

# **THE SOUTHEAST CHRISTIAN ACADEMY** **2013-2014 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 stand 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 or 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 hand 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.

## **COLLEGE ENTRANCE**

Southeast Christian Academy is officially recognized by the state of New York Department of Education, deemed substantially equivalent by the Penfield school district, listed in the Board of Education Database and a member of New York Association of Christian Schools. No door is closed to a SECA graduate.

## 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 an **application and enrollment form** 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 into 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, families enrolling students into the academy **will be expected to attend church services faithfully.** For the purposes of the Southeast Christian Academy and this handbook, faithful church attendance means at least one parent or guardian attends at least one service each week. The only services in a given week that meet attendance requirements are the Sunday morning service, the Sunday evening service, the Wednesday evening service, and the Friday evening ministry services that include Reformers Unanimous, Deaf Fellowship, and the Youth Group. Sunday school does NOT count as a separate service and special meetings such as conferences do NOT count toward attendance requirements.

Furthermore, under most circumstances children are expected to maintain this same standard of church attendance. Additionally, teen-agers who otherwise qualify for the youth group must specifically attend the Friday night youth activities regularly.

#### 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)	\$1,500	Kindergarten	\$1,200
Non-High School (grades 1-8)	\$1,300	Preschool	\$900

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 the 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	\$2,850
1 high school aged child & 1 non-high school	\$2,580
2 non-high school aged child	\$2,470
1 high school aged child & 2 non-high school	\$3,580
3 non-high school aged children	\$3,380

**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 2.5 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)	\$3,750	Kindergarten	\$3,000
Non-High School (grades 1-8)	\$3,250	Preschool	\$2,250

**REGISTRATION**

**Early Registration:** A parent who enrolls his child into the school on or before the early registration deadline is only responsible for paying a discounted registration fee of \$50. Early registration helps the academy to prepare better for the upcoming school year.

**Standard Registration:** Parents who register after the early registration deadline must pay the higher registration fee equal to one's month tuition. A parent who registers after the standard registration deadline is registering late and will be required to pay a late fee. Furthermore, there is no guarantee that a child registered after the standard registration deadline will have his curriculum at school in time for the start of the school year.

**Registration Discounts:** Any parent who pays the **entire** tuition bill in one installment on or before the standard registration deadline does not have to pay the registration fee, as long as the school receives the proper application and enrollment forms on or before the early 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 (early)
	\$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 many 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.

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 authorized person. 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.

### 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. Students should strive toward godliness in dress, conduct, and, most importantly, attitude.

## ATTENDANCE

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

If a student is absent for any reason he must present an excuse slip from a parent explaining why he was absent. **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.

Students should be on time for school. If a student is tardy, he must present an excuse slip from a parent explaining why he was late. **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.*
- *Makeup, if worn, should be worn conservatively.*
- *Skirts or dresses will be worn in class.*
- *Skirts or dresses should be flowing.*
- *Slip and straight skirts do not qualify as flowing and are prohibited.*
- *Skirts or dresses may not have slits or irregular hemlines.*
- *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 actual store bought jeans or slacks are not permitted*
- *Culottes 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.*

- Sneakers are only permitted for physical education.
- No item of clothing may be tight, transparent, or sheer.
- Blouses must be long enough as to never expose the abdomen or waist.
- Blouses may not be low cut.
- Blouse hems must meet the waistband of the skirt at all times.
- Blouses must have sleeves that cover the shoulders.
- Students are not allowed to wear T-shirts or sweatshirts with symbols, words, logos and the like that do not project a professional style.
- T-shirts, if worn, must be blouse-like.
- Sweatshirts, if worn, must be sweater-like.
- When NOT participating in PE, overall appearance must be sharp, clean, and neat.
- For safety reasons, flip-flops are prohibited.

#### 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
- Sideburns may not be past the middle of the ear.
- Wigs, bleached, dyed, or strangely cut hair is prohibited.
- Dress slacks must be worn in class.
- Blue jeans or school sweatpants may be worn for physical education.
- Shirts must have sleeves that cover the shoulders.
- Shirts must have collars or full turtle necks.
- Shirts must be tucked in.

- Shirts may not be sheer.
- Shirts may only have the top button undone.
- Flannel shirts may not be worn.
- Sweaters may only be worn over a shirt that has a collar.
- Sweatshirts with any printing on them may not be worn
- No tight pants or shirts may be worn.
- Dress shoes or dress boots must be worn in school.
- Sneakers are only permitted for physical education.
- No necklaces, bracelets, including rubber-bands, or earrings may be worn.
- No denim of any kind may be worn, except for jeans during physical education
- When NOT participating in PE, overall appearance must be sharp, clean, and neat.

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 symbols on them. The academy sells certain SECA apparel that may be worn in place of regular school attire on Fridays only. 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.

#### PHONE AND TECHNOLOGY

Students may bring cell phones and other electronic devices to school. Only the use of headphones on campus is strictly prohibited. Students may freely use their own electronic devices according to their parents' instructions during their lunch breaks and recess times. However, all activities must adhere to general principles of good Christian conduct. 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. Abuse of the privilege of using personal electronic devices will result in the loss of privileges.

#### COMPUTERS

The school is thankful to offer a modern computer lab and wireless campus. Students are invited to use their own laptops and wireless devices at school to assist them with their school work. These devices should be used for school work and not recreation. The school reserves the right to be able to search a student's computer device and any of his media (DVD's, CD's, memory cards, 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.

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 him.

### **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 don't 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.

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 do 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 Pace Days following the end of regular school. These students will be required to attend Pace 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 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. Additionally, each month one student is chosen by a consensus of the faculty as the student of the month.

## 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 Electives

+ 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 Electives

+ 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 Course 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

+ 2 Physical Education Credits  
17 High School Credits

*\*At least four courses must be College Placement courses.*

*\*\*Some remedial course credits may be counted toward the Vocational Diploma.*

**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 the Southeast Christian Academy has to offer just like they were enrolled on the campus, including sports, clubs, 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.

#### EXTENSION SCHOOL COORDINATOR

The school employs a SECA Extension School Coordinator to assist extension school teachers (i.e. homeschool parents). All questions and concerns should be brought to the coordinators attention. The coordinator will act like a vice principal on behalf of each extension school. It is the ultimate goal of the coordinator and school to build and maintain a single healthy culture among on and off-campus personnel.

#### 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. 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  
 Open Classes  
 Field Trips  
 Tutoring  
 Curriculum Ordering and Processing  
 Graduation and Awards Ceremonies

For financial reasons, the school is forced to charge home school parents a modest fee for some services.

#### SCHOOL SUPPLIES

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.

All students in kindergarten, first, and second grade should have the following:

- Bible (KJV)
- A least five pencils
- Scissors
- 12" Ruler
- Crayons
- Erasers

- A box of tissues
- Small container for supplies
- Gym bag or backpack

All students in grades 3-12 should have the following:

- Bible (KJV)
- Three Pencils
- Paper
- Several folders with fasteners
- Several spiral notebooks
- At least two composition books
- Erasers
- Blue or Black Pen
- Scissors
- 12" Ruler
- Crayons or colored pencils
- Small container for supplies
- Gym bag or backpack

All students in Math 5 & 6 should have the following:

- Four function calculator

All students in grades 5-12 should also have the following:

- Four single-subject notebooks (one for each quarter)
- Four folders with fasteners (one for each quarter)

All students in Math 7 and higher should have the following:

- Scientific calculator
- A sufficient supply of graph paper
- Protractor
- A dedicated English notebook

Older students may also need the following:

- Quality drawing compass (it MUST BE metal, not plastic). Specifically, Geometry students must have a metal bow compass with a middle wheel.
- Algebra II, Pre-calculus, and Calculus students must have **a TI-89 Titanium programmable graphing calculator**. A limited number of these may be leased through the school.
- A student taking a high school science course should have a 1.5" three ring binder for lab reports.

**It is important that each child is prepared for school every day.** In order to help parents provide for the ever-changing needs of their children the school opened a modest school store. Parents may have their children buy any of the items they need from this store.

## **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.