



**Sensational Enlightenment Accredited Private Academy**

**Parent/Student Handbook  
2022-2023 SCHOOL YEAR**

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## Learning Is Our First Priority

Train a child in the way he should go, and when he is old he will not turn from it.

Proverbs 22:6

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## **Learning Is Our First Priority**

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## Philosophy

### Mission Statement

The mission of Sensational Enlightenment is to serve Christian families devoted to their children’s spiritual, social, emotional, physical, and academic advancement. Challenge students to learn lessons that will last throughout their lives such as sharing, cooperation, self-confidence, and respect for all. Inspire students to pursue excellence and integrity in their academic and creative development.

### A Message from the Founders

For generations, it has been said that “it takes a village to raise a child.” At Sensational Enlightenment Academy, we have taken the wisdom and the success of the old and paired this with the creativity and ingenuity of the new to build a village that is complete with all the tools needed to educate the total child.

SE Academy embraces and nurtures creativity, individuality, self-expression and diversity. Our student body reflects the ethnic, economic and religious diversity of the world at large, which allows each student’s global perspective to be molded by experience rather than by conjecture. Our students are aware that they are responsible for themselves as individuals, and recognize that they are an integral part of their family, community and the world.

At SE Academy, it is our goal that these dynamic and self-confident young people become the catalyst for positive change in the very complex global environment of their future.

Based on the best educational practices from top educators and theorists, SE Academy has crafted (and continues to refine) an environment where academic and personal excellence, respect, effective communication and integrity are essential qualities that serve as benchmarks in creating well-rounded, self-confident and happy individuals. Our faculty, staff and parents are committed to imparting the knowledge and wisdom that lead each student to his or her personal, social and academic best. SE Academy is the foundation upon which our students stand to reach their highest potential. Welcome to Sensational Enlightenment Academy Christian Private School!

### Parent Exchange

As part of the SE Academy philosophy, parents are encouraged to be part of an “exchange”; in other words, “giving back” to the SE Academy community. Examples of this exchange include: volunteering expertise, funding special assemblies or organizing events and your creativity is

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welcome. Please contact the administration office with any ideas. Giving your child every advantage is our goal at SEA.

## **What We Believe and Teach**

To instill biblical values in the future generations, we will incorporate these biblical values in our statement of faith and our curriculum, including the teachings of Galatians 5:19 & 20 concerning lifestyles that are contrary to the Word i.e. adultery, fornication, homosexuality, lascivious behavior, etc.

We believe that marriage is a God-ordained, biblically based union between one man and one woman only: Genesis 2:21-24, Matthew 19: 4-6 and Mark 10: 6-9. Although we may admit students from religious backgrounds other than Christian, we do require that parents understand that their children will be taught and expected to participate in our teachings and class recitations, etc., as a student in our school.

## **Core Values**

### The Character of Servanthood, Compassion, and Empathy

We believe that it is a part of being a Christian to show compassion and care to others. Jesus demonstrated this while he was on the earth, all the way to the cross. We offer many opportunities for students to see the needs of others and to serve those needs during the school year. Some of those include visits to nursing homes, fundraising, projects to serve the needy and homeless, St. Jude's Math-a-thon, making care packages for families of patients at hospitals, and much more. Due to COVID-19 restrictions we will not be able to do some of these things, but as soon as restrictions are lifted we will continue these opportunities. Most importantly, we give them opportunities and encourage them to serve one another and their teachers during each school day, always looking at the needs of others before themselves.

## **Daily Recitation of Scripture**

Students will recite scripture daily according to our Bible curriculum, as well as the scripture our school is founded on:

Luke 2:52

*And the child increased in wisdom and stature, and in favor with God and man.*

## **Statement of Faith (see Appendix 1)**

We Believe...

The Bible, both old and new testaments, are the inspired, the only infallible, authoritative Word of God for faith and practice.

There is one God, eternally existent in three persons: Father, Son and Holy Spirit.

Our Lord Jesus Christ is God and Man in one person. He was conceived by the Holy Spirit and born of the Virgin Mary, lived a sinless life, performed miracles by the power of the Holy Spirit,

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healed all who were oppressed by the devil, and atoned for sin through His shed blood and death. He was resurrected and ascended to the right hand of God the Father and will bodily return in power and glory as King of Kings and Lord of Lords.

That man was created in the image of God, but because of sin is lost and powerless to save himself. The only hope for man is to repent of his sin, believe in Jesus Christ and confess that He is Lord.

That regeneration by the Holy Spirit is the beginning of eternal life through Jesus Christ and is essential for personal salvation.

In the sanctifying power of the Holy Spirit who indwells those who have received Jesus Christ to enable them to live righteous and Godly lives.

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all the early Christian Church and with it comes the endowment of power for life and service, the bestowment of the gifts for their use in the work of the ministry.

Both the saved and the lost will be resurrected from the dead; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal condemnation.

We have the responsibility to rule and have dominion in the Earth, and to be fruitful and multiply in every area of life

both public and private. God has ordained the family as the basic unit of Christian society and the fundamental strength of the Church collectively.

## Sensational Enlightenment Academy Curriculum Framework

Our Curriculum is state approved and has been chosen to meet the individual needs of our students.

### Program for Two, Three-, Four-, and Five-year-olds

#### **POSITION STATEMENT ON DEVELOPMENTALLY APPROPRIATE PRACTICE**

Developmentally appropriate practice is based on knowledge about how children develop and learn. “In a developmental approach to curriculum design...decisions about what should be learned, and how it would best be learned, depend on what we know of the learner’s developmental status, and our understanding of the relationships between early experience and subsequent development...” (*L.K.A.T.Z., 1995 Talks with Teachers of Young Children: A Collection, 1995*). Sensational Enlightenment Academy has designed an integrated curriculum, as well as, an emergent curriculum, drawing from the insight and experience of such early childhood experts as Lilian Katz, Judy Harris Helm, Bobbi Fischer and Ursula Davis, to name a few. Our teachers will be continually reinventing the instruction with emphasis on ideas and interests that emerge from the daily lives of our children. This process has proven to be effective in the best early childhood programs in the nation. We will also glean information from many successful early childhood resources, such as Wilson Fundamentals, parents and teachers, High/Scope, Heads Up Reading and Reggio Emilia, The Project Approach, and Work

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Sampling to name a few. Our goal is to provide the students in our care with individualized instruction assessment, keeping in the forefront, what children need to know and how they learn. We refuse to follow the pattern of many preschool programs that simply push down elementary curriculum in a watered-down version. To keep the instruction relevant and meaningful to our student's development, we keep before us two criteria of sound curriculum: (1) Conveying important knowledge from a given discipline in many ways, and (2) Considering how and when children develop and learn.

### **SEA POSITION ON THE ROLE OF THE TEACHER**

#### **Continuum of Teaching Behaviors**

Acknowledge: Give attention and positive encouragement to keep a child engaged in an activity.

Display for children a skill or desirable way of behaving in the classroom through actions only, or with cues, prompts, or other forms of coaching.

Offer short term assistance to help a child achieve the next level of functioning, as an adult does in holding the back of a bicycle.

Provide a fixed form of assistance, such as a bicycle's training wheel's, to help a child achieve the next level of functioning.

Set up challenges or assist children to work on the edge of their current competence.

Learn or work collaboratively with children on a problem or task, such as building a model or block structure.

Actively display behavior or engage in an activity while children observe the outcome.

Provide specific directions for children's behavior within narrowly defined dimensions of error.

### **SEA CURRICULUM AND ASSESSMENT BENCHMARKS FOR 3, 4, AND 5 YEAR OLDS**

- Listening and Understanding
- Verbal Expressions and Communication

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- Phonological Awareness
- Print Awareness and Concepts
- Book Knowledge and Appreciation
- Alphabet Knowledge
- Early Writing
- Emergent Reading
- Communicate Through Written Language by Controlling the Ways the Print Relates to the Sounds

### **Mathematics**

- Numbers and Operations
- Patterns
- Geometry and Spatial Sense
- Measurement
- Classification and Data Collection
- Estimation

### **Science**

- Observing
- Communicating
- Comparing
- Organizing
- Relating
- Inferring
- Applying

### **Social Studies**

- The World in Spatial Terms
- Places and Regions
- Physical Systems
- Human Systems
- Environment and Society
- The Uses of Geography

### **Creative Arts**

- Singing and Playing Instruments
- Creating Music
- Responding to Music
- Understanding Music

### **Movement**

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- Understanding and Applying Media, Techniques and Processes
- Using Knowledge of Structures and Functions
- Choosing and Evaluating a Range of Subject Matter, Symbols, and Ideas
- Understanding the Visual Arts in Relation to History and Cultures

### **Health and Safety**

- Personal Health and Hygiene
- Nutrition
- Injury Prevention
- Safety
- Family

### **Personal and Social Development**

- Express Awareness of Oneself
- Express Interests and Self Direction in Learning
- Growing in Confidence and Abilities
- Follow Classroom Rules and Routines
- Take Responsibility for Supplies and Belongings
- Ability to Control Intense Feelings
- Begins to Share, Take Turns and Cooperate with Others
- Develop Friendships with Others
- Respect the Rights of Others
- Express Thoughts, Feelings, Wants and Needs Through Language
- Understand that Actions Have Consequences and Affect Others

### **Physical Development**

- Locomotor Gross Motor Manipulative Movements
- Fine Motor Manipulative Movements
- Stability Movements

### **Knowledge of the Bible and Basic Christianity**

- Scripture Memorization
- Foundational Bible Stories (Old and New Testament)
- Heroes of the Bible
- Basic Principles of Christianity as it Relates to Them
- Godly Character
- Principles of the Bible are Integrated into All Subject Areas

## **Grades Kindergarten – 5th**

### **Age Requirements for Kindergarten**

HB 0839 by \*Weaver, White D. (SB 1022 by \*Bell, Tracy.)

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Education - As enacted, changes the date by which children must be five years of age from August 31 for the 2013-2014 school year to August 15 for the 2016-2017 school years thereafter for entrance in kindergarten programs.

### **Age Requirements for First Grade**

"No child shall be eligible to enter first grade . . . without having attended an approved kindergarten program; provided, that a child meeting the requirements of the state board of education for transfer and/or admission, as determined by the commissioner, may be admitted by an LEA, notwithstanding any other provision or act to the contrary." TCA 49-6-3106.

### **Bible**

Bible instruction consists of daily Bible classes developmentally leveled for each grade using various material, weekly chapels, emphasizing thematic instruction to develop the entire student character with biblical illumination into all academic disciplines.

### **Language Arts**

Language Arts is made up of four content area: Phonics + Word Analysis, Reading, English, and Writing. It is our goal that through this four-pronged approach, students will learn to think and communicate well.

*Language Arts Curriculum:*

*Wilson Fundamentals- Geodes Reading*

ACSI

Bob Jones

### **Math**

Our math program is rooted in the Harcourt & Teaching Textbooks math curriculums. These are worldview-based approaches to teaching core mathematical skills. Students gain a rich understanding of math computation, problem-solving, and application as they learn to see and use math all around them. As in all our curriculum, we intentionally illuminate the Word of God and His truth in instruction.

Emphasis by Grade:

Kindergarten: Numbers & Numeration, Time & Money, Addition

1st Grade: Number Sense, Addition & Subtraction, Time & Money, Place Value

2nd Grade: Place Value, Addition & Subtraction, Measurement & Geometry

3rd Grade: Place Value, Multiplication & Division, Fractions, Money

4th Grade: Multiplication & Division, Fractions & Decimals, Geometry & Measurement

5th Grade: Operations with Fractions & Decimals, Geometric Properties, Number Theory & Fractions, Ratios & Percents

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### **Science**

The purpose of science at Sensational Enlightenment Academy is to create experiences in which students can explore God's world with the truth of God's Word. Science Curriculum is the Bible, Purposeful Design and Bob Jones.

Kindergarten: Creation, Senses, Seasons, Weather, Plants and Animals

1st Grade: Health, Plants, Weather, Seasons, Push + Pull

2nd Grade: Force + Motion, Dinosaurs + Creation, Animals, Water/Soil/Trees

3rd Grade: Force + Motion, Dinosaurs + Creation, Animals, Water/Soil/Trees

4th Grade: Insects, Spiders, Electricity + Magnets, Moons + Oceans, Force + Motion

5th Grade: Biomes, Sound + Light, Fossils + Dinosaurs, Rocks + Minerals

### **Social Studies**

The purpose of social studies at Sensation Enlightenment Academy is to create experiences to help students understand God's hand in the history of the world through engaging classroom experiences. The four strands of Social Studies education are Civics, Economics, Geography, and History with a focus on US, Tennessee, and Western Civilization.

### **Technology**

Using state and national technology standards, we are developing a technology curriculum that focuses on digital citizenship, technology skills, information fluency, and spiritual application.

Our goal is to provide a solid foundation of technical skills that students can use to analyze, create, and share learning in ways that are safe and pleasing to the Lord.

### **Physical Education**

Students will have daily physical education, either inside or outside depending on the weather. Some activities inside include music, dance, and games. Students will also learn life skills working on teams, individual, sharing, encouraging others, and communication just to name a few.

### **Special Education**

Shelby County Schools provides services to eligible private schools. Decisions about the services that will be provided to parentally-placed private school children with disabilities will be determined in the service plan meeting. Individualized Service Plans (IEPs) are written for private school students with disabilities who receive special education services through Shelby County Schools. A team composed of representations, parents, teachers, and the child, when appropriate, are included in developing the ISP.

### **Extra Activities**

Sensation Enlightenment Academy currently offers music, P.E., and art classes throughout the week. All students participate in these classes as they are part of our curriculum. Our preschool students are taught through a music and movement program.

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### **Tutoring Services**

Tutoring is also offered after school for math and English. Please contact your homeroom teacher or principal for more information on how to get your child in this program.

## **Policies and Procedures for Students and Parents**

### **Methods of Communication**

SE Academy uses a variety of methods to communicate with our families. These include: Email, AmazingClassroom.com, phone, and SMS text messaging.

SE Academy is pleased to offer MyProcure, a free online portal for you to access account information, get information about school closings, and easily pay tuition. MyProcure is safe and secure created with your convenience in mind.

Log in today!

1. Go to the link below:  
<https://myprocure.com/>
2. Enter your email address (the email you have on file with SE Academy) and choose GO.
3. Enter the confirmation code sent to your email. Choose a password, and press GO.
4. Then you may:
  - a. View your child's schedule, time card, immunizations and more.
  - b. Use the Pay button to make a payment with your card.

To contact the FCS office, you may  
 -call 901-729-6021  
 -email [sensational.info@gmail.com](mailto:sensational.info@gmail.com)  
 -fax 901-746-9556

### **Daily Routine Elementary**

- Before care 6:30am -8:30am
- Arrival 8:30 – 9:00am (Tardy after 9:10)
- Dismissal 3:30pm
- Aftercare 4:00pm-5:00pm
  - Before care/ After care \$50 per session
  - Late fee for Aftercare is \$2 a min

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## Office Hours

Office Hours are from 9:00 am to 4:00 pm. Meetings with the principal will be scheduled. You may call the school office at (901) 729-6021 or you may email [sensational.info@gmail.com](mailto:sensational.info@gmail.com) to schedule a meeting.

## School Visitors

Teachers are instructed to not let any unknown visitor in the classroom unless they are escorted by school staff. All visitors must be cleared by a staff or faculty member.

## Authorized Persons for Child Pick Up

Authorized pick up people are listed on the child's application. If parents ask other friends or family members to retrieve their children who are not listed on that form, the parent/guardian must let them know to report to the school office and a parent/guardian is to notify the office, in advance, that the student will be picked up by this person.

## Procedure for Drop off and Pick Up

(See Appendix 3 for the Response to COVID-19 Policies)

## Late Arrival or Early Pickup

Between the hours of 8:15am and 3:00pm, parents will be asked to remain in their vehicle and school personnel will come out to assist. If necessary, a staff member will meet them at the vehicle to check ID before retrieving the student.

If arriving late to school, the child will not be admitted if he/she is running a temperature or showing signs of illness.

Please make sure your dismissal authorization list is correct. We will not release students to unauthorized persons.

Please make an effort to have your student at school on time and to schedule appointments after school hours.

If a student needs to be released early for appointments, family trips, etc, parents/guardians are asked to notify the school that morning. The procedure is for the student to bring a note to the Reception Office the morning of the early pick-up.

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If someone other than the parent/guardian will be picking up a student, the office will need to be notified ahead of time with the name of this person. This should be written in the note for early release.

The parent/guardian will need to meet their student in the office to sign them out at the scheduled time.

In the rare case that you are not able to send a note in the morning for an early pick up, we ask that you call at least 1 hour prior to the pick-up time.

The procedure is in place to help limit disruptions both in the office and in the classroom finding students.

## **School Colors and Mascot**

Sensation Enlightenment Academy's colors are red, white, and blue to represent the American flag. White signifies purity and innocence, Red, bravery & valor, and Blue, the color of the Chief. The mascot, the dolphin, represents Jesus. It acts as an analogue for his crucifixion upon the cross. In this way, for Christians, Jesus Christ is the anchor of their faith.

## **Grading Policy**

The TN Board of Education has adopted a uniform grading policy for the state of Tennessee. The grading scale and guidelines for weighted scores are listed below.

|        |        |
|--------|--------|
| A..... | 93-100 |
| B..... | 85-92  |
| C..... | 75-84  |
| D..... | 70-74  |
| F..... | 0-69   |

## **Parents as Partners: Parent Teacher Conferences**

Our commitment to the parents means involving the parent is a necessity. Students are under their parent's authority and that is ordered by God. We believe that the parents are a child's #1 teacher. Parents need to be kept informed of what is going on with their child in the classroom. We do not underestimate the positive and powerful influence that a parent has on their children. We honor parents and see ourselves as a partner

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with them in their children's education. The following methods of communication are required:

- Phone calls: Each teacher will have on file in their classroom a copy of all pertinent information on their students.
- Parent/Teacher meetings (PTM): PTM are held on an **appointment basis**. Please respect your teachers' schedules and do not take up a teacher's time before class. They need to get their day started on time.

It is important that we all respect our teachers' family time. Please use a teacher's SEA email, AmazingClassroom, or the school office number as your forms of communication with your child's teacher. The teachers commit to check these forms of communication daily and they will respond to you in a timely manner.

## Student/Teacher Ratio

SEA maintains an average teacher/student ratio of 1 to 12.

## Statement of Nondiscrimination for Students

Sensational Enlightenment Academy admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate based on race, color, nationality, and/or ethnic origin in the administration of its educational policies, and athletic and other school-administered programs.

## Uniform Dress Code for Students

All students from preschool to elementary are required to wear uniforms.

SE Academy has contracted with FrenchToast.com

<https://www.frenchtoast.com/schoolbox/schools/sensational-enlightenment-academy-QS5LQJR>

to supply our families with all their uniform needs. **Important: Make sure under DRESSCODE: It says Sensational Enlightenment Academy.** All monogrammed polos must be purchased through FrenchToast.com. Spirit day shirts can be purchased from the school at the beginning of the year.

Pants, shorts, skirts, skorts, and jumpers must be solid navy, khaki, or black. No cargo style, wind pants, or denim may be worn. Bottoms may be purchased anywhere but must be of uniform quality. The student uniforms must be in good shape, clean, well fitting, and free of holes. Pants and shorts need to fit well and must not sag. All uniform shirts will have the school logo. Tennis shoes are acceptable if they are in good shape, while flip flops and open-back shoes are not allowed.

All students are always to abide by the uniform policy. If a student comes dressed inappropriately, his/her parents will be called to bring the student a change of clothes. SE Academy reserves the right to have the student wear an oversized item on top of their clothes if

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it is deemed unreasonable to call the parents or the parents are not able to bring a change of clothes. This is at the discretion of SE Academy.

Students do not have to wear uniforms on party days, field trips, or Spirit Days. Fridays are Spirit Day. Students may wear blue jeans that are neat and do not have excessive holes or ragged edges. They may wear school polos or school spirit t-shirts which may be ordered from the school. They may also wear former SE Academy activity t-shirts. For example, t-shirts of a previous school play.

## **Homework Policy**

Students must complete homework assignments in a timely manner in compliance with their teachers' policies.

## **Lunch/Snack Policy/Peanut free policy**

SE Academy Child Nutrition Program operators participating in the CACFP, National School Lunch Program, School Breakfast Program, and Summer Food Service Program (SFSP), including CACFP centers and day care homes (DCH), school food authorities, and SFSP sites serving children under six years of age, must comply with the MP requirements. The USDA Food and Nutrition Service (FNS) charts are available onsite.

Students will receive lunch and a snack daily provided by the school. Students are not permitted to bring their own lunch.

Students will be allowed to carry a reusable water bottle labeled with his/her name.

## **School Parties**

There will be various classroom parties throughout the school year for holidays (i.e., Christmas, Valentine's Day, etc.) and special events (i.e., St. Jude Math-a-thon, reward parties, etc.). Sometimes parents are asked to help provide items for these parties. We also have lunches that involve the entire family throughout the school year (i.e., Thanksgiving lunch, Grandparent's Day Lunch, etc.). We always encourage parents to participate in these events. The Friday Memo will let parents know about these events, as well as the School calendar and SE Academy website ([welovesacademy.com](http://welovesacademy.com)). Some parties require an R.S.V.P. to ensure proper preparation. We encourage families to invite only one or two people at time to these events as well.

## **Off Campus Parties**

We ask that parents always remember the honor code that they and their children sign each year. This honor code asks that we honor God and represent Him on and off campus. With this in mind, we ask that parties that are held in the homes of our students are representative of Christ.

It is the policy of SE Academy holds a party off campus and invites any student in their classroom, that all students in their classroom are included. If it is an all-girl or all-boy party, we

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ask that the student invites all boys or all girls in the classroom. If invitations are sent to school, everyone must receive one. We are a small school and we believe that we should treat others the way we would want to be treated.

## Marketing

SE Academy uses various media to advertise, including:

- |                 |                       |
|-----------------|-----------------------|
| Website         | Newspaper Advertising |
| Social Media    | Word of Mouth         |
| Outdoor Signage |                       |

We actively seek any free advertising that is available, especially to advertise special events, fundraising, community service, etc. We try to promote what we are doing that is new and innovative. Permission for Publication: In agreement with this Handbook, you give permission for SE Academy to use your child's picture on the school website as well as other marketing publications of the school. You understand your child's complete name will not be used with their picture on the website/social media.

## Enrollment/Application Process

When a parent contacts the school to apply for admissions, an admissions packet is e-mailed to that parent.

Admission packet Includes:

- Application for Admission
- Medical Release
- Tuition Agreement Plan
- Bank Draft Form
- MyProCare instructions

After receiving the completed information, further information is sent to the applicant.

- School Supply List
- Current School Calendar
- List of other items needed for registration (i.e., birth certificate, immunization records, current school physical, etc.)

## Parent/Student Orientation

All parents are asked to attend a mandatory orientation prior to the start of school. At this orientation, they are directed to our Parent/Student Handbook located on the website, main points of the handbook are addressed, parents are asked to read it in its entirety and sign and return the form at the end of the handbook. At this orientation, parents and students also meet the SE Academy faculty, staff, administration, and board of directors. They will meet their child's teacher in the classroom and can ask questions as well as receive that teacher's classroom expectations.

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## Pre-Placement Testing

We do pre-placement testing only on an as needed basis. We do not enroll nor deny enrollment of children based on pre-placement testing. We believe strongly that we should try to meet each student where they are and provide whatever we can to help them achieve attainable goals. We will converse with the parents and work together with them to provide everything within our power to assist their child in learning, including changing a child's educational status.

## Attendance Policy

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. SEA requires that students be in attendance at least 90% of the school year in order to successfully complete the school year and be promoted. Students who fall below the 90% attendance rule may not be promoted.

## Absences

When a student is absent from school, a phone call to the office, or an email to [sensational.info@gmail.com](mailto:sensational.info@gmail.com) is required from the parent or guardian by 9:00 a.m. We ask that this procedure be followed for all student absences, PreK- 5<sup>th</sup> grade. It is important to provide the following information.

1. Parent or guardian's name
2. Student's name
3. Grade/teacher
4. Reason for absence
5. Estimated date of return

Excessive excused or unexcused absences (17 or more) are grounds for a failure.

If the student does not bring a note from their parent or guardian, a phone call home will be made to confirm the absence. If the absence is not verified in writing by the parent/guardian within three (3) days, the absence will be considered unexcused.

A signed note specifying the reason for and dates of absence must be submitted to the teacher upon return. You are responsible for the full tuition year.

Students arriving after 9:10 a.m. will be considered tardy. Students who leave after 12:45 p.m. are considered early dismissal, which is the equivalent of a tardy (20% of an absence).

Examples of excused absences

1. Personal illness
2. Death in family

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3. School activities approved by administration
4. pre-excused absences
5. Doctor's appointments

Advanced notification is necessary if the student will be absent for a doctor's appointment. The signature of the doctor must be obtained at the time of the appointment and submitted to the office at the time of return.

## **Pre-excused Absences (Family Vacations, Trips, Etc.)**

Parents taking students out of school for personal reasons must present a written statement indicating the reason for and the anticipated length of the absence. This statement must be presented in advance in order to receive work which will be missed because of the absence. Please keep in mind that any absence, excused or unexcused, results in disruption of instruction and may prevent a student from obtaining the best grade possible.

Examples of unexcused absences and tardies:

Students will not be allowed to make up work or tests if an absence is unexcused.

1. oversleeping
2. late rides
3. personal business

Students may not be signed out during the last half hour of the school day.

## **Perfect Attendance**

Perfect attendance awards will be issued at the end-of-the-year program. When a student is excused from school by parents for more than half of a school day, that student becomes ineligible for a perfect attendance award. A student who has more than four tardies is not eligible for a perfect attendance award.

## **Illness (during School)**

(See Appendix 3 for the Response to COVID-19 Policies)

Students who become ill during the school day will be sent to the school office by the teacher. Parents will be contacted by office personnel. **It is imperative that parents keep current employment and phone information on record in the office.** Students with a fever of 99.9 or above, vomiting, diarrhea, or other contagious conditions must be picked up immediately. The office will not distribute medication of any kind without written permission. Giving permission over the phone is not acceptable. The school carries Tylenol only, so other medications must be provided by the parents as directed below.

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Illness (at home)

(See Appendix 3 for the Response to COVID-19 Policies)

Students with a fever of 99.9 or above, vomiting, diarrhea, or other contagious conditions while at home must remain at home until such symptoms have subsided for at least 24 hours **without fever reducing medication**.

## Medication

Ideally, medication should be given at home. If your child requires medication during the day, you must complete a written authorization form before any medication will be distributed. All medications must be sent to school personnel in its original container, clearly labeled with student's name, grade, name of medication, the amount and time medication should be given, etc. A Specified Medication Form must be completed before medication will be given at school. SE Academy reserves the right to require written instructions from a medical doctor concerning any medication administered.

## Family Crisis

If there is a family crisis which may affect the student's attendance, level of concentration, or general well-being, please notify the administrator.

## Weather and School Closings

Snow days will be determined by the administration. Families will receive an automated email from the MyProCare system. We will also post closings on our SEA website [welovesacademy.com](http://welovesacademy.com) As a rule, we will close when Shelby County Schools have decided to close (subject to change).

## School Textbooks

Textbooks remain the property of SEA. Consumable books are the property of the student. If they are lost during a school year, the parent must pay the replacement cost. Students will be told at the beginning of the year what books are consumable and what books must be returned at the end of the school year. Returned books must be returned without excessive wear and tear and no markings. A full replacement cost will be billed to the student's parent should damage occur. Parents are required to pay a curriculum fee at the beginning of the year to cover consumable books, library/computer usage expense, and wear and tear on reusable textbooks.

## Harassment & Bullying

SE Academy endeavors to provide a safe and caring environment in which all students can succeed. Behaviors that intend to cause emotional or physical harm to a student will not be

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tolerated. Such behaviors include, but are not limited to, threats, bullying, name calling, teasing, and put downs. Such acts may be verbal, physical, written, or electronic in nature. Unwelcome sexual advances are also perceived as harassment. Bullying may also be defined as a series of acts directed at another student with the effect that it substantially interferes with the student's education, creates a threatening environment, or disrupts the orderly operation of the school. The school setting includes the school itself, the school grounds, in school vehicles, at designated bus stops, or at any activity sponsored, supervised, or sanctioned by the school. Any online activity of this nature that carries over into the school setting is also included. Anyone with knowledge of such behavior should report it to the principal. Students involved in these behaviors will be subject to disciplinary action. The safety of the community will be considered in determining appropriate action. The local police may be contacted to file a report.

## **Academic Honesty & Plagiarism**

Academic integrity is of the utmost of importance in an academic environment; therefore, it is essential that each student take responsibility for his/her own work. Cheating and plagiarism are unacceptable practices. Cheating is the giving, receiving, or using help not authorized by the teacher on any form of assessment. This means that students should not copy from another's work, provide answers to another, or use any source of information not allowed by the teacher on class work, homework, projects, quizzes, or tests. It also includes talking with other students about the content of a test/quiz after the student has taken it and others have not. Students must also refrain from forgery and stealing. Students who access an exam or answers to an exam without authorization are stealing. Students should not forge a required parental/guardian signature, as on permission slips or Bible memory. Plagiarism is intentionally presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from a book, journal, or the internet without acknowledging the original writer. Cutting and pasting from an internet web page and taking another's work and rewriting in "your own words" also constitutes plagiarism. Students who are caught cheating or plagiarizing could receive a zero for the assignment or may be asked to re-submit the assignment for partial credit. Other disciplinary measures, such as a detention or suspension, could be expected.

## **Lost and Found**

SEA does have a lost and found area, but it is the student's responsibility to keep track of his or her own belongings. If a student brings something to school, that student is entirely responsible for that item (or items) and if lost, the school has no liability for that item. Teachers and staff will not be responsible to try to find lost items.

## **Reporting of Student Progress**

SE Academy operates on a 9-week grading period system. Report cards are posted on AmazingClassroom.com and sent home at the end of each nine-week period. Parents are asked to review and sign by the next school day. Parents can monitor students' grades daily, through AmazingClassroom.com. We have Parent Teacher Conference days set on the school calendar.

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At any point during the school year, a conference may be requested by a parent, teacher, or the principal.

## **Achievement Testing Program**

All students, preschool through 5th grade, are given the Stanford Achievement Test in the spring of the current academic year. Parents are given a copy of their child's test results and a copy is placed in the students file.

## **Promotion and Retention Policies**

Students will be promoted or retained based upon their ability to complete the academic year's curriculum in an acceptable manner. This is based upon our current grading scale. Teachers and Principal will be in frequent communication with parents throughout the academic year if they feel that there is any chance that a student may need to be retained. We have a tutoring program that your child has access to so they are not retained, please make sure you are using this service if needed. SEA asks that parents cooperate with teachers in assisting students who are having difficulty at school with homework and making sure that they are completing what is required of them. Parents are always notified in a timely manner. The decision to promote or retain is continuously evaluated by teachers and parents throughout the course of the year, not just at the end of the school year.

## **Awards**

### **Elementary Awards**

Each quarter, students who have attained high levels of academic achievement with no C's, D's, no F's, and no I's are recognized on the SEA Honor Roll and are presented with certificates of recognition. Character comments must be satisfactory. Students who have attained all A's are recognized on the SEA All A's Honor Roll and are presented with the certificates of recognition. Students who have no absences and no tardies for the quarter will receive a perfect attendance award.

Character and academic awards are also distributed at the end of the year.

## **Student Disciplinary Policies**

All discipline is to be administered with love and self-control. As staff members, we are to be Christian role models. It is essential that the school's guidelines for discipline be adhered to.

- We are aware of the developmental characteristics for each age group that we teach. Many times, what people might think is a discipline problem is age-appropriate behavior. We are realistic about our expectations and make our program fit children's developmental needs.

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- We are active observers of children and seek to be sensitive to their needs. If they are wiggly, we let them move. If they are frustrated, we adapt the activity or change our approach.
- We greatly appreciate parents making us aware of changes in their home life that could be affecting their children's behavior at school.

## **General School Rules**

1. Follow directions promptly and with a good attitude.
2. Walk quietly to and from assigned areas.
3. Keep hands, feet, and personal objects to yourself.
4. Come to class prepared and complete all work assigned.
5. Use appropriate language. Disrespectful speech and unkind words are not permitted.

## **Student Disciplinary Policies**

1. Time out
2. Counsel with student
3. Written assignments
4. Parental Conferences
5. Suspension
6. Removal from school

## **Suspension Policy**

If the first 4 forms of discipline have failed the student may be suspended. The parent will be notified and given information concerning the suspension such as: whether the student will be suspended in school or out of school, the reason for the suspension, and the length of the suspension. Students will be given unexcused absences for these days and will receive a zero for all class work and tests administered on these days.

## **Removal from School**

Removal from school is always the final resort in our disciplinary policy. If a student does not comply with school rules of conduct (as stated in our honor code), that student will be asked to leave the school. The tuition agreement will still be in effect for the duration of the school year and parents are required to pay tuition in full for that year. All school text must be returned. We ask that parents and students who must be removed from school do so in proper order, understanding that we have made every effort to try to help the situation.

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Students may be removed from school because their parents conduct is not conducive to our honor code. While this is unfortunate for the student, it is sometimes a necessity for the safety and peace of the other students, teachers, and administration. Before this would take place, the parent would be notified of the problem and asked to make things right. If the parent will still not comply, said parent will be asked to meet with the school board regarding the situation. A plan of action will be recommended to the parent by the school board at this meeting. If the parent will not comply, the child will be removed from the school. If we feel that the child is in danger, the proper authorities will be notified.

## **Student Withdrawal Policy**

If a parent withdraws their student from school before the end of a school year, the parents will still be obligated to pay their tuition for the full year, as agreed in their tuition agreement. If that family must withdraw due to a job transfer or other reason that may be deemed unavoidable by school administration and school board, then that family may be released from future tuition payments. However, if the parent withdraws for other reasons, they are asked to do so in a calm and peaceful manner and continue to meet their financial obligation to the school. If this is not met, legal action will be taken, as deemed necessary by the school board. Additionally, the Board of Education and T.A.N.A.S. will be notified of the student's withdrawal.

## **Supervision of Students**

All Infant-elementary students are to be under the supervision of an adult while on campus of Family Christian School. Students must always be supervised by an adult (including restroom breaks). **AT NO TIME DURING THE DAY ARE STUDENTS TO BE LEFT UNSUPERVISED.**

## **Tuition Policy**

The tuition policy is listed on our Tuition Agreement Plan. All parents must sign a Tuition Agreement Plan upon enrolling. This form is a legal and binding agreement between Sensational Enlightenment Academy and the families that enroll. Please make sure to read everything before signing and make sure that it is an agreement into which you are willing to enter and with which you agree to comply. Tuition payments will be received by SE Academy via bank draft on a schedule agreed upon by evidence of the parent/guardian's signature on the Tuition Agreement Plan.

**This is a 10 month tuition based school. You can make arrangements to pay monthly or bi-weekly. (We have income base programs which you may inquire to the school office for more information)**

**MULTIPLE CHILD DISCOUNT-**

**Applies to families with 3 or more siblings enrolled in SE Academy receive a yearly discount rate. (SUBTRACT FROM YOUR YEARLY TOTAL)**

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\*Third sibling tuition price is discounted by \$300.00 (All fees apply as stated in the contract)

\*Fourth sibling tuition price is discounted by \$400.00 (All fees apply as stated in the contract).

\*Fifth sibling tuition price is discounted by \$500.00 (All fees apply as stated in the contract).

We accept the **MOST** Scholarship, **FAST**, (**HARDSHIP**) and **DHS** Certificate Assistance Programs

**\*If these fees are not paid the account will be sent to collection and you will be responsible for all tuition payments, legal fees and collection fees on this account by the last day of school.**

#### Break down of Tuition for the school year 2020-2021

##### Weeks per month chart

|              |          |
|--------------|----------|
| <b>Aug.</b>  | <b>4</b> |
| <b>Sept.</b> | <b>5</b> |
| <b>Oct.</b>  | <b>4</b> |
| <b>Nov.</b>  | <b>4</b> |
| <b>Dec.</b>  | <b>5</b> |
| <b>Jan.</b>  | <b>4</b> |
| <b>Feb.</b>  | <b>4</b> |
| <b>Mar.</b>  | <b>5</b> |
| <b>Apr.</b>  | <b>4</b> |
| <b>May</b>   | <b>4</b> |

Total Weeks 44      Example: \$186 x 44 weeks = \$8184 yearly

## Field Trips

Due to COVID-19 we do not have field trips at this time, but when we start field trips back this is the procedure. Field trips will be scheduled by the teacher once every nine weeks. The field trips are intended to enrich or introduce a unit of study. A field trip request form is given to the principal. After approval, this form is sent home to parents. Permission forms must be

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returned, along with any payment necessary for the field trip, by the date due on the form. Parents are sometimes asked to drive students on field trips. Students Preschool through 2<sup>nd</sup> grade are required, by law, to sit in an approved booster seat while riding in a vehicle. Parents of these children must leave their approved booster at the school the morning of the field trip for their child to attend. Teachers WILL NOT transport students who are not in approved booster seats. All other children must be seat belts for travel.

Parents and Teachers are to keep track of the students who ride with them to and from field trips.

Field Trip Procedure:

1. Always have attendance with you
2. Field trip permission forms should be brought on the field trip

## Release of Records

Custodial Parents and Legal Guardians who enroll their children in Sensational Enlightenment Academy have open access to their child's file whenever they deem necessary. They must contact the school office to set up an appointment to see these files. The administration, school board, and the child's teacher also have access to the information in the student file, when necessary. However, they are to keep this information confidential and use only as an aid to assist in the child's learning and care. No one else is granted access to these records without the presence of a parental consent form or court order.

If a student transfers from Sensational Enlightenment Academy to another school, that school should send a written request for student records to [sensational.info@gmail.com](mailto:sensational.info@gmail.com) or they may fax a request to (901) 746-9556. If the student's financial account is paid in full and they do not have an outstanding balance, and if they have turned in all textbooks and library books that belong to the school, their records will be released to the new school. However, if the student has an outstanding balance or has books that need to be returned to the school, these records will not be released until these obligations have been met (per our tuition agreement).

## Procedures for Situations Involving Child Custody, Visitation, and Release of Records

1. Upon request, non-custodial parents shall be entitled to experience all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.
2. A reasonable attempt will be made to publicize this policy so that affected parents will be informed of their option.
3. The requesting parent will initiate the written request for duplicate parent reporting to the principal of the school where the student currently attends. The request must include the full legal name and address of the student, the full name and address of

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both parents and the requesting parent must sign it. The request must be renewed annually or whenever the student changes schools, whichever occurs first.

4. Once the request has been made, the principal will cause it to be duplicated and mailed/delivered to the requesting parent of record, timely copies of any official information (not to exceed two (2) weeks). However, duplicates of statements will only be sent to the parent designated to pay tuition. We will not divide financial obligations between parents. Parents will be responsible to work this out on their own. One student account and statement are all that will be supplied by the FCS financial office.
5. Official information for the purpose of this requirement is limited to annual parent and student calendars, report cards issued at the end of each grading period, failure notices issued to alert parents to unsatisfactory midterm progress, notice of suspension and/or expulsion, and standardized test score reports as are routinely distributed to parents.
6. When information is to be provided through a teacher and/or principal parent conference, the requesting parent, upon his/her request, will be invited to attend the conference provided there is not legal Document to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.
7. Duplicate reports may be photocopies and do not need to be duplicate originals.
8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building principal.
9. The staff will be oriented as to the rights of non-custodial parents.

## **Reporting of Suspected Child Abuse and Neglect**

Sensational Enlightenment Academy staff is trained annually on how to recognize signs of child abuse and neglect in children (per Carl Perkins Center for the Prevention of Child Abuse). We are required, by law, to report any suspicion of child abuse or neglect to the Department of Child Protective Services. We are not required to notify the parent or guardian of this call. After reporting, the investigation procedures are left solely in the hands of the Department of Child Protective Services. We are required by law to cooperate with this department during this period.

## **Devotional Services**

All students participate in a devotional service daily in the classrooms and a pastor comes in to lead once a week. This is led by the classroom teacher of Sensational Enlightenment Academy and other guest pastors. Students participate in a time of singing and worship to God, testimonies and prayer requests, and a teaching provided by the speaker. Devotional services is a vital part of our week and we look forward to each service.

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## **Policies and Procedures for Volunteers**

Being that we are a private school and depend upon tuition, fundraising, and private contributions for our income, we invite, in fact, encourage volunteerism by our parents and their families. We might ask for volunteers to assist with fundraising, library, custodial, proctoring achievement testing, speaking to our classes and in chapels, assistance with our recycling endeavors, etc. We are very careful, however, who we allow onto the school grounds during the school day for any reason. We have high standards of safety for our teachers and we only allow volunteers who are known and trusted by school administration to volunteer during the school day. Volunteers are just that, and they are not compensated monetarily for their time.

## **Disaster Preparedness Plans**

### **Emergency Procedure Guidelines**

In case of an emergency, the administration will activate appropriate alarms in the building. SEA personnel will verify the safety of all students, staff and Visitors, and ensure that no one remains in any danger area. All personnel will be instructed to stand by in a state of diligence for additional safety directions until they are all clear.

### **Emergency First Aid**

The principal and teachers take emergency first aid and CPR courses, as needed, to make sure that their certifications are up to date. The certificate of completion is kept in the teacher's file. First Aid kits are located in the high school hall teacher workroom and in the front office. Smaller kits can be found in each classroom.

### **Tornado and Fire Drill Procedures**

Safety plans and drills are in place in the event of a fire or tornado occurring. These plans are posted in the building and in the classrooms. It is state law that schools have one fire drill each month. Tornado drills will take place occasionally.

### **Tornado Drill Procedures**

Check the tornado drill plan posted in your classroom and become familiar with it. Students and teachers must "duck and cover". All office staff must "duck and cover".

### **Fire Drill Procedures**

If any teacher is on a break, that teacher will immediately return to his/her classroom. All classes have a fire/tornado drill exit plan posted at the door.

All teachers must always be accountable for the students with them by having the attendance book for that class.

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When you hear the fire alarm, you should walk with your class QUIETLY out the nearest fire exit and take your class attendance.

When you arrive at the designated place outside, call roll and make sure all students are accounted for.

Wait until the alarm has been silenced and the proper authority has told you that it is safe to re-enter the building.

All doors must be closed and unlocked.

All lights must be left on.

### **During Naptime:**

1. If there is a teacher on break, that teacher will immediately return to his/her classroom.
2. Each preschool department aide will immediately report to the prescribed classroom to assist the teacher.  
The assistants are to help the children quickly get up, then move on to the next class and so on.

### **Intruder Alert Drill & Policy**

#### **Unknown / Unarmed / Unwelcome Visitor**

***This is a person who made their way into the building without permission & unwilling to leave***

- Ask for their name
- Ask for identification
- Make a copy of this identification (keep for filing)
- Ask them to leave
- If they are hesitant & unwilling to leave, inform them you will call the Sheriff (911)
- If they leave after calling 911, file an official report with deputy once they arrive
  - Remember as many details as possible for the report
    - Age, race, height, weight, clothing, facial description, conversation etc.
- Once Sheriff Deputy arrives, allow them to take control
- Keep a visible posted file of this person's info in the office for future interaction

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**Unknown / Disruptive / Unarmed / Unwelcome Visitor**

***This is a person who made their way into the building without permission & causing disruption***

- Ask for their name
- Ask for identification
- Make a copy of this identification (keep for filing)
- Ask them to leave
- If they are unwilling to leave, inform them you will call the Sheriff (911)
- Lock-down the building (via walkie- talkie)
  - Alert others to lock-down immediately
  - Lock all hallway & classroom doors & windows
  - Stay away from doors & windows once locked
  - Put barriers (desks, tables, chairs, etc.) between you & the door
  - Hide out of sight as best as possible
  - Remain in room until instructed differently
  - Leave lights on for law enforcement teams
  - Wait for law enforcement to give further instructions
- Talk to this person in a calm manner
- Try to get them to move to the outside of the building
- Once Sheriff Deputy arrives, allow them to take control
  - Remember as many details as possible for the report
    - Age, race, height, weight, clothing, facial description, conversation etc.
- Keep a visible posted file of this person's info in the office for future interaction

**Disruptive / Armed / Unwelcome Visitor**

***This is a person who made their way into the building without permission & is threatening harm***

- Call the Sheriff (911)
- Lock-down the building (via walkie- talkie)
  - Alert others to lock-down immediately
  - Lock all hallway & classroom doors & windows
  - Stay away from doors & windows once locked
  - Put barriers (desks, tables, chairs, etc.) between you & the door
  - Hide out of sight as best as possible
  - Remain in room until instructed differently
  - Leave lights on for law enforcement teams
  - Wait for law enforcement to give further instructions
- Once Sheriff Deputy arrives, allow them to take control
  - Remember as many details as possible for the report
    - Age, race, height, weight, clothing, facial description, conversation etc.
- Keep a visible posted file of this person's info in the office for future interaction

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**Lock-down the building**

- Send out lock-down alert via intercom
- Alert others to lock-down immediately
- Lock all hallway & classroom doors & windows
  - Stay away from doors & windows once locked
  - Put barriers (desks, tables, chairs, etc.) between you & the door
  - Hide out of sight as best as possible
  - Remain in room until instructed differently
  - Leave lights on for law enforcement teams
  - Wait for law enforcement to give further instructions
- Once Sheriff Deputy arrives, allow them to take control
  - Remember as many details as possible for the report
    - Age, race, height, weight, clothing, facial description, conversation etc.

**Exit Building Protocol**

- If you must exit the building, follow the Fire Drill Exit Plan
  - Upon leaving the building, close all doors & windows
  - No student is permitted to exit without a teacher
  - Teachers remain with your students always while outside
  - Perform roll call once you have your class in the proper location
  - Wait for final clearance from authority before reentry
  - Reentry
    - No student is permitted to enter the building without a teacher
    - Doublecheck doors & windows and perform a final roll call

**Bomb Threat**

In the event of a bomb threat, normal fire drill procedures will be followed. Authorities will be notified immediately. Parents will always be notified in the event of a bomb threat concerning what happened and how the situation was handled.

**Teacher/Student Illness or Death**

If something happens to a teacher or student in front of other students, the situation will be handled as the administration sees fit at that time. In extreme cases, parents will be notified immediately and church pastoral staff will be on hand to help with explaining the situation to students.

**Crisis Management**

SEA will also develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent, or employee. Within the development of such plan, the principal shall appoint a Crisis Team, which shall deal with specific situations, make

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decisions, and disseminate information on the event of a crisis. Members of the Team shall consist of the principal, administrator, NLC pastor and at least two other staff members designated by the principal. The principal shall be responsible for the development of emergency procedures that shall be distributed to building employees, parents, and members of the Crisis Team.

Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school. In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If she determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.) Board members should be notified. All media attention shall be directed to the school administrator.

## Acceptable Network and Internet Usage

Sensational Enlightenment Academy will provide and control access to computer usage for students for the purpose of enhancing curriculum, academic development, and research. The use of SEA computers, network, and Internet is a privilege, not a right, and may only be used under the specific guidelines of the teacher or computer lab monitor. This privilege may be revoked for anyone who uses the resources inappropriately.

Users may **NOT**:

- Transmit, receive, display, print or store any material/software that is in violation of any federal, state, or local laws including copyright laws.
- Transmit, receive, display, print or store inappropriate material, including but not limited to:
  - text, images, video, audio or other digital content, with the purpose to harass, intimidate, threaten, abuse, illegally discriminate against or offend another person on the basis of race, sex, color, national origin, age, disability or military service.
  - sexually explicit, obscene or pornographic comments, images, audio, or video.
  - fraudulent content.
- Login with any username and password other than their own.
- Attempt to obtain or modify files, passwords, or data belonging to other users.
- Attempt to remove, modify, or otherwise change any preconfigured program or system setting.
- Install any unauthorized programs.
- Attempt to bypass system or internet security or in any way gain unauthorized access to any website, computer, or other network resource.
- Attempt to bypass internet content filtering. If a student should come across a site that contains inappropriate content, they are expected to leave the site immediately and report it to a teacher or administrator.
- **Access streaming media, Facebook, or other social media sites.**

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- Use SEA computers to play games of any kind.

While using SEA computers, users will strive to act in all situations with honesty, integrity, and respect for the rights of others. IT staff and administration members reserve the right to monitor and log all of the student network and Internet activity at any time.

Use of personal devices (including laptops, tablets, and smartphones) during classes may be done only at the discretion of the teacher.

### **Cell Phones & Other Electronic Devices**

Cell Phones & Electronic Devices whereas electronic devices have become multi-functional, similar consequences will be issued for the misuse of cell phones and other electronic devices. Students who bring cellphones to school must keep them silenced and stored away. Cell phones are not to be used at any time during the school day (9:10 am to 4:00 pm). If it is absolutely necessary for a student to make a phone call the office can make the call for them using the school phone. **Parents needing to contact their child during the school day should do so through the school office, not the student's cell phone.** Parents may call and leave messages with the office for their children during school hours. They will be promptly taken to the child's teacher and the teacher will make the decision about the urgency of the call. Use of the text messaging feature is also not permitted during school hours. Computer games, iPods, MP3 players, and the like are not to be used during the school day (9:10 am to 4:00 pm). Students who bring such items to school must keep them stored away. These same guidelines also apply to educational tools (calculators, notebook computers, handheld computers, etc.) that are used inappropriately, i.e. for activities unrelated to schoolwork. In addition, this policy applies to school trips. The supervising teacher will give special permission if appropriate for exceptions to this policy.

### **Disciplinary Action**

Any user of the network who violates the policies outlined in this document or engages in any other act determined to be an unacceptable use of the network by school administration, will have his or her user access revoked and may be subject to other disciplinary procedures according to existing and applicable school policies.

Students who violate the Cell Phone/Electronic Device policy will be subject to the following set of consequences:

- 1st and 2nd offense: Cell phone or other electronic device confiscated for the remainder of the day.
- 3rd offense: The student's parent or guardian will need to come to the school to pick up the item.

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### **Media Center and Library Rules**

Students are to abide by all school rules and regulations in the Media Center and Library. Students are to be considerate of others and show excellent stewardship with resources. No food or drink is permitted in the library. For elementary students, checkouts are limited to one cycle. Students may renew books up to 2 times, if they are not on reserve. Reference materials may be checked out overnight only. Fines/Fees For students in grades 3 – 5, overdue items will be charged at .05/day. Lost or damaged beyond repair items will be charged to the student for the cost of the item plus a \$3.00 replacement fee to cover the handling and re-cataloging expenses.

Scheduling Elementary classes will have a scheduled library visit once per week. Elementary students may drop off books at any time during the day, but they may not check out books without a librarian in attendance.

## **Appendix 1 Statement of Faith**

### **1. The Scriptures\***

The Bible is the inspired Word of God, the product of the holy men of old who wrote and spoke as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, is what we accept as our infallible guide in matters pertaining to conduct and doctrine (1 Thessalonians 2:13, 2 Timothy 3:16, 2 Peter 1:21)

### **0. The Godhead\***

Our God is one, but is manifested in three persons: The Father, the Son, and the Holy Spirit, be co-equal (1 John 5:7). God the Father is greater than all, the Source of the Word (Logos), and the Begetter (John 1:14; 14:28; 16:28). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).

### **0. Man: His Fall from Redemption\***

Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world. "For all have sinned and come short of the glory of God" (Romans 3:23). "As it is written, there is none righteous, no, not one" (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil, to give His life and shed His blood to redeem and restore man back to God (1 John 3:8). Salvation is the gift of God to man, separate from the works of the Law, which is operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

### **0. Eternal Life and New Birth\***

Man's first step toward salvation is godly sorrow which works repentance. The new birth is necessary to all men, and when fulfilled, produces eternal life (John 3:3-5, 2 Corinthians 7:10, 1 John 5:12)

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**0. Hell, and Eternal Retribution\***

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms “eternal” and “everlasting” used in describing the duration of the punishment of the damned in the Lake of Fire carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Hebrews 9:27, Revelation 19:20).

**0. Resurrection of the Just and the Return of our Lord\***

The angel said, “This same Jesus...shall so come in like manner” (Acts 1:11). His coming is imminent. When He comes, “The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air...” (1 Thessalonians 4:16-17). Following the tribulation, He shall return to the earth as King of Kings and Lord of Lords. Then together with His saints, who shall be kings and priests, He shall reign for a thousand years (Revelation 20:6).

**Appendix 2 Honor Code**

1. I will strive to discover my God-Given talents, to develop those abilities fully, and devote those talents to a lifetime of learning, serving, and honoring God.
  
0. I will strive to say and do things that are pleasing to God and that bring glory and honor to Him. I will refrain from the use of profanity, vulgarity, or any conversation that is inappropriate for a Christian.
  
0. I will honor God by maintaining pure thoughts and actions.
  0. I will be truthful and trustworthy.
  
0. I will refrain from cheating, as well as plagiarism.
  
0. I will show respect for authority and submit myself to the teachers and administration of Family Christian School, realizing that attendance at FCS is a privilege, not a right.
  
0. My dress and my appearance will not only comply with the dress code of FCS, but it will also reflect Christian modesty and values.

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0. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
0. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
0. I will uphold this Honor Code for the full twelve months of the year, at school, at school activities, and outside of school.

## **Appendix 3 COVID-19 Response Plan**

### **Introduction**

Dear Parent/Guardian,

At the beginning of the 2020 Academic year, we published a plan for returning to school despite COVID-19. Many of those policies were revised as we learned more about the virus, and the CDC made new recommendations. Those guidelines, and the grace of God, helped us to run a regular school schedule with very few interruptions. Below, you will find a general and abbreviated plan for this year. We are looking forward to a fantastic school year!

Blessings,

Principal Kay Pruitt  
Sensational Enlightenment Academy

### **Morning Procedures & Drop Off**

Staff will be stationed at the assigned entrances in the morning.

Grades K to grades 5 will be dropped off at the front entrance. Please do not park. Parents will enter the parking lot at the far entrance, join the carline, and wait for the teacher to greet them. After your child has been cleared to enter the building, please proceed to the exit.

Upon arrival, students will be asked to sanitize their hands. There will be a visual wellness inspection of each student as they arrive. Should a staff member flag a student for any sign of

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illness, the child's temperature will be taken, and if they are running a fever, he/she will be asked to return to the vehicle and remain home for the day. This will be strictly enforced.

### **Signs of Illness we will be looking out for**

1. Temperature taken by a touchless thermometer and not to exceed 99.9 degrees. If a student's temperature exceeds 99.9, isolate the students from others, contact parents and the student should stay home until they are 72 hours fever free, without fever-reducing medication.
2. Questions to be asked of all adults and students prior to and on arrival to campus:
  - A.) Have you had a fever of 100.0 degrees in the last 72 hours
  - B.) Have you had an unusual cough or shortness of breath?
  - C.) Have you had a loss of taste or smell?
  - D.) Have you been in close contact with anyone that has tested positive for COVID-19?
  - E.) Have you been in close contact with anyone that has been tested and waiting on results for COVID-19?
  - F.) Have you had vomiting or diarrhea in the last 24 hours?
  - G.) Parents are encouraged to perform the same checks at home before students arrive on campus.

### **Pick Up**

Preschool -elementary students will be picked up at the front entrance, under the awning. Parents picking up will line up in the carline and wait for your child to come out. This is the only entrance and exit door that the students will use.

### **Aftercare**

Aftercare pickup will be in the front office hallway or in the car riders line for all early childhood students. All SEA preschool, elementary and SCS students will be signed into aftercare by their teacher. Elementary and preschool students will be found in the after care classroom.

All students who are not picked up by 3:15 will be signed into aftercare.

**Masks or No-Masks? We will follow the CDC rules.**

### **Distance-Learning**

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As a rule, SE Academy will NOT be offering optional distance learning this school year.

As usual, teachers will be required to upload weekly lesson plans on their classroom website (AmazingClassroom.com) by Monday morning of each week. They will also attach any required worksheets or rubrics for projects when necessary. These lesson plans will be consistent in format and available in the case that a COVID-19 alert is issued.

**In the case of mandatory distance-learning**, our school schedule will be very similar to that of being on campus. Essentially, the teacher will be conducting class on Microsoft Teams, or a live-stream platform, in real time.

For elementary students, the teacher will not be teaching for the length of a regular school day, considering there are breaks and enrichment classes in a regular school day. She will cover the instruction for all the scheduled classes and then dismiss students to do their independent work with a parent or guardian. The teacher will make time at the beginning of each new subject area, on the following day, to go over the assigned work, answer questions, and introduce new concepts. The teacher will be available to take your email questions for the remainder of the regular school day hours and will respond in a timely manner.

For preschool and elementary, students will switch from class to class via Microsoft Teams. The teacher will teach during the scheduled classes, and students will be expected to engage online during the scheduled class time.

The school has purchased more laptops. In the event of mandatory distance-learning, families would be able to borrow a school laptop, if deemed necessary. It will be up to each family to ensure Wi-Fi capability in your home.

More specific details regarding the daily distance-learning schedule will be provided at the beginning of the school year.

Our goal, in all the new procedures, is to keep our students healthy and safe so that we can continue our school year without interruption. In the event of mandatory distance-learning, the only difference between distance-learning and on-site learning is the setting. Parents will not be required to teach the materials.

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### **Mandatory Quarantine for an individual Per the CDC**

Quarantine if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

#### **What to do:**

- Stay home for 10 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19.
- If possible, stay away from people you live with, especially people who are at [higher risk](#) for getting very sick from COVID-19.

#### **After quarantine**

- Watch for symptoms until 10 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

You may be able to shorten your quarantine.

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine

- After day 5 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

**Isolation** is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

#### **What to do**

- Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- [Wear a mask](#) when around other people if able.

### **When You Can be Around Others After You Had or Likely Had COVID-19**

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

For Anyone Who Has Been Around a Person with COVID-19

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Anyone who has had [close contact](#) with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Someone who has been [fully vaccinated](#) and shows no symptoms of COVID-19. However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

**Or**

- Someone who has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

**Most Importantly:** You may receive a call or text from the Department of Health if your child has been identified as a close contact of someone with COVID-19. Refer to the TDH guidance for more details.

If a member of your household (non-school related) tests positive or if a member of your household has been in direct contact with someone who tests positive, then your student will be quarantined, but it will not affect the group/zone unless your child tests positive. If a member of your household tests positive, your child will need to quarantine for 21 days, including weekends. The only exception is if the infected individual legitimately isolates, see above.

\*Definition of direct contact: An individual who is within 6 feet of the infected person for more than 15 minutes. An individual who had unprotected contact with the infected person's bodily fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

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