

# PARENT/STUDENT HANDBOOK

2024 – 2025



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

Seaside Christian Academy is church, home, and school working together.



*Seaside Christian Academy (SCA) is recognized by the Maryland State Department of Education as a PreK3 thru 12<sup>th</sup> grade Non-Public religious-exempt school. Seaside Christian Academy is also a member of the Association of Christian Schools International (ACSI), the American Association of Christian Schools (AACCS), and the Maryland Association of Christian Schools (MACS).*

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## FOUNDATIONAL STATEMENTS

### SCA Mission

Seaside Christian Academy exists to educate students spiritually, academically, socially, and physically, equipping them for every good work in Christ Jesus. And Jesus increased in wisdom and stature, and in favor with God and man (Luke 2:52). Seaside Christian Academy is, church, home, and school working together.

### SCA Vision

- Help parents in the training of students, without replacing the parents.
- Partner with parents who are actively involved in the life of the school and their students.
- Use a curriculum and create an environment which will help students to become more God like as they seek to increase in knowledge, understanding, and wisdom.
- Respect all students as part of God's creation, regardless of race, gender, or ethnic origin.
- Use the Bible as the primary source for all courses, policies, and procedures.
- Strive to be Godly role models.
- Set high standards for academics, behavior, and spiritual growth, and provide the necessary support to reach those standards.

### SCA Statement of Faith

SCA believes:

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 His word and our authority in all that we do.
3. That God has 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 those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore us 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.

## **ADMISSION PROCEDURES**

### **SCA Admission Policies**

- SCA admits students regardless of race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.
- SCA does not discriminate based on race, color, or national and ethnic origin in our admission policies, educational policies, scholarship program, or extracurricular activities.
- If the Administration and School Board feel reasonably sure that SCA can meet the student's spiritual, academic, social and physical needs, the school will do all it can to assist the home in the pursuit of excellence for the student
- SCA is designed primarily to meet the needs of students without remedial or special needs, though the school will do all it can to support those in need.
- Attendance at Seaside Christian Academy is a privilege and not a right.
  - SCA reserves the privilege of setting and maintaining its own standards for student conduct, dress and scholarship.
  - The school maintains the right to refuse admittance to anyone.
  - The school maintains the right to suspend or expel any student at any time. Suspension or expulsion may be for any reason, but most commonly for violations of the standards or spirit of the school set in the Standards of Conduct, Parent Agreement, School Handbook, or other rules of conduct as defined by the Administration.
  - The Administration and Board reserves the right to make exceptions to any one of the above policies based on the best interests of those involved and of SCA.

### **SCA Admission Procedures**

- Each year, SCA holds a re-registration period for current families.
  - All currently enrolled students and their siblings will be given first opportunity to re-enroll for the next school year. A registration form must be completed each year.
  - During this period, no guarantee can be given for re-enrollment placement.
  - If a situation arises that requires the family to withdraw its student for the following year, administration should be notified immediately.
  - Student withdrawals are accompanied by a formal process between the family and the school.
  - The school will not forward school records until a withdrawal form is completed and submitted.
  - Registration fees are not refundable.

- For new applicants, application form needs to be completed and submitted to the school office as soon as possible prior to two weeks before the start of school to gain admission.
- Application forms are found on the school website. The family will need to create a profile under the FACTS student management system in order to apply.
- Student Eligibility
  - A student must be age three (PreK3), four (PreK4), or five (Kindergarten) before September 1 in order to enter the expected age-level grade at SCA in September of that year.
  - Students should be fully toilet-trained before starting class.
    - Tuition will be charged to maintain their seat. The administration also may decide to give that seat to another student on the class's waiting list.
    - A complete immunization record and birth certificate must be submitted in the school office prior to a student's entry in school.
    - The proper forms need to be completed for each student according to the grade level they are entering.
- Parents, as well as students, are expected to uphold the objectives, rules and standards of the school (**see SCA Parent Agreement – Addendum 1**).
- If an applying student has been suspended or expelled from their previous School, SCA may choose to only consider admission after the student has successfully completed at least one semester at another school. Depending upon the severity of the reason for suspension or expulsion, acceptance to SCA may not be offered.
- Final decisions regarding acceptance will be determined by the enrollment committee.
- The deadline for re-enrollees and new applicants is two weeks prior to the first day of school to allow ample time for the registration process in preparation for the coming school year.
- Communication concerning acceptance will be sent by email through the FACTS system once a family is accepted and enrolled.
- Late applications and re-enrollments will not be processed during the full week prior to the opening of school nor the first week of school.
- Waitlists are maintained by the SCA School Office. Students on the waitlist can be expected to be communicated with regarding their placement when a seat becomes available or no later than two weeks prior to the start of the school year.

## FINANCIAL POLICIES; PROCEDURES

### Tuition and Other Fees

- **SCA Tuition (as of September 2024)**

(1) Student enrolled	\$ 7,429
(2) Students enrolled	\$14,635
(3) Students enrolled	\$21,625
(4) Students enrolled	\$28,428
Additional students enrolled	\$6,803 per student
PK Student	\$8,000
  
- **2024 – 2025 Fees**
  - Application Fee: \$25 per student
  - New student enrollment fee \$75 per student
  - Please note: All fees are non-refundable.

### Tuition Payment Policy

- SCA uses the FACTS tuition management platform. FACTS gives our families the convenience of online payments and the flexibility to choose a payment plan that works best for them. Families may choose monthly, quarterly, semi-annual or annual payments. Annual payments receive a 5% discount. Payment plans begin in August.
- Timely payment of tuition is a family’s responsibility to the SCA community. All stakeholders depend on each of our enrolled families taking appropriate financial responsibility.
- Delinquency: Unforeseen financial hardship can befall a family, and SCA is determined to aid as possible.
  - If a family is unable to make a payment, communication with the Director of Administration should occur prior to the due date.
  - If a payment is more than thirty days past due, the office will work with the family to develop a plan to bring their account back to current.
  - If after two more weeks the payment is still past due, the family has not met with the school administration to set up a payment plan, and has not begun making current payments in accordance with the plan, the family will be notified that their student(s) will not be permitted to return to school.



- If a family has an outstanding balance and wishes to receive financial aid, scholarship funds will not be applied until their account is current.
- If a family is delinquent past the end of the academic year, seats will not be held for the student for the next academic year.
- Delinquent accounts may be referred to a collection agency, including associated fees.
- Delinquent accounts will cause the student's permanent record to not be released until the account is no longer delinquent.

**Financial Aid and Scholarships**

- 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.
- The Scholarship Committee of the SCA Board of Directors determines all scholarship activity.

**EXTENDED CARE SERVICES**

- SCA provides a consistent and quality student care alternative for parents who are unable to drop-off or pick-up their students during usual school hours.
- SCA retains the right to not allow students to be a part of the extended care services for reasons deemed appropriate by the administration.
- Snacks are provided for Pre-K students only (due to MD Office of Childcare regulations). Please provide snacks for all students in grades K-12. If snacks are forgotten, students can purchase one for a small fee. Please provide students with snack money (at most \$1) every time they attend after care.

- **Hours of Operation**

- Before Care will begin at 7:15 am and ends at 8:05 am when school doors open. Families will drop off students at the main entrance.
- After Care will begin at 3:30pm and end at 5:30pm. Pickups after 5:30 will be charged \$15.00 for every 10-minute increment i.e. 5:31 to 5:41
- Extended care takes place within classrooms, on the playground or under the pavilion depending on weather and size of the group.

- **Extended Care Rates**
  - Before Care \$ 7.00/day \$5.00 per additional student
  - After Care \$13.00/day \$8.50 per additional student
  - Before and after \$15.00/day \$10.00 per additional student
  - Any Pickups after 5:30 will be charged \$15.00 every 10 minutes
- **Making Payments for Extended Care**
  - Parents will be billed by SCA through FACTS Financial using incidental billing.
  - Payments may be made using the FACTS account or in-person by cash, check, or credit card (plus 3% service fee).
  - Weekly incidental bills will be charged for services rendered. If payment is not received then eligibility for services will be suspended until payment is made in full.
  - Monthly billing is an option. Please email [jwarren@seasidechristian.com](mailto:jwarren@seasidechristian.com)
- **Drop-off**
  - Before Care arrival will take place through the front entrance from 7:15-8:05am.
  - Parents should park, walk the student/s to the door, and sign the student/s in.
- **Pick-up**
  - Parents who are picking up students during Extended Care should arrive through the front entrance or head to the playground if the students are seen outside.
  - Parents should follow the sign out procedure when picking up their student from Extended Care.

## **ACADEMIC PROCEDURES**

- In academics, SCA's primary focus is to biblically integrate the entire curriculum while meeting/exceeding the portions of the Maryland State standards the administration deems appropriate. This will provide academic excellence while allowing for the development of Christian character.
- SCA's 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.

### **Academic Probation**

- A student with an average grade of 76% or lower and/or a student with more than one 'F' or two 'Ds' in the core subjects (Bible, Reading, English, Math, Science, and Social Studies), in any one quarter will be placed on Academic Probation.
- Students on academic probation will not be allowed to participate in extracurriculars, including sports, until the situation is rectified as approved by the administration.
- Students on academic probation may be asked to attend mandatory tutoring.
- Should academic probation occur for two consecutive quarters, an academic conference will be scheduled to include the parents, teachers, and the administration.

### **Credits (High school)**

- Carnegie Unit—High school credits are established by Carnegie Unit, a time-based requirement for student instruction and assessment at the secondary school level.
- Classes meeting five times a week will receive 1 credit. Core content classes such as Bible, English, Math, Social Studies, and Science classes most often are 1 credit per class.
- Classes meeting one to three times a week will receive .5 credit. Classes meeting four to five times a week will receive 1 credit.

### **Curriculum**

- The curriculum at SCA is chosen carefully so as to present Christ-likeness, appropriate grade level standards, and scaffolding a teaching technique used for teachers to provide support while students master new concepts and skills.

### **FACTS SIS (Student Information System)**

- To provide for greater parental involvement in the academic experience, SCA partners with a third-party Student Information System to offer transparency.
- FACTS SIS is web-based, allowing quick review for parents of student's academic progress.

### **Field Trips**

- SCA firmly holds that first-hand experiences enhance the learning process. Field trips are an excellent way to make the theories of the curriculum very practical.
- Every student must have a school approved permission slip signed by a parent or guardian.
- Students may be asked to bring funds for certain field trips.
- Parents/Guardians will be notified, on the permission slip, if chaperones are needed for a trip.
- Students by default are to dress according to the dress code unless the field-trip permission form specifies otherwise.
- Students are expected to attend field trips.
  - Students who do not attend field trips will have a seat at the school in another classroom during the field trip.
  - Students not in attendance are recorded as an unexcused absence.

### **Grading Scale for PreK and K5**

- E=Excellent, S=Satisfactory, N=Needs Improvement, and U=Unsatisfactory

### **Grading Scale for Grades 1-12**

- A=90-100, B=80-89, C=70-79 D=60-69, F=0-59

### **Homework**

- Homework is given to students for the purpose of reinforcing classroom instruction, to practice skills learned in the classroom, and develop responsibility and diligence in the student.
- SCA honors valuable family time. The amount of homework your child can expect will endeavor to respect that family time.
- Preschool classes should not anticipate regular homework.
- Kindergarten classes should not anticipate regular homework but should be quick to review work and supplement as encouraged by the faculty.
- Elementary classes often adopt a policy of “What seatwork is not accomplished during the day becomes homework.” However, homework will begin to be introduced at this level.
- In middle school and high school, work to be completed at a time outside of the class period is much more likely. Often students are able to finish their homework within the class period or within a study hall.
- Homework may be given any day of the week at the discretion of the teacher.

- Students who do not turn in homework assignments on time may expect to receive a penalty for incomplete work (e.g., receive a zero for the assignment/s missed).

### **Honors**

- SCA honors its students' academic accomplishments as unto the Lord and not unto man.
  - Honor Roll
    - The Honor Roll is kept for 1<sup>st</sup> – 12<sup>th</sup> grade students who receive As and Bs.
    - The Honor Roll is calculated at the end of each quarter.
    - The year-long Honor Roll is calculated at the end of the year.
  - Principal's List
    - The Principal's List is kept for 1<sup>st</sup> – 12<sup>th</sup> grade students who receive all A's.
    - The Principal's List is calculated at the end of each quarter.
    - The year-long Principal's List is calculated at the end of each year.
  - Senior High Graduation
    - Graduating Senior Honors
      - Cum laude cum laude - 3.5 to 3.7 (Blue Cord)
      - Magna cum laude - 3.8 to 3.9 (Gold Cord)
      - Summa cum laude - 4.0+. (Blue and Gold Cord)

### **Make-up Work**

- Please see the Attendance Policies found later in this handbook concerning make-up work.

### **Parent/Teacher Conferences**

- SCA will hold scheduled parent-teacher conference days the first term.
- After this first face-to-face appointment, conferences will be held on an as-needed basis.
  - Parents feeling that a face-to-face meeting should happen outside of this scheduled parent-teacher conference period should email the teacher to setup an appropriate time to hold a conference.
  - Morning drop-off and dismissal times are not appropriate times to hold parent-teacher conferences.

### **Progress Reports/Report Cards**

- Progress Reports will be emailed at the mid-point of each quarter.
- Report cards will be emailed after the conclusion of each quarter.
- Citizenship grades, which are not related to academic grades but reflect a student's behaviors, may be calculated on the report card as well.

### **Promotion and Retention**

- Promotion to the next grade level until graduation is a priority for students, faculty, and staff.
- Retention will be only considered when a student's math and/or reading accomplishments are severely below grade level after serious intervention has been attempted unsuccessfully.
- Through elementary, retention will be by grade level. Middle and high school courses may need to be repeated singularly if failed. Grade level retention at the middle and high school level will be a last resort.

### **Standardized Testing**

- SCA students in kindergarten through 12<sup>th</sup> grade may participate in annual standardized testing late in the academic year.
- These assessments provide snapshots of student achievements and are not used to promote students regularly.
- When discussions of academic achievement arise, these standardized assessments may be reviewed for what insights they may offer.
- These assessments offer the administration and faculty the opportunity to work effectively towards improvements in curriculum.
- Parents may have their students not participate in testing, but to do so, the parents must contact the school well prior to standardized testing to notify the school of such.
  - Said student will not have a seat at school during testing periods, so the parents must make alternative arrangements for care.

## **POLICIES 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. The following are the SCA General Rules of Conduct.

### **General Rules of Conduct**

- Students are asked to pursue Christlikeness at every opportunity.
- Students should consider each other as brothers and sisters in the larger family of God.
- Students are expected to conduct themselves courteously.
- Students are expected to be respectful of all they come in contact with.
- Students are expected to encourage everyone to good works while discouraging sin.
- Students are expected to uphold these rules in all areas of life, specifically at SCA and all school activities.

The remainder of these policies are focused on more specific areas of student life.

### **Bathroom**

- All students must ask permission to use the bathrooms.
- All students are expected to use the bathrooms on the north end of the building, closest to the basketball court, not those in the kitchen.
- Students are expected to quickly use the bathroom, wash their hands, and return to class.
  - Frequent or lengthy trips to the bathroom will result in parents being contacted for reasons of health and safety.
- Students should expect privacy in the bathroom and provide others the same.
- Students who abuse trips to the bathroom will be subject to monitoring in future restroom trips.
- Parents whose students waste or break bathroom supplies or fixtures will be charged for the wasted supplies, broken fixtures, and labor to address.
- Students will refrain from flushing anything besides waste and toilet paper down the toilets.

### **Boy/Girl Relationships**

- As a coeducational Christian school, SCA believes God's plan for male and female students at SCA is to fellowship with one another during the learning process. Students should hold each other in the highest respect.
- Kindness and courtesy are expected from everyone.

- Male and female students are expected to withhold from touching one another outside of platonic gestures or recess-type of play.
- Concerning dating relationships, no romantic physical contact should be displayed during school or at any school activity.

### **Bullying, Harassment and Intimidation**

- Any intentional and /or harmful form of conduct that is threatening or seriously intimidating to another student or staff member will not be tolerated. In the event this conduct continues after initial discussion with the school administration, the person's unacceptable behavior may result in suspension or expulsion.
- Since SCA desires to create a safe environment, it is unacceptable for any person associated with SCA to demonstrate behavior in school, on field trips, during athletic events or any other school related activity/event that is harmful, degrading or fearful in any way to another person.
- All complaints to the school administration will be addressed immediately and appropriately.

### **Classroom**

- Teachers will set the expectations for their unique classrooms, to further SCA's expectations of maintaining an orderly and scholarly atmosphere within its classrooms.
- Students are expected to respect one another and their teachers by managing their mouths, hands, and feet as would reflect Christlikeness.
- Disorderliness in the classroom will lead to consequences as disorderliness affects classmate's ability to learn.
- Students are expected to quickly and happily follow teacher's instructions.

- **Pledges of Patriotism and Christianity**

- Students are expected to demonstrate their love and support for God and our Country. Therefore, each morning in homeroom, students will say the Pledge of Allegiance to the American flag, the Pledge of Allegiance to the Christian flag and the Pledge of Allegiance to the Bible.
- The American flag, Christian Flag, and Bible are displayed or are available in every classroom. Students will stand at their desks, place their right hand over their heart, and recite the pledges as follow.



- I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- I pledge allegiance to the Christian flag, and unto the Savior for which it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.
- I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart, that I might not sin against God.

### **Discipline**

- The purpose of Godly discipline is to train up respectful, intelligent, and well-behaved students.
- Parents and Christian teachers work together to hold students accountable in order to achieve academic excellence and Godly character.
- Godly discipline that is consistent creates an academic environment that is safe, secure, and healthy.
  - *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)
- Further information about discipline is found under the Discipline System section of this handbook.
- The administration of SCA holds the final word on matters of discipline in every aspect of the school.

### **Hallways**

- Hallways are to be quiet.
- Hallways are to be kept in order.
- No running should occur in the hallways.
- Students should move to the right side of the hallway to allow for orderly passing.
- Students should respect one another in the hallway as in all times.
- Students should respect the classes occurring around them by maintaining a quiet atmosphere in the hallway.
- Students should not eat in the hallway.

### **Off Limit Areas for Students**

- Students are not permitted in the Teacher's lounge / Kitchen unless supervised by an adult.
- Students are not to loiter in or proceed through the office unless directed to do so by the office staff.

- Students are not to be outside of the school building or trailers without supervision.
- Students are not allowed to leave campus for any reason without parental and office permission.

### **Recess**

- Students must stay in 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.
- Students should respect one another at recess, especially concerning their hands and mouths.
- Students should obey teachers immediately when outside, listening especially for directions concerning safety.

### **Seasonal Holidays**

- SCA celebrates the autumn/fall season of the year with the focus on nature, harvests and blessings from God as well as a time to give thanks for all that we have and are able to share with those in need.
- SCA celebrates the true meaning of Christmas that is the glorious birth of God's Son, Jesus.
- Additionally, SCA celebrates Easter, specifically the resurrection of our Savior, Jesus Christ.

### **Technology Usage**

- Students should not participate in any form of inappropriate technology usage (social media, gaming, inappropriate media access, etc.) in school.
- The student technology agreement provides expectations for usage of school technology.
- Middle and high school students must sign the student technology agreement annually, prior to usage.
- Examples of inappropriate technology usage include; forms of on-line bullying, obscene, irreverent, vulgar communications, slander, threats, and disrespectful communication regarding authority figures.
- It is strictly prohibited to use the name of Seaside Christian Academy, the school logo, and any pictures of school activities, students, or staff without the permission of school administrators.
- **Students are responsible for their online presence, as they are responsible for their physical presence.**

## DISCIPLINE PROCEDURES

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 students succeed in a school setting.

### **Tier One:**

- Tier one focuses on establishing rules, boundaries, and expectations not only in the 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 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 behavior, plus a phone call or a 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 student.
- Unacceptable behavior for tier two may include: repeating a specific infraction from tier one, dress code violation, gossip, slander, name calling, cursing/swearing, using God's name in vain, lying, cheating, stealing, or bullying which may include harassing, intimidating, or threatening.
- Depending on the situation, a lunch detention, including a writing assignment, 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, teacher (as needed), parent, and administration. Upon completion of the conference, a decision will be made on strategies or disciplinary actions that could include the following:
  - **In School Suspension**
    - The student will meet with administration.
    - The administration discusses at length the situation with the student, review Biblical principles concerning the situation, make recommendations to help student modify their behavior moving forward, and prescribe the work to be completed during the In School Suspension.
    - The student will have an appropriate academic workload.
    - The student may have an appropriate service workload
    - Any missed tests or quizzes will result in a zero grade.
  - **Out of School Suspension**
    - The student is not allowed in school for a specified number of days.
    - The student will be responsible for any academic work missed.
    - Any missed tests or quizzes will result in a zero grade.
    - The student must meet with administration prior to returning to the regular 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.

**Table of Consequences for Major Student Violations**

Offense	Minimum	Maximum
Profanity (initial) (cursing, lewd language, etc.)	Office referral	Out of school suspension
Profanity (repeated) (cursing, lewd language, etc.)	In-school suspension	Expulsion
Fighting (physical altercation)	In-school suspension	Expulsion
Bullying, (harassing, intimidating, threatening)	Office referral	Out of school suspension
Repeated bullying (harassing, intimidating, threatening)	In-school suspension	Expulsion
Unexcused late arrivals	In-school suspension	Loss of privilege
Blatant disobedience to authority	Office referral	Expulsion
Damage to Property	Office referral	Expulsion
Academic Dishonesty	Office referral	Expulsion

**ATTENDANCE POLICIES**

**Tardiness**

- Students are responsible to be in class ready to begin each school day and each class on time. This requires that the student be to school on time.
- Doors open at 8:05am; class hours are 8:20 am until 3:15 pm.
- Students are tardy at 8:20 am
- Students who are signed out of school before 3:15pm consistently may come under the same consequences as those who are tardy.
- Students are unexcused for all tardies. . .
  - unless a note is submitted for one of the following reasons: illness, doctor appointment, car trouble, weather conditions, an accident or construction on the road prohibiting a timely arrival.
  - Tardy notes must be turned in on the day of the tardiness.
- Frequent tardies will lead to stepped consequences
  - 5 tardies in a quarter will lead to contact from the school office
  - 7 tardies in a quarter will lead to a conference with the administration

- 10 tardies in a quarter will lead to a conference with the administration and possible further consequences
- Further tardies will lead to a conversation concerning of continued enrollment at SCA

### **Absences**

- Absences are a normal part of the school year, but they must not become normal for any student.
- An excused absence is considered an illness or injury prohibiting a student from coming to school, a serious illness or death in the family, impassable roads or weather making travel unsafe, quarantine, court appearances, doctor or dentist appointments that cannot be rescheduled after school, or school approved family trips.
  - An excused absence requires that a note (email or written) be received in the main office from the parent or guardian the day the student returns to school.
  - Any deviation from this procedure will result in an unexcused absence being recorded.
  - Only the administration can offer a revision to this procedure.
- All other absences are unexcused.
- Fifteen unexcused absences or twenty absences of any combination can cause a student to be considered for retention within a grade level, failure of a course, demanded ancillary tutoring, demand non-traditional timed schooling, or demand other administrative recommendation.
- All students are required to complete all homework, class work, quizzes, or tests missed due to an absence.
  - A student has two days to make up work for every one day absent for unplanned absences. If a student is absent for more than five consecutive days, the student will complete missed work no later than 10 days after returning to school.
  - A student has two days to make up work for every one day absent for planned absences.
  - Failing to complete missed assignments will result in an academic discipline, most likely a zero percent on the missed assignment.

### **Student Illness**

- Parents should not send a sick student to school.
  - Sending an ill student to school, especially during cold and flu season, can cause illnesses to spread rapidly to other students and staff. This disrupts the educational learning environment for all students and teachers.
- A sick student is one who shows signs of a fever at or over 100.4 with behavior change (as per Maryland State Department of Education, Office of Child Care, Child Care Guidance for Illness,

Infections, Exclusions and Reportable/Notifiable Conditions Prevention and Reporting, updated 1/19/2023) is diagnosed with a contagious illness, and/or is experiencing nausea, vomiting, or diarrhea.

- Please notify the school office when your student will be absent due to sickness.
  - Feel free to contact the student's teacher appropriately, but understand that the office will also take care to contact the student's teacher regarding their absence.
- A student may return to school after being symptom and or fever free for 24 hours without the use of medication.
- If a student becomes ill during the school day, the office staff will notify parents to pick up the student promptly.

### **Family Trips**

- Families are encouraged to take family trips during times of vacation, when school is closed.
- SCA believes that the educational investment made should hold an appropriate priority. Balancing academics, extra-curricular activities, and family time will best benefit all stakeholders.
- For trips which must be planned during the school year, a written notification needs to be submitted at least two weeks prior to the trip using the Family Vacation Form available in the office.
- Teachers require 3 school days to prepare student work before the trip.
- Families looking to be apart from SCA for longer than ten school days should communicate with the administration during admissions.
- Make-up work should be completed as consistent with the Make-up Work policy listed below.

### **Make-up Work**

- When tests or exams are missed due to an absence, the teacher will reschedule the make-up test at their discretion.
- For anticipated absences, it is the responsibility of the student to obtain all make-up work.
- Students may have one week to complete and turn in their make-up work.
- It is the responsibility of the student to obtain all make-up work to turn-in as directed by the faculty.
- Student work not made-up in the expected time frame will be considered incomplete, and students may expect to receive a penalty for incomplete work (ex. receive a zero for the assignment/s missed).
- Only with previous agreement between the school administration and family will allowances outside of these guidelines be made.

## **OPERATIONAL PROCEDURES**

### **Athletic Team Participation Requirements**

- Full time students in sixth through twelfth grades are eligible to participate on the SCA athletic teams.
- An Athletics Physical Form and an insurance release form are required to be completed before tryouts begin.
- Payment of an athletic fee is required before each season begins.
- Students must be academically eligible in order to participate in SCA extra-curricular activities including athletics.
- Parents are expected to model Christlike behavior for student-athletes in support of all authorities associated with the athletics program.
- Homeschool students who are otherwise eligible may be approved by the administration to compete on SCA athletic teams.

### **Bible Use**

- Each student (Grades 1 - 12) 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.

### **Cell Phones at School**

- Students may bring their cell phones to school for use outside of school.
- Cell phones are not to be used or visible during school time.
- Cell phones must remain in lockers during the day.
- Students without lockers should place their phones in their bookbags.
- All communication between the student and the home should occur through the office.
- Cell phones will be confiscated by staff and stored in the office if a student is caught using their cell phone during school hours.
- Repeat offenses could lead to a student checking their phone into the office at the start of the school day and other Tier 2 or higher consequences for disobedience.



### **Chapel**

- Chapel is a time for spiritual blessing from God's Word as well as corporate praise and worship.
- Speakers from the clergy in the community, especially from churches associated with the school, are often invited to speak.
- Chapel is a vital part of SCA's weekly schedule.
- Students are required to bring their Bible to each Chapel service.
- Students are to behave as though they were in the classroom.

### **Classroom Visits**

- Parents and legal guardians of students are welcome to visit classrooms with advanced notice provided to the office.
- Visitors other than parents or legal guardians should setup classroom visits with the school office. These visits are completely at the discretion of the administration and must be cleared through Raptor.

### **Community Relations**

- SCA values its place in the greater Ocean City and Worcester County community.
- SCA purposes to maintain a reputation of a Christian school that lives out its beliefs by caring for students, faculty, families, and community in every manner organizationally appropriate.
- SCA maintains relationships with neighbors, vendors, donors, and other stakeholders.
- The leadership and administration of SCA actively review and work to improve relationships with those apart from the school ministry.
- SCA exists as a daughter ministry of Ocean City Baptist Church and strives to support the mother ministry in any way possible, including being self-sufficient apart from the legal oversight of the church.
- SCA exists as a sister ministry of Elevate Soccer Academy and strives to support the sister ministry in advertising, soccer academy options, and other avenues.

### **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.
- Any questions by the parent or guardian concerning these records should be directed to the Administrator.

**Delays / Closings (Inclement Weather)**

- SCA is not automatically included in any Worcester County closing or delay concerning inclement weather.
- Administration will announce inclement weather delays as soon as possible taking into account the needs of its member families. Safety is a primary concern as is the understanding that closings and delays greatly affect families.
- Parent Alert text messages will relay delays and closings.
- The school's Facebook and social media pages will announce weather delays and closings.
- WBOC will include weather delays and closings (online and on television).

**Delays / Closings (Other than weather)**

- Administration will announce non-weather delays or closings as soon as possible taking into account the needs of its member families. Safety is a primary concern as is the understanding that closings and delays greatly affect families.
- Parent Alert text messages will relay all delays and closings.
- On early dismissal days, there is no after care and school closes at 12pm (on scheduled early dismissal days).

**Delays Related to Extended Care**

- For the safety of staff and families, Before Care will have delayed openings as well during delayed days.
  - 2 hour delay – Before Care opens at 9:15am
  - 1 hour delay – Before Care opens at 8:15am
- After Care is not provided on early dismissal days or early closing days.

**Eighteen-Year-Old Students**

- SCA understands that eighteen-year-old students may assert their right to un-enroll themselves from SCA. Were this to occur, the steps for withdrawal would follow the same steps noted in this handbook.
- SCA expects every student to pursue the good work they are called to, namely finishing the grade level demands which their parents believe in enough to enroll them.
- SCA expects every student who turns eighteen during the school year to sign a student agreement noting their intention to finish the school year during the admissions process.

### **Fire Drills/Safety Drills**

- Fire drills will be conducted once a month including the main building and the modular classrooms.
- In addition, two safety drills will be conducted each year. These drills will include evacuations and lockdowns.
- Instructions for each type of drill are posted in each classroom. Each teacher will review the drill instructions with each of their classes in the beginning of the school year.

### **Holiday Closings**

- SCA celebrates Labor Day, Thanksgiving Day, Thanksgiving Break, Christmas Break, Christmas, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Easter Break, and Memorial Day by closing for those days as well as, depending on the holiday, certain days surrounding the holiday as well.
- School holidays are included on the school calendar that is available on the SCA website.
- On holidays, the school will not be open and extended care will not be offered.

### **Locker System**

- The use of lockers is to promote organization, organization, and organization.
- Lockers are assigned to students annually as need demands.
- Students may access their locker before school, during breaks between classes, lunchtime, and after school prior to dismissal.
- The lockers are the property of SCA, will remain unlocked, and are subject to search anytime by faculty or administration.
- Homeroom teachers will assign lockers and give a copy of the locker assignments to the administration office.

### **Logistics – Drop-Off**

- Regular student arrival will take place from 8:05-8:15 am.
- Parents who wish to park and walk their students to the door may do so by parking within the center section parking spots and carefully crossing the parking lot to the sidewalks.
- All students may be dropped off in the car line. The drop off zone extends from point at which the railroad ties meet the sidewalk and end at the end of the portion of the sidewalk painted yellow.
- Parents should not exit their vehicles to assist their students out of the vehicle.
- Parents are not to leave vehicles unattended in the drop-off zone.
- Staff members will be available at least by the door to greet students.

- Staff members will be available to open car doors and help students out of vehicles.
- Students arriving after 8:20 am will be marked tardy, and parents must come into the office to sign the student in.

### **Logistics Pick-up**

- The pickup line extends from the front of the building, along the wooden poles, and back down the access road as far as necessary.
- Vehicles in the pickup line should never be left unattended.
- Due to the two-way traffic between 3:15 and 3:30 pm, all vehicles entering the access road should stay to the right side of the access road.
- Vehicles entering the access road after 3:15 pm must not cross into oncoming traffic to enter the parking lot prior to coming parallel with the parking lot entrance.
- Students will enter vehicles immediately in front of the school along the yellow-painted sidewalk.
- Vehicles should pull forward along the yellow painted sidewalk as far as possible. Stopping short of the furthest spot down the sidewalk will delay the process.
- Students will walk to their vehicles under staff supervision.
- Upon entering the parking lot, all vehicles in the pickup line should display clearly the unique vehicle identification tags provided to families. Staff will call in to have student(s) dismissed from the front doors according to these numbers.
- Parents who wish to walkup may do so by parking in the center lot and forming a line on the sidewalk. Parents should escort their students through the drive lane and parking lot so that students are never unattended.
- PreK3 and PreK4 Pick-up
  - PreK3 and PreK4 students may be picked up from 3:00-3:30 pm. Parents who wish to pick up their students between 3:00 and 3:15 pm should park and then come to the center front door to retrieve their student. These students will be called out from the building prior to their peers. Parents picking up their students after 3:15 pm should park and walkup or enter the carline to retrieve their students.
- Early dismissals occur at noon, and there is no After Extended Care when there is an early dismissal.

### **Lost and Found**

- Parents and students should label all items brought to school with the student's first and last name. Such items may include articles of clothing, outerwear, lunch boxes, book bags, athletic bags, shoes, water bottles, etc.

- Any misplaced items will be put in the “Lost & Found” for the owners to claim.
- Lost and Found items are stored according to the recommendation of the office.
- Lost and Found items will be donated to charity left at the end of the school year or as needed throughout the year.

### **Lunch Visits**

- Families are welcome to visit with their students during normal lunch and recess times.
- A lunch reservation is advisable so as to reduce the amount of classroom distraction.
- Visitors must enter the building according to the visitation procedures listed in this handbook.

### **Marlin Messenger**

- The Marlin Messenger is an electronic newsletter posted early each week to the SCA website under the News & Events tab.
- The Marlin Messenger is sent to families via the email for the family on file.
- The Marlin Messenger provides a summary of upcoming events, reminders to parents, and school news.

### **Medical Information**

- The State of Maryland requires students entering school to have a certification of immunizations records on file at the school.
- Maryland state law also requires that a health inventory be on file for all students entering PreK or Kindergarten.
- Students are required to have “Immunizations appropriate for the student’s age”
- Any time a student receives additional immunizations or boosters, parents should forward a copy of the updated record to the school office.

### **Medication**

- The most desirable scenario for the school is for medication to be administered at home.
- To maintain the highest level of safety, if medication must be administered during school hours. . .
  - the parent may bring the medicine to school and administer such to their student.
  - PreK parents may complete a Medication Administration Authorization form and only SCA staff that have received MSDE, Medication Administration training may administer the medication to PreK students.

- Elementary, middle, and high school students may also have the Medication Administration Authorization form filled out, at which point an office staff member responsible for administration may administer the medication at school.
- A Medication Administration Authorization form must be renewed annually.
- All medicine must be checked into and kept in the office. Students are not to carry medicine during school except by special medical and administrative permission.
- SCA does not provide over the counter medication of any sort (Tylenol, Advil, cough drops, etc.)
- General notes from parents concerning student medication to be given at the student request will not be honored.

### **Parent Alert Communication**

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

### **Precautionary Measures During Cold and Flu Season**

- School surfaces receive regular disinfectant throughout the school year.
- Contagious illnesses amongst the student body, especially within classrooms, will be monitored closely by the faculty and staff.
- The goal of the administration will be to communicate with the parents concerning significant ill populations affecting their students.
- In the event the absence rate increases to 15%, administration will determine whether a school closure is necessary.

### **Rules About Student's Personal Property at School**

- Discretion should be used in allowing students to bring personal items to school.
- The school will not be responsible for replacing lost or stolen items or for repairing broken items brought from home.
- The following items are not permitted on school property during school hours: personal media players, toy weapons of any sort, igniters or items with ignition abilities, pets, communication devices (outside of cell phones), etc.

### **School Events**

- SCA celebrates a number of events throughout the school year. These include but are not limited to Marlin Casual Day (MCD) days, SCA Spirit Week, Picture Day, field trips, holiday events, Senior High Graduation, Kindergarten Graduation, Homecoming, Prom, Field Day, and others.
- The logistics for each of these events including dress code, student movements, and or daily schedules for each of these will be set and communicated by the administration or teachers.

### **School Safety**

- Entry doors to the main building and modular classrooms must remain locked at all times.
- Entry doors may not be physically stopped from closing for the purpose of maintaining entry without appropriate key or access.
- Students are never to open these doors at any time to allow a visitor access to the building or modular classrooms.
- Students and teachers should never allow any visitor to “piggy-back” through the main entrance. Teachers should escort a visitor to the main office.
- If students are required to move between the main building and modular classrooms, they should move together as a class and be supervised by the teacher from the modular classroom to the main building. Stragglers should not be tolerated.
- All visitors must use the main entrance for access into the school using the video intercom to alert the office staff. A staff member will admit the visitor to the building and make sure they follow the appropriate security steps as a parent, visitor, or volunteer.
- In the event of emergencies, parents and any other stakeholders as needed will be contacted as efficiently and appropriately as possible.

### **Student Driver Policy**

- Student drivers must be registered with the school office prior to driving to school including filling out the Student Driver Form.
- Student drivers must adhere to all organizational, local state, and federal rules and regulations concerning driving safely.
- Student drivers may only drive themselves and their siblings in their own vehicles.
- Driving to school is a privilege which may be revoked due to misconduct.
- Student drivers arriving tardy must immediately go to the office to sign themselves in.
  - Student drivers who do not arrive by 8:30am will prompt a phone call from the office to the home.

- Student drivers may sign themselves out, with parental permission, to go off campus for lunch but are expected to return in a timely manner.
  - This privilege may be revoked.
- Student drivers may sign themselves off with parent permission.

### **Student/Parent Dress Code Policy**

- The SCA dress code policy is developed in the spirit of 1 Corinthians 10:31-32. SCA operates understanding that one's dress and grooming often reflects personal attitudes, beliefs, and respect.
- SCA uses a dress code, in part, to establish an effective learning environment and reduce distractions.
- The dress code standards also reflect SCA's Statement of Faith, modesty, climate conditions, and appropriateness for activities.
- All clothing should be neat, clean, and appropriate.
- The SCA Student Dress Code Policy is included as an appendix of this handbook and can be found on SCA's website at <https://www.seasidechristianacademy.com/admissions/dresscode.cfm>

### **Visitor Security Measures**

- All visitors coming into the school must use the video intercom alert to gain access to the main entrance.
- Once the office administrator lets the visitor into the building, the visitor is required to sign-in by providing a form of government issued personal I.D. that will be used and stored in the "Raptor" system for security clearance.
- A visitor ID tag will be provided the visitor, and that tag must be worn throughout the visit.
- If the visitor is a parent/guardian or designated person picking up a student, they must go directly to the office, sign the student out, and wait in the office until a staff member gets the student from class.
- If the visitor is a parent/guardian or designated person dropping a student off, they must both go directly to the office, sign the student in, and a member of the staff will escort the student to the classroom.



**Seaside Christian Academy**

**Parent Agreement**

**(Addendum 1)**

In order to help establish, maintain and support a true Christian environment at Seaside Christian Academy, at least one parent living with a prospective student must consent, in writing, to this agreement:

- I agree with the Seaside Christian Academy Mission, Vision and Statement of Faith in this handbook.
- I agree to uphold the objectives, rules, and standards as set forth in this SCA Parent/Student handbook.
- I agree to take my financial responsibility to SCA seriously and follow the policies regarding timely payments for tuition, fees and extended care, if applicable.
- I agree to be involved in my student’s education by overseeing the timely completion of all assignments, make-up work and the overall educational progress throughout the school year.
- I agree to encourage and support my student’s spiritual growth by striving to be a Godly role model, attending a Bible teaching Church, and reading God’s word and praying together.
- I will take responsibility for my student’s behavior and I will work to resolve conflicts or behavior challenges in a positive way.
- I will support SCA through prayer, a positive attitude, and by participating in my student’s school activities such as; requested parent teacher conferences, school-wide meetings, and various school programs and fundraisers.
- I will work with and support my student’s teachers and school administrators. I will show respect to school personnel. I will discuss any personal concerns directly and privately with those involved and refrain from speaking negatively to others or using any public forum for airing grievances. I further understand that if my conduct or conversations with or about SCA personnel are repeatedly unsupportive or contrary to the standards outlined in this agreement, the enrollment of my student may be in jeopardy.

Parent/Guardian Name \_\_\_\_\_

(Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

**Seaside Christian Academy**  
**Student Dress Code**  
**(Addendum 2)**

**\*All clothing should fit properly, be free of stains, rips, and wrinkles. \***

SCA uniform shirts, gym uniforms, and outerwear (sweatshirts and fleeces) are purchased through our school uniform site <https://seasidechristian.itemorder.com/sale>. **Pants, shorts, skirts, and jumpers must be uniform style** and may be purchased at various retailers. Locally, uniform items may be purchased at The Children's Place, Old Navy, Walmart, Target, Boscov's, and Kohls. You may also order online from French Toast, Lands' End, Dickies, Ibiley Uniforms, and others. It is our goal to make purchasing uniforms easy and affordable for our families.

When in doubt about whether something follows the dress code, please talk with the office staff BEFORE making a purchase or wearing it to school. Look for retailers that sell clothing designated as "uniform". This will help with finding items that are the proper style and fit.

**Shirts**

- ✓ SCA royal blue, navy or gray uniform shirt
- ✓ High school students may choose from the approved uniform shirts on the online store.
- ✓ Shirts may be worn untucked but must be an appropriate length.
- ✓ NO long sleeve shirts or turtlenecks may be worn under a SCA uniform shirt. White undershirts may be worn under uniform shirts.
- ✓ SCA sweatshirts and fleeces may be worn in class but a uniform polo must be worn underneath. Solid navy and gray sweaters/sweatshirts are also permitted.

**Pants/Shorts**

- ✓ Uniform style pants (cotton twill chinos or "Dockers") in navy, tan (khaki) or black.
- ✓ NO cargo pants, jeans, stretch, knit, or skinny fit pants.
- ✓ Shorts must be KNEE LENGTH, hitting just above the knee (Bermuda style).

**Skirts, Jumpers, and Skorts/Scooters**

- ✓ KNEE LENGTH (hitting just above the knee) uniform style skirts, jumpers, or skorts in navy, tan (khaki), or black.

✓ Bike shorts, leggings, or tights must be worn underneath skirts and jumpers to conceal undergarments (navy, white, black or gray).

### **Socks**

✓ GIRLS: Tights, leggings, socks may be worn with skirts and jumpers.

✓ BOYS: When wearing shorts, socks may not go higher than mid-shin (i.e. no soccer socks)

### **Shoes**

✓ Athletic shoes (sneakers) are acceptable in any color as long as there are no flashing lights or inappropriate graphics.

✓ NO Heelys, Crocs, flip flops, open-toed or open-heelled (clog style) shoes.

✓ Loafers, boat shoes, Mary Janes, saddle shoes, etc. may be worn in black, brown, navy or tan.

✓ GIRLS: Dress shoes must have straps.

✓ Socks or tights must be worn with shoes.

✓ Rain boots and snow boots are allowed only on inclement weather days.

### **Gym Uniform**

✓ Mandatory for 3rd grade and up.

✓ SCA gym t-shirt.

✓ SCA navy gym shorts, sweatpants or gray athletic pants (older sizes).

✓ Please DO NOT mix and match the regular uniform with the gym uniform.

### **Hair and Accessories**

#### **BOYS**

✓ Hair should be neat and well groomed.

✓ Front of hair should not hang in front of the eyes.

✓ No unnatural hair color or unconventional hair styles.

✓ Necklaces may not be worn outside uniform shirts (for safety during recess and PE).

✓ No visible body piercings (other than ears), gauges, or tattoos.

✓ No hats should be worn outside of spirit or Marlin Casual Days (MCDs).

## **GIRLS**

- ✓ Hair should be combed and neat.
- ✓ No unnatural hair color or outlandish hair styles.
- ✓ Hair ribbons, hair ties, or headbands may be worn, but any hair accessory that is causing a distraction for the student or the class will be placed in the student's backpack for the remainder of the day.
- ✓ Necklaces may not be worn outside uniform shirts (for safety during recess and PE).
- ✓ No visible body piercings (other than ears), gauges, or tattoos.
- ✓ Girls in 6th grade and up may wear foundation or concealer to cover blemishes.
- ✓ No hats should be worn outside of spirit or MCDs.

### **Revision**

This handbook was revised for the 2024-2025 school year.