

Parent/Scholar Handbook



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

**7680 The Bluffs
Suite 600-700
Austell, Georgia 30168**

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

Table of Contents

Section 1	4
<u>Mission/Vision/Who We Are</u>	4
Section 2	5
<u>Organization</u>	5
Section 3	6
<u>General Policies</u>	6
Section 4	19
<u>Program of Instruction</u>	19
Section 5	25
<u>Health & Safety</u>	25
Section 6	27
<u>Business and Finance</u>	27



Seeds of Excellence Christian Academy admits scholars of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to scholars 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 scholars 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 through the following professional affiliates: The Association of Christian Schools International (ACSI), Georgia Independent School Association (GISA), Quality Care for Children (QCC), and Bright from the Start, also known as Georgia Department of Early Care and Learning (DECAL).

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 scholars and their families. In an effort to maximize the security of our scholars, 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 an excelling 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 **Parents Association (PTA)**. Through the coordination of activities, special events, and fundraisers, together we make the learning and overall school experience better for the scholars while fostering a greater sense of community. Your tuition automatically includes an SOECA PA Family membership. If you choose not to be contacted by the PTA, no adjustments will be made to the tuition.

Section 3

General Policies

Attendance/Absences/Tardiness

Children benefit from a group-learning program only if they attend school regularly and are on time. All activities and lessons throughout the school day are vital to your child's learning as it helps us to nurture their spirit, mind, and body. 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.

Early Learning

Scholars thrive and grow based on consistency and structure. Thus, arriving late can significantly impact the dynamic of a classroom. We would prefer that all children arrive **no later than 8:30 AM**, as learning begins immediately after breakfast. If a scholar arrives after **8:30AM**, a phone call or email should be sent to the school no later than **8:00 AM**. Scholars must arrive **no later than 9:30 AM**, and in these cases, the scholars can only report to school with a doctor's note. By 10 AM, the scholar lunch count has taken place, and the serving of lunch is underway by 11 AM, no students are allowed to report to school after **11:30AM** with or without a doctor's note. Additionally, **SOECA will not allow scholars to be dropped off during nap time (12 Noon - 2 PM), as this can be very disruptive to the scholars who are asleep.**

Preparatory

All children should arrive **no later than 8 AM**. **Scholars who arrive after 8:05 AM will have to be checked in at the Admin Office by the person dropping them off and are considered tardy.** Under no circumstances, scholars should arrive **no later than 11 AM** and scholars who did not attend school are not permitted to attend the After School Program or Enrichments.

SOECA believes that regular class attendance is essential for academic continuity and progress. Parents should do whatever is necessary to ensure consistent class attendance by their scholar. Frequent tardiness is also viewed as unacceptable behavior by scholars and will also be addressed by the school's administration. Parents should note the following regarding attendance and punctuality:

- Parents are strongly discouraged from planning family or other non-school related trips at times that do not correspond to SOECA-designated vacations.
- Parents will be notified by their teacher when a scholar has reached three absences and five tardies during the semester. If the problem persists, the teacher will refer the scholar to the school administrator. Then, the administration can file a referral to the appropriate government agencies if absence still occurs. Promotion to the next grade level may also be in jeopardy if excessive absences impede academic progress.
- Parents should provide an excuse for absences that exceed three days. According to our policy, this includes medical reasons and serious family matters only. Medical excuses will need to be accompanied by a doctor's note. If the absence has been deemed excused by the administration, they will have three days to make up the missed assignments. They should approach each teacher upon returning to school to collect the necessary material and discuss directions.
- For unexcused absences, scholars should not be allowed to make up missed assignments. They will be responsible for the work covered during their absence. They may receive a lower grade for the missed assignments.
- Due to best practice as well as GAESP regulations, no scholar who is absent for more than half a day will be permitted to participate in any school-related activity the evening of the absence.
- Parents should always avoid enabling children by excusing them (i.e., checking them out of school) due to pressures of assignments or unpreparedness on the part of a scholar.
- A scholar who exhibits a pattern of consistent tardiness or absence may be prohibited from re-enrollment.
- Parents/guardians and scholars are reminded that Georgia law requires scholars to be enrolled in and regularly attend school.
- Scholars must attend all classes, assemblies, chapels, and class/club meetings unless excused by administration.

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

Carpool (Preparatory Only)

Morning

- Carpool begins at 7:30 AM and ends at 8:00 AM.
- Children must exit the vehicle on the **passenger** side.
- For safety reasons, all vehicles should remain in a single line at all times.
- If your scholar needs assistance carrying projects or other large items into school, please park and walk the scholar into the building. The staff will not deliver projects into school during carpool.
- If you arrive after 8:00 AM, you will need to park at the front entrance and walk in with your child.

Afternoon

Carpool begins at 3:30 PM and ends at 3:45 PM at the rear 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. After **8:30AM**, all scholars must be escorted to the classrooms by the front office staff. 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 of any plans to pick a scholar up early. Only legal parents/guardians and/or other authorized individuals listed in the scholar's file (with a valid picture I.D.) will be allowed to check scholars out.

Preparatory

To encourage independence, we ask that parents of scholars in K-8th grades refrain from walking beyond the lobby doors in the morning.

Dismissal begins at 3:30 PM each day. To ensure a smooth process, we ask everyone to please follow the dismissal procedures. Scholars not picked up by 3:45 PM will be taken to after school and applicable fees will be applied to the scholar's FACTS account. These scholars are required to be picked up from the Main (Early Learning) Office.

Early Checkout

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

Late Pick-Up Policy (For ALL scholars)

Parents who arrive for pick-up after 6:30 PM will be charged \$1.00 per minute for the first 5 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 7:00 PM, Cobb County police will be notified.

ACCESS TO CHILDREN/CUSTODY ARRANGEMENTS

While it is preferable for SOECA 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 or determine 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 states that the non-custodial parent should not have access to the child, we will not release the child to that parent. This **MUST** be stated on the child's pick-up list. 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 to speak to an administrator 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 and 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 appropriate administrator. Any changes to the custody arrangement must be documented in the child's file. Seeds of Excellence Christian Academy 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. Scholars may also be subject to disciplinary action if they willfully or negligently cause the destruction of school property. All of us stakeholders must assume a personal responsibility for the care and upkeep of the buildings and grounds of SOECA.

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

- **Respect God**
- **Respect Ourselves**
- **Respect Others**

Early Learning

To ensure the safety and health of all scholars, we take aggressive behavior seriously. While biting, spitting, hitting, pushing, and kicking may be natural responses to frustration in a younger child, according to Georgia Early Learning

Development Standards (GELDS) - Standard: Social and Emotional Development (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. Any other behaviors that pose a danger to the scholar or others will be documented in the behavior section of our school's database management system - RenWeb and communicated with the parent(s) of those involved.

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

1. Provide an orderly environment for learning where scholars are safe both physically and emotionally.
2. Train scholars 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

SOECA understands that children will sometimes test their boundaries 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:

- 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 scholar
Second	Teacher consequence with email sent to parents
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:

- Repeated Type A Behavior Offenses (3 classifies as a Type B)
- Profanity, obscenity, and/or vulgar speech
- Bullying
- Fighting
- Honesty infractions (such as lying, plagiarism or cheating)
- Excessive detentions (more than 3)
- Stealing
- Vandalism

Dress Code/Uniform Policy

Preschool to eighth (8th) grade scholars are required to wear the SOECA uniform. Scholars 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 (PRESCHOOL – 8TH GRADE)	
BOYS	GIRLS
Polo w/ embroidered SOECA logo (Hunter green, yellow, or white)	Polo w/ embroidered SOECA logo (Hunter green, yellow, or white)
Pants or shorts (khaki or navy)	Pants, skirt, skort, jumper or shorts (khaki, navy, or plaid 80)
CHAPEL ATTIRE - TUESDAY	

Oxford shirt - white	Peter pan blouse - white or yellow
Pants – khaki Preschool – 8th grade	Jumper - plaid 80 Preschool – 8th grade
Vest or Sweater - hunter green Preschool and Pre-K	Sweater - hunter green Preschool and Pre-K
Blazer - hunter green K - 8th grade	Blazer - hunter green K - 8th grade
Tie - plaid 80 Preschool – 8th grade	Cross tie - plaid 80 Preschool – 8th grade
PHYSICAL EDUCATION UNIFORM (SOECA LOGO)	
Gray T-Shirt with SOECA logo	
Green mesh shorts with SOECA logo	
Gray hooded sweatshirt with SOECA logo	
Gray sweatpants with SOECA logo	
FRIDAY – CASUAL ATTIRE	

Scholars 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 scholars, staff, or visitors
- Clothing, insignia, symbols, or adornments worn or carried on or about a scholar, 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 includes 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 waistline, 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 (above the knee)
- Slippers of any kind or footwear that does not have a closed toe or straps to support the ankle

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 scholars 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 Office Manager.

CDC's Guidance for COVID-19 Prevention for K-12 Schools

- SOECA agrees with the CDC that scholars benefit from in-person learning, and safely returning to in-person instruction in Fall 2021 is a priority.
- Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic.
- Masks should be worn indoors by all individuals (age 2 and older) who are not fully vaccinated. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained.
- CDC recommends schools maintain at least 3 feet of physical distance between scholars within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep our school safe.
- Scholars, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.

- SOECA serves children under the age of 12 who are not eligible for vaccination currently. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including scholars, teachers, staff, and other members of their households.
- COVID-19 prevention strategies remain critical to protect people, including scholars, teachers, and staff, who are not fully vaccinated.
- For the latest updates, SOECA leadership will continue monitoring community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., mask wearing, physical distancing, screening testing).

Parent School Contact

To ensure classrooms remain safe and are learning zones, SOECA encourages parents to email or call the appropriate school office or administrator to discuss any concern, ask any question, or provide any input.

Inclement Weather

In the event of inclement weather, SOECA will notify all families via text and phone call. Also, please tune in to 11 ALIVE NEWS/WXIA-TV or WATL-TV, FOX 5, and WSB-TV 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.

Food Policy

SOECA is a “**nut-free**” and “**shellfish free**” school. Outside food or milk is not permitted without a doctor’s note (exceptions are made for scholars Kindergarten – 8th grade who bring their lunch). Fast food containers will not be allowed on the premises.

Early Learning breakfast 8 AM to 8:30 AM. Breakfast will not be served after **8:30 AM**. Lunch is served between 11 AM and 12 PM.

Preparatory breakfast is served from 7:30 AM to 7:50 AM. Breakfast will not be served after **7:50 AM**. Lunch is served between 11:45 AM and 1:00 PM.

If a child misses breakfast or lunch, we ask that the parent feed the child before bringing them into the building.

Personal Items

Children are not allowed to bring toys or stuffed animals unless it is for Show & Tell. Seeds of Excellence is not responsible or liable for the loss of any personal item worn/brought to the school which includes, but is not limited to, jewelry, electronics, toys, etc. There will not be reimbursement for any loss items.

Early Learning scholars are not allowed to leave any bags (baby bags or book bags) in the cubbies from Seeds 2 through Pre-K.

Use of Electronics

As our elementary and middle school continues to grow, we are regularly assessing our needs and policies to ensure the safety and focus of our scholars. Through conversations and research with our teachers, scholars, and some of you, we have identified the need for some amendments to our handbook. Our goal is to be good partners with your family.

General Policy

To decrease distractions, we have implemented the following policy: all cell phones and electronic devices (such as tablets, iPods, PSPs, smart watches, audio earpieces/air pods, headphones, etc.) must be turned off, including the

notification setting, upon arrival at school. From 8:00 A.M. onwards, all personal electronic devices must remain in the scholar's book bag until the end of the school day.

Device Usage

If a teacher allows the use of personal devices for a specific class period, scholars will be given permission to retrieve their devices during that time. Scholars are not allowed to use their personal devices to record teachers or any other scholars while they are on SOECA campus. Any personal devices seen or heard without specific permission will be confiscated, and the scholar will face consequences according to our behavior management plan.

Consequences

- 1st Offense: First Week Warning ONLY – Scholar will be allowed to place the phone or device in their bookbag.
- 2nd Offense: Phone Confiscated – Will be returned at the end of the school day.
- 3rd Offense: Phone Confiscated – Parent will be asked to retrieve the phone from my office. On the third offense, a parent must come to the front office to sign for the device.

Exceptions

During field trips, scholars may only use their personal electronic devices when given permission at specific times and places. Any electronic device used without permission will be confiscated.

Communication

We ask that you refrain from texting or calling scholars on their cell phones or electronic devices during the school day. All calls and texts during school hours, including those from parents, are a violation of the policy.

Scholars may receive a pass to the front office to contact a parent or guardian if there is an emergency or need to do so. If you need to contact your scholar during the day, please call the front office at 678-426-5560.

Please note that this policy is subject to change at the discretion of the SOECA administration. We appreciate your cooperation in ensuring a focused and safe learning environment for our scholars. Thank you for your continued support.

Prohibited Items Due to Safety

Early Learning

Please be aware that beaded jewelry, hair beads, rings, bracelets, necklaces, and other small decorative objects pose a choking hazard for our young children. Please refrain from sending your child to school wearing beads of any kind as well as the aforementioned items.

Personal services provided to SOECA scholars

Seeds of Excellence is not responsible or liable for any services that are provided by SOECA staff outside of the staff member's work hours, including but not limited to, tutoring, child care, etc.

Section 4

Program of Instruction

Morning Devotion/Chapel

Morning Devotion and Chapel are important times of spiritual growth for both scholars and staff at SOECA. All scholars are expected to show reverence to God during our Morning Devotion and weekly Chapel services. Each day, scholars 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 scholars and staff regarding biblical principles, Christian values and what it means to have a personal relationship with Jesus Christ. Scholars from each class will have an opportunity to lead the Chapel service according to the assigned schedule.

Educational Program/Curriculum

Seeds 1 and Seeds 2

Our infants 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. Scholars 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

***Seeds 2 through Eighth 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 a practical, comprehensive, and 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 empowers teachers to focus on scholars 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, scholars learn, apply, and master new concepts and skills. In addition to the Abeka curriculum, scholars 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
Martial Arts	Karate
Piano	Piano
Dance	Dance
STEM	Archery
Techie Kids Club	Sports program (Basketball, Cheer)
Kidokinetics	

Note: Extra-Curricular activities are subject to change at the discretion of SOECA and require additional fees not included in the price of tuition.

Grading Policy

Early Learning

The following four (4) ratings will be used to assess physical, social and emotional, cognitive, and communicative progress for scholars in the Early Learning Program:

Introduced	Progressing	Mastered	Not Evident
------------	-------------	----------	-------------

	CHARACTER DEVELOPMENT
E	Excellent
S	Satisfactory
U	Unsatisfactory
NI	Needs Improvement

Preparatory

The following system will be used to denote academic progress and social and emotional conduct for scholars in Kindergarten through 8th grade:

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

	Conduct
E	Excellent
S	Satisfactory
U	Unsatisfactory

Preparatory scholars 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	40%
Quizzes/Classwork	35%
Homework	25%

School Management Tools

RenWeb - manages school information and parent communication – all in one place.

Family Portal - 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 scholar/family information, report cards, homework, gradebook, attendance, school calendar, and more.

Procure (EL Only) – Comprehensive childcare management tool for parents to sign the scholars in/out and track their child’s daily activities and learning.

Learning Management System (LMS) (Prep Only) – Digital learning platform designed to allow teachers to provide academic assignments and information in one place.

Report Cards/Progress Reports

The scholars in the Early Learning program will receive progress reports/report cards four (4) times each year to track their cognitive, physical, and social & emotional progress throughout the year.

Parents are able to check the progress of scholars’ behavior and Kindergarten through 8th grade parents are able to see the gradebook via Family Portal.

Standardized Testing

Preparatory scholars take the IOWA Assessment each Spring. The IOWA Assessment is vertically scaled and allows educators to track scholar achievement continuously from Kindergarten through 8th grade.

Summer Camp

“Camp Promise” is available to all scholars at SOECA. Summer camp is included for those Early Learning scholars currently enrolled for twelve months. Those scholars enrolled for ten (10) months will need to register for summer camp. Preparatory scholars 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

Seeds of Excellence obligates itself to contract teachers, staff, and other services based upon enrollment. Therefore, if a scholar withdraws early or even before school starts a withdrawal fee of \$250 applies. Along with the withdrawal fee, tuition is obligated to pay through the required 30 day written withdrawal notice. ALL Tuition and Fees are non-refundable.

1. SOECA requires a mandatory thirty (30) day notice which requires payment of the monthly tuition and fees through the thirty-day period.
 2. All withdrawals will incur a \$250.00 withdrawal fee.
 3. SOECA Administration will forward the approved withdrawal form and apply the \$250 early withdrawal fee via the FACTS tuition account.
 4. All obligations and financial responsibilities must be met in order to release records; the final transcript will be sent upon request from the new school.
 5. An exit interview will be conducted by the Director/Principal or designee to provide feedback for the purposes of evaluating programs and curriculum.
- SOECA reserves the right to terminate enrollment for any scholar whose financial obligations are not current. SOECA will not release any scholar records, including, but not limited to transcript, grades, assessment/standardized test scores, to any parent/guardian or requesting school until all financial obligations to SOECA have been satisfied.
 - SOECA reserves the right to involuntarily withdraw or suspend any scholar whose conduct, behavior, or academic performance does not meet the standards of SOECA. Involuntary withdrawals or suspensions will be based upon unresolved behavioral issues, including, but not limited to, biting, scratching, hitting, kicking and other behaviors that compromise the safety of scholars, staff, or parents of SOECA. SOECA reserves the right to adopt and amend rules and regulations relating to academic and disciplinary matters.

Section 5

Health & Safety

Immunizations & Health Screenings

Every scholar 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 scholar's certificate(s) has expired, a new certificate must be presented to SOECA within 10 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 scholar 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 scholar will be contacted right away
3. The Administrator/Office Manager will make the decision to call 911
4. Parents and SOECA will make the decision on scholars' transportation to the hospital if necessary
5. The referring staff member will complete an Accident/Incident Report

Sickness

Any child with a rash or fever (100.1° or above) 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. We will make every effort to keep the scholar 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
- Sore Throat
- Croup

Parents will be notified immediately if their child exhibits any of these symptoms after they have been dropped off at school. **Please make sure all parent/guardian contact information is accurate and up-to-date in case of a medical emergency.**

Clinic

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

“Nut-Free” & “Shell-fish Free” School Environment

As part of the ongoing safety awareness at SOECA, we adhere to a **total “nut-free” & “Shell-fish Free” policy** throughout the school. This includes products that indicate, “Packaged in a plant that processes peanuts and tree nuts” or “May contain shellfish” “Processed in a facility that also processes shellfish” and “Made on shared equipment with shellfish”. This also includes school meals and food for school-related activities. Although scholars may bring their own breakfast and lunch to school (Prep only), parents and scholars are asked to be mindful of any products containing nuts and/or shellfish and refrain from bringing such items on campus.

Section 6

Business and Finance

Re-Enrollment for Current Scholars

Re-enrollment will be completed via Family Portal. 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 scholar re-enrollment and deposit are due in late February/early March. **Current SOECA scholars are not required to complete a new application each year.**

Tuition Payments

Tuition payments are received through the FACTS tuition management system. SOECA will not accept any payments at the school.

FACTS

FACTS Management Company manages our tuition payment program. FACTS is currently used by over 6,000 schools nationally. 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 Family Portal)

Parent Referral Program

The “Parent Referral Program” at SOECA allows parents the opportunity to receive tuition credit. For each scholar referred, you will receive tuition credit as outlined below.

Full-Time Scholar	Tuition Credit Amount
First child	\$250
Additional siblings	\$125
Part-Time Scholar	Tuition Credit Amount
First child	\$125
Additional siblings	\$75

In order to receive the tuition credit, the following guidelines **must** be met:

1. The parent making the referral must notify the school upon the new scholar’s enrollment and complete a referral form.
2. The new scholar must be enrolled for a minimum of 90 days.
3. The parent making the referral must have an active and current tuition account at the completion of the new scholar’s 90-day time frame.
4. Accounts for both the referral family and the newly enrolled scholar, must be in good standing at the time of referral.

Note: The tuition credit for referrals will be issued via FACTS within 30 days of meeting the above guidelines. SOECA reserves the right to deny the tuition credit if the criteria are not met for all parties.



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 All Grades.

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!