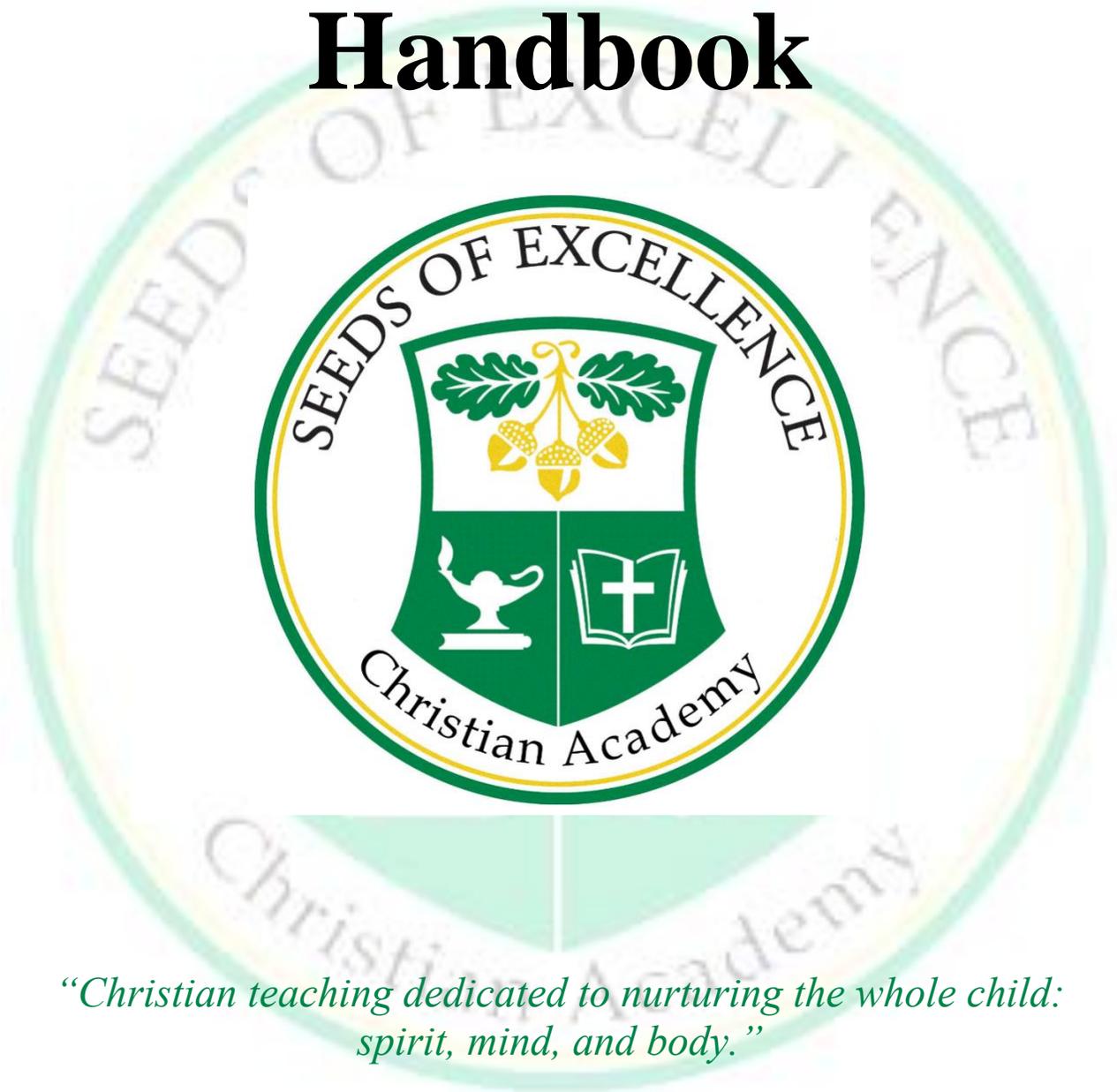


2018-2019

Parent/Student Handbook



*“Christian teaching dedicated to nurturing the whole child:
spirit, mind, and body.”*

To appoint unto them that mourn in Zion, to give unto them beauty for ashes, the oil of joy for mourning, the garment of praise for the spirit of heaviness; that they might be called trees of righteousness, the planting of the Lord, that he might be glorified.

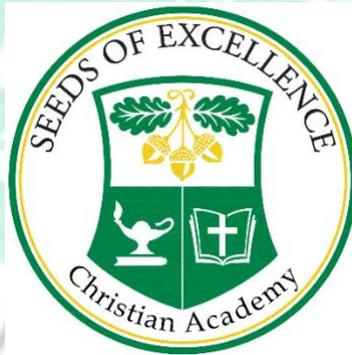
Isaiah 61:3

**“Education is not
the filling of a pail,
but the lighting of a FIRE.”**

-William Butler Yeats

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Seeds of Excellence Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, and other school-administered programs.

Section 1

Mission/Vision/Who We Are

Mission

Seeds of Excellence Christian Academy provides Christian teaching dedicated to nurturing the whole child: spirit, mind, and body.

Vision

Seeds of Excellence Christian Academy will be the exemplary model for Christian-based education.

Who We Are

Seeds of Excellence Christian Academy (SOECA) is a Christ-centered, educational learning academy dedicated to promoting and extolling the teachings of Jesus Christ as our Lord and Savior. We ascribe our core beliefs and philosophy to the principles and tenets of the Holy Bible, which we deem to be the inspired, infallible, and inerrant word of God. We encourage and prepare students to grow in their personal faith in Jesus Christ and to serve the Lord, their families, and their communities. Seeds of Excellence Christian Academy accepts and follows the statement of faith of our founding authority, Word of Faith Family Worship Cathedral, under the leadership of Bishop Dale C. Bronner, Sr.

Section 2

Organization

Accreditation

Seeds of Excellence Christian Academy is accredited by the National Association of Private Schools (NAPS), a consortium of Christian educators and private school administrators from across the United States and Canada. The National Association of Private Schools is dedicated to recognizing and improving the spiritual and educational quality of private and Christian schools regardless of size. SOECA has begun the process for accreditation through the Association of Christian Schools International (ACSI).

Faculty/Staff

All faculty at SOECA are certified or are currently in the process of obtaining certification from either the state of Georgia or another accrediting agency for Christian/private schools. SOECA faculty participate in mandatory, ongoing training and professional development. As a result of our small class sizes and desire to develop a community of learners, our faculty and staff have the opportunity to form close relationships with students and their families. In an effort to maximize the security of our students, we mandate that all employees (faculty and staff), regardless of position, have an extensive criminal background check on file along with CPR, First Aid, and Fire Safety Training certifications.

SOECA PTA

One of the keys to a successful school is a strong partnership with parents. It is the commitment, love, and support from YOU that strengthens what takes place in the classroom. This partnership is demonstrated in the form of the Parent Teacher Association (PTA). SOECA provides each family with two memberships to encourage YOU to be involved.

Section 3

General Policies

Attendance/Absences

Children benefit from a group-learning program only if they attend school regularly and are on time. All classroom lessons and activities are vital to your child's learning. A child who is frequently late or absent may miss key learning concepts presented by the teacher. Excessive tardies or absences impact the learner and the learning environment. Once a student reaches five (5) unexcused tardies or three (3) unexcused absences, parents will receive an email notification. Five (5) unexcused tardies will equate to one (1) unexcused absence and will disqualify a student from receiving perfect attendance. Absences and tardies will be rendered **excused with written notification** for the following reasons:

- Illness
- Medical appointments/hospitalizations
- Death or serious illness in the family
- Incidents where attendance could be deemed hazardous by authorities

Tuition adjustments will not be made based upon a student's excused or unexcused absence.

Carpool

Carpool is an option for convenience and is not a mandatory process.

Morning

- Carpool begins at 7:30 AM and ends at 7:45 AM.
- If you arrive after 7:45 AM, you will need to park and walk in with your child.
- Children must exit the vehicle on the **passenger** side.

- For safety reasons, remain in a single line at all times.
- If your child needs assistance carrying projects or other large items into school, please park and walk the student into the building. The staff will not deliver projects into school during carpool.

Afternoon

Carpool begins at 3:30 PM and ends at 3:45 PM at the back of the school.

ARRIVAL/DISMISSAL PROCEDURES

Early Learning

Early Learning parents are required to check-in and escort their children to and from their classroom. We ask that parents use the family/reception area in the front lobby if you need additional time before drop-off or after pick-up.

Parents should notify the office manager/administrative assistant of any plans to pick a student up early. Only legal parents/guardians and/or other authorized individuals listed in the student's file (with a valid picture I.D.) will be allowed to check students out.

Preparatory

To encourage independence, we ask that parents of students in K-5th grades refrain from walking their children to the classroom.

Dismissal begins at 3:30 PM each day. To ensure a smooth process, we ask everyone to please follow the dismissal procedures. For students who **will not** be a part of the carpool line, we ask that parents arrive **on time** and wait in the reception area for their child. Students not picked up by 3:45 PM will be taken to after-school and applicable fees will be applied to the student's FACTS account.

Early Checkout

Students have a full schedule from 8:00 AM to 3:30 PM. We ask that parents not request an early dismissal unless it is absolutely necessary. When students leave early, they miss valuable instruction and class activities. We do, however, understand that it is sometimes unavoidable.

Parents should notify the teacher and the Office Manager of any plans to pick a student up early. Only legal parents/guardians and/or other authorized individuals listed in the student's file (with a valid picture I.D.) will be allowed to check students out. Parents are asked not to interrupt class instruction time by going directly to the classroom when picking a student up early. All students must be checked out in the front office. The Office Manager will call for the student to come to the front office once the checkout process is complete.

Late Pick-Up Policy (For ALL students)

Parents who arrive for pick-up after 6:30 PM will be charged \$1.00 per minute for the first 10 minutes for each child and then \$5 per minute thereafter. Late fees will be added to your FACTS account and payment is expected when billed. If SOECA staff is unable to make contact with a parent or authorized designee by 7:30 PM, Cobb County police will be notified.

ACCESS TO CHILDREN/CUSTODY ARRANGEMENTS

While it is preferable to avoid becoming involved in an access dispute, the protection and best interest of the child(ren) will always be our first priority. Access disputes between parents or other family members may be complicated by the fact that legal custody has not yet been determined by a court or formal agreement such as a consent order.

The following guidelines will be applied when deciding when to release the child:

- If you have any custody and access arrangements by way of consent or court order, we request a copy for your child's records. However, it is not our responsibility to interpret, determine, and enforce these orders.
- If the child's mother or father listed on the registration form comes to pick the child up, we will release the child to that parent provided that he/she can produce a valid picture I.D. if we haven't been introduced to him/her. We will only release the child to individuals that are listed on the authorized pick up list on your child's registration form. Again, if we have not been introduced to these individuals, we will require picture I.D. before we release the child.

If you have sole custody and can provide a document that clearly defines the non-custodial parent's access, we will not release the child to that parent - this MUST be stated on the child's registration form. Should the situation arise where the non-custodial parent comes to pick up the child, we will ask for a document signed by you, and you MUST call or speak to the Director in person first, stating that the other parent has the right to pick up the child. If this does not occur, we will contact the sole-custodial parent; the police will be contacted if deemed necessary.

In these circumstances, it is very important that the parent/guardians have regular communication with your child's teacher and the Director. Any changes to the custody arrangement must be documented in the child's file. Seeds of Excellence will not be held responsible if the child's file has not been updated on a regular basis.

Building/Grounds

Any damage to the buildings, grounds, or furnishings of SOECA must be repaired and/or replaced at the expense of the responsible party. Students may also be subject to disciplinary action if they willfully or negligently cause the destruction of school property. All of us must assume a personal responsibility for the care and upkeep of the buildings and grounds of our school.

Discipline

SOECA is dedicated to honoring Jesus Christ in all that we do and say. We must represent our school with behavior and attitudes that are pleasing to God and further the cause of His Kingdom. Our conduct and speech should always seek to follow God's directive to "love God with all our heart and our neighbor as ourselves."

Early Learning

To ensure the safety and health of all students, we take aggressive behavior seriously. While biting, spitting, hitting, pushing, and kicking may be natural responses to frustration in a younger child, according to GELDS standard SED 3, children over the age of three (3) are expected to have outgrown these behaviors and should be able to communicate their emotions in more appropriate ways.

It is our intent to guide students toward positive behavior and redirect in efforts to change any inappropriate behavior. SOECA strives to:

1. Provide an orderly environment for learning where students are safe both physically and emotionally.
2. Train students to exemplify Christ by honoring others through their actions and words.
3. Reflect our Heavenly Father's model of discipline where character is lovingly molded and discipline is delivered with grace.

Preparatory

In order to model our behavior after the Lord, we will govern ourselves according to the **Three (3) R's**:

- **Respect God**
- **Respect Yourself**
- **Respect Others**

SOECA understands that children will sometimes test their borders to be able to understand what they should or should not do. We equally understand that consequences should be equivalent to the offense. Therefore, we have created two categories for misconduct:

- **Type A** - behaviors that are less serious but still inappropriate and unacceptable
- **Type B** - behaviors that are considered serious/egregious

Type A Behaviors: These behaviors may result in verbal reprimand, written reprimand, reflection time, detention, and/or a call to parents. These infractions include, but are not limited to, the following:

- Profanity, obscenity, and/or vulgar speech
- Insubordination or disrespect
- Classroom disruptions
- Entry into certain "off limits" areas of the building or grounds: staff café, maintenance or janitorial closets, storage areas, or any place without an adult's permission
- Unauthorized use of technology

Type A Behaviors Consequence Chart

Offense	Consequence
First	Warning to student
Second	Teacher consequence with note sent home
Third	Teacher consequence and conference with teacher and parent
Fourth	Teacher consequence, mandatory conference with teacher, parent, and administrator; possible Type B behavior consequence

Type B Behaviors: In addition to the consequences listed in Type A Behaviors, Type B Behaviors may also result in suspension (in-school or out-of-school) and/or expulsion with a mandatory parent conference with administration. The Type B infractions include, but are not limited to, the following:

- Bullying
- Fighting
- Honesty infractions (such as lying, plagiarism or cheating)
- Excessive detentions (more than 3)
- Stealing
- Vandalism

Uniform Policy

Preschool to fifth (5th) grade students are required to wear the SOECA uniform. Students must adhere to dress code requirements determined by SOECA and are expected to follow school expectations regarding uniforms. School uniforms must be worn Monday through Thursday (unless instructed otherwise). Every Friday is casual dress day.

The SOECA uniform consists of the following:

Monday, Wednesday, Thursday

- Yellow, White, or Green polo-style shirt with the SOECA logo
- Khaki pants, skirt, or skort or shorts
- Khaki jumper dress
- Plaid 80 jumper or skort

Tuesday – Chapel Day

Boys

- Green Jacket/Blazer – **Pre-K - 5th grade only**
- Green Vest (optional) – **Preschool only**
- Oxford shirt
- Plaid 80 tie
- Khaki pants

Girls

- Green Jacket/Blazer – **Pre-K - 5th grade only**
- Green Sweater (optional) – **Preschool only**
- Plaid 80 jumper
- Plaid 80 cross tie
- White or yellow Peter Pan shirt

On non-uniform/casual days, students are prohibited from wearing any of the following items:

- Clothing or jewelry that disrupts the educational process or endangers the health or safety of other students, staff, or visitors
- Clothing, insignia, symbols, or adornments worn or carried on or about a student, which promotes gangs, the use of controlled substances, drugs, alcohol, or tobacco
- Clothing which shows offensive and/or vulgar words, pictures, diagrams, or drawings and/or includes words or phrases of a violent, disruptive, or sexual nature
- Clothing which include words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability
- Pants below the waist line, bare midriffs, halter tops/tube tops, short shorts (above the finger tips when arms are by their side), net/see-through garments
- Dresses, pants or skirts with high splits

Volunteers & Chaperones

SOECA welcomes and encourages all parents to volunteer. Parents who wish to volunteer in the classroom should sign-up with the classroom teacher. When parent volunteers arrive, they are to sign in at the front desk to receive a Parent Volunteer badge.

Field trips are an important part of the curriculum. Parent volunteers are often needed to chaperone these events. The duties of a chaperone will include monitoring the welfare and behavior of all the students assigned to the chaperone's care by the teacher for the duration of the trip. Specific details are available for each field trip from the Administrative Assistant/Office Manager.

Parent Classroom Visitation

While we encourage parents to visit the school, we ask that you call the school office to schedule a classroom visit **at least 24 hours in advance**. All parents must check in with the Administrative Assistant/Office Manager.

Parents/Guardians are asked to be mindful of their attire when visiting the school to drop off/pick up students or when attending SOECA events.

Inclement Weather

In the event of inclement weather, please tune in to 11 ALIVE NEWS/WXIA-TV or WATL-TV, FOX 5, and WSB-TV Channel 2 for notification of emergency school closings. Because SOECA is located in Cobb County, we will often follow the inclement weather closings for the Cobb County School District. We will make every effort to open SOECA when it is safe for our staff and families. We will also incorporate make-up days into the Preparatory calendar in the event they are needed.

In the case of inclement weather, emergencies, or unscheduled school closings that develop during the school day, parents will be contacted via phone, text message and email. Please be sure that SOECA has adequate and up-to-date contact information for you and anyone you have authorized to pick-up your child/children from school. During these weather-related closures ("Acts of God,") tuition reimbursement is not available.

Birthday Parties

SOECA will allow parents to honor their child’s birthday with a special celebration. Below is the chart that specifies the time frame for parties.

Early Learning	Preparatory
2:15 PM – 2:45 PM	2:25 PM – 2:55 PM

Birthday celebration forms can be accessed via the SOECA website under Academics > resources. This form should be completed and returned two weeks prior to the event. Please remember that SOECA is a **“nut-free”** school and parents must review all packaging and labels to ensure that all food products meet compliance. Please communicate with your child’s teacher for any other allergies that are in the class.



Section 4

Program of Instruction

Morning Devotion/Chapel

Morning Devotion and Chapel are important times of spiritual growth for both students and staff at SOECA. All students are expected to show reverence to God during our Morning Devotion and weekly Chapel services. Each day, students begin with Morning Devotion, which includes prayer, praise and worship, Pledge to the Bible, Pledge to the Christian flag, Pledge to the American flag, and the SOECA song. Chapel is held once per week and is an opportunity for our Chapel Pastor to speak with the students and staff regarding biblical principles, Christian values and what it means to have a personal relationship with Jesus Christ. Students from each class will have an opportunity to lead the Chapel service according to the assigned schedule. Parents are welcome and encouraged to attend our weekly Chapel services.

Educational Program/Curriculum

Infant through Two Years

Our infants through two-year-olds are taught using Pinnacle, a faith-based curriculum that provides developmentally appropriate activities that move them toward their potential in all areas of child development. This curriculum is a thematic based curriculum that is approved by Georgia's Bright from the Start program. It is based on the works of Piaget, Gardner, and Erikson. The early learning children are assessed in five (5) developmental areas using the Georgia Early Learning Development Standards (GELDS). The GELDS support the growth of the whole child in the following areas:

- Physical Development and Motor Skills
- Social and Emotional Development
- Approaches to Play and Learning
- Communication, Language, and Literacy
- Cognitive Development and General Knowledge

Preschool through Fifth Grade

Our approach to teaching at Seeds of Excellence Christian Academy (SOECA) is rooted in Christian principles fused with research-based educational standards and practices. Our application of Christian principles is supported academically by the nationally recognized Abeka curriculum. Abeka offers practical and comprehensive Christian, educational curriculum that has been developed and refined for over 50 years. The curriculum provides structure when needed but also allows teachers the freedom to bring their own expression of creativity to the classroom. The Abeka curriculum also empowers teachers to focus on students while providing additional enrichment for those who learn quickly and support for those who face academic challenges. Abeka identifies goals in six major areas of development including Bible, Mathematics, Science/Health, Language Arts, History/Social Studies, and Reading. Every subject is approached from a Christian perspective using scripture and biblical principles to emphasize or illustrate concepts. Material taught in one subject is reinforced in other subjects. At every step of the way, students learn, apply, and master new concepts and skills. In addition to the Abeka curriculum, students also learn through Technology, Fine Arts, Physical Education, and Foreign Language, as well as other planned activities supported by specific classroom goals and developmentally appropriate materials and resources. Bible activities and the Virtue Word of the Week are also reinforced daily during classroom activities.

Extra-Curricular Activities

Early Learning	Preparatory
Karate	Karate
Tennis	Tennis
Dance	Dance
S.T.E.M	S.T.E.M
	Chess
	Piano
	Spanish

Grading Policy

Early Learning

The following three (3) ratings will be used to assess physical, social and emotional, cognitive, and communicative progress for students in the Early Learning Program:

Mastered	Progressing	Not Evident
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Preparatory

The following system will be used to denote academic progress and social and emotional conduct for students in grades Kindergarten to fifth (5th):

Letter Grade	Range		
A+	100-98		
A	97-93		
A-	92-90	E	Excellent
B+	89-87	S	Satisfactory
B	86-83	U	Unsatisfactory
B-	82-80		
C+	79-77		
C	76-73		
C-	72-70		
F	Below 70		

Preparatory students will receive an overall grade based on the following three (3) categories: Tests/Projects, Quizzes/Classwork, and Homework. The weight for each category is as follows:

Category	Percentage of Grade
Tests/Projects	50%
Quizzes/Classwork	40%
Homework	10%

RenWeb/ParentsWeb

RenWeb manages school information and parent communication – all in one place. RenWeb also helps streamline the administrative process for admissions, re-enrollment, and more.

ParentsWeb is a private and secure portal offered by RenWeb that allows parents to see information specific to their children, while protecting the information from others. This includes student/family information, report cards, homework, gradebook, attendance, school calendar, and more.

Report Cards/Progress Reports

Early Learning

The students in the Early Learning program will receive progress reports three (3) times each year to track their cognitive, physical, and social & emotional progress throughout the year.

Preparatory

Preparatory students will receive four (4) report cards each year and four (4) progress reports mid-way through each marking period.

Standardized Testing

Preparatory students will take the IOWA Assessment. This test is vertically scaled and allows educators to trace student achievement growth continuously from Kindergarten through 5th grade.

Summer Camp

“Camp Promise” is available to all students at SOECA. Summer camp is included for those Early Learning students currently enrolled for twelve months. Those students enrolled for ten (10) months will need to register for summer camp. Preparatory students are also required to register for summer camp. All online registration information will be available in March. Completed registrations and deposits are due in April of each year.

Withdrawing from SOECA

If during the school year it becomes necessary for a student to withdraw from SOECA, the following steps are required:

1. Contact the Administrative Assistant/Office Manager to obtain an SOECA Withdrawal Form and procedures.
2. The Office Manager will confirm that tuition and fees are current
3. The family will complete the SOECA Withdrawal form and pay the \$250 early withdrawal fee.
4. All obligations and financial responsibilities must be met in order to release records; the final transcript will be sent to the new school.
5. An exit interview will be conducted by the Principal/Administrator to provide feedback to the advisory board for the purposes of evaluating programs and curriculum.



Section 5

Health & Safety

Immunizations & Health Screenings

Every student must have a current Certificate of Immunization (Form 3231) and Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300) on file. Form 3300 must be signed by a physician or health department official. If a student's certificate(s) has expired, a new certificate must be presented to SOECA within 30 days of the expiration date.

Medications

Over-the-counter (OTC) medications **WILL NOT** be administered by SOECA personnel. Please administer medication(s) prior to morning drop-off. If your child is sick and needs OTC medications during the school day, please make arrangements for your child to remain at home/out of school for that day. Parents are welcome to come to the school to administer any medication.

Allergies/Medical Conditions

Parents are requested to report all known illnesses and allergies so that we may respond effectively during an emergency situation. In the case of an accident or any medical emergency, we will make every attempt to call parents/guardians first. However, if we are unable to reach parents/guardians or persons listed as emergency contacts, we reserve the right to contact 911, if deemed necessary by an Administrator, Office Manager, or designee.

First-aid supplies are available in the clinic. In the event of a student emergency or an accident on the grounds or in the building:

1. Staff will notify an Administrator/Office Manager immediately
2. The parent/guardian of the student will be contacted right away
3. Parents will make the decision on students' transportation to the hospital if necessary
4. The Administrator/Office Manager will make the decision to call 911
5. The referring staff member will complete an Accident/Incident Report

Sickness

Any child with a rash or fever (over 100°) must remain at home until they are symptom-free or have a doctor's note clearing their return to school. If a child becomes ill or develops symptoms during the school day, the parent/guardian will be notified. Please make sure all parent/guardian contact information is accurate and up-to-date in case of a medical emergency. We will make every effort to keep the student as comfortable as possible while we contact parents/guardians and/or wait for immediate pick up, if necessary.

We ask that parents **NOT** bring their child to school with any of the following conditions or symptoms:

- Fever
- Head Lice
- Rashes/Impetigo
- Childhood Diseases (chicken pox, measles, etc.)
- Diarrhea
- Vomiting
- Ringworm/Scabies
- Croup

Parents will be notified immediately if their child exhibits any of these symptoms after they have been dropped off at school.

Clinic

Medical information, medical equipment, students' medications and first-aid supplies will be secured in the school clinic.

“Nut-Free” School Environment

As part of the ongoing safety awareness at SOECA, we adhere to a **total “nut-free” policy** throughout the school. This includes products that state, “Packaged in a plant that processes peanuts and tree nuts”. This also includes school meals and food for school-related activities. Although students may bring their own breakfast and lunch to school, parents and students are asked to be mindful of any products containing nuts and refrain from bringing such items on campus.

Section 6

Business and Finance

Re-Enrollment for Current Students

Re-enrollment will be completed via ParentsWeb. An email with instructions will be sent to notify parents that the re-enrollment period is open. To reserve a place for the following school year, the student re-enrollment and deposit are due in late February/early March. Current SOECA students are not required to complete a new application each year.

Acceptable Forms of Payment

Payments are received through the FACTS tuition management system. SOECA will not accept any payments on site.

FACTS

FACTS Management Company will help manage our tuition payment program. FACTS is currently used by over 6,000 schools nationally. We are excited to partner with them and confident this program will lead to increased efficiency and financial stability for the school. FACTS offers the following advantages:

- Convenient online payment plan sign-up
- Payment reminders (via email) with payment due date
- Online Tuition Payments
- Multiple payment options
- Web-based interface for account viewing (via ParentWeb)

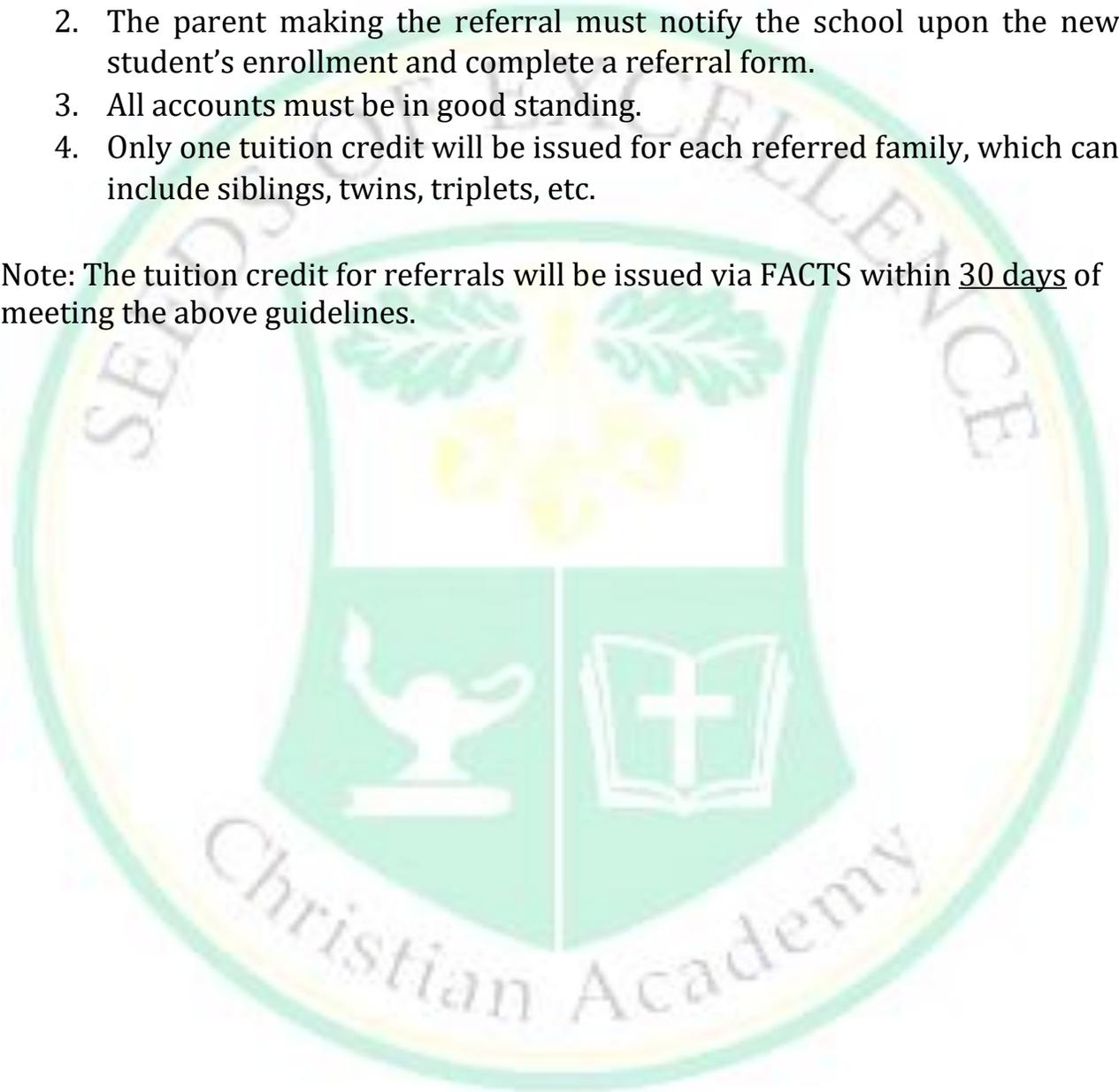
Referral Program

Throughout the school year we are consistently in the process of maintaining and building our enrollment. Over the past few years, we have offered a “Parent Referral Program” here at Seeds of Excellence Christian Academy. If you have recently referred a family to us and they have enrolled their child(ren) in our school, you could be eligible for an incentive. Referrals for full-time enrolled

students may be entitled to receive a tuition credit of \$150.00 from SOECA, and referrals for part-time enrolled students may be entitled to receive a tuition credit of \$100.00 from SOECA. In efforts to receive the tuition credit, the following guidelines must be met:

1. The new student must be enrolled for a minimum of 90 days.
2. The parent making the referral must notify the school upon the new student's enrollment and complete a referral form.
3. All accounts must be in good standing.
4. Only one tuition credit will be issued for each referred family, which can include siblings, twins, triplets, etc.

Note: The tuition credit for referrals will be issued via FACTS within 30 days of meeting the above guidelines.





SEEDS OF EXCELLENCE SCHOOL SONG

Written and Composed by R. Jackson
To the tune of "Jesus Loves Me"
Adapted by Dr. Del (2012)

Seeds of Excellence is our school,
Where we learn to obey the rules.

Learning, growing every day,
Infants through Fifth Grade.

Seeds of Excellence,
Yes! We're Seeds of Excellence.

Seeds of Excellence,
We love our school!

Isaiah 61:3 says,
"The planting of the Lord that He may be glorified."
Seedlings, Sprouts, Shoots and Roots, Saplings, Gardeners and Mighty Oaks are
bearing fruit!

Seeds of Excellence,
Yes! We're Seeds of Excellence.
Seeds of Excellence,
We love our school!