

# **THE SOUTHEAST CHRISTIAN ACADEMY**

## **2025-2026 SCHOOL HANDBOOK**

### **INTRODUCTION**

The Southeast Christian Academy has been a ministry of the Southeast Bible Baptist Church since 1993. The Academy offers a preschool through twelfth grade program that seeks to serve God's people in their desire to train their children in "the nurture and admonition of the Lord."

The academy strives to be a place where Christian **doctrine** and **character** are important. It is also an affordable alternative to the humanistic public schools. We desire that this institution stands out as a bright torch against the grim background of a dark world. With full dependence upon God, the Southeast Christian Academy strives to be continually used for His glory.

### **THE DOCTRINAL POSITION**

In all ways the doctrinal statement of the school is identical with that of the church. The Southeast Christian Academy is devoted to educating youth according to the Scriptures; standing against all atheistic, polytheistic, liberal, and so-called scientific perversions of the gospel. We affirm and teach the Divine inspiration of the Bible, the preservation of those Scriptures, the creation of man by the direct act of God, the fall of man into sin through the transgression of Adam, the depravity of man and his need for the Savior, the incarnation and virgin birth of our Savior Jesus Christ, His identification as the Son of God and God the Son, His vicarious atonement for the sins of mankind by the shedding of his blood on the cross, the resurrection of His body from the tomb, His power to save men from their sin, the new birth through the regeneration of the Holy Spirit, the gift of eternal life through the grace of God, and the pre-millennial return of the Lord Jesus in the rapture.

### **THE PHILOSOPHY OF EDUCATION**

The Bible commands parents to give their children a Christian education. The Southeast Bible Baptist Church operates the Southeast Christian Academy (SECA) for the purpose of helping church members fulfill their parental responsibilities. The Christian school should be an extension of the Christian home, and these two institutions should work in complete harmony. The Christian school seeks to be a tool in the hands of the parents, but regardless of how parents choose to educate their children, it is our biblical understanding that the parents are ultimately responsible for their children.

SECA seeks to impart to each student an understanding of the basic academic disciplines that is consistent with God's truth. It is also the purpose of our school to train youth in the principles of Christian character, self-discipline, individual responsibility, personal integrity, and good citizenship. Through love, personal attention, orderliness, and discipline, the school endeavors to make attendance at our school a rewarding experience.

God gives parents sole responsibility for the care and upbringing of their children, which includes among other things, choices that govern their education, healthcare and general wellbeing. Parents must demonstrate a consistent, biblical lifestyle and train their children academically, socially, morally, and spiritually with love, kindness, and appropriate discipline so they may reach their full, God-given potential. Deut. 4:6, 6: 6-9; Eph. 6:4 Prov. 4:20-23, 22:6.

### **THE ADMISSION PROCESS**

A successful Christian school ministry demands the respect and support of the parents involved. Of all the things the school staff needs, they need this high level of support from the parents most of all. Any

parent who is not in harmony with the doctrine, standards, or policies of the school is asked not to enroll his child.

Any parent who does wish to enroll a child in the school should apply to the school before the school year begins. A parent of a prospective student must fill out the online **application and enrollment form** via the Parent Portal at <https://myground.org/school/>, and if necessary, have his child undergo **diagnostic testing**. The staff of the school may also **interview** prospective students to determine the student's academic ability.

Furthermore, if any transcripts are available from another school, then these must be forwarded to the school BEFORE an application can be properly considered. It is also important that all the necessary health and **immunization records** be forwarded to the school. Parents of prospective kindergartners should be especially aware of the need for obtaining immunization records. While the school needs these records for all students, students enrolling into kindergarten usually do not have any transcripts that may contain such information.

When a parent has completed the application form and has collected any other pertinent documents for the purposes of the school's consideration, they must be turned in to the school along with the registration fee. The completion of the application process does not guarantee acceptance into the school. After the information gathered from this application process has been carefully reviewed, parents will be informed if their application was accepted or not. If a child is not accepted for enrollment, half of the registration fee will be refunded.

**Attendance at Southeast Christian Academy is a privilege and not a right.** Any student who does not conform to the doctrine, standards of conduct, standards of academics, or the spirit of the school may be asked to withdraw. The Southeast Christian Academy isn't a reformatory. It is the school's philosophy "to teach the teachable and reach the reachable." The school is designed to help students and parents who want to do right with their lives.

## TRANSPORTATION

The transportation of school children is arranged by the parents. The school does not provide or arrange transportation for the students. Under most circumstances, local school districts are required to bus children to and from private schools. Parents may obtain an application from their local district and apply for busing.

## CHURCH MEMBERSHIP

The Southeast Christian Academy, as a ministry of the Southeast Bible Baptist Church, has strict limits on enrollment. Only the following students will be eligible for enrollment in the Southeast Christian Academy: (1) **Children of Southeast Bible Baptist Church members, and (2) select children who qualify through a special circumstances process** (which may include the children of ordained pastors of like faith or other children under unusual circumstances). **All students and parents are asked to have a commitment to Jesus Christ marked by a good relationship with the Southeast Bible Baptist Church.** Under most circumstances this good relationship includes regular attendance.

## ATTENDANCE

Unless an exception has been made for a family because the family has enrolled their children as charter members of a church plant or have enrolled their children as select students under the special circumstances process above, families enrolling students into the academy **will be expected to attend all church services faithfully**. For the purposes of the Southeast Christian Academy and this handbook, faithful church attendance means at least one parent or guardian makes every effort to attend all the

services each week – Sunday morning, Sunday night, and Wednesday night. Church attendance requirements are in effect year-round, not just during the school year.

Furthermore, under most circumstances **children are expected to maintain this same standard of church attendance**. Additionally, students in grades 7-12 who are age 12 or older must specifically attend the Friday night youth group activities each week.

## CHURCH OFFERINGS

Because it can positively channel the heart, and because it strengthens the church and school, parents are encouraged to tithe to the Southeast Bible Baptist Church. For the purposes of the Southeast Christian Academy and this handbook, tithing is considered to be the first ten percent of all household income. The tithe is calculated based upon the gross income. A student who earns income should also tithe if attending school under his own recognizance. Since the academy is a ministry of the Southeast Bible Baptist Church, a parent's failure to tithe hurts the school financially and compromises the school's relationship with the church.

Southeast Bible Baptist Church sacrifices a great deal from the general offering to keep the school solvent. Because not all students attending the school will be members of the parent church, tuition will have to be much higher for these families to offset the corresponding loss in the general offering.

## STANDARD TUITION

The school divides the total tuition into ten equal payments. These payments are due on the tenth day of each month beginning in **August** and continuing through **May**. Any payment received after the tenth of the month is considered late. **There is a ten-dollar late fee charged per student per month for all late payments.**

If a parent is unable or unwilling to meet his financial obligation to the school the parent may be asked to withdraw his child from the school.

### Yearly Tuition for the Typical Enrollment of Single Child

High School (grades 9-12)	\$1,700	Kindergarten	\$1,300
Non-High School (grades 1-8)	\$1,500	Preschool	\$1,000

All parents enrolling multiple children will receive a 10% discount on their second child's enrollment, a 30% discount on their third child's enrollment, and a 50% discount on each child after that. Tuition discounts for multiple children living in the same home will be calculated from older to younger.

### Some Typical Yearly Tuition Calculations

2 high school aged children	\$3,230
1 high school aged child & 1 non-high school	\$3,050
2 non-high school aged children	\$2,850
1 high school aged child & 2 non-high school	\$4,100
3 non-high school aged children	\$3,900

## SPECIAL CIRCUMSTANCES TUITION

Although the church would love to be a blessing to everyone without charge, the school is expensive to operate. Therefore, because they are not church members, students enrolled through the **special circumstances process will have to be charged 2 times the above rate on tuition and registration** to compensate for the assumed loss to the general church offering that a regular member would contribute. Even at the increased rate, SECA is a remarkable value when considering other Christian schools.

### Yearly Tuition Enrolled under Special Circumstances

High School (grades 9-12)	\$3,200	Kindergarten	\$2,400
Non-High School (grades 1-8)	\$2,800	Preschool	\$1,800

## REGISTRATION

**Standard Registration:** A parent who enrolls his child into the school on or before the registration deadline of July 31<sup>st</sup> is responsible for paying a registration fee of \$50 per student. Early registration helps the academy to prepare better for the upcoming school year.

**Late Registration:** Parents who register after the registration deadline of July 31<sup>st</sup> are registering late and will be required to pay a late fee equal to **one month's tuition (for all enrolled children)**. Furthermore, there is no guarantee that a child registered after the registration deadline will have his curriculum at school in time for the start of the school year.

**Registration Discount:** Any parent who pays the **entire** tuition bill in one installment on or before August 31<sup>st</sup> does not have to pay the registration fee of \$50 per student, as long as the school receives the proper application and enrollment forms on or before the registration deadline. All registration fees are always non-refundable.

## SHORT-TERM ENROLLMENT

If a parent enrolls a child under typical circumstances for only part of a school year, either by withdrawing a child before the end of the year or by enrolling a child after the beginning of the year, then the parent will be charged \$7 for every school day (there are 180 total school days) the child was enrolled in school, plus a curriculum fee of \$300.

For example, a child who is enrolled for only three months of school, which included 60 actual school days, would be charged a total of \$610, which includes the registration fee.

60 school days (about three months of real time)  
x \$7 per day = \$420 tuition

	\$50 registration
	\$420 tuition
+	\$300 curriculum fee
	\$770 total school bill

Please note that the school will never charge more than the regular full price of tuition for a short-term enrollment.

## SPONSORSHIP

In 2003 **The Nancy Heckert Memorial Scholarship Fund** was created. Scholarships are awarded to families based upon **need** and **merit**. A **tuition assistance application form** may be obtained from the school. After a careful review of these applications and possible interviews with candidates, the administration will award scholarships based upon need and merit.

**The Teacher's Legacy Fund** also exists to reduce the cost of tuition for some qualifying members of the SECA faculty.

Sadly, there is ever only a limited amount of money in these sponsorship accounts. If you or someone you know can contribute to a needy and deserving student, please do! **In some cases, students cannot attend the Christian school without assistance.**

## STUDENT CONDUCT

While a student's heart-set or attitude will ultimately become a child's destiny, a good Christian education involves the establishment and maintenance of a sound Christian environment which hopefully fosters the growth of appropriate life attitudes. While every policy in the school may not be an exact reflection of the parent's particular interpretations of Scripture, **it is necessary for the school to have a set of policies that are conservative** and consistent with the tenor of the entire institution. Should parents wish to discuss these standards of conduct with the administration, a meeting may be arranged.

Student violence and the threat of violence will constitute grounds for immediate dismissal. No weapons are allowed at school without explicit written permission, including but not limited to knives, guns, ammunition, lighters, and explosives, including fireworks of any kind. This includes any bladed weapon as well as imitation or toy weapons that look realistic. All of the above will be at the discretion of the school faculty.

Before enrolling a student, parents should be sure they understand and support the philosophy, policies, and staff of the school. Gripping and complaining lead to the disintegration of Church unity, and it will ultimately hurt the children we are here to help. **Complaining is the kind of ungodly and destructive behavior Christians must avoid.**

Campus rules governing student conduct during school are enforced for the entire time a student is in the care of the academy. This time period begins when a student is released by his bus driver or parent and continues through such time as the student is under the care of his bus driver, parent, or other person authorized by the parent. This means that students remaining on the campus before classes begin and even after the school dismisses at the end of the day must continue to follow school rules until under the care of some other authority. If a student is to remain on campus after school, both a parent and an adult who will be on-site and responsible for the student must consent. Arrangements should be made with the school at least one day in advance. The school will not supply a meal in these cases, so parents should ensure that the student has one. The student will not be permitted to go off-campus without the supervising adult.

## CHARACTER

Students are expected to demonstrate good Christian character, including purity of speech and life. Students are expected to refrain from the use of profanity, lying, cheating, stealing, tobacco, alcohol, illegal drugs, inappropriate music, inappropriate entertainment, and any type of questionable behavior. Students who talk about or participate in these kinds of behaviors may be disciplined and may be subject to expulsion. Students are expected to act in an orderly and respectful manner at all times and should

not make derogatory remarks towards or about teachers and faculty, even in jest. Students should strive toward godliness in dress, conduct, and, most importantly, attitude.

## ATTENDANCE

Students are expected to be in school every day that school is in session. To satisfy a day's attendance requirements a student must be at school for a total of at least 3 hours. **Attending a school day for less than 3 hours counts as an absence.**

If a student is absent for any reason, a parent must inform the school as soon as possible. If a student is absent during daily attendance without notification from a parent, the parent will be contacted to confirm the reason for the student's absence. **A student may not accumulate more than 20 absences through the course of a school year.** A student who accrues too many absences may be asked to attend special make-up days at the end of the year or may be asked to withdraw from the school.

Students should be on time for school. If a student is tardy or absent, a parent must communicate this to the school via the student folder or by phone or text. **A student may not accumulate more than 20 tardies through the course of a school year.** A student who accrues too many tardies during the course of a school year may be disciplined, required to attend special make-up days at the end of the school year, or may be asked to withdraw from the school.

## DRESS

Students are expected to display **modesty, neatness, appropriateness**, and **class** in their choice of dress. The desire of Southeast Christian Academy is to reflect biblical standards in its dress code.

**Please understand that a very strict interpretation of the following standards will be enforced.**

Students who dress outside of the boundaries of the school dress code may be asked to change into more appropriate clothes (the school will have some items available for the students to borrow), disciplined, sent home, or, if the problem persists, asked to withdraw from the school.

### GIRLS' DRESS CODE

- *Hair must be clean and styled neatly.*
- *Wigs, strangely bleached, strangely dyed or strangely cut hair is prohibited. Natural colors only.*
- *Makeup, if worn, should be worn conservatively.*
- *Skirts or dresses will be worn in school.*
- *Skirts or dresses should be loose and flowing, not form-fitting.*
- *The hemline of skirts and dresses must increase in width going down from the waist - no mermaid cut (skirt must not cut in at the knees or hug the waist).*
- *Skirts or dresses may not have slits or irregular hemlines. No pinned slits.*
- *Skirts or dresses must cover the knee at all times, even while sitting.*
- *Skirts or dresses must have a hem at the bottom.*
- *Skirts converted from jeans or slacks are not permitted.*
- *Official SECA culottes and official gym shirts will be worn for physical education.*
- *Girls must wear dress shoes. (Permitted styles are Flat or Skimmer, Mary Jane, Boots, and Summer Sandal.) The goal is that girls' dress shoes should **NOT** look like sneakers (should not look athletic or have a sneaker-like sole).*
- *Sneakers are only permitted for physical education and for teachers.*
- *No item of clothing may be tight, transparent, or sheer.*
- *Clothing should not reveal undergarments at any time. Undergarment colors or seams should not be visible through fabric. Slips and camisoles may need to be worn under some clothing that is otherwise modest in order to prevent this.*

- *Blouse hems must meet the waistband of the skirt at all times. Blouses must be long enough so as to never expose the abdomen or waist, even when bending over or raising hands.*
- *Blouses may not be low cut and should never show cleavage, including keyholes and low V-necks. A camisole would need to be worn underneath in order to wear these types of blouses.*
- *Blouses must have sleeves that always completely cover the shoulders.*
- *Students are not allowed to wear hoodies with symbols or words, or anything that does not project a professional style. Official SECA hoodies are permitted.*
- *Zip-up hoodies without symbols, words, logos and the like are allowed. Pullover hoodies are not allowed unless it is an official SECA hoodie purchased through the school.*
- *T-shirts must be blouse-like.*
- *Non-hooded sweatshirts must be sweater-like.*
- *For safety reasons, flip-flops or any other footwear without a back strap is prohibited.*
- *No baseball caps or other athletic or casual hats are permitted.*
- *No permanent or temporary tattoos.*
- *When NOT participating in PE, overall appearance must be sharp, clean, and neat.*
- *All articles may have a small logo, but no large logos, numbers, words, or questionable symbols are permitted (no pagan or New Age symbols, hot rod flames, cartoons/characters, etc.)*

#### BOYS' DRESS CODE

- *Hair must be cut above the ear and collar (even if styled to keep above the ear and collar, the standard applies as if the hair were combed down).*
- *Hair may not be spiked.*
- *Facial hair must be kept neat and well-groomed. Sideburns without other facial hair may not be past the middle of the ear.*
- *Wigs, bleached, dyed, or strangely cut hair is prohibited. Natural colors only.*
- *Dress slacks must be worn in class. Cargo pants should not be excessively baggy or have more than two pockets per leg.*
- *Blue jeans or official SECA wind pants and official gym shirts may be worn for physical education. Jeans and wind pants should be loose-fitting. No skinny jeans are permitted.*
- *All pants worn during school hours must not have rips, tears, or holes.*
- *Shirts must have sleeves that completely cover the shoulders at all times.*
- *Shirts must have collars or full turtlenecks.*
- *Shirts must be tucked in.*
- *Shirts may only have the top button undone.*
- *Sweaters may only be worn over a shirt that has a collar. If a sweater or sweatshirt has a collar, it may be left untucked.*
- *Sweatshirts with any printing on them may not be worn.*
- *No item of clothing may be tight, transparent, or sheer.*
- *Dress shoes or dress boots must be worn in school. The goal is that boys' dress shoes should **NOT** look like sneakers (should not look athletic or have a sneaker-like sole).*
- *Sneakers are only permitted for physical education and for teachers.*
- *No necklaces, earrings, or bracelets, including rubber bands, may be worn.*
- *No denim of any kind may be worn, except for blue jeans during physical education.*
- *Zip-up hoodies without symbols, words, logos and the like are allowed. Pullover hoodies are not allowed unless it is a SECA hoodie purchased through the school.*
- *No baseball caps or other athletic or casual hats are permitted.*
- *No permanent or temporary tattoos.*
- *When NOT participating in PE, overall appearance must be sharp, clean, and neat.*
- *All articles may have a small logo, but no large logos, numbers, words, or questionable symbols are permitted (no pagan or New Age symbols, hot rod flames, cartoons/characters, etc.)*

NOTE: On field trips, school parties, or other down-down days, pajamas, sweatpants, and joggers are not permitted for any students, in addition to any other clothes that are form-fitting or revealing.

If there are any questions as to whether a particular article of clothing or footwear is appropriate for school, please contact the principal for clarification before wearing it to school.

In addition to the previous standards, students should wear clothes and bring accessories to school, such as coats, bags, lunch boxes, and other items that are clean, look neat, are not faddish, and do not have questionable words or symbols on them. At any time, the administration reserves the right to prohibit anything it considers to be inappropriate.

## BEHAVIOR

Students are expected to behave like Christians. Students must demonstrate proper respect for teachers and administrators. Students must obey authority with a good attitude. Students must demonstrate proper respect for other students. Students must show kindness and courtesy toward others. Students must respect the property of others, including the property of the school. Students must keep their desk, locker, and work neat. There is no physical contact allowed between boys and girls. Any behavior that is not consistent with the Bible will not be tolerated.

Students at the school who observe activities or overhear conversations that are contrary to the policies of the academy should immediately discuss this matter with a member of the faculty. If the student revealing information appears to have a genuine desire for righteousness and for the safety and well-being of the parties involved, his disclosures will not be considered tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." However, if a student demonstrates an unchristian attitude or seems to gain pleasure in exposing the violations of his fellow students, the school will not tolerate this behavior, and will take appropriate measures. The school reserves the right to search a student's locker, book bag, or person if the administration feels it is necessary.

## PHONES AND TECHNOLOGY

Students may NOT bring electronic devices to school, including, but not limited to, cell phones, smart watches, tablets, and portable video gaming devices. The use of headphones and earbuds on campus is strictly prohibited. During class and study times, the use of personal electronic devices for anything not specifically related to class work (i.e., calculators) will not be permitted. If a student is staying after school under the guidelines above in the Student Conduct section, and the parents would like them to have a phone after school, the student will not be permitted to use it during school hours, and the student must hand it in to the Study Hall Monitor immediately upon arrival, where it will be held until after dismissal.

## COMPUTERS

The school is thankful to offer a modern computer lab and wireless campus. Students are invited to use the provided laptops and wireless devices at school to assist them with their schoolwork. These devices should be used for schoolwork only and not for recreation. The school reserves the right to be able to search a computer device and any media (DVD's, CD's, memory cards/sticks, etc.) at any time while on campus.

## CHARACTER TRAINING

Character matters. The school believes that character is the most valuable aspect of a good Christian education. This means the school must be strict, consistent, and vigilant. At the discretion of the school faculty and staff, discipline issues and other concerns may be addressed with the students at school. Communication is important, and parents will be notified of significant incidents.



Character should be taught through example, explanation, and external reinforcement. As external reinforcements to help mold character, the Southeast Christian Academy believes in the use of rewards and penalties. The purpose of these rewards and penalties is to train students to act responsibly. The purpose of discipline is not to hurt or punish, but to ultimately teach good character.

If a child comes home complaining about a policy or discipline, the school hopes that parents would please follow the procedure below.

- 1. Please give the staff the benefit of any doubt.**
- 2. Remember that a child is sometimes biased and may not be reporting all of the facts.**
- 3. Remember that the school operates according to fixed policies, with the best of intentions, and without partiality.**
- 4. If there are any questions regarding the situation, contact the school.**
- 5. Remember, if a child detects disharmony between the school and the parent, he may try to use that conflict in the future.**
- 6. Promote respect for the school. Without the respect of the students, the school will fail them.**

Parents will be notified of any significant infractions. If a student demonstrates a consistent disrespect for school policy, he may be expelled from the school. If a parent ever has any questions regarding these types of issues, he should contact the principal. Other staff members have been asked to refer all serious or controversial matters to the principal. Should a parent have a problem with a teacher or with the school, the parent should contact the principal. For the sake of all of the children associated with the Southeast Christian Academy, no complaining or gossiping will be tolerated.

Unless an emergency arises, parents are asked not to visit the classrooms. If a parent needs to contact a student, he should call the school, and a message will be given to the student.

### **Character Essay Escalation Process**

Our school's motto is "Character Matters," and we will be emphasizing that in matters of discipline. Character Essays will be logged and tracked, and there will be an escalation process. These will accumulate by semester (2 quarters). If a character essay is not completed by the next school day, another one of the same length will be given. Those that have 4 or fewer character essays over the course of a semester will get 3 rewards:

- A 100 test grade in the class of their choice.
- A fun reward (party/meal/trip).
- All students with 4 or fewer character essays will be allowed to wear their gym clothes all day on Fridays, including sneakers. Once this privilege is lost, a student will not gain it back until they have been under the 4 character essay limit for a full **quarter**. This will carry over to the beginning of the next school year.

Students who receive 8 character essays in a semester will have a one-day in-school suspension. On each character essay from 8 to 11, the parents will be notified. On the 12th character essay in a semester, there will be a minimum one-day in-home suspension. On each character essay after that, there will be an additional minimum one-day in-home suspension. When a student is suspended from school, it is the parent's responsibility to ensure that the student has all of the books, materials, and assignments he needs to complete his work for the day. Expulsion can happen at any time through discussions between the parents and the principal.

### **Minor Character Essays**

For certain infractions, teachers may give Minor Character Essays. These will not apply towards a student's Character Essay count for the semester and will not affect their eligibility for the associated privileges, such as wearing gym clothes on Fridays or special reward activities for having good character.

The **ONLY** infractions that a teacher may give a Minor Character Essay for are as follows:

1. Not having their folder completely filled out and signed.
2. Not having their homework completed on time.
3. Not being prepared for class.

There is a limit to how many Minor Character Essays a student is allotted per semester, allowing for a ramp up to Major Character Essays after a few repeated infractions. Students can only receive up to three Minor Character Essays **in total** per semester. After a student has received all three Minor Character Essays for the semester, all future infractions will be Major Character Essays.

Teachers have the option - at their discretion - to make a Minor Character Essay into a Major Character Essay for any reason, including but not limited to students being disrespectful or giving public pushback on a teacher's decision, complaining aloud or to another student, or a general lack of contrition for the infraction.

The purpose of this system is to allow the option for a slightly lesser punishment for the everyday things that we expect students to do, while still having consequences that train them to do right and have good character. This will remove a little bit of the burden on younger and/or new students as they learn the rules and adjust to being in the school. It will also encourage teachers to consistently issue discipline for these kinds of infractions. Hopefully students will appreciate this added measure of grace!

### **ACADEMIC STANDARDS**

Southeast Christian Academy offers a complete course of study for students in the kindergarten through twelfth grades. The school uses materials from Bob Jones University (BJU), from A BEKA Books, and from other Christian companies to teach all of its subjects. Some advance placement courses are available to qualifying students. Under most circumstances, hardcover books may be taken home by a student; however, the books are the student's responsibility. Lost or damaged books must be replaced at the student's expense.

The Southeast Christian Academy believes that each student will receive an education that will allow him to continue his education at the college level. Although our school is not accredited, each student will receive a proper education. Lack of accreditation seldom hinders graduates from enrolling in a college or university. These institutions are primarily interested in the academic merits of the individual students. They evaluate each applicant's academic aptitude through national standardized tests and the review of high school transcripts.

SECA sets a high academic standard: a 75% or better is required to pass all tests and courses. All scores below a 75% are considered failing. In the higher math courses, SECA reserves the right not to move students on to the following year's math course if they do not master the material being taught, demonstrating this mastery with an 80% or better for the year. A student in the 8<sup>th</sup> grade or below will automatically be retained if he fails two core subjects or more. At SECA Math, English, Science, Social Studies, and Reading are considered the core subjects for all students, and Bible classes are considered a core subject for middle and high school students.

The Southeast Christian Academy gives ample time to its students for the completion of assigned work. Slackness will not be tolerated. Any student who fails to complete a course of study by the end of school will be given a failing mark for the year in that course.

A student who does not perform satisfactorily in Bible memory, has had a certain level of attendance problems (see the attendance section of this handbook), or has not completed any course of study will be required to attend up to three weeks of Growth Days following the end of regular school. These students will be required to attend Growth Days until they have corrected their academic shortcomings.

## TRANSCRIPTS

The school maintains transcripts for each of the students enrolled. When the need arises for transcripts to be transferred, strict policies must be followed.

- Transcripts can only be transferred to a school or institution at the request of a parent or guardian, unless the student is aged 18 or older.
- From the time of a request, transcripts may take as long as 2 weeks to be processed before being forwarded.
- Transcripts may be forwarded to as many as 4 colleges if it is within 6 months of a student's graduation. However, transcripts sent to additional colleges beyond the first 4, require a transcript processing fee of \$15.
- A transcript processing fee of \$15 is required for all transcripts beyond the limit of 4 near the time of graduation.
- Students transferring to SECA must have an original transcript or valid copy of a transcript submitted to the school BEFORE an application for enrollment may be considered.

## BIBLE MEMORY

The Bible is God's Word. Nothing should be more important to a Christian school than God and the Bible. The academy requires students to memorize specified portions of the Scriptures. Students who do not memorize the Bible verses prescribed by the school will not be issued their final report cards, will not be allowed to participate in any end of the year ceremonies, and will not be eligible for re-enrollment in the following school year.

## AWARDS

Each quarter the school recognizes students for their academic achievement by placing them on the high honor, honor, or merit roll. A student who is behind in Bible memory or has any marks of F (failing) or N (needs improvement) is automatically disqualified from being placed on one of these rolls.

## GRADUATION REQUIREMENTS

A high school graduate will receive a high school diploma. The Southeast Christian Academy offers four academic programs. The type of high school diploma awarded to a graduate depends on his choice of academic programs and his total number of accrued high school credits. By default, most students are placed on the college preparatory track.

The four diplomas available are the Advanced Placement Diploma, the College Preparatory Diploma, the General Preparatory Diploma, and the Vocational Diploma.

### **College Placement Diploma**

- 4 Math Credits
- 4 English Credits
- 4 Social Study Credits
- 4 Science Credits
- 4 Bible Credits
- 4 Elective Credits
- + 2 Physical Education Credits
- 26 High School Credits

### **College Preparatory**

- 3 Math Credits
- 4 English Credits
- 4 Social Study Credits
- 4 Science Credits
- 4 Bible Credits
- 3 Elective Credits
- + 2 Physical Education Credits
- 24 High School Credits

### **General Preparatory**

- 3 Math Credits
- 4 English Credits
- 4 Social Studies Credits
- 3 Science Credits
- 3 Bible Credits
- 2 Elective Credits
- + 2 Physical Education Credits
- 21 High School Credits

### **Vocational**

- 2 Math Credits
- 4 English Credits
- 4 Social Study Credits
- 2 Science Credits
- 2 Bible Credits
- 1 Elective Credits
- + 2 Physical Education Credits
- 17 High School Credits

## SECA'S MINISTRY TO HOMESCHOOL FAMILIES

At this time there are two basic levels of ministry afforded to home schooling families. At the lowest level is the home school umbrella. At the highest level the school offers the Extension School Program.

### EXTENSION SCHOOLS

Any homeschool family that would like to expand its relationship with the school may do so by becoming a Southeast Christian Academy Extension School. The Southeast Christian Academy, as a ministry of the Southeast Bible Baptist Church, has strict limits on extension school enrollment: Only (1) **children of Southeast Bible Baptist Church members**, (2) **the children of charter members of a church plant**, and (3) **select children who qualify through a special circumstances process** (which may include the children of ordained pastors of like faith and practice) will be allowed to attend the Southeast Christian Academy. Homeschool families enrolled in the SECA Extension School Ministry will be entitled to the following benefits:

- Since the students are enrolled at the Southeast Christian Academy, parents will not have to report to their local school districts.
- If the parent uses curriculum from one of the academy's main vendors, parents may order curriculum through the school.
- Students will receive standardized testing at the Southeast Christian Academy.
- Students will be entitled to participate in all of the extra-curricular activities that the Southeast Christian Academy has to offer just as if they were enrolled on the campus, including sports, music, clubs, field trips, graduation ceremonies, and the like.
- Parents may enroll their children in on-campus classes at a discounted rate.
- Parents will receive help understanding, teaching, and organizing course curriculum.
- The Southeast Christian Academy will generate all necessary report cards.
- A graduate of an extension school will be awarded a diploma by the Southeast Christian Academy just like an on-campus student.

Home-school families interested in becoming SECA Extension School must meet all applicable requirements stated previously in this handbook. The SECA Extension School will be considered an intrinsic part of the Southeast Christian Academy at large.

### EXTENSION SCHOOL TUITION

Parents who enroll their children in the SECA Extension School according to the typical process must pay an annual enrollment fee of \$90 for the first student, \$50 for the second, and just \$25 for each remaining student. This fee covers the cost of standardized tests, quarterly reports, the maintenance of school records and transcripts, awards, and two staff consultations a year.

### HOME SCHOOL UMBRELLA

The Southeast Christian Academy appreciates the work of home school parents. The school does not view home school families as adversaries, but as friends with common goals. For financial reasons, the school is forced to charge home school parents a modest fee for some services. It is the school's privilege to be a resource to home school parents. Among other services and resources, the school is glad to provide home school families with the following opportunities:

Standardized Testing

Diagnostic Testing

Field Trips

Tutoring

Graduation and Awards Ceremonies

## **PRESCHOOL**

Wherever applicable, the school expects preschool children and parents to follow the same guidelines prescribed in the handbook that other Christian school students and parents must follow. A light, age-appropriate but challenging curriculum will be used in each class. The goal of the preschool is to help students to prepare to become successful kindergarteners.

## **ANTIDISCRIMINATION POLICY**

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

## **SCHOOL SUPPLIES**

**It is important that each child is prepared for school every day.** Parents of on-campus students should make sure that their children have the following supplies in time for the first day of school. Furthermore, parents must be sure to keep their children well-stocked with all of the supplies they may need.

### **Supplies needed for all grades K-12**

- KJV Bible designated to be used and left at school only
- Backpack or bookbag
- SECA gym uniform
- Sufficient pencils and paper/notebooks for the year
- Utensils for lunch (will not be provided by the school, even if school lunch is purchased)

### **Supplies needed for Preschool and Kindergarten**

- 1 pack of wooden pencils (no mechanical please)
- 1 plastic folder
- 1 box of crayons
- 1 box of colored pencils
- 1 pack of erasers
- 1 supply box
- 1 lunchbox
- 1 box of tissues
- 1 glue stick
- 1 pair of scissors
- 8 count washable watercolor paints with brush
- Disinfecting wipes

### **Supplies needed for 1st-2nd grade**

- 1 pack of wooden pencils (no mechanical please)
- 1 plastic folder with punch holes
- 12" ruler
- 1 box of crayons
- 1 box of colored pencils
- 1 pack of erasers
- 1 supply box
- 1 lunch box
- 1 box of tissues
- 1 glue stick
- 1 pair of scissors
- 1 pack of looseleaf paper wide-ruled

**Supplies needed for 3-4th grade**

- 12 pencils - mechanical preferred
- 1 box of crayons or colored pencils
- 1 pair of scissors
- 12" ruler (must also have centimeter markings)
- 3 large erasers or pencil topper erasers
- 1 pack wide ruled paper
- 2 spiral notebooks
- 1 composition notebook
- 2 glue sticks
- 2 plain folders with inside pockets - preferably plastic
- 1 container of disinfectant wipes 75ct or greater
- 2 large boxes of tissues
- 1 small container or pencil box for supplies

**Supplies needed for 5-6th grade**

- 1 box of pencils
- 1 box of colored pencils
- 1 pair of Scissors
- 12" Ruler
- 1 Pack of erasers
- 4 Spiral notebooks
- 4 Folders with fasteners
- 4 Glue sticks
- 1 Large box of tissue
- 1 Small container for supplies
- 2 Packs of writing paper
- 2 Composition notebooks
- 1 container of disinfecting wipes
- 1 pack of pens

**Supplies needed for 7-12th grade English**

For students new to the class:

- One 1-inch three-ring binder
- Two packs of college rule loose leaf paper
- pens and pencils

For returning students:

- Two packs of college rule loose leaf paper
- pens and pencils
- OPTIONAL: one 1-inch three-ring binder (purchase if binder from previous year was lost or destroyed)

**Supplies needed for 7-12th grade Science**

- All classes need a scientific calculator, no graphing calculators
- 7-8th grades need a folder with fasteners and a ½-inch three-ring binder
- 9-12th grades need a 2-inch three-ring binder

**Supplies needed for 7-12th grade History**

- Designated spiral notebook for taking history notes ONLY

**Supplies needed for 7-12th grade Math**

- Two notebooks
- Pencils (any kind)

- Extra erasers
- 12-inch ruler
- Compass only for those in 7-10 grade
- Calculator (all students in 8-12 can use a scientific calculator at all times, and **grades 10-12 will need a TI 89 graphing calculator**)

**Supplies needed for 7-12th grade Bible**

- one 2-inch three-ring binder