

Soaring Eagles Christian Academy

2024-2025

Scholar and Parent Handbook



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Head of School's Welcome to Soaring Eagles Christian Academy

Dear SECA Scholars and Parents,

It is my privilege to welcome you to the 2024-2025 school year at Soaring Eagles Christian Academy (SECA). We believe that God is at work here and are excited to be a part of what He is doing. Our purpose is to provide Christian education that will help develop the God-given gifts, talents, and skills in our scholars, and through Biblical truth, equip them to impact the world. We have an excellent educational program which is taught to our scholars from a **Biblical perspective**. Our faculty, staff, and administration are committed to serve wholeheartedly with a standard of excellence.

SECA's objective is to educate scholars in a rigorous academic environment rooted in Biblical principles. We aim to teach in such a way that not only the minds of our scholars are impacted, but also their hearts and lives. Scholars are challenged toward excellence in all areas of their lives – academically, spiritually, physically, and socially. “In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.” (Titus 2:7-8)

SECA's educational program will prepare scholars for future success and empower them to pursue their dreams, interests, and callings. Soaring Eagles Christian Academy is a unique school because we implement a curriculum that offers individualized instruction, arts-integrated lessons, and authentic learning experiences that allow for inquiry and exploration from a Biblical perspective. This Christian worldview in our program helps scholars to develop a personal relationship with the Lord Jesus Christ and prepares our scholars to see the world from God's perspective and to use their talents and abilities to serve and honor the Lord in their lives.

While we at SECA are thankful that you have entrusted us with the education of your children, we also are aware that we cannot do it alone. We desire a partnership with you and your church to give your children the strong foundation they need to thrive. So please pray for us, support us, and get involved with us in the education of your children. Let us know when you have questions or need information. We will regularly attempt to communicate with you and ask that you regularly attempt to communicate with us as well.

As a means of communication, SECA provides you with this handbook, which is filled with the school's purpose, procedures, and operational policies. Please be familiar with the types of information that are found in this handbook and refer to it when you have questions or need information. Please note however that the School Administration of SECA, in its sole discretion, reserves the right to change any policy or procedure as needed at any time after reasonable notice.

I am excited to begin this new school year. Please let me know when I can help you in any way. Blessings on a great school year!

In Christ's Service,



Katrina Brown
Head of School

Scholar Handbook 2024-2025

Organization and Philosophy

SCHOOL BOARD

Soaring Eagles Christian Academy (SECA) is a ministry of Soaring Eagles of Faith International Church. The school is operated for the glory of Christ and to meet the educational needs of the youth of the church and the surrounding community. SECA is governed by a school administrative team appointed by the governing body of Soaring Eagles of Faith International Church and operated by the Head of School. The Head of School implements policy and operates the school. Soaring Eagles of Faith International Church invests all administrative leadership and authority to operate the school to the Head of School. The Head of School is accountable to the governing body and senior pastor for implementation of operational procedures and to the school board for implementation of school policy. While parents do not govern the school, ideas and suggestions from parents are necessary for the smooth operation of the school.

We are very thankful to the men and women who serve as members of the School Administrative Team. Please pray for these individuals as they make wise decisions concerning the school.

Board Members

Board Chair	Apostle/Pastor Sylvia Bostic
Board Vice Chair	Pastor Ernest Bostic II
Director of Education	Katrina Brown
Treasurer	Valencia Bostic
Secretary	Chelsea Pope
Member	Dennis Bostic

Soaring Eagles Christian Academy is a ministry of Soaring Eagles of Faith International Church of Columbia, SC.

"But they who wait for the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint." Isaiah 40:31

Soaring Eagles Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, procedures, and programs.

SOARING EAGLES CHRISTIAN ACADEMY MISSION STATEMENT

Inspire academic excellence through Biblical truth to empower scholars to live and lead as bold ambassadors for Jesus Christ.

SOARING EAGLES CHRISTIAN ACADEMY VISION STATEMENT

To wholistically cultivate the growth of young believers to have a heart for the will of God, to have the mind of Christ, and to have the soul of a servant – heart, mind, and soul (Matthew 22:37)

SOARING EAGLES CHRISTIAN ACADEMY STATEMENT OF FAITH

1. We believe the Bible is the written Word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice (2 Timothy 3:16; 1 Thessalonians 2:13).
2. We believe in the Holy Trinity. There is one God, who exists eternally in three persons: The Father, the Son, and the Holy Spirit (Philippians 2:6).
3. We believe that all are sinners and therefore unable to save themselves from God's displeasure (Romans 3:10, 23).
4. We believe that salvation is by God alone, by grace alone, by Christ alone, and received by faith alone, and is not based upon any human merit (Ephesians 2:8).
5. We believe that Jesus Christ is the eternal Son of God, Who, through His perfect life and sacrificial death, atoned for the sins of all who will trust in Him alone for salvation (John 3:17; Romans 3:24, 2 Corinthians 5:21)
6. We believe that Jesus was raised from the dead, ascended into Heaven, and is seated at the right hand of God the Father (Hebrews 12:2; Ephesians 1:20; Mark 16:19; Mark 14:62).
7. We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust and follow Christ (Romans 8:26, 27; 1 Corinthians 2:12).
8. We believe that the power of God through the prayer of faith, and by the laying on of hands, produces divine healing for the physical ills of the human body (Mark 16:18; James 5:14; 1 Peter 2:24; Matthew 8:7; Isaiah 53:4, 5).
9. We believe that God has established His Church and is gracious and faithful to His people according to His Covenant promises (Hebrews 7:22; Hebrews 8:6; Hebrews 9:15).
10. We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself (Revelation 1:7; Matthew 24:42; 1 Timothy 6:14; 1 John 2:28; Jude 1:14,15).
11. We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ (1 Corinthians 10:31).

SOARING EAGLES CHRISTIAN ACADEMY STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
3. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other, and that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
4. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is sinful and offensive to God.

SOARING EAGLES CHRISTIAN ACADEMY STATEMENT OF EDUCATIONAL PHILOSOPHY

1. God is the source of all truth, and the Bible is given by Him as our supreme and final authority.
2. All aspects of our educational program will be taught from a Biblical perspective.
3. Scholars are created in the image of God with unique physical, social, emotional, intellectual, and spiritual gifts, and therefore are valued individuals, whose primary purpose is to glorify God.
4. Scholars will model what they see; therefore, by God's grace, all faculty and staff should strive to be Christian role models.
5. Scholars will be challenged through a variety of appropriate and authentic instructional strategies and learning modalities.
6. Scholars are personally responsible and accountable for their behavior and personal integrity.
7. Scholars learn most effectively in a safe, structured, healthy environment.
8. Soaring Eagles Christian Academy works in partnership with families in education, yet the final responsibility for children's academic and spiritual development is at home.
9. Commitment to continuous school improvement is essential for scholars to become confident, self-directed, life-long learners.
10. Soaring Eagles Christian Academy emphasizes spiritual development, academic excellence, and extracurricular activities as a means to glorify God.

SOARING EAGLES CHRISTIAN ACADEMY CORE VALUES AND EXPECTED SCHOLAR OUTCOMES

1. Necessity of Christ (1 Corinthians 2:2)

SECA scholars should:

- know, love, rely upon, and rest in Jesus Christ.
- develop Christ-like character and grow in the Fruit of the Spirit.
- understand and fully operate in the Gifts of the Spirit.
- engage our culture from a Christian worldview.
- love the church and be prepared for Christian service.

2. Authority of the Bible (2 Timothy 3:14–17)

SECA scholars should:

- believe that the Bible is true in all that it affirms.
- believe that God wants to know them and be known by them.
- submit to God's will by applying His Word in all their circumstances and in all their actions.

3. Community of Grace (Titus 2:11-14)

SECA scholars should:

- believe that God in His grace secures our place in His family.
- believe that God in His grace sustains us in the Christian life.
- believe that God in His grace moves us to love and forgive others.

4. Excellence in Academics (2 Peter 1:3)

SECA scholars should:

- possess a love for learning and be prepared academically for future success in every avenue of life.
- have the initiative to take responsibility for their own learning, work, and actions.
- be able to effectively think, communicate, and collaborate to accomplish goals, solve problems, and resolve conflict.

5. Preparation for Life (Romans 12:1-2)

SECA scholars should:

- be able to understand, share, and defend their Christian beliefs.
- be equipped to serve God where they live, work, and play.
- have a passion for helping the hurting people of the community and the world in a manner that glorifies Jesus.

RELATIONSHIP OF SCHOOL TO FAMILIES

We believe that according to the Bible, the parents will be held accountable to God for the education of their children. This means that the parents must decide what educational institutions and other services they will use to fulfill that responsibility. However, the responsibility and authority to decide what is taught, when it is taught and how it is taught at Soaring Eagles Christian Academy is that of the school administration and their proxies. We believe that the school administration will be held accountable for the quality of the education we offer in regard to general and special revelation. While parents may hold us accountable to do what we say we are going to do, they do not have the authority to dictate policy or the operation of the school. Our hope that the services and opportunities we provide at SECA can assist parents in fulfilling this responsibility for the education of their child.

We also believe that the parent will be held accountable to discipline and train their child up in the way they should go (Proverbs 22:6). While our staff and faculty, most of whom are parents themselves, will be sympathetic and understanding of this responsibility, we as a school and faculty will not assume the role of parent. We will implement a school disciplinary policy, which has been devised for a Christian community in the raising of a child. However, the school can only be responsible for the implementation of policy, not for the child's adherence or disobedience to the policy and rules of the school. We are a school, and it is our expectation that the parents do everything in their power to maximize the time a teacher has to teach. This means that the parent disciplines their child and instructs them in proper school behavior so that the teachers can spend time teaching.

FAMILY STANDARDS

Soaring Eagles Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold scholars to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to Biblical standards the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a scholar. This includes, but is not necessarily limited to, living in, condoning, or supporting illegal activities, sexual immorality, homosexual acts or sexual orientation, gender identity different from one's biological gender, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Attendance

NUMBER OF ALLOWABLE DAYS ABSENT

Scholars are limited to ten (10) days of absence per year, whether excused or unexcused. All absences must be verified by a note from the parents or doctor's office, with the specific reason for the absence being listed in the note. See the next section for the list of excused absences. Scholars with good academic and attendance standing may be excused for extenuating circumstances with prior approval from the Head of School. Scholars with excessive absences may not receive credit for the course and may have to take a credit recovery class or enroll in our Summer Enrichment program, at their own expense, whether the course is passed or not.

Doctor's excuses must include the date a scholar is allowed to return to school and reason for the absence. The parents of a scholar who has a chronic medical situation that results in excessive absences in a school year must work with the Head of School to determine an approved educational make-up plan.

All excuses should be submitted within three (3) days of the scholar's return to school. If an excuse is not received within the three-day period, the excuse is considered unexcused.

EXCUSED ABSENCES

Scholar absences, with verifying note from the parents, will be considered excused for the following reasons:

- Illness
- Medical appointment
- Severe illness of a family member
- Death of a family member
- Extreme weather conditions
- Head of School prior approval

Scholars will be expected to present a note from home explaining the reason for their absence on the day they return to school. Scholars should present the notes to administrative staff (Head of School, Principal, administrative assistant, etc.) in the school office who will determine whether the absence is excused or unexcused and mark the appropriate response in the student information system (SIS).

MAKE-UP WORK

Scholars have three (3) days to make up assignments when returning from an absence. This may be extended to one (1) week for absences of three (3) days or more. Any request for additional time to make up work should be due to extreme circumstances and approved by the Head of School. Assignments due the first day of the absence should be turned in as soon as the scholar returns.

CONSEQUENCES FOR EXCESSIVE ABSENCE

- A disciplinary notification will be e-mailed for each unexcused absence.
- A reminder will be sent at the end of each grading period to remind parents to send notes for unexcused absences.

TARDY POLICY

Scholars are required to report to school and be in their classroom by 7:30 am. If a scholar does not report to school on time, the scholar must be signed in by their parent through the school office. Any scholar who is late to school more than four times in a nine-week grading period will result in possible consequences including a warning, parent notification, or required parent conference.

ILLNESS POLICY

The intention of this policy is to provide a healthy and safe environment for our scholars. Some illnesses, such as COVID-19, and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. To help keep our children healthy, Soaring Eagles Christian Academy requires adherence to the CDC and DHEC guidelines of this policy.

Children will not be allowed to attend school or school-related activities if they have anything contagious such as, but not limited to the following:

- COVID-19: The CDC still recommends that those with the coronavirus (COVID-19) stay home from school or work for at least a full day **after** their symptoms improve and they no longer have a fever for at least 24 hours. The CDC continues to recommend those infected wash their hands, use masks, and keep physical distance from others where possible for at least five days. If your child is still experiencing symptoms, he or she may not return until symptom-free and has a documented negative test result.
- FEVER: May return when fever free (under 99 degrees) for 24 hours, without medication.
- DIARRHEA / VOMITING: May return when symptom free for 24 hours.
- STREP THROAT: May return after 24 hours of antibiotic treatment and no fever for 24 hours.
- CONJUNCTIVITIS (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
- HEAD LICE: May return after treatment and removal of all live lice and nits from hair
- RINGWORM: May return after treatment begins; area should be covered while in school for the first 48 hours of treatment.
- IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides.
- COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.

If a scholar arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the scholar's teacher if the child is diagnosed with COVID-19 or any communicable disease so the school can take appropriate steps to protect the entire scholar population.

CHECKING IN/OUT

The school attendance records, including checkout information, are legal documents and therefore must be kept with exceptional accuracy. It is absolutely necessary that only the proper people sign scholars out or in from school. Particularly in these times of mixed and blended families, it is incumbent upon us to have a much stricter policy and operation of the sign-out procedure. Even if you do not have such legal issues, your adherence to this policy benefits those who do, as it adds to the integrity of our system.

Only designated adults on a scholar's emergency card may validly sign scholars in/out. If it is necessary for a scholar to arrive late, the parent must come directly to the office and sign their name on the IN/OUT sheet.

More importantly, if the scholar must leave school early, the parent must sign the IN/OUT sheet. Parents should never go to their child's classroom to check them out unless specifically authorized by the Head of School/Principal.

BAD WEATHER CLOSINGS

It is the responsibility of the Head of School to decide whether the school will close due to inclement weather. While in general we will follow the lead of local school systems, there are times that the public schools must close because of concerns that do not apply to Soaring Eagles Christian Academy. The announcement for closing the school for inclement weather will be made using all means of communication available to the school. We will send out communications via email and text as a primary means of communication. The final authority regarding whether a child should be sent to school is the parent. If a parent chooses to keep their child home due to weather conditions, scholar absences will be excused, and scholars will be allowed to make up their work.

WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw from school or transfer to another school, the parents or guardian must sign a release form for the transcript. The scholar is expected to turn in school property including but not limited to textbooks, library books, and all other property of the school. Items not turned in will be charged to the account and will be part of the financial obligations mentioned below.

A withdrawal card will be issued in the office which is to be signed by the Head of School.

Any withdrawal will require fulfillment of the Financial Agreement guidelines signed when the scholar was enrolled or re-enrolled. In order to be relieved of this requirement of the Soaring Eagles Christian Academy Board, the parent must present a written request to the Head of School for waiver of future financial obligations. The request must state the extreme reason for waiver. The waiver will be granted or denied at the reasonable discretion of the Director of Education. Any parent moving more than 25 miles from Soaring Eagles Christian Academy may ask for and receive an automatic waiver of future tuition. Past due fees are **not** included in the waiver of future tuition and are still required to be fulfilled at the time of withdrawal.

SCHOOL HOURS

1. Office Hours

The school office will be open from 7:15 AM - 4:00 PM on all school days. The school office is not open on the weekend or on holidays. The school office will be closed through the Summer, but you may email questions or concerns.

Arrival to School

- All scholars will be accepted upon arrival at 7:15 AM.
- Scholars are considered tardy if they arrive at school after 7:30 AM.
- Parents who arrive at school late with their child must come into the school and sign the scholar in.

No scholar should be on campus prior to 7:15 AM. There will be no one on campus to supervise scholars prior to 7:15 AM.

2. Dismissal

- Dismissal will begin at 2:45 PM. Scholars should be picked up by 3:10 or they will be taken to after school care.
- There will be a charge for this supervision by the after-school care provider. (Information will be provided in the Welcome Packet if you would like your scholar to enroll in the after-school program).

3. Daily Schedule

7:15 – 7:30	Arrival
7:30-7:45	Morning Work
7:45– 8:45	Morning Prayer & Bible Lesson/Devotional
8:00 – 11:30	Instructional Time
11:30 – 12:00	Lunch
12:00 – 12:20	Recess
12:30 – 1:15	Related Arts
1:15 – 2:15	Instructional Time
2:15 – 2:45	Independent Work/One-to-One
2:45 – 3:10	Dismissal

Academics and Program of Instruction

GRADING

Numerical grades are recorded on a scholar's record. Report cards are issued four times per year for all scholars in grades 2-6. Pre-K and Kindergarten grades will receive progress reports with level/percentage of mastery.

Our grading system has been designed to give to the parent the most accurate evaluation of the child's progress. Basically, this evaluation is made in three areas: academics, honor, and character. We at SECA understand that God has made each scholar unique in talents, understanding, maturity, personality, and many other ways. Because of this, a purely academic grading system is inadequate to understand your child's progress. Character/conduct progress is measured in much the same manner as the honor grades in that the teacher is responsible for discernment in the development in each of these areas. Any questions about the meaning of these areas should be directed to the teacher.

Grading Scale

Grades and other codes used in progress reports, report cards and gradebook are as follows:

A+	97-100+
A	93-96
A-	90-92
B+	86-89
B	83-85
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	68-69
D	66-67
D-	60-65
F	59 and below

HOMEWORK

Homework is the time scholars activities to practice, reinforce, or knowledge and to learn necessary Homework teaches skills and enrichment, challenge, responsibility, etc. and we believe by God. Scholars are mandated to mandated to teach them.

spend outside the classroom in assigned apply newly acquired skills and skills of independent study. values such as preparation, memorization, self-motivation, that these are things mandated learn as much as we are

BIBLE

The study of the Scriptures is recognized by the board of Soaring Eagles of Faith International Church as of fundamental importance. It is board policy that the Scriptures are studied in all grades. The Scriptures inform our educational practices in the following ways:

- Scripture memorization
- Basic familiarity, shared doctrine, history, survey knowledge, fundamental truths, practice, and apologetics characterize the bible curriculum

- Subject matter to be taught in a way that does not conflict with Biblical truth
- Biblical truths will inform our pedagogy, policy, and practice
- Biblical principles guide our discipline of the scholars

TEXTBOOKS

Textbooks are provided by the school. They are considered school property and the families are expected to be good stewards of those items entrusted to them. The books are to be returned at the end of the year. Books that receive undue damage over the school year will need to be replaced by the family. Consumable workbooks may be kept by the family.

TEACHERS

Teachers at Soaring Eagles Christian Academy are selected from fully qualified personnel who exemplify Christian character and personality. All teachers at Soaring Eagles Christian Academy hold college degrees in their respective subject areas and are committed to their profession as their gift from God.

TEACHER CONFERENCES

The purpose of teacher conferences is to communicate progress in each area of learning. To make an appointment with your child's teacher at any time, call the school office and leave a message to have the teacher call you. Teachers will gladly discuss your child's progress. Teachers are available for parent conferences by appointment. Call the school to make an appointment as needed.

Each fall and spring, SECA will hold a Parent-Conference Day for scholars at the end of the first and third nine weeks period for all parents. We ask parents to set aside time to meet on these days to talk with your child's teacher or teachers. This is the most effective means of accurately communicating to the parents the progress of their child. Parents are encouraged to attend all such meetings and support the activities of this organization. A spirit of friendliness and cooperation among parents and teachers helps to provide a better learning and growing environment for children.

While less formal communication such as phone conferences or e-mails is an acceptable and convenient communication, we ask that you please avoid calling teachers at their homes unless there is an emergency. Teachers have been asked to not receive texts or phone calls during instructional time. Please leave a message for the teacher and they will contact you at the end of instructional periods. If you have an emergency during the school day, please contact the teacher through the school office.

Discipline and Scholar Code of Conduct

FOUNDATION OF DISCIPLINE

Soaring Eagles Christian Academy is committed to the philosophy of providing an excellent Christ-centered, biblically based environment. An essential part of this mission is to promote the development of scholars with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our scholars. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of Soaring Eagles Christian Academy. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our scholars. As a part of this responsibility, we must serve as good role models for our scholars by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words.

Soaring Eagles Christian Academy scholars are expected to:

1. Be Respectful.
2. Be Responsible.
3. Possess Integrity.

CATEGORY I- MINOR VIOLATIONS

Minor violations are those behavioral issues which individually do not warrant a referral and can be handled by the individual teacher utilizing the classroom assertive discipline plan.

These include, but are not limited to:

- chewing gum
- eating in class without permission
- being tardy to class
- talking in class
- failing to follow directions
- failing to complete assigned tasks
- behaving impolitely

CATEGORY II- MODERATE VIOLATIONS

Moderate violations are those which negatively affect the teacher's or school's ability to meet educational commitments to our scholars. These include repetitive minor behavioral violations which the assertive discipline plan has ineffectively discouraged. These behaviors include, but are not limited to:

- classroom disruption
- defiance of authority
- propagating dissention
- verbal or physical abuse
- excessive tardiness
- dress code violation
- deceptive behavior

- Category I behaviors that are determined to be habitual and/or continuous

CATEGORY III- SERIOUS VIOLATIONS

These behaviors include, but are not limited to:

- continuous classroom disruption
- dishonesty and other forms of deception
- misuse of school property including inappropriate use of technology, unauthorized use of school equipment
- obscene or lewd behavior
- possession of pornographic or sexually explicit material
- physical, sexual, or verbal abuse
- slander or libel
- unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray
- possession of drugs and any additional items considered dangerous by the school administration
- commission of any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property
- insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules
- behavior which potentially endangers another's safety
- cheating, including plagiarism and intentionally assisting another scholar to cheat
- sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school
- failure to follow through with disciplinary disposition (i.e. failure to attend detention)
- Category I and II behaviors that are determined to be habitual and/or continuous
- any infraction determined to be severe by the administration

CONSEQUENCES DEFINED

1. Scholar Communication

We are blessed at Soaring Eagles Christian Academy to have a scholar body who possesses above-average intelligence. This allows the faculty and administration to rely on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our scholars. Most communication is preventative in nature and is designed to make scholars aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching scholars the rules and regulations for their individual classes. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of rules and reinforcements designed to teach correct behavior. In addition, teachers are encouraged to talk to scholars regarding inappropriate behavior in such a way as to encourage the scholars and avoid embarrassment.

When teachers feel additional assistance is needed, they are encouraged to refer scholars to the office for counseling. Counseling may be provided by any member of the school administrative team, and is designed to be positive and proactive in order to prevent incidents before they become problematic. Many times, a "cooling off" period provided by counseling is all that is needed to prevent a more serious disciplinary problem.

2. Parent/Teacher/Administrator Communication

It is our belief that the primary biblical source of guiding scholar behavior should be the parents. Our mission for maintaining appropriate scholar behavior is to form a partnership between the school and parents allowing parents to handle as many problems as possible. However, when the parent needs assistance, it is our responsibility to ensure that we maintain an optimal academic environment for all of our scholars. Our secondary consequences are parent contacts including letters, e-mails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

3. Confiscation of Contraband

Scholars who bring contraband on campus or use unauthorized items inappropriately (i.e., cell phones) may have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and it should be confiscated, the scholar is to be referred to the office and the parent is to be notified. If the scholar continues the behavior, they may be denied the right to bring the item on campus for a specified period of time.

1. Suspension

A suspension is a denial of the right of a scholar to attend school. The purpose of a suspension is to send a clear message to the scholar that the behavior is unacceptable. Once a scholar has been suspended for five days within a school year, he/she will be considered for expulsion. A suspended scholar will receive a two-point per class per day deduction from the quarter grade in the classes in which the suspension occurred. However, scholars can make up all work and take all tests in the classes they missed during the suspension. Scholars are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category III violation or when it has been determined that negative behavior has become habitual, a scholar may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

2. Expulsion

Expulsion refers to the permanent dismissal of a scholar from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the scholar. An expulsion may also be justified when a scholar commits an act so severe that it threatens the safety of our other scholars or severely inhibits Soaring Eagles Christian Academy from meeting obligations to our other scholars. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our scholars and support our mission to promote a positive Christian learning environment.

HARASSMENT AND BULLYING

SECA will not tolerate any type of harassment. Harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior that has the purpose or effect of substantially interfering with an individual's right to be treated with respect.

It is defined as offensive and unwelcome conduct, serious enough to adversely affect the terms and conditions of a person's school (workplace), which occurs because of the scholar's legitimate station in life or is a form of retaliation, both of which can be imputed to the school. Soaring Eagles Christian Academy will not tolerate harassment.

As with any serious infraction to the Code of Conduct, scholars suspected of violations will be referred directly to the school administration. Using standard operating procedure, the school administration will handle the infraction through a series of graduated responses including scholar referral to the Pastor, scholar conferences, detention, required parent conferences, suspension, and expulsion. Parents will only be involved as incidents pertain to the behavior of their child. All effort will be made to discourage any contact between parents of involved scholars.

Dress Code

SCHOLARS DRESS CODE

Expectations

- **Pants:** Slacks Pants may be flat-front, pleated dress pants, khaki-style pants, or denim jeans. Avoid pants that ride low at the hip (no slacking/sagging).
- **Shorts:** Walking, Bermuda, and cargo shorts are permitted. Length of shorts in elementary school is dependent on the grade level. Athletic shorts are not allowed.
- **Shirts, T-shirts, sweaters, jackets, and sweatshirts:** Long and short-sleeve shirts are allowed. Sleeveless shirts are allowed as long as they are not tank tops or have spaghetti straps and have no controversial logos or designs. Soaring Eagles Christian Academy shirts are encouraged.
- **Dresses:** Dresses, skirts, and jumpers are allowed. Dresses should be no more than two inches above the knee. Exceptions are made at lower grades based on teacher discretion.
- Hoods and hats are not allowed to be worn inside the classroom or the school building.
- **Shoes:** Bedroom shoes, slides, bubble slippers, and flip flops are not permitted. Crocs are allowed. Shoes should be safe for wear and fit the scholar comfortably for physical activity during the school day (e.g., P.E. and recess).

Consequences

- **First Offense:** Scholars are warned by their classroom teacher and may be asked to call home for appropriate dress at the teacher's discretion.
- **Second Offense:** Scholars are referred to the office. Scholars are required to call home for a change of clothing if applicable.
- **Third Offense:** Scholars are referred to the office. A parent conference is required to discuss how to eliminate the developing problem.
- **Additional offenses:** Scholars are to be referred to the office as a Category II violation- Defiance of Authority and disciplined accordingly.

GUIDELINES FOR DRESS CODE AT SCHOOL-SPONSORED EVENTS

The school dress code will prevail for all field trips unless specific permission is obtained from the Head of School regarding a special need or special circumstances which warrant modifications to the existing dress code. In some instances, the dress code will be adjusted for school-sponsored events where more formal dress is required.

General Policies

FIRE/EMERGENCY DRILLS

Plans for emergency drills are posted on the wall of the classroom and detailed in the school safety plan located in the faculty handbook of all staff members. When the signal for the fire drill is given, scholars are instructed to rise immediately and go quietly following faculty directions as posted on the drill card in each room. (See Appendix II in the back of the manual.)

CONTACT INFORMATION

The school uses physical addresses, phone numbers and emails as required contact information. If any of this information changes while enrolled, re-enrolled or pre-enrolled at SECA, please contact the school office by phone, email or letter indicating what contact information should be changed, removed, or added.

MEDICATION

All medication to be administered at school, whether prescription or non-prescription, requires written authorization from the parent/guardian (Parental Consent Form) and additionally in the case of prescription drugs, from the physician (Physician's Statement/Authorization). Prescription drugs require that both forms be completed. Any change in medication requires new forms.

No over-the-counter medication will be maintained in the school office or provided by school teachers. Non-prescription medicines will be administered only to those scholars whose parent/guardians provide the medication and the appropriate Parental Consent forms.

All medications must be provided in original containers with (in the case of prescription medication) complete pharmacy labels and/or (in the case of over-the-counter medication) manufacturer's labels and an additional label with the child's name and dosage/time instructions.

All medication will be kept in a secure location and administered by designated school personnel, except where other arrangements are expressly authorized and approved under the policy provision for "Self-Administration of Medication."

All medications designated by the physician/prescriber as controlled substances (for example, Ritalin) must be delivered to the school by the parent/guardian and should not be transported or delivered by the scholar. Self-administration of any controlled substance will not be permitted except in rare circumstances where it is determined to be essential to the child's well-being.

In many instances medication is not necessary during school hours. Parents/guardians are encouraged to check with their child's physician to determine whether an at-school dosage of a particular medication is required.

VISITATION ON CAMPUS

Visitations are not accepted on campus during the instructional day, this includes parents. Scholars are easily distracted at the sight of visitors and lose focus during instruction. Safety of the scholars

requires that we are aware of every person on campus. Not only are there serious safety concerns but the disruption to class and the normal functioning of the school can be significant. The school has the right to deny anyone permission to have access to the campus and will do so if the school feels it is in the best interest of any or all of the children, faculty or staff.

PARENTAL INVOLVEMENT POLICY/ PARENT VOLUNTEERS

Your child has been given to you by God. This places a heavy responsibility on you. Therefore our staff and faculty will be sympathetic and understanding when working with you.

According to the Bible, the parent is to assume final responsibility for the education of the child. When your child comes to school, we are helping you in this responsibility for his/her education. Our Christian school thus becomes an extension of your Christian home. Opportunities for parents and grandparents to be involved in school activities are not only provided but are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, parties, special classroom projects, etc. A volunteer survey form will be circulated early in the school year to help determine interest and placement.

Parent Teacher Fellowship (PTF) leadership meetings will be held periodically for the benefit of the parents and school. PTF officers are appointed by the Head of School. Volunteers are always welcome to work on this important organization.

PICTURES

School day pictures are made during the school year and are available for purchase. All scholars will have their pictures made to be included in the school yearbook.

FOOD

1. Lunches

Lunch is provided daily. A lunch menu will be available for scholars and parents. Parents may provide lunch for their child(ren) from home. Please have lunch bags/boxes labeled with the scholar's name. The parent may deliver lunch to the school for their child.

2. Parties and Food-Based Fund-Raisers

Food served to scholars at school must be individually wrapped and/or must be food which has been prepared under the supervision of a health department inspection. SECA does not allow any food to be served that contains nut due to safety precautions to avoid allergic reactions.

3. Food in Classrooms

Neither food nor drink is allowed in the classroom, except during lunchtime, snack time, parties, and other special occasions.

PARTIES

The school allows two parties during the school year. Parents are encouraged to participate by providing supplies and food.

Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our scholars. Home-made products are a not allowed for the protection of your children. Any food that contains nuts are not allowed to be served to our scholars.

No siblings may attend class parties.

1. **Christmas Party-** Information will be sent home by each teacher regarding the guidelines for the party and request for food/drinks to be brought in for the party. The following are general guidelines for all teachers: Special emphasis will be given to the incarnation of Christ in devotionals, Bible time, bulletin boards, songs, etc. Teachers will refer the child's questions concerning Santa Claus to the child's parents. Each class will participate in a special program with emphasis on Christ's Incarnation. Each class usually has an opportunity to participate in service-learning projects to aid others during the Thanksgiving/Christmas season.
2. **Easter Party-** Same as Christmas with special emphasis on the Crucifixion and Resurrection of Christ.
3. **Treat Time-** There are selected "Treat Times" that teachers may call upon parents to provide special treats to celebrate specific days. Example: Valentine's Day, Thanksgiving Day, Last day of School. (Because of the highly volatile nature of differing opinions of the nature of All Hallows Eve or Halloween, we will not have "Treat Times" that reference or celebrate Halloween.) "Treat Times" are generally supervised by the teacher without parental presence. These events are short in duration and may not be broadened to "party" status.
4. **Birthday Refreshments at School-** These are not "birthday parties"; this is refreshment time only. Refreshments may be shared during snack time or lunch. Notification to the teacher must be given two days prior to the refreshments. Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our scholars. Home-made products are a not allowed for the protection of your children. Food containing nuts are not allowed for the protection of your children.
5. **Birthday Party Invitation and Birthday Activities on Campus Policy-** We are always excited to know that a parent will want to invite their child's classmates to a birthday party at their home or at another location. This is a good way to build strong relationships in a grade level and to teach children Christian attitudes and hospitality (I Peter 4:9). We have found over the years that this works best with much thought given to the way in which these invitations are handled.

As always, remember to consider that whatever happens at school is noticed by all scholars and feelings can be hurt easily if some receive invitations and others do not or if some child gets a special consideration that cannot or will not be forthcoming from their parents. We ask that parents adhere to the following guidelines regarding birthdays and other parties:

1. If invitations are to be distributed at school, then it is acceptable to provide invitations to all scholars in a class or grade.
2. If invitations are to be distributed at school, then it is acceptable to provide invitations to all scholars of one gender in a class or grade.
3. We have found that children compare things and sometimes want to make their party better

than the ones before them. Because of this, we ask that no special arrangements be made that involve the school except for the refreshments at break or lunchtime. Please do not deliver items to the school for your child on a special occasion that might cause a distraction from learning. Examples include balloons, flowers, piñatas, clowns, etc.

COMPLAINTS AND GRIEVANCES

A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent's opinion on teaching style, classroom management, grading procedures, or general demeanor is usually not a violation of operating procedure, but a difference of opinion. Teachers will be allowed to teach and coach as God has gifted them.

When someone brings a complaint or grievance, it must be established that the action is required, forbidden, or unethical. It must also be established with credible evidence, which may include corroborating testimony. A parent may not make a formal complaint against any school faculty unless they have had direct contact first with that faculty member. Parents cannot make a formal grievance or complaint based on hearsay or secondhand information. They cannot make a formal grievance or complaint on behalf of another parent.

Scripture is very clear that we are to go directly to the person with whom we have an issue. If a parent hears something from another parent or from a scholar, including their own child, it is only hearsay and possibly gossip until they hear it or experience it directly from that teacher. This includes their children. If a parent confronts a teacher based solely on the testimony of their child, they are not in compliance with this policy. They must meet with the teacher to ascertain the validity of what their child reported to them.

Business and Finance

FINANCIAL POLICIES

Soaring Eagles Christian Academy is a school with a high emphasis on outstanding academics and a structured, safe environment with a Christian atmosphere. However, it is a tuition-based school and receives no guaranteed subsidy. As we are a small non-profit organization, our financial policies are in place to maintain financial viability. We must have these policies in place so that we can continue to provide our educational product. Without these policies the school would go out of business. Failure of our parents to keep these policies has the potential of depriving all scholars of this quality education. Financial decision-making and capital development is the responsibility of the Head of School who works directly under the school board in executing financial policies.

1. Payment of Fees and Tuition

Prior to acceptance of new children, an application fee and a registration fee must be paid. These fees are non-refundable. Current scholars must pay a non-refundable re-enrollment registration fee before the scholar is enrolled for the following year. This fee is non-refundable. Monthly payments must be made by the tenth of each month. Payments after the tenth of each month will have a delinquent penalty. Payments after the 10th of the month will have an additional \$10.00 charge to be increased to \$20.00 if not paid by the 20th of each month. A \$25.00 fee will also be billed for each returned check. After the third returned tuition or fee check, an account will be placed on a “cash only” basis as per SECA School Board Policy. If the tuition is not paid by the last day of the month, the scholar will be taken off the school rolls and not allowed to attend classes [see financial delinquent policy outlined below].

2. Donations

Soaring Eagles Christian Academy is continually striving to improve the quality of education offered to its scholars. Tuition alone cannot pay all the expenses required for school improvement and capital development. In a ministry of our size and the socioeconomic group of our main constituency, we can only make capital improvements and development through funds above and beyond tuition. Therefore, contributions to the school or any part of its program are welcomed and encouraged. If you are interested in making a tax-exempt contribution, make checks payable to Soaring Eagles Christian Academy.

3. Financial Delinquency Policy

- A report on financial delinquency will be kept current in the school office at all times. The report will be reviewed by the Head of School and the school treasurer monthly and by the school board periodically.
- The school office will bill every parent no later than the 1st Monday of every month. This bill will communicate to the parents the current status of their financial obligation and the amount due to the school no later than the 10th of every month (if not enrolled in automatic draft).
- A late penalty of \$10 is added to the account on the 11th of the month if tuition is not paid by the 10th.
- If it is still not paid by the 20th, a second late fee of \$10 is added on the 21st of the month. There will then be a communication with the parents at the end of each month noting the deficiency and the late fees.
- If there is still delinquency on the school financial account at the end of a semester, no grades will be issued.

- Scholars may not start a semester (August or January) at SECA if the school financial account is not current.
- Re-enrollment for the upcoming school year will be held and is not official for families having delinquencies at the time of re-enrollment.
- If a school family finds itself in short-term financial straits that would prevent them from eliminating their financial delinquency prior to the last day of the semester, they may request a face-to-face meeting with the Head of School to ask for a modified payment schedule. The request for this meeting must be made in writing and submitted to the Head of School. The meeting should occur on or prior to the last school day of the semester.
- Cash or checks are accepted as payment for tuition or other school expenses. There will be a \$25 assessment for a returned check due to insufficient funds. However, if a family writes three (3) returned checks in a school year, then the family will be placed on a cash basis for the remainder of the school year.

FINANCIAL COMMITMENT

Soaring Eagles Christian Academy asks for a financial commitment for those who enroll or re-enroll for next year. Enrollment or re-enrollment is a commitment from the parents to pay for one semester tuition even if the child withdraws prior to the first day of school of the next school year. The rationale for this is as follows:

1. The school/church takes commitments very seriously. Commitments are like covenants which bind two parties together. As Christians, we should honor our word just as Christ honors His word to us.
2. The school commits to the parents to provide a full year of education for the anticipated tuition payments. The school is committed to be here for the child and plans each year's budget based on the enrollment numbers.
3. The school depends on tuition payments to pay expenses. Expenses for the school include salaries for teachers, administrators, and other staff. Expenses also include supplies, testing, textbooks and many more items in the school budget. The school budget is based on the commitments of the parents to send their child to the school. Once contractual relationships are made, the school cannot undo these contracts.
4. Please note that the school loses one semester of tuition should a child be enrolled and then not attend because only one semester of tuition is required to be paid. The second semester tuition is lost to the school and impacts the budget.
5. Parents should take very seriously the signature to enroll the child. Parents should wait until they are very sure that the child will attend before they enroll.
6. The enrollment commitment does guarantee that a slot will be held for the child and the school makes that commitment to the parents. If the child does not come the next school year, it is not a simple matter of saying that the school has plenty of time to "fill that slot". Even if another child enrolls in that grade, the school still loses the anticipated full year tuition income from your child who does not attend. The school would never call a parent and say that the enrolled child cannot come because the school has decided to decrease the number in a particular grade or some other reason and that the parent has plenty of time to find another school.

Soaring Eagles Christian Academy

Parent Acknowledgement of the *Parent and Scholar Handbook*

2024-2025

***Please sign an acknowledgement form for each scholar enrolled, and return the signed form to the scholar's teacher (for lower school) and to the scholar's first period teacher (for upper school).**

Signing this form verifies that we, the parents or legal guardians of a scholar at Soaring Eagles Christian Academy, have read, understand, and agree to support the Statement of Faith, the Statement of Marriage, Gender, and Sexuality, and the Statement of Educational Philosophy, policies, procedures, rules, and regulations of the Soaring Eagles Christian Academy Parent and Scholar Handbook.

Signing this form verifies that we are aware of the policies, procedures, rules, and regulations governing scholars during the regular school day and at all school-sponsored functions and that, as parents/guardians, we realize it is our responsibility to help our child(ren) abide by these policies, procedures, rules, and regulations while a scholar at Soaring Eagles Christian Academy.

We understand that the Soaring Eagles Christian Academy Board has approved the policies, procedures, rules, and regulations of the handbook, and that the administration, faculty, and staff will attempt to be as fair, accurate, and consistent in applying them as possible.

Printed Parent/Guardian Name _____

Signed Parent/Guardian Name _____

Printed Name of Scholar _____

Grade _____ Date _____

