



2024-2025

Handbook

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Forward

Mission

The mission of Seale Christian Academy is to glorify God by providing a quality, Christ-centered education which challenges students to maximize their spiritual, academic, social and physical potential while becoming productive Christian citizens.

Statement of Doctrinal Beliefs

The beliefs of Seale Christian Academy are aligned with the [Baptist Faith and Message 2000](#).

Biblical Education Principles

Seale Christian Academy operates in accordance with the following biblical education principles to assist parents in the education of their children.

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9; 11:18-21; Psalm 78: 1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. The education of children and youth is a 24-hours-a-day, 7-days-a-week process that continues from birth till maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20
4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalm 119
5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:40
8. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10; Psalm 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1; 13:8; Romans 1:28
9. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

10. The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles.
Exodus 18:21; I Samuel 1:27-28; 3:1-10

Relationship with Seale Baptist Church

Seale Christian Academy operates as a mission of Seale Baptist Church. Although Seale Christian Academy is a ministry of Seale Baptist Church it is a separate entity. Seale Baptist Church bears no financial or legal responsibilities for the operation of Seale Christian Academy.

Admissions

Non-Discriminatory Policy

Seale Christian Academy admits students of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

Enrolment

Only students who have been formally admitted to SCA may attend Seale Christian Academy.

- SCA does not discriminate on the basis of race, color, ethnic or national origin in the administration of education or admission policies.
 - Every student must register each year for the upcoming school year.
 - Formal Admission Must Be Completed Before Attending SCA
 - All students must meet the enrollment criteria outlined in the Admissions Checklist for New Applicants.
1. Parents of applicants must complete an application for admission form.
 2. School visit with Principal
 3. Official Transcript and Discipline records must be reviewed
- After checklist is complete with necessary documentation, it will be reviewed.
 - After review, applicants are accepted and notified of acceptance; or, if there is not a match between student instructional/educational needs and the school's mission and/or its admissions policy, the student is notified of non-admission.

- Financial arrangements (tuition, fees, dues, etc.) must be met.

Restrictions upon Admission

- Temporary admission may be granted with a report card or grade sheet until official grades are received.
- SCA does not offer special programs for students diagnosed with exceptionalities, such as special instructional, physical, or emotional needs.
- All students are admitted each year on a probationary status.
- K3/K4/K5 applicants must be 3/4/5 years old before October 1 and must show at time of application or before the first day of attendance, the following: birth certificate, immunization record. **Applicants must be potty trained.**
- First grade applicants must be six years old before October 1 of that school year and must show at time of application or before the first day of attendance the documents listed above.
- Students in grades K-12 may be given tests or evaluations to determine grade and subject placement or suitability as a student at SCA.
- SCA does not have a full time health professional on staff and therefore cannot assume the liability of having a student with special health care needs.

Contagious/Communicable Disease Policy

Any student diagnosed with a disease which is listed by the Alabama Public Health Department as a “Notifiable Disease condition” may not attend school until cleared by a medical doctor. Parents of a student diagnosed with a communicable or contagious disease should report the disease to the Principal.

FINANCIAL OBLIGATIONS

Families of Seale Christian Academy are required to adhere to the following Policy, Contract, and Requirements:

Registration

After a student is admitted into Seale Christian Academy, Tuition and Fees are due annually beginning August 1. The SCA school year is from August 1 to May 31. No refunds will be made for fees and/or tuition. School Contracts must be signed by parent(s) or legal guardian(s) bearing the financial responsibility for the school year. Contracts are provided during the registration process.

Financial Obligations

1. Tuition is due on the 1st (first) day of each month and is considered late if not received by the 10th (tenth) day of each month.
2. If tuition is not received by the 10th (tenth) day of each month, a \$30 late fee will be incurred for the account being past due.
3. If the past due account is not brought current, the school reserves the right to take the following action:
 1. Place holds on student report cards and grades
 2. Student transcripts will not be made available for transition
 3. Graduating students from kindergarten (K5), sixth grade (6th), and twelfth (12th) will not receive a diploma
 4. Deny student(s) participation in school function(s), athletic event(s), field trip(s), and on-campus event(s).
 5. If account becomes 2 months past due, legal action(s) may be taken. Student(s) will automatically be withdrawn from school. Student(s) will not be permitted to attend class(es), athletic event(s), school activity(s), etc.
4. The Financial Obligation Policy applies to all school tuition, fees and dues.

Past Due Notice -

A Final Past Due Notice will be mailed if an account is more than 2 (two) months past due. If no action is taken within 10 days from the date posted on the Notice, the account will be turned over for collection using legal action(s). In addition to the collection process, student(s) will automatically be withdrawn from school. Student(s) will not be permitted to attend class(es), athletic event(s), school activity(s), etc.

WITHDRAWAL

Any student who withdraws from school must obtain a clearance sheet from the office, complete the form, and return it before leaving. Upon withdrawal, all books and materials must be returned. No transcript or records of any withdrawing student will be sent to another school until the withdrawal process is complete and all accounts are paid in full.

Attendance

It is the responsibility of each student to be in class each day. Although absences may happen, this should be the exception, not the rule. The following guidelines apply to student absences.

- Absences: Missing more than 50% of a class period will result in an absence.
- Each class is limited to 5 absences per quarter.
- Each absence over 5, excused or unexcused, will reduce the quarter grade by 5 points.
- Students will fail the Grade if they accumulate more than 10 absences in a semester.

Excused absences: An approved note from the parent is required. An excused absence allows the student to make up missed tests and quizzes for credit. Any missed work must be made up within the same number of days missed by the student. If a student is present the day before the test, but absent the day of the test, the student is required to take the test on the first day back at school.

Unexcused absences: Zeros will be given on all tests and quizzes. Daily work must be made up, but no credit will be given

Academics

Course of Study

Seale Christian Academy will follow a classical Christian course of study.

Grading

A- 90-100	Superior	S- Satisfactory
B- 80-89	Above Average	N- Needs Improving
C- 70-79	Average	U- Unsatisfactory
D- 60-69	Below Average	
F- 0-59	Unactable/Failing	

Dress Code

Dress Code Standards for both Ladies and Gentlemen:

- Students are to be neat and well-groomed. All attire must be clean, modest, and appropriately sized – not too small or tight and not too large.
- Tops must be long enough to cover midriff and bottoms must fit appropriately at the waistline.
- Tops such as collared shirts or plain sweatshirts may have small pocket-sized logos. Brand names, logos, or graphics bigger than the palm of one's hand are not proper classroom attire.
- Logos and graphics must be in good taste and not violate the schools Christian values. No Logos that promote alcohol, tobacco, drugs, etc. No vulgar or suggestive logos or graphics
- *Non-collared shirts may be plain, patterned or Seale Christian Academy spirit wear.*
- Sweatsuits are not permitted
- Shoes should be worn at all times
 - Plastic shoes such as athletic slides and flip flops are not appropriate
 - Shoes must have heel straps or closed backs
- Visible tattoos are not appropriate in the school environment (permanent, temporary or marker/pen)
- Head coverings such as hats, scarves, and hoods, are not appropriate in the school environment
- Sunglasses may only be worn in the case of a medical need
- No cross-gender dressing is permitted.
- **KINDERGARTEN**: The change of clothes kept at school must be dress code appropriate.

Dress Code for Ladies

In addition to the Dress Code Standards for Ladies and Gentlemen above, ladies should follow the following guidelines.

Tops (Ladies)

- Necklines on dress code tops (including dresses) cannot be more than 3" below the collarbone at its lowest point.

- Tops must have at least short sleeves and cannot show undergarments or come off the shoulder. Tank tops and cropped tops are not appropriate classroom attire.
- Tops must be opaque (no sheer or ultra-thin fabrics), may be plain or patterned, and may have small logos, graphics or monograms

Bottoms (Ladies)

- Pants must be loose fitting. Acceptable pants can be straight, boot cut, flare, trouser cut, as well as loose fitting dress pants.
- Shorts, skirts, and dresses must be no more than 4” above the crease at back of the knee. Leggings may only be worn under a dress code length skirt/dress.
- Note: Long shirts are not dresses.
- For uneven hemlines, the shortest part of the hemline may be no more than 4” above the middle of the knee. Fabrics may not be sheer unless an appropriate slip is worn underneath, no undergarments or outline may show.

Grooming (Ladies)

- Makeup and hair color should look natural
- Only pierced ear jewelry is appropriate for the classroom environment

Dress Code for Gentlemen

In addition to the Dress Code Standards for Ladies and Gentlemen above, gentlemen should follow the following guidelines.

Tops (Gentlemen)

- Tops (collared or non-collared) must be neat, appropriate sized, and have at least short sleeves. Tank tops and cropped tops are not appropriate classroom attire.
 - *Non-collared shirts may be plain, patterned or Seale Christian Academy spirit wear.*
 - *Collared shirts must be appropriately sized so that they remain tucked in at all times. Non-collared shirts do not need to be tucked in if they do not extend below the fingertips.*

Bottoms (Gentlemen)

- Casual pants such as khaki and cargo style, or dress slacks must be appropriately sized and sit securely at the waist. Belts should be used if needed to satisfy this requirement.
- Belts should always be worn when wearing a collared shirt.
- Shorts must be no more than 4” above the crease at back of the knee.

Grooming (Gentlemen)

- No body piercings
- Appropriately sized necklaces are permitted in the school environment

- Hair should not cover eyes and at its longest point hair must be above the collar

Kindergarten

All students in kindergarten must be potty trained:

We ask that you send an extra set of clothes with your child in case of spilling a liquid on themselves or wetting their pants on accident. We ask that all clothing be labeled with your child's name inside the clothing.

If a wetting accident happens and the child has extra clothes, they will be allowed to go into the bathroom and change clothes. If the child needs assistance putting on their clothes the teacher will stand outside and hand the clothes under the stall to the child.

Discipline:

Children are taught that God created all of us with the ability to make choices. Some choices honor God and are the best for us, and other choices dishonor God and are harmful to others or ourselves. "Love your neighbor as yourself." Matthew 22:39. Teaching about sin, its consequences, and God's love and forgiveness is foundational to the discipline policy.

Initially, the rules are discussed in the classroom and are reviewed often, with limits that are consistent and communicated in a loving way. The expectations for obedience are made clear. The teacher plans the curriculum and environment to minimize conflicts. When conflicts arise, most often the issue is dealt with immediately at school. Therefore, parents may not always be notified. The child's age and emotional and social development are taken into account, recognizing the difference between childish immaturity and willful disobedience.

The steps in the discipline procedure are as follows:

- Reminder of the rules with opportunity for self-correction.
- Loss of privilege and redirection to another area or activity.
- Time-out, administered in a respectful way. The length of time-out is appropriate to the age of the child.
- Taken to the office for a time-out.
- Phone call to parent or guardian.

If the child is causing physical harm to himself or to others, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the teacher may go directly to the final steps in the procedure. Discipline, at that point, will be at the teacher's discretion.

A behavior plan may be necessary. The behavior plan may include the following recommendations:

- Conference with parents
- Prayer with staff and parents
- Consistent discipline in the preschool as well as at home
- Counseling

After a specified time, if there has been no significant change, it may be decided that SCA is not the best place for the child.

Discipline (1st-12th)

Although the world views discipline as negative, for the Christian, discipline is an inseparable part of everyday life. "For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it." (Hebrews 12:11). Coming from the word "disciple," discipline at Seale Christian Academy is used to train and equip students for Christian living in a non-Christian world.

As Christians, each one of us must conduct ourselves in a way which brings honor and glory to our Lord. To help students develop into the young adults He desires them to be, we have developed a set of guidelines for the students to follow. If a student goes against the guidelines of the school, a demerit system is used to help them understand the school's expectations. Demerits are given for rule infractions and accumulate throughout the day. They do not carry over from one day to the next, but the punishment for one day's offenses will be served the following day. Serious offenses will bring an immediate pre-suspension, suspension, or expulsion. The following is a list of rule infractions and the consequences which result from those infractions. This list is not intended to be all-inclusive.

1-Demerit Offenses

Disrupting Class	Dress Code Violation	Not Paying Attention
Horseplay	Not Prepared for Class	Not Following Procedures
Talking without permission	Incomplete Assignments	Other actions as determined by the teacher

2- Demerit Offenses

Misbehavior in timeout	Inappropriate Language	Disrespecting an Adult
Bullying	Inappropriate Topics	
defiance	Cheating	Other actions as determined by the teacher

Punishment for offenses (Begins new each day)

One demerit - Warning

Two demerits - timeout

Three demerits - Break timeout

Four demerits - Pre-suspension / Parent Conference

After the 3rd Pre-Suspension/Parent Conference in a semester the student will be assigned in-school suspension and placed on a behavior plan.

Four in-school suspensions - Expulsion

Tobacco, alcohol, drugs, or involvement in other illegal activities – Expulsion on the first offense.

Involvement in alternate lifestyles or sexual promiscuity – Withdrawal from the school will be required.

In-School Suspension

A substitute will be assigned to supervise the in-school suspension, and the student will be required to pay \$75 to offset the cost to the school.

Christian Lifestyle

Seale Christian Academy requires our students to live a Christian lifestyle both at school and away from school. Participation in the following activities is never acceptable for any student at any time:

- Illegal activities, including vandalism of another individual's personal property (Romans 13:1)
- Alcohol and illegal drugs (Romans 13:1; 1 Corinthians 6:19-20)
- Sexual promiscuity (1 Corinthians 6:9-10)
- Homosexuality (Romans 1:26-27; Leviticus 18:22)

Although God forgives all confessed sin, involvement in the above activities changes a person's lifestyle from that of a child to that of an adult. Since this is a school for children, to attend Seale Christian Academy, each student must commit to and follow a Christian lifestyle. **Failure to follow this lifestyle will result in dismissal from the school.**

Extended Day Program

- We do not offer an extended day program at this time.

Early Drop Off

For the convenience of our school families, Seale Christian Academy offers early drop off. Students may be dropped off between 8:15am and 8:30am. There is no charge for early drop off.

Physical Privacy & Sexuality Policy

In order to preserve the function and integrity of Seale Christian Academy (SCA) as representatives of Jesus Christ and of the Church School community, and to provide a biblical role model to the SCA students and the community, it is imperative that all students, faculty and staff of SCA agree to and affirm the Statement on Human Life, Marriage, Gender & Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. A person's sex is defined as the biological condition of being male or female as determined at birth by the person's genome, and a person's gender is defined by their sex.

In accordance to the above statement and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain Christian order, this policy is enacted to advise students, faculty and staff of the SCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other SCA facilities (or facilities used by SCA) where individuals may be undressed in the presence of others.

Notwithstanding any other policy, SCA restrooms, locker rooms, and showers designated for one sex shall only be used by students, faculty, and staff of that sex. The only exception to this policy will be children who need restroom assistance from their parents/guardians or a designated adult leader. In any other SCA facilities or settings where students, faculty, and staff of the SCA community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), SCA shall ensure separate, private areas designated for use by students, faculty and staff of the SCA community based on their sex as defined by the Statement on Human Life, Marriage, Gender & Sexuality.

SCA recognizes there may be instances where students, faculty, and staff of the SCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. SCA encourages students, faculty and staff of our schooling community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11) and every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of SCA.

The SCA Board, directors, faculty, staff, students and volunteers within SCA will at all times interact with students, faculty and staff of the SCA community according to their sex. A member of the SCA community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the SCA community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to their commitment to abide by the behavioral standards established by SCA which may be the cause for terminating the privilege of students, faculty and staff in SCA..

To preserve the function and integrity of SCA and to provide a biblical role model to students, faculty and staff of the SCA community and the community-at-large, it is imperative that all students, faculty and staff of the SCA community agree to and abide by this policy.