



Student Handbook UPDATED 9/28/2020



SEASIDE CHRISTIAN ACADEMY
STUDENT HANDBOOK

Church, Home, and School Working Together

Seaside Christian Academy exists to educate children spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus.



Preface

This manual has been compiled to give the parents and students of Seaside Christian Academy (SCA) full knowledge about the guidelines and policies of SCA.

The guidelines and policies included in the manual may be amended and supplemented from time to time. In that case, supplemental policy sheets will be issued to update this manual.

Accreditation, Approval, and Affiliation

Seaside Christian Academy (SCA) is recognized by the Maryland State Department of Education as a PreK3 thru 12th grade Non-Public church-exempt school. Seaside Christian Academy is also a member of the Association of Christian Schools International (ACSI).

Statement of Faith

We believe:

1. In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son and Holy Spirit.
2. God has authored, preserved, and protected the Bible, as is His word and our authority in all that we do.
3. That God created us in His image and has given us the responsibility over creation for His glory.
4. In the unique deity of the Lord Jesus Christ; who became human as the virgin-born Son of the living God.
5. That the Lord Jesus Christ died to pay for our sins and give to those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore and guide us in our relationship with God.
7. In the resurrection of our Lord Jesus from the dead and the promise of His return.
8. In the bodily resurrection, and eternal reward of the saved, and the everlasting punishment of the lost.
9. In the spiritual unity of ALL believers in our Lord Jesus Christ.
10. That marriage of one man and one woman is ordained by God.



SCA Core Values:

In academics, our primary focus will be to biblically integrate the entire curriculum while meeting/exceeding Maryland State standards. This will provide academic excellence while allowing for the development of Christian character.

Our curriculum, therefore, will reflect this by being challenging and biblically based in all subjects so as to prepare students to live a profitable Christian life.

Our place in the community will be to constantly strive to have the reputation of a Christian school that lives out its beliefs by caring for students, faculty, and community.

Bible Use

Each student is required to have a Bible every day at school. The school uses the New International Version (NIV) of the Bible for all Bible memory verses and Bible class work unless otherwise specified by the teacher.

Grading Scale

A=93-100

B=85-92

C=77-84

D=70-76

F=0-69

E=Excellent

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Academic Probation

A student with an average grade of 76% or lower and/or a student with more than one 'F' or two 'D's' in the core subjects (Bible, Reading, English, Math, Science, and Social Studies), in any one marking period will be placed on Academic Probation. That student will attend mandatory coaching class. Students and parents are encouraged to monitor the performance levels using FACTS Family Portal. Should Academic Probation occur for two consecutive periods, an academic conference will be scheduled to include parents, teachers, and the administration.



Homework

Objectives

- Reinforce classroom instruction
- Practice skills learned in the classroom
- Develop responsibility and diligence in the student

Students not turning in homework assignments on time may receive a zero for that assignment.

**Homework may be given any day of the week at the discretion of the teacher.

Homework plays a major role in future academic success in school. Most teachers provide time during class to work on homework, however students may spend time at home completing an assignment.

The educational investment you have made should have priority. Finding a healthy balance between academics, extra-curricular activities, and family time will keep the frustration level down for you and your child.

FACTS SIS (Student Information System)

SCA believes that effective communication to the parent about the child's academic and behavioral progress will provide the parent with the necessary information to be better involved in the educational process. FACTS SIS is web-based, so you can easily check your child's daily progress, homework, field trips and special announcements. If you want to communicate with your child's teacher, you can e-mail them anytime and be assured of a prompt response.

Parent Alert Emails

The administration will regularly communicate to families using the FACTS Parent Alert email and text system to communicate with families. Parents are expected to check the email account they provided to the school regularly to stay informed.

Parent/Teacher Conferences

SCA will hold scheduled parent-teacher conference days the first term. After your first face to face appointment, conferences will be held on an as-needed basis. If you feel that a "face to face" should happen before the scheduled conference day, **we ask that you please schedule a time and not attempt to have an un-scheduled meeting with the teacher in the morning or afternoon during drop-off and pick-up.** This is a very busy time of the day and the teacher must be focused on all the children in her care.



Attendance

Tardiness

Students are responsible to be in class ready to begin each school day and each class on time. This requires that you, the parent, have your child at school on time. Doors open at 8:05 am, school class hours are 8:20 am until about 3:15 pm. Students are tardy at 8:20.

Unless a note is submitted for the following reasons: illness, doctor appointment, car trouble, weather issues, an accident or construction on the road prohibiting a timely arrival, it will be recorded as unexcused.

Absences

A NOTE OR EMAIL TO THE OFFICE FROM THE PARENT OR GUARDIAN MUST BE SUBMITTED UPON THE STUDENT'S RETURN TO SCHOOL OR THE ABSENCE WILL BE RECORDED AS UNEXCUSED.

One can never really 'make-up' or compensate for an absence from class, however, all students are required to complete all homework, class work, quizzes, or tests missed due to an absence. Failing to complete missed assignments will result in a ZERO grade.

Definition of an Excused absence:

Illness or injury prohibiting a child from coming to school.

Serious illness or death in the family.

Impassable roads or weather making the travel unsafe.

Quarantine.

Court appearances.

Doctor or dental appointments that cannot be rescheduled after school hours.

Family Trips (more information follows)

All other absences are unexcused. Fifteen (15) unexcused absences can cause a student to be retained within the grade level. Students must complete all missed work. A student has 2 days to make up work for every 1 day absent. If a student is absent for more than 5 consecutive days, the student will complete missed work no later than 10 days after returning to school.



Family Trips

We encourage family trips during times of vacation and when school is closed. However, if a trip is planned when school is in session, a written notification needs to be submitted **two weeks** prior to the trip using the Family Vacation Form. Teachers will prepare student work before the trip. Remember! Lost instruction time cannot be regained however, the use of FACTS SIS and Family Portal can help to reduce this effect.

Illness

Parents should not send a sick child to school. Sending an ill child to school, especially during cold and flu season, can cause illnesses to spread rapidly to students and staff. This disrupts the educational learning environment for all students and teachers.

A sick child is defined as:

- having a fever over 100.4 degrees.
- having a contagious illness.
- a child experiencing nausea, vomiting, or diarrhea.

If your child is sick, please report his/her absence by calling the office or emailing a member of the office staff. Do not text your child's teacher for an absence. The office staff will notify your child's teacher.

A student may return to school after being symptom/fever-free for 24 hours WITHOUT THE USE OF MEDICATION.

If a child becomes ill during the day, the office staff will notify parents. Students must be picked up promptly. Students must be sent home if:

- they have a temperature over 100.4 degrees.
- they have vomited or experienced diarrhea.

For more information related to COVID19, please see SCA's current Campus Return Plan, which is posted on our website www.seasidechristianacademy.com/about/reopening.cfm



Precautionary Measures During Cold & Flu Season

Beginning in December, classroom teachers will spray down classroom surfaces (desks, chairs, toys, common supplies such as markers or pencils) weekly with a bleach solution spray. School bathrooms will also be disinfected daily with bleach by the cleaning staff. Office staff will spray down common surfaces in the hallways such as door handles, light switches, lockers, and chapel chairs with bleach once a week.

If there is an outbreak (3 students) of a contagious illness such as the flu or a stomach virus:

1. Faculty and staff will begin daily disinfection of all surfaces.
2. Administration will notify parents if there has been at least 1 diagnosed case of the flu (or other illness).
3. Office staff will begin tracking attendance rates.
4. At 10% absence rate: The administration will notify parents of current disinfection procedures, including student hand washing, and lay the groundwork for a possible school closure if attendance rates continue to lower.
5. At 15% absence rate: Administration will determine whether a school closure is necessary. The administration is aware that a closure may inconvenience some families, however, the health of all students, their families, and SCA staff is the foremost priority when making these decisions.

Medication

We ask that all medications be administered at home. However, we know that it is not always possible and medication may need to be administered during the school hours. Therefore, a parent or designated family member must bring medication and administer it to the student. Parents may also complete a Medication Administration Authorization Form and only SCA staff that have received MSDE Medication Administration training may administer the medication.

Medical Information

The State of Maryland requires students entering school to have a certification of immunization records on file at the school. Students are required to have “immunizations appropriate for the child’s age”. Any time your child receives additional immunizations or boosters, please forward a copy of the updated record to the school office. Maryland state law also requires that a Health Inventory be on file for all students entering PreK or Kindergarten.



Safety

Entry Doors

All entry doors must remain locked at all times. Students are not to open these doors for anyone. Visitors are to be directed to the main entrance.

Visitors

All visitors coming into the school building must report to the office to sign in and obtain a visitor's pass before entering the classrooms.

Early Pick-up

The parent/guardian or designated person picking up the student MUST report to the office to sign the student out. No one is to go directly to the classroom to pick up a student – this is disruptive.

Visitations During Lunch Time

Peers, school-aged relatives, friends who are off for the day from their school, etc. may not come to eat lunch with SCA students without administrative approval. The privilege of social time must remain safe and monitored.

Fire Drills

Fire drills will be conducted once a month. In addition, two safety drills will be conducted each year. These drills may include evacuations or lock downs.



General Standards of Conduct

Students will profit from and find satisfaction from school life by adopting a positive attitude (Phil. 4:8) and by following the rules designed to provide safety, order, and a productive educational atmosphere. Students who are unwilling to cooperate will face disciplinary action.

Attendance at SCA is a privilege, NOT a right! God's word is very clear on this subject:

It is senseless to pay tuition to educate a rebel who has no heart for truth. Proverbs 17:16 The Living Bible

General Rules:

- All students must ask permission to use the bathroom.
- Students must stay in the assigned and supervised playground and/or recreational area during recess.
- Throwing sticks, stones, sand, dirt or other harmful items is strictly forbidden.
- All recreational and school equipment is to be used safely and properly in the manner for which it was designed.
- Movement from one place to the other will be safe and efficient if the students adhere to the following:
 - ~ Walk at all times.
 - ~ Move on the right side of the hallway.
 - ~ Respect others in classes while in the hall.
 - ~ Move through the hallway quietly. Noisy halls are a distraction.
 - ~ NO pushing, punching, name-calling or disrespectful behavior.
- Students are not permitted in the Teachers' Lounge unless supervised by an adult.
- Students are not permitted to leave campus for any reason without parental and office permission.



Can you bring it to School?

Parents, please use discretion in allowing students to bring personal items to school. The school will not be responsible for replacing or repairing items brought from home.

The following items are not permitted during school hours:

- Radios
- Matches/lighters
- walkie-talkies
- ipods, MP3, etc
- Live animals
- knives, guns, weapons
- Play guns
- Or any other electronic technology that's not mentioned

Cell phones

Cell phones are not to be used or visible during school time and must remain in lockers during the day. Students may bring their cell phones to school for use after school. If students need to contact their parents during school, they must report to the office. Cell phones will be confiscated by staff if a student caught using their cell phones during school hours.

Discipline

The purpose of Godly discipline is to train up respectful, intelligent, and well-behaved children. Parents and Christian teachers work together to hold children accountable in order to achieve academic excellence. Godly discipline that is consistent creates an academic environment that is safe, secure, and healthy for any child.

He who ignores discipline despises himself, but whoever heeds correction gains understanding. Proverbs 15:32

No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

Parent support is of the utmost importance. If a disagreement arises in the corrective measure taken, a parent should NOT voice that disagreement to the student until after first speaking with the teacher or administration. Often, only one perspective is presented by the student.



Discipline System

Seaside Christian Academy uses a three-tiered intervention process. This process will promote positive behavior in the majority of students and identify the students who will need individualized interventions. These interventions are crucial to helping children succeed in a school setting.

Tier One:

Tier one focuses on establishing rules, boundaries, and expectations not only in each classroom but throughout the entire school and then reinforcing those ideas to prevent unacceptable behavior that will require additional intervention.

During Back to School Night, teachers will explain the rules and expectations that are unique to their classroom. If unacceptable behavior takes place, the teacher will take the age-appropriate action to correct the behavior.

Unacceptable behavior for tier one may include: disobedience, unkindness, disrespectfulness, talking or calling out in class, teasing, name calling, being unprepared for class, inappropriate language, behavior, or attitude.

Tier Two:

Tier two focuses on helping the students who need additional support beyond tier one. This will result in an age appropriate action to correct the behavior, plus a phone call or note home to the parent along with documentation in FACTS SIS to start our team-work approach of Church, Home, and School Working Together for the benefit and growth of the child.

Unacceptable behavior for tier two may include: repeating a specific infraction, dress code violation, gossip, slander, name calling, cursing/swearing, using God's name in vain, lying, cheating, stealing, or bullying (threatening another student).

Depending on the situation, a lunch detention may be given or loss of recess, specials, or other privileges. The student may also be required to do cleaning duties around the school during the period of detention.



Tier Three:

Tier three is reserved for students who need the most support to achieve positive behavior in school. The aim is to correct misbehavior by applying consequences of greater affect. This will include proactive **parent involvement** to reinforce specific strategies and disciplines that will be implemented in the school and the home.

Unacceptable behavior for tier three may include: repeating a specific infraction, hitting or punching, stealing, extortion, fighting, vandalism, false alarms and arson, smoking, drug or alcohol use, weapons or explosives.

Tier three infractions will result in FACTS SIS documentation and a conference between the student, parents, teacher, and administration. This conference will decide on strategies or discipline which may include:

In School Suspension: (ISS)

The student will be assigned to an elementary classroom.

An Elementary teacher has full authority to discipline if the student is distracting.

The student will have an academic workload for the entire day.

Any missed tests or quizzes will result in a 0.

Student must meet with administration prior to returning to the classroom.

Out of School Suspension: (OSS)

The student is not allowed in school for a specified amount of days.

The student will be responsible for any academic work missed.

Any missed tests or quizzes will result in a 0.

Student must meet with administration prior to returning to classroom.

Expulsion:

The student will no longer be allowed to attend Seaside Christian Academy.

This consequence is applied only after the student has shown total disregard with compliance to the policies of the Academy.

Parents will be responsible for any financial balances including the cost of tuition for the current semester or year per the signed tuition contract.



Locker System

The use of lockers is to promote organization, organization, and organization. Lockers are assigned to 5th-12th grade students only. The lockers are the property of SCA, will remain unlocked, and are subject to search at any time. Homeroom teachers will assign lockers and give a copy of the locker assignments to the office.

Field Trips

First-hand experiences enhance the learning process. Field trips are an excellent way to make the theories of the curriculum very practical. For each and every field trip, every child must have a school approved permission slip signed by a parent or guardian. **The costs of field trips are the responsibility of the student and his/her family.** Tuition does not cover the costs of field trips. Parent participation is needed for every trip. If we lack enough chaperones or parent participation, a trip may be canceled. All students are to dress according to the dress code or follow any specific instructions given by their teacher.

Dress Code Policy

The dress code policy is developed in the Spirit of 1 Corinthians 10:31-32. How we dress and groom reflects our attitudes, beliefs, and the way each person respects God, themselves and the school. SCA uses a dress code to establish an effective learning environment and reduce distractions. Any type of attire that attracts undue attention to the person wearing it (such as too revealing, unsafe, or disturbance causing) promotes a prideful and selfish spirit and is not acceptable during school hours or during school activities. The dress code standards also reflect SCA's statement of faith, climate conditions, appropriateness for activities and Christian modesty. All clothing should be neat, clean, and appropriate. Please see SCA Dress Code for further information and dress code discipline. It can be found on our website at <https://www.seasidechristianacademy.com/admissions/dresscode.cfm>

Holidays

There are certain holidays and aspects of holidays that we will not celebrate or highlight. Halloween will not be celebrated during school. We will not highlight the Easter bunny during the celebration of the Resurrection of Our Lord Jesus or Santa Claus during the celebration of the birth of our Lord Jesus.



School Closing/Delays/Inclement Weather

We will send Parent Alert text messages to announce all closings and delayed openings due to weather conditions and post our announcement with WBOC (online and on television). An alert banner will also be posted on our website.

The administration makes all decisions concerning closings and/or delays. **We do not consider ourselves automatically included in any Worcester county closings.**

Payment Policy

Families will pay tuition using FACTS Tuition Management. Timely payment of tuition is a family's responsibility to the Seaside Christian Academy community. Our faculty and other students depend on each of our enrolled families to take their financial responsibility to our school seriously. We understand that unforeseen financial hardship can befall a family. If a payment is more than 15 days past due, the office staff will contact the family to discuss their past due status. The office will work with the family to bring their account back to current. If after two more weeks the payment is still past due, the family has not met with school administration to set up a payment plan, and has not begun making current payments in accordance with plan, the family will be notified that their child(ren) will not be permitted to return to school the following quarter. If a family has an outstanding balance and wishes to receive financial aid, scholarship funds will not be applied until their account is current.

Financial Aid: Families must complete a Grant and Aid Application through their FACTS account to be considered for financial aid. Scholarships are given based on need, as well as timely application.



Continuing Enrollment and Re-registration

During the months of January and February, SCA holds a re-registration period. Only presently enrolled students can re-enroll during this time. After this period, no guarantee can be given to re-enrollment placement. If the situation arises that you must withdraw your student for the following year, please notify the school office as soon as possible. A withdrawal form must be completed if a student is withdrawn for any reason. Until a withdrawal form is completed and submitted, student records will not be forwarded. Please note and remember that registration fees are NOT refundable.

Cumulative Files

Parents or guardians with full or joint legal custody who desire to review their student's files should notify the office one day in advance, and the office personnel will pull the files and set up an appointment for the parent and administrator to review the contents. Any questions concerning these records should be directed to the administration.

BOY/GIRL RELATIONSHIPS

We believe God's plan for boys and girls is to have activities together and fellowship with one another during the learning process. During these group activities students should hold each other in the highest respect. This includes boys holding doors for girls and adults as well as allowing all ladies to go first. At this stage of life, students should consider each other as brothers and sisters in the larger family of God. The pattern of early dating or going together and physical contact is not appropriate. Therefore, we expect our students to conduct themselves in a manner pleasing to God and in such a way that is honoring to Him. Practically applied, this means no handholding, no embracing, or other physical contact during school or at any school activity. For more information for high school students, please see the High School **Standards of Conduct**.

REMEMBER! Classroom rules and school policies are for everyone's safety and well-being. They give structure to the faculty and staff for optimum efficiency. And finally, they hold everyone accountable to what is kind, right, respectful, lawful, and honorable to God and His Son Jesus Christ.