Notification form must be completed prior to the period of absence.
2. Planned absences for the student must not exceed five (5) school days cumulatively in the course of a school year. (Planned absences in excess of five (5) days will be recorded as Unexcused.)
3. The student and parents should expect extended absences to have a negative impact on the student's grades.
4. Students may makeup assignments, quizzes, and tests under these conditions:
 - a. Assignments may be secured from the teacher in advance. Teachers will endeavor to provide students with work for the period of planned absence; however, teaching responsibilities may not permit the preparation of assignments in advance.
 - b. Assignments obtained in advance are due the second day of class following the absence period.
 - c. If assignments are not obtained in advance, the student will be allowed one (1) day per day of absence to make up work. However, the student will also be responsible for keeping up with current assignments during the same period that he/she is making up missed assignments.
 - d. Work turned in after the allotted period of time will be considered late and may result in point deductions or a grade of zero (0) on the assignment, according to the teacher's grading policy.
 - e. The student and parents must arrange to make up tests and quizzes after school or otherwise outside of instructional time.
 - f. UNDER NO CIRCUMSTANCES SHALL THE TEACHER BE EXPECTED TO PROVIDE MAKEUP TUTORING. The student and parents will be solely responsible for ensuring that the student learns material taught during the period of absence.
 - g. Makeup testing for the Terra Nova Test will not be offered for planned absences.

Retention Due to Absences

For students to be promoted for the year, total absences for the year may not exceed twenty (20). This ruling applies whether the absences are excused, unexcused, or planned and regardless of the student's academic performance. Exceptions may be granted under unusual circumstances after parental consultation with the administrator.

Make-up Work

If your child is absent for more than one day, you may call the school office before 9:00A.M. to ask for work to be collected. Any work that the student can complete while absent will relieve some of the stress associated with "catching up" upon return to school. The work may be collected from the front office after 3:00P.M. that day.

Students who miss assignments due to illness or other excused absence will be allowed a minimum of one (1) day per day of absence to make up work. Guidelines for making up work missed during a planned absence are described above.

Signing Students Out Early

When coming to check out a child early from school, an adult must go to the school office. All students will be called to the office to be checked out at that time.

Students who are picked up prior to or arrive later than 11:30a.m. will be counted absent for that day.

Tardiness

Tardiness Introduction

Parents should make every effort to get students to school on time. Tardiness is discouraged for several reasons:

- It develops bad habits concerning punctuality.
- It starts the student's day off on a negative note.
- It causes the student to miss the beginning of the classroom day (announcements, instruction, etc.).
- It distracts the class.
- It requires the teacher to have to repeat instructions, lessons, etc.

Excused/Unexcused Tardies

- A child is tardy after 8:10 A.M. Tardies will be recorded as excused or unexcused.
- Five (5) unexcused tardies in a nine-week grading period will result in a parent-teacher conference.
- Five unexcused tardies in a year will prevent a student from being awarded "Perfect Attendance" status.

Reasons for Excused Tardies:	Reasons for Unexcused Tardies:
Student has a dental appointment	Late
Student has a doctor's appointment	Overslept
Sickness of student (non contagious)	Regular traffic situations
Car trouble on the way to school	Repeated car trouble excuse
Traffic due to inclement weather like snow/ice/heavy rain	Repeated family scheduling problems

School Arrival and Dismissal Schedules

Grade	Start Time	Full Day Dismissal	Pick-up Location (For Both Schedules)
High School (9th-12th)	8:10	2:00	Carpool Line
Middle School (6-8th)	8:10	2:15	Carpool Line
Grades 3rd, 4th, & 5th	8:10	2:45	Carpool Line
Grades K, 1st, & 2nd	8:10	2:30	Carpool Line
After School Care	2:15	5:15	Student Center

School Cancellation

If the school needs to vary from the regular school calendar schedule, attempts will be made to communicate those changes via the following sources:

- Email Notification
- ParentsWeb Alert Call System
- WWAY TV3
- WECT TV6

Traffic Patterns

Our car pool system is designed to provide safety, order, and supervision for each student's arrival and departure. The traffic pattern at SCA is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. Since safety of students is involved, please give wholehearted cooperation in observing these regulations, in spite of the occasional inconveniences inherent in carpool lines. Please advance far enough so that other cars may pick up their riders. Please do not leave cars unattended in the car line and park in designated areas only. Please watch your speed. If your student is not available for pick-up you will need to circle back around in the line.

Arrival Procedures

Parents or car pools should deliver students to a designated drop-off location between 7:45A.M. and 8:10A.M.

Dismissal Procedures

Classes are dismissed on a staggered schedule to eliminate long lines of cars and the amount of waiting time. It is important for drivers to arrive as closely to the appointed time as possible.

Pick-up Guidelines

In the interest of safety and out of courtesy for students, staff, and other drivers, please adhere to the following guidelines:

- If you are at the beginning of the pick-up line and your rider's class has not come out yet, but the other classes have; do not wait at the front of the line.
- Do not conference with teachers during the pick-up procedure.
- Do not park your car in the drive through, and refrain from making double parking lines.

Late Pickup and After-school

Students will remain in the hallway until the final dismissal time for their grade level. At 2:15pm, teachers will begin enrolling students in the after-school program. Any student in after-school anytime between 2:15pm and 5:15pm will be charged \$10. This charge will be added to their FACTS account. Our Thrive After-school Program ends at 5:15pm. Any student not picked up by 5:15pm will be charged an additional \$1 per minute.

ACADEMICS

Curriculum

Curriculum at Southeastern Christian Academy is designed to achieve Expected Student Outcomes. We have selected a blend of both Christian and secular textbooks based on their anticipated effectiveness in achieving learning objectives. Supplemental material is added where deemed necessary. Biblical worldview principles are incorporated into instruction in every subject area.

Grading Scale

Grades K-8
A= 100-90
B= 89-80
C= 79-70
D= 69-60
F= 59-below

Homework

Purpose of Homework

It is the policy of SCA that all classes in grades 1-12 be assigned weekly homework. Homework serves the following purposes:

- To practice skills learned in class on an independent level
- To help students learn responsibility
- To help parents stay aware of what students are learning
- To prepare students for material that will be covered the next day
- To develop positive study habits

Homework Assignment Guidelines

The following is a guideline for the amount of homework to expect at each grade level:

1st grade	15 minutes
2nd grade	20 minutes including 10 minutes of reading
3rd grade	30 minutes including 15 minutes of reading
4th grade	50 minutes including 20 minutes of reading
5th grade	50 minutes including 20 minutes of reading
6th-8th grade	15-20 minutes per core
9th-12th grade	15-20 minutes per core

This homework time may not include special projects, book reports, etc. All students should read, or be read to, at home on a regular daily basis.

Report Cards

Kindergarten through twelfth grade report cards will be issued four (4) times per year—every nine weeks. Distribution dates are listed on the school calendar. Any questions concerning the grades should be brought to the classroom teacher. Progress reports will be issued on designated dates.

Late and Missing Assignments

Grade Deductions

If an assignment is past three days late, the teacher may lower the grade each day the assignment is not turned in. Up to 10 points per day may be deducted for grades 4-12 and up to 5 points per day for grades 1-3.

Make-up Due to Absence

Students who miss assignments due to illness or other unplanned absence should be allowed a minimum of one day per day of excused absence to make up work. Students whose absence was planned may be required to turn in work immediately upon returning to school. Such decisions are made at the teacher's discretion.

Promotion Guidelines

Kindergarten through Third Grade

Students in K-3rd must pass both reading and math to be promoted to the next grade. Any student in K-3rd grade who earns two failing grades in core classes for the year is to be retained. Core classes are English/Language Arts, Math, Science, and Social Studies.

Fourth through Eighth Grade

Student promotion will be largely determined by three factors: student achievement in the classroom, standardized test results, and the teacher/administrators recommendation based on an evaluation of student's maturity and readiness for the next grade level. For promotion, a student should pass all major academic subjects (Language Arts, Reading, Mathematics, Science, Social Studies, and Bible) and score above 50% on the standardized test. A student scoring below this standardized test level may be promoted with a teacher recommendation but will be on academic probation through the first twelve weeks of the new school year. During this probation period, the school may determine that the student must receive tutoring from an outside source which may include the summer as well as the school year. The school administrator will make final decisions on all circumstances not covered in this promotion policy.

A student passing a major subject with a yearly average of "D" may be required to receive remediation during summer vacation. If a student has a yearly average of "D" in two major academic subject areas, this may be the reason for retention to the current grade level for the student, and summer remediation may be required.

Academic Probation

Purpose: Student grades will be reviewed quarterly to prevent the possible failure of a student. This brings the Administration and the parent together in order to create a viable, tangible solution for the struggling student.

Process: This process may be initiated at the discretion of the respective Principal in consultation with the Head of School.

- If the student is making any F's or more than one D the student may be placed on academic probation.
- The Principal will notify the parents of the academic probation.
- A conference will be held with the parent and student in regard to academic probation.
- The student, parent(s), and Principal sign the Academic Probation Form. Copies are distributed to all respective parties.
- If the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to the school's inability to meet the student's academic needs.

Honor Roll

"A" Honor Roll represents all "A"'s and character marks at the "S" level or above. "A-B" Honor Roll represents all "A"'s and "B"'s and no more than one "N" on character traits. Year End Honor Roll is determined by the yearly average.

Enrichment Classes

In addition to core academic subjects, enrichment courses are offered in order to achieve specific expected outcomes and to enhance the overall academic experience. In grades K-3, enrichment courses include music and art. Additional elective classes are available to students in grades 4-12.

Exemption from Physical Education

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. for up to one week will be honored. A physician's written recommendation must be presented if more than one week of exemption is requested.

Library

SCA strives to ensure that textbooks, literature, films, videos and other materials that are used in the classroom or recommended by the school are likely to enhance the spiritual, emotional and mental development of its students. SCA will strive to censor clearly inappropriate literature from its students, regardless of the source. However, it is the position of the school that parents are primarily responsible for the overall development of their children. As the primary caretakers of their children, parents must know what their children are reading or viewing, with special attention given to literature, books or other materials not used at school in a classroom setting or not recommended by the school.

SCA gratefully acknowledges donations of books, periodicals, video tapes, audio tapes and/or educational materials for classroom and library use. Each item received will be evaluated in accordance with a Selections Guidelines Policy. Any materials not selected for inclusion in the classroom or library collection may be returned to the donor.

ELEMENTARY, UPPER ELEMENTARY, AND MIDDLE SCHOOL DRESS CODE

(K-8th)

Rational

The guiding principles for school apparel are modesty and neatness. The SCA dress code is designed to create an atmosphere that is both conducive to sound educational practices and reflective of modesty.

As we are an academic institution, many of our requirements are simply good standards for the educational "marketplace." We believe that a degree of professionalism in students' dress will correlate with higher quality in their work and conduct.

It is also our desire to make dress a "non-issue" by eliminating the social differences and status symbols that students sometimes associate with clothing and by eliminating the need for staff to make subjective judgements about the appropriateness or inappropriateness of particular articles of clothing.

General Dress Code

- SCA official T-shirts of any color may be worn any day of the week except for Monday Chapel Days (this does not include PE Uniform T-shirts)
- SCA official T-shirt is required to be worn on Fridays.
- Monday (Chapel day) dress attire requires blue SCA official polo shirt with dress code compliant bottoms. On Mondays, outerwear must be front zipper style and may not be pullover style as to not cover the Chapel day polo.
- Heavy outer coats or light jackets may be any color and style. Outer coats may not be worn in the classroom. Jackets that are solid in color may be worn in the classroom. SCA official jackets are suggested.
- Shorts must be dress short material of a bermuda length only. No biker-style, short-length, or athletic shorts may be worn. SCA official shorts are suggested.
- Hair should be kept clean and neat at all times with no distracting color or styles, such as mo-hawks, faux-hawks, rattails, etc. Bangs must not be below the eyebrows unless they are pulled back. All young men must be clean-shaven with hair no longer than collar length. Hair must be kept away from the face.
- All clothing should be kept clean and in good repair.
- Footwear - Dress, casual, tennis shoes, and sandals are allowed. ONLY leather flip-flops are allowed. No plastic or nylon flip-flops are allowed.
- No kerchiefs, bandanas, do-rags, sunglasses, etc. may be worn at any time.
- Boys may not wear earrings. Girls may wear small earrings. No large-loop or long dangle earrings may be worn due to safety issues.

Girl's Dress Code

Shirts: Students may wear classic polo shirts or solid t-shirts in any color Tuesday through Thursday. Official SCA shirts suggested. Monday (Chapel day) dress attire requires blue SCA official polo shirt with dress code compliant bottoms.

- Short or long-sleeved classic collared polo shirts with buttons are permitted in any color.
- Solid T-shirts of any color may be worn. No sparkles, glitter, or sequins.
- Mock or regular turtlenecks are acceptable.
- Sweatshirts (pullover or front-closure, with or without hood) are approved in any solid color. (Plain without designs) SCA official sweatshirts suggested.
- Cardigans sweaters (plain without designs) are allowed. SCA official cardigans are available.
- Vests (pullover or front-closure) are acceptable in any color.
- Sweaters (crew, v-neck, regular or cable knit) are permitted.
- Clothing should conceal the midriff area.

SCA official T-shirts are required to be worn on Fridays.

Bottoms: Khaki or navy are the only approved colors.

- Pants, shorts, skorts, jumpers, and capris are permitted.
- Shorts must be dress short material of a bermuda length only. No biker-style or athletic shorts may be worn. SCA official shorts are suggested.
- No denim, wide pants, sweatpants, spandex, or velour fabrics are allowed.
- Bottoms must be classic and traditional in cut and style and not tight fitting. Narrow cut, or skinny type pants are not considered classic. No low-rise, hip-hugger, flare, or jean styles are acceptable. SCA official pants are suggested.
- Solid white or navy tights or leggings may be worn under shorts, skirts, or dresses.
- All bottom-wear must be in the colors khaki or navy of a bermuda length. Please consider future growth when purchasing items.

Dresses: Solid dresses in any color may be worn. Dresses and skirts must be no more than 1" above the knee.

Official SCA clothing that meets all code requirements are available through Custom Logoware and School Outfitters located at 7213 Ogden Business Ln # 218, Wilmington, NC 28411. (910) 681-0888 (May call to place orders) www.customlw.com/collections/southeastern-christian-academy

Boy's Dress Code

Shirts: Students may wear classic polo shirts or solid t-shirts in any color Tuesday through Thursday. Official SCA shirts suggested. Monday (Chapel day) dress attire requires blue SCA official polo shirt with dress code compliant bottoms.

- Short or long-sleeved classic collared polo shirts are permitted in any color.
- Solid T-shirts of any color may be worn.
- Mock or regular turtlenecks are acceptable.
- Sweatshirts (pullover or front-closure, with or without hood) are approved in any color. SCA official sweatshirts suggested.
- Cardigans sweaters (plain without designs) are allowed. SCA official cardigans are available.
- Vests (pullover or front-closure) are acceptable in any color.

- Sweaters (crew, v-neck, regular or cable knit) are permitted.

SCA official T-shirts are required to be worn on Fridays with jeans.

Bottoms: Khaki or navy are the only approved colors.

- Pants, shorts, and capris are permitted.
- Shorts must be dress shorts material of an appropriate length. No athletic shorts or short-length shorts may be worn. SCA official shorts are suggested.
- No denim, wide pants, sweatpants, spandex, or velour fabrics are allowed.
- Bottoms must be classic and traditional in cut and style and not tight fitting. Narrow cut, or skinny type pants are not considered classic. No low-rise, hip-hugger, flare, or jean styles are acceptable. SCA official pants are suggested.
- All bottom-wear must be of a length that reaches or exceeds the tip of the middle finger when standing erectly. Please consider future growth when purchasing items.

Official SCA clothing that meets all code requirements are available through Custom Logoware and School Outfitters located at 7213 Ogden Business Ln www.customlw.com/collections/southeastern-christian-academy

Casual Dress Policy

Every Friday is designated as Casual Dress Day. Students must wear SCA official T-shirts only.

Pants

Casual dress may include blue jeans in good condition. Jeans may not be ragged, baggy, or tight-fitting. Students MAY NOT wear spandex pants, cotton stretch pants, sweatpants, or other athletic pants with an elastic waist band. All pants should be worn at or near the waist as intended.

Shorts

No biker-style shorts, short-shorts, athletic shorts, side split shorts, soccer shorts, or other shorts with elastic waistband are allowed. Shorts must be dress short material of a bermuda length only. SCA official shorts are suggested.

Shirts

Casual dress includes SCA official T-shirt.

Shoes

Casual, dress, tennis shoes, and sandals are allowed. ONLY leather flip-flops are allowed. No plastic or nylon flip-flops are allowed.

Physical Education Dress Policy

All students in grades 4-9 are required to wear the designated SCA P.E. uniform. This uniform consists of an official SCA T-shirt, official SCA sweatpants or shorts and athletic shoes of your choice. Official SCA P.E. clothing MUST BE obtained through

Custom Logoware and School Outfitters located at 7213 Ogden Business Ln # 218, Wilmington, NC 28411. (910) 681-0888 (May call to place orders) www.customlw.com/collections/southeastern-christian-academy

Not Allowed

The following are not acceptable:

- Spandex pants, cotton stretch pants, sweatpants, or other athletic pants with an elastic waist band.
- Tank, midriff, halter, low-cut (cleavage showing), tight-fitting, or cropped-tops
- See-through clothing
- Form-fitting clothing
- Strapless dresses or tops, even if covered by a sweater
- Mini skirts or short dresses
- Baggy or tight-fitting pants, shorts, skorts, or skirts.
- Hats, caps, sunglasses, or head kerchiefs
- Distracting hair colors
- Body piercing jewelry, visible tattoos, or any other body carvings. Body piercing jewelry, visible tattoos, or any other body carvings.

Exceptions

Exceptions to this dress code policy are made on certain occasions as approved by administration. However, if students choose not to participate in these activities, school dress code must be worn.

Dress Code Violations

Kindergarten through fifth grade students in violation of the dress code will receive a note from their teacher. Continued violation may result in a loss of recess time, a parent conference with the teacher or an administrator, or another disciplinary action.

Students in sixth through eighth grade who violate the dress code will first receive a demerit and it will be communicated to parents. In certain circumstances, a student may be asked to call home for a change of clothes. In addition to the consequences of the first violation, on the second violation, parents may be contacted to bring a change of clothes and the student may not return to class until the violation is corrected. In addition to the consequences of the first violation, the third violation may result in a parent-teacher conference and subsequent disciplinary action.

Decisions regarding what constitutes a dress code violation are at the discretion of administration. Repeated failure to comply with dress code standards constitutes "disrespect or rebellion toward a staff member" and is a Level II Offense per SCA Student Conduct mentioned below.

STUDENT CONDUCT

Disciplinary Philosophy

Jesus said in Matthew 22:37-40 that all of God's law was summed up in two commandments:

1. You shall love the Lord your God with all your heart and with all your soul and with all your mind.
2. You shall love your neighbor as yourself.

Each of us has an obligation to live rightly by loving rightly, yet it is certain that apart from God's grace, we will not. Authority structures are set in place by God to promote good and restrain evil (Romans 13:1-6). These structures provide the accountability that people need in order to make wise choices and to learn from sinful ones.

With these principles in mind, teachers and administrators assume roles of authority at SCA. We undertake the disciplinary task with a desire to balance grace with truth, justice with mercy, and internal motivation with external motivation. The ultimate goal of Christian discipline is to see the individual reconciled in their relationships with God and other people, and growing in their hatred of evil and love for good.

In an effort to accomplish this training in Godliness, teachers and administrators will not ignore student offenses, because to withhold discipline would be unloving (Prov. 13:24, 23:13-14). Employees will assign disciplinary consequences based on a careful evaluation of each case. Factors to consider will include seriousness of the offense, age of student, frequency of misconduct, and the attitude displayed by the student.

Disciplinary Options

Teachers and administrators may choose from a number of disciplinary measures. The most common of these are listed below, although this list is not exhaustive. **While disciplinary action is generally progressive in nature, some situations may warrant immediate escalation at the discretion of the teacher or administrator.**

- Reprimand
- Redirection
- Warning
- Counseling
- Separation in class
- Additional assignments
- Time-out
- Silent Lunch
- Student-Principal Conference
- Teacher-Parent or Principal-Parent Conference
- Removal from class
- In-school Suspension (There is a \$50 ISS fee for each time served and this fee will be charged to the student's FACTS account.)

- Out-of-school Suspension
- Dismissal

Dismissal

Eligibility for Re-enrollment

A student who has been dismissed from school is ineligible to re-enroll during that school year or following school year.

Attendance at School Events

Students who have been dismissed may not visit the campus or attend school functions.

Corporal Punishment

Southeastern Christian Academy does NOT use corporal punishment.

Offenses and Consequences

Some violations of school policy and suggested consequences are listed below and grouped according to the seriousness of the offense. THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE. Modifications will be made when necessary, at the discretion of the administrator. Additional infractions will be added, and penalties will be modified as the need arises. In all instances, the school will make every effort to administer consequences equitably and fairly.

Level I Offenses

- Gum Chewing
- Use of electronic devices during school hours
- Inappropriate or disorderly conduct in hallway, restroom, outdoors or elsewhere on campus.
- Poor sportsmanship
- Throwing objects
- Failure to bring appropriate materials to class
- Talking without permission or other disruptive classroom behavior
- Out of seat without permission
- Sleeping in class
- Eating or drinking in class without permission
- Selling items on school property without permission
- Public display of affection (kissing, holding hands, embracing, etc.)
- Scuffling or horseplay
- Rude or disrespectful behavior toward another student*

* This may constitute a Level II offense.

Level I Consequences

Level I consequences are determined by the teacher.

Level II Offenses

- Persistence of Level I behaviors
- Repeated dress code violations - three (3) violations and subsequent violations mean an in-school suspension
- Stealing or being in possession of another person's property
- Profanity, obscene gestures, slanderous statements
- Disrespect or rebellion toward a staff member
- Refusal to participate or complete classroom assignments and activities
- Distributing gifts or invitations to individuals on campus when not inviting the entire class
- Lying, Forgery, cheating, or plagiarism
- Leaving school grounds without permission
- Cruel remarks
- Harassment or bullying
- Threats to student or staff *
- Using physical force or verbal intimidation*
- Involvement in immoral activities or activities that are contrary to the philosophy and objectives of SCA**
- Possession of fireworks, cigarettes, pornographic material **

* The first consequence may be skipped for fighting and serious threats.

** This may constitute a Level III offense.

Level II Consequences

Level II consequences are teacher and/or administration directed, up to and including in-school suspension or out-of-school suspension. (There is a \$50 ISS fee for each time served and this fee will be charged to the student's FACTS account.)

Level III Offenses

- Persistence of behaviors in Levels I and II
- Vandalizing or destructive behavior to property or persons within the school or community
- Bringing weapons, drugs, drug paraphernalia, alcoholic beverages, pornographic materials to school
- If a student is removed from class for any reason, he/she will be expected to complete make-up work within the time designated by the teacher. Academic cheating may result in a grade of zero.

Level III Consequences

Level III consequences may result in a dismissal from school

K-3rd Conduct Policy

A conduct system will be implemented in grades K-3rd based on a color system including individual and whole group incentives. The system will run weekly from

Monday through Friday with Friday being a rewarding day. Students will receive a welcome letter at the beginning of the year explaining the expectations for the merit system.

4th-8th Conduct Policy

The conduct system implemented in grades 4th through 8th is based upon a merit and demerit system. The system will run weekly from Friday to Thursday. Students will be allowed 3 marks before losing the merit system privilege (also known as "Team Time") for that week. The merit system privilege will be held on Fridays.

Students who fail to achieve "Team Time" 4 times within a nine week period will serve 1 day in ISS (In School Suspension). There is a \$50 ISS fee for each time served and this fee will be charged to the student's FACTS account. If a student has received 4 marks but is absent the day of Team Time, the student will serve 2 silent lunch periods the following week to make up for the missed disciplinary action.

Students will receive a welcome letter at the beginning of each year explaining the expectations for the merit system. All middle school students and parents must sign the provided letter stating that they understand all terms. Since expectations are given and signed, this system will be strictly enforced throughout the school year.

General Expectations

Southeastern Christian Academy may take all action necessary to ensure the operation of the school in all matters as it may apply to the student. A positive and constructive relationship between the school and parent, or other adults interacting with the school and/or school community by virtue of their relationship with the student, is essential to the mission of the school. Thus, if the behavior, communication, or interaction on or off campus (including during school-sponsored events) of parent or other adults interacting with the school and/or school community by virtue of their relationship with the student is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with its policies, procedures, responsibilities, personnel, leadership or standards, or imperils accomplishment of its educational purpose or program, the parent should understand and agree that SCA has the right to dismiss the student and/or the student's family from the school's community. In addition, the parent understands and agrees that SCA has the right to place restrictions on that party's involvement with or activity at the school or on school's property, or at school-related events if the party engages in behavior that SCA determines in its sole discretion to warrant such a restriction.

Student Harassment Policy

Southeastern Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect. It is to be a school that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. We are prepared to take action to prevent and correct violations of this

policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Any student or staff member subjected to or observing harassment of any kind is to report it immediately to the principal or administrator. All reports will be handled confidentially; however, any reports involving a student will result in parent/guardian notification. All reports will be investigated promptly and thoroughly without discrimination or retaliation against any person involved in any manner.

Bullying

Bullying behavior is a form of harassment and antisocial behavior which does not know any geographic, racial, or socio-economic boundaries. It is defined as intentional hurtful behavior perpetuated over a period of time, in a relationship characterized by an imbalance of power. Bullying is unacceptable behavior.

Bullying can occur in three main ways:

- Physical: where the person being bullied is hit, kicked, or when belongings are taken or damaged
- Verbal: consists of name-calling or insulting, racist or sexist remarks
- Indirect: when malicious rumors or stories are spread or the person is excluded from the social group

Any student who believes that this policy has been violated by another person should immediately report the violation to the administration.

Cyberbullying

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administration. All reports of harassment in the form of cyberbullying will be investigated fully.

Threats

All threats communicated by any person against any student (including himself), students, or school or church property will be treated at face value. Such threats will be communicated to the school and/or church administration and the parents of any

student involved. After investigation of the situation, law enforcement authorities may be notified for legal action.

Cell Phones and Other Electronic Devices

Electronic devices may be brought to school only if they can be turned off. All electronic devices including cell phones, smart watches, iPods, mp3 players, etc. must be turned off from 7:45 until the end of the day and should not be used until after carpool line. All electronic devices should be kept in the student's book bag or locker throughout the school day. If an electronic device is discovered outside of a locker or book bag during the school day, the student may receive suspension. The device will be confiscated for a three day period and/or the student may lose this privilege.

No electronic devices (other than approved calculators) may be used at any time during tests. Any such use will be considered cheating and will be dealt with in accordance with the conduct policy.

Because of the disruptive and potentially harmful nature of the misuse of electronics, the school reserves the right to read text messages or other content when there is a reasonable suspicion that the device is being used illegally or in violation of school policy.

Care of Facilities

Our facilities belong to God, and students are expected to take care of the building and grounds as good stewards of the Lord's property. Willful disregard for the upkeep and cleanliness of the property may result in disciplinary action. Any damage to school property, intentional or accidental, will be paid for by the student/parent.

Lunch Guidelines

- Teachers will enforce proper table etiquette and the use of good manners at all times. **Students should not share food or beverages at lunch.**
- During the first 10 minutes students will be asked to eat quietly, or even silently, depending on age to assure that they have time to eat. After that, voices should be respectfully low.
- Students may not leave the tables until the area is cleared and they have been dismissed by a teacher.
- Tables will be cleaned using an appropriate disinfectant.
- Students must bring lunches that do not require refrigeration or heating. The school does not have heating capabilities for student use. Parents are advised to pre-heat and package hot food in thermos style containers to keep lunches warm until the students designated lunch period.

Playground Guidelines

Age and Grade Level Use

SCA provides two age-appropriate playgrounds for our students.

Playground Rules

Students should observe the following rules at all times while on the playground:

1. Students are to use only the playground designated for their age group.
 2. Students are not to engage in aggressive physical contact.
 3. Playground equipment is to be used properly or loss of privileges will result.
 4. Students are to stay within the fenced-in area unless given permission to be elsewhere.
 5. Students are not to climb fences or trees.
 6. Students are not to throw sand, rocks or other objects.
- Failure to observe these rules may result in a time-out period or other consequence that is age-appropriate.

Acceptable Use Policy for Computers

We are pleased to offer computer technology to our students. Student use of the school's technology is a privilege which, at the discretion of the school administration, may be revoked by the school at any time. The school reserves the right to take disciplinary action for misuse and/or to seek financial restitution for any damage(s) caused by a student or other users. Students must sign an agreement that states:

- 1) **I will** use only the computer that is assigned to me, and I will not attempt to access any unauthorized computer.
- 2) **I will not** attempt to use any software or hardware without the approval of the instructor.
- 3) **I will not** vandalize any software or hardware.
- 4) **I will not** modify any system settings (i.e. display colors, screensavers, etc.)
- 5) **I will not** disrupt the privileges of other computer users or misrepresent other computer users (i.e. log in as another user or use someone else's password).
- 6) **I will not** copy, change, read or use anyone else's software or files without prior permission from the instructor.
- 7) **I will** use the Internet exclusively for activities that are specified by the instructor.
- 8) When on the Internet, **I will not** reveal any personal information about myself or anyone else.
- 9) When on the Internet, **I will not** send messages that contain inappropriate content. This includes profanity and any other non-academic activity.
- 10) When on the Internet, **I will not** download, upload or otherwise gain access to any unauthorized or copyrighted material(s).

HEALTH, SAFETY, AND SECURITY

Illnesses

Notifying the School

If your child is ill for more than two (2) days, please notify the school since we are concerned for his/her well-being. If your child is absent because of a contagious disease, please notify us so we can contact other parents.

Sending/Keeping Students Home

Students are required to stay out of school when they have a contagious illness or symptoms of a contagious illness. Those conditions and symptoms include but are not limited to:

- covid-19
- chicken pox
- measles
- scarlet fever
- impetigo
- scabies
- head lice or nits
- pin worms
- ringworm
- pink eye (24 hours on medication)
- strep throat (24 hours on medication)
- fever within the past 24 hours
- diarrhea within the past 24 hours
- vomiting within the past 24 hours

When a child must be sent home from school, parents should make arrangements to pick up sick children promptly since SCA does not have facilities to isolate sick children. Parents should also err on the side of caution when deciding whether a child is too sick to attend school. Children should be free of symptoms for 24 hours before they may return to school.

Medicine

The school office keeps a supply of acetaminophen (generic brand), ibuprofen (generic brand), Benadryl, and other simple first aid items. Parents must fill out the medical section on ParentsWeb as a part of registration in which they will give permission for their child/children to take or be given these items. The school office will not administer acetaminophen or Benadryl without consent from ParentsWeb registration or parental contact.

Any other medicine to be administered to a student must be accompanied by a written parental request, stating the time and the amount to be given. An adult must bring the medication to the office where it will be kept and administered at the required time. All

medicine MUST be in the original container and administered as prescribed or noted by the parent. Medicine should be sent to school in the original box or bottle for which it was purchased. Students should not have medication in their possession during class hours. Prescription medicine must be prescribed to the child to whom it will be administered.

Southeastern Christian Academy cannot be held accountable for side effects and reactions caused by any medicines, nutritional supplements or herbs. All medicines left in the office at the end of the year should be picked up by the parents.

Cough Drops

Students may keep cough drops in their possession (locker, book bag, or person) as long as they are accompanied by a parent permission note.

Vitamins and Supplements

We prefer not to dispense vitamins or nutritional supplements unless absolutely necessary. Any nutritional supplement or herb must be accompanied by a written request from the parent stating the time and amount to be taken. The nutritional supplement or herb must be in the original container.

Inhalers

Students with asthma may keep their inhalers in the classroom. The inhalers will be kept in a secure place by the classroom teacher. Prescription information for inhaler use must be on file in the office.

Food Allergies

Some of our students have food allergies, and in some cases, these allergies can be life-threatening. SCA takes precautionary measures to ensure that these students remain as safe as possible while in attendance at school or school events.

In some instances when a student has a severe nut allergy, the student's class and/or grade may be declared "peanut free." Other students in that class and/or grade are not allowed to bring peanut food products to school. We consider the risk to the student's life to far outweigh the inconvenience that this policy poses to other parents. We ask parents to use this as an opportunity to model for our students what it means to "consider others better than yourselves." and to "look not only to your own interests but also to the interests of others (Phil. 2:3-4)."

Students may not share food with other students in order to avoid contact with such foods that might trigger an allergic reaction (most notably milk, egg products, peanuts, tree nuts, wheat, soy, fish, and shellfish). Parents' sensitivity to this situation will be most helpful on special occasions when treats are distributed to the entire class. Parents of allergic students should have noted so in the Allergies section of the Enrollment Packet at the beginning of the school year. If any allergies are discovered mid-year, the parent must make the front office aware to be added to their documentation.

Search and Seizure Policy

The school reserves the right to search for and confiscate any material that is an illegal contraband (i.e.: drugs, alcohol, weapons, pornography, tobacco, etc.) or in violation of school policies from school property (lockers and the like), person or personal property. Searches can be warranted by any reasonable suspicion or possession of an illegal contraband or material in violation of school policies.

Visitors

Anyone other than students and staff must report to the office and sign in as a visitor prior to going anywhere on campus. Each visitor will be given an identification badge to enter the building, which should be returned to the office before leaving. An appointment should be made in advance through the office for a parent to visit a classroom during school hours.

Locker Policy

Each student in grades sixth through eighth grades is provided a locker. The following are guidelines for using school lockers:

- The school is not responsible for missing or damaged locks.
- Students may not share lock combinations with other students.
- Students may not switch lockers.
- Students must not attempt to open any locker that has not been assigned to them.
- Students must not tamper with locks or lockers
- Students must not abuse lockers by writing on them, applying stickers, or damaging locker mechanisms.
- The school is not responsible for items missing from lockers.
- Students must not store items that are not allowed on campus in their lockers.
- Students are required to give their homeroom teacher their lock combination at the start of the school year.
- Students should be well-practiced on how to open their locks before the start of the school year.
- Three-number dialing combination padlocks are allowed only. Locks that require a key for entry are not permitted.

PARENTAL INVOLVEMENT AND RELATIONSHIPS

Family Involvement

One of our most basic beliefs as Christian educators is that God has given parents the primary responsibility for educating their children. SCA exists as a partnership with the home, and we can only be effective and properly grounded as an institution when that partnership is well-maintained.

For this reason, it is imperative that parents stay involved with their child's educational progress by meeting with teachers when requested, assisting their child at home with assignments, attending school meetings, etc.

Praying for the School

Perhaps the greatest contribution that parents can make to the school is that of regular, fervent prayer. Below is a sample list of requests that parents could make to God on our behalf. Parents and friends are free to add their own.

- Pray for God's presence and power to reign on our campus.
- Pray for the physical, spiritual, and emotional safety of our students and staff. Pray for our teachers to model the Christlikeness, grace, maturity, and responsibility that we hope to see borne out in the lives of our students.
- Pray for wisdom and Godly leadership on the part of the administrators.
- Pray for God's provision for every need.

Volunteer Opportunities

General Guidelines for Volunteers

There are numerous ways that parents can offer their time and talents in assistance to SCA. There are opportunities to help in the classroom, in the office, on field trips, at school events, or on special projects. Whenever volunteering, parents should:

- Sign in at the office.
- Please dress conservatively/modestly and follow dress code listed below.
- Siblings may not take part in volunteer activities without prior permission.
- Volunteers should refer disciplinary issues to the teachers.

Grade Parent

Each teacher may select a parent to act as a Grade Parent. Parents may volunteer for this position. The role of the grade parent is as follows:

- To assist the teacher when requested
- To organize special classroom activities when requested
- To coordinate classroom parties approved by the teacher

Field Trip Chaperones

Parents may be asked to help supervise and transport students. The role of chaperones is to assist with transportation; to ensure student safety; and to help maintain proper group decorum. See "Field Trips" policy in the Miscellaneous Policies section for further information.

Parent Dress Standards

We request that parents uphold the school's dress code standards of modesty and neatness when they are on the school campus, chaperoning field trips or attending school functions. Volunteers at school or on field trips should abide by the following staff dress code policy:

"Adults should not wear sweat pants, short-shorts, yoga pants, etc. unless approved by the administration for special outings. Tight pants, tight skirts, T-shirts and sweats are not appropriate. City shorts that are knee length are acceptable and should be worn as dress slacks with flats or heels."

Exceptions to this rule may be made for certain field trips, such as strawberry picking. Volunteers will be notified if deviation from the normal dress code is allowed.

Parent/Teacher Relations

General Guidelines

- Teachers at Southeastern Christian Academy are professionals and should be treated as such.
- If the student has a school-related problem, it should be reported to the teacher as soon as possible. It is never appropriate for parents to deal with a student other than their own at school.
- Disciplinary concerns about any student on campus should be directed to a faculty member or the administration, preferably the student's teacher.

Conferences

- If a conference is needed, please call to schedule an appointment. Please resist the temptation for having a "mini" conference in the hallway or in the pick-up line.
- Upper school parents should schedule group conferences through the student's homeroom teacher. The homeroom teacher will try to facilitate a joint meeting with all teachers instructing your student. Individual conferences may be scheduled directly with the relevant teacher.

Communication

- All teachers and administration may be reached through e-mail or FACTS. Please feel free to send them your questions or requests. Parents may also leave messages through the office. Teachers and administrators will attempt to respond within 24 hours, but if they have not, please resend the message. A delay in response may mean that something has been lost in the translation of the message.
- If there is no response, please let the administration know that you are having difficulty making a connection with the teacher. **IT IS EXTRAORDINARILY IMPORTANT** that all lines of communication remain open.

Conflict Resolution

Constructive criticism is essential to the improvement of our school. However, criticism, if not properly channeled, will be destructive. When problems arise concerning policy, procedures, administration, teachers or students, resolution should be sought according to the Matthew 18 principle. Please remember Matthew 18:15-16 where Jesus commands us: "If your brother sins against you, go and show him his fault, just between the two of you...But if he will not listen, take one or two others along..." In conflict situations, the appropriate chain of command is:

Teacher
Principal
Administrator or Director

If this chain of command is not followed, you will be referred back to the appropriate person. Teachers are asked to follow the same chain of command and to encourage others to do so. In the event that a parent comes to an administrator with a concern and has not spoken to the teacher, the administrator will listen to the subject of concern and then direct the parent back to the teacher. If requested the administrator will be present at the conference in order to aid in a resolution to the concern.

MISCELLANEOUS POLICIES

Office Hours

7:45 A.M. - 3:30 P.M. Monday through Friday during the school year 9:00 A.M. - 3:00 P.M. Monday through Friday during the summer.

Change of Address

Please go on FACTS and update any change of address, telephone number(s), and place of employment of both mother and father. The current phone number of the persons to be called in case of emergency is needed as well. All changes which affect your child/children should be made on FACTS before the date the change is effective. It is extremely important for the safety of all students that records are kept up-to-date.

Change in Routine

If there is a change in routine, such as when or by whom your child is being picked up, please send a note to the student's teacher. We must have written permission to send a child home with anyone other than the people who are on the pick-up list that you filled out on FACTS during registration.

Telephone Usage

Cell phones are not allowed to be used during the instructional day. If they are seen at school 7:45-3:30 they will be confiscated. School telephones are business phones and are not to be routinely used by students. In demanding situations, and if a student is properly supervised, he/she may be allowed to place a call. Students may not use the school telephone for making social arrangements, or to remind parents to bring forgotten items, unless authorized by the teacher.

Lost and Found

Parents are encouraged to label their children's clothes, book bags, lunch boxes, and other belongings. Items left unattended in the hallway, bathroom, gymnasium, or elsewhere will be placed in a lost and found bin. Students should check the lost and found and/or inquire in the office in the event that items are missing. Unclaimed articles will be given to charity at the end of each month.

Lunch

When bringing lunch from home, please send nutritious lunches. Lunch can be purchased from the school on Wednesday through Friday. You may purchase these lunches on your Parents FACTS account. All lunch orders must be placed by the end of the day on Monday to receive lunch for the current week. Students are not allowed to bring soft drinks, gum, and candy or glass containers to school without special permission.

If a student forgets a lunch, he/she will be allowed to call home.

Books

Any school books issued by SCA are the responsibility of the student to whom they are issued. All books owned by the school should be covered with book covers. Students will be charged a replacement fee for any lost books. Payment must be prompt, and each student is responsible for making up the work he/she misses during replacement time. A fine will be charged for any damaged books.

Field Trips

Student Guidelines

- School dress code is required on all field trips, unless otherwise specified. (Outerwear must be SCA code or it must be removed before entering a building.) This policy is enforced to help us easily identify and supervise our group.
- Students must comply with school policy while on field trips.
- Students should respect drivers of your vehicle by using a quiet voice, sitting still, and following all directions.
- Be responsible for any possessions you bring on the trip, including any gift-shop money.
- Remember that you are a representative of SCA, and our actions are a direct reflection of the school.
- Wait to eat snacks until you arrive at a desired destination. Respect the vehicle of your field trip driver by eating outside and managing your own trash.

Chaperone Guidelines

Role of Chaperones

The role of chaperones is to assist with transportation; to ensure student safety; and to help maintain proper group decorum. See "Field Trips" policy in the Miscellaneous Policies section for further information.

Adult/Student Ratio

For safety purposes, there must be a sufficient ratio of adults to students or the field trip will be cancelled. Parents, when accompanying the class, are to take responsibility in helping the teacher supervise the students.

Sibling Attendance

Siblings or other children outside the student's class will not be allowed to attend class field trips. If this causes difficulties in childcare, perhaps parents can take turns keeping siblings. The number of chaperones/drivers will be limited according to need.

Transportation Guidelines

- Each chaperone must provide the teacher with a copy of the insurance declaration page and driver's license information.
- Teachers will arrange passenger lists. The lists should not be changed unless deemed necessary by the teacher in case of an emergency. Preschool

through 7th grade students should not ride in the front seat of an automobile with a passenger airbag.

- Field trip drivers should not use cell phones while driving with students.
- Drivers should not schedule extra stops without prior approval.
- Upon arrival at the field trip destination, students should REMAIN in vehicles to await further information unless directed otherwise.
- When returning to school, drivers are to wait with students in an area designated by teachers.
- Out of respect for varying standards of families, chaperones are asked NOT to play movies and music when driving students to school trips and events.

No Smoking

Out of consideration for those who have allergies, etc., there should be no smoking in any cars during a field trip, and no parent should smoke within view of the students.

Overnight Field Trips

Students in grades five (5) through twelve (12) may have the opportunity to participate in overnight field trips. Overnight field trips can offer learning experiences, relational bonding, and spiritual growth opportunities that cannot be achieved in the classroom or on a day trip. However, these trips also bring with them added challenges and risks. Accordingly, the following additional policies pertain to overnight trips.

- **Overnight field trips are optional.** Parents should weigh the risks and rewards of the trip and use their best judgment in determining whether their child should participate.
- If a student chooses not to participate, alternative assignments will be given to substitute for the learning experiences and graded assignments associated with the trip.
- Teachers and administrators will make every effort to identify and manage risks associated with each field trip. Most risks are reasonably managed through advance information about the location of the trip; safe travel guidelines; advance preparation for allergies and other medical conditions; constant supervision of students by staff; and proper conduct of students throughout the trip.
- The teacher and/or administrator will provide details about arrangements for the trip, including travel details, itinerary, sleeping arrangements, and student supervision.
- Sleeping arrangements for all overnight trips must adhere to the following guidelines:
 1. No members of the opposite sex will be allowed to sleep in the same room, tent, cabin, etc.
 2. There will be a minimum of one adult per room or adjoining room with an open door.
 3. Adults will not sleep in the same bed or bedding with a youth.

4. There will never be one adult and one youth per room unless they are family members. Reasonable curfews should be scheduled and enforced.
5. Adults sharing a room of opposite sex must be married.

Parties

Policy Overview

- Holiday parties, other than birthday parties, will be celebrated with an emphasis on Jesus Christ and His gifts to us.
- Gifts and invitations, if brought to school, must be for the whole class, leaving no one out. If an "all girl" or "all boy" party is given, invitations may be given out at school to all the girls or to all the boys.
- There should be no dictation of the dollar amount for gifts to be given by the students to the staff.

Birthday Parties

- Should last no more than 15 minutes
- Should be simple
- Invitations may be brought to school if given to all boys or all girls. (Select invites must be mailed.)

Halloween

- SCA does not celebrate Halloween or take part in any Halloween traditions.

Thanksgiving celebrations

- Should be service-oriented (i.e. Thanksgiving baskets, visiting a shut-in to sending cards, etc.)
- Should be kept small, preferably within the classroom.

Christmas parties

- Must focus on Christ's birthday (No Santa, please.)
- Personal gifts should not be exchanged at school.

Valentine parties

- Must be Christ-centered ("Jesus loves me.")
- May include a valentine exchange in which no child is left out

Easter parties

- Should focus on the Resurrection (No Easter bunny, please.)
- May include an Easter egg hunt or a scavenger hunt

Upper School

Upper School parties should be limited to lunch time. Parents, please plan to feed the whole flock, including the shepherds.

Pool Parties

- General field trip guidelines apply for pool parties
- Pool parties are not allowed for preschool. Sprinkler parties are allowed with an adult-to-children ratio of 1:2.
- Girls should wear one-piece bathing suits. Boys should wear regular boy's swimming trunks. All classes are strongly urged to obtain a lifeguard for pool parties.