



2023-2024

Southside Academy

Family/Scholar Handbook

School Information:

Office Hours (M-F): 7:30 am - 3:30 pm

School Hours (M-F): 8:00 am - 3:00 pm

Address:

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Rocky Mount, NC

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Faculty

Please see the website for the most up to date information: www.southside.academy

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General School Information

School Mission

Southside Academy exists to foster hope in God within under-resourced areas of Rocky Mount by providing children with a remarkable, God-centered education.

Goals

- To bring together outstanding educators and community leaders who are committed to the gospel of Jesus Christ in order to develop and grow our school.
- To provide a core curriculum of excellence in order to produce disciplined, self-motivated, responsible scholars with factual knowledge and critical thinking skills.
- To foster active participation by parents in their children's education.
- To promote ongoing mentoring relationships between caring adults and scholars.

Our focus is on the whole child (spiritually, intellectually, emotionally and physically), encouraging and equipping each scholar to reach their full potential and be “salt and light” for God's glory. This is best achieved through a very strong partnership between ministries and organizations whose commitment is to children from under-resourced households and a school whose goal is to provide a Christ-centered and academically superior education.

Southside Academy is a faith-based Classical school offering:

- High-energy, experiential, hands-on learning
- Small class sizes
- Positive behavior supports
- Intentional spiritual, character, and social-emotional education
- Readily available mental health programs and services
- Teachers committed to academic excellence and ongoing discipleship
- Safe, structured and loving classroom environment

Statement of Faith

The Gospel of Jesus Christ is the fundamental and only source of true transformation. Therefore, it is central to the work and mission of Southside. Our core beliefs to which all employees must subscribe are:

The Scripture is Inspired.

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct. 2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21

The One True God.

The one true God has revealed Himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Spirit (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22).

The Deity of the Lord Jesus Christ.

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- A. His virgin birth: Matthew (1:23; Luke 1:31; Luke 1:35)
- B. His sinless life (Hebrews 7:26; 1 Peter 2:22)
- C. His miracles (Acts 2:22; Acts 10:38)
- D. His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21)
- E. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4)
- F. His exaltation to the right hand of God (Acts 1:9; Acts 1:11; Acts 2:33; Philippians 2:9-11; Hebrews 1:3)

The Fall of Man.

Man was created good and upright; for God said, “Let us make man in our own image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26,27 ; Genesis 2:17 ; Genesis 3:6 ; Romans 5:12-19).

The Salvation of Man.

Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.

Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God, according to the hope of eternal life (Luke 24:47; John 3:3 Romans 10:13-15 Ephesians 2:8; Titus 2:11; Titus 3:5-7)

The Evidence of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

Sanctification.

An act of separation from that which is evil and of dedication to God (Romans 12:1-2: 1 Thess. 5:23). We grow in purity as we continually submit to and are refilled by the Holy Spirit (Romans 6:1-11; Galatians 2:20; Phil. 2:12, 13).

The Church.

The Church is the Body of Christ, the habitation of God through the Spirit. Not a building or institution, but the people, who know God as Lord and Savior, sharing their lives and fulfilling a divine command to worship God (great commandment) and make disciples (great commission) together (Ephesians 1:22-23; 2:22).

The second coming of Jesus.

Jesus shall make a visible return to earth with His saints to reign on the earth (Zach. 14:15; Matthew 24:27, 30; Revelation 1:7; 19:11-14; 20:1-6).

The Final Judgment.

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the book of life, together with the devil and his angels, the beast and the false prophet, will be confined to the everlasting punishment in the lake of fire, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

Academics

Southside Academy has a Christ-centered focus, teaching children about salvation in Jesus Christ, using the Bible in classrooms, having daily prayer and regular chapel services.

Southside Academy offers opportunities and learning experiences in the classroom and the surrounding community through field trips, community service and exciting hands-on experiences. These activities provide the foundation for an excellent traditional college preparatory academic education.

Scholar Base

Southside Academy admits scholars of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to scholars at the school. Southside Academy does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs.

School Disciplinary Policy and Procedure

As a Christ-centered school, Southside Academy seeks to create a loving environment where scholars are trained to develop self-discipline and assume responsibility for living peacefully within the school community. Classroom organization, routines, and procedures are carefully structured and designed to prompt responsible scholarly behavior to maximize opportunities for learning and success.

The purpose of discipline at Southside Academy is to bring the scholar to maturity in Christ and, secondly, to develop qualities of good citizenship. To help attain these goals, specific standards of conduct are established. Southside Academy seeks to create good habits in its scholars, such as cheerful obedience to authority, courtesy and respect for others, responsibility, cleanliness and orderliness, truthfulness and honesty, morally correct conduct, and wise use of time, talents, and material possessions. Southside seeks to build Godly character traits into the lives of its scholars by instruction and example. A rebellious spirit or negative attitude, unchanged after much effort by staff and administration, can

negatively influence other scholars. Continued deliberate disobedience to a teacher or school rules/ standards harms the school culture and environment.

Southside Standards

Southside Academy desires all scholars to exemplify the fruits of the spirit of love, joy, peace, long-suffering, gentleness, goodness, faithfulness, meekness, and temperance. To support scholars in maintaining self-discipline and upholding God's standard, Southside Academy expectations focus on the following:

1. Love and Honor Others

- a. Maintain a positive attitude towards self, teachers, and other scholars
- b. Honor the person and property of others, including personal space
- c. Honor the thoughts and feelings of others
- d. Use kind words and actions to encourage others and point them to God

2. Be a Peacemaker

- a. Use gentle words to communicate thoughts, ideas, and feelings.
- b. Resolve inner conflict through prayer and reflection rather than disruptive behavior.
- c. Pursue unity with others. When conflict arises, allow the Holy Spirit and Godly counsel (parents, church members, Southside staff, etc.) to help you find a resolution.

3. Persevere with Joy

- a. Learn to be content in all situations
- b. Choose to do hard things to produce great character and hope
- c. Do not give up
- d. Embrace failure as a learning opportunity

4. Work Diligently

- a. Attend school faithfully
- b. Commit to doing your best for the glorification of God
- c. Be focused and attentive
- d. Be prepared and engaged in daily instruction and activities
- e. Be honest
- f. Seek help when needed

5. Practice Self-Discipline

- a. Be willing to put others before yourself
- b. Pursue God's will rather than your own
- c. Recognize God's ultimate authority and those he has placed in authority to shape and sharpen you.
- d. Honor God's authority by obeying the first time every time
- e. Be quick to listen, slow to speak, and slow to anger

6. Seek Wisdom First

- a. Spend time in prayer and read the Bible
- b. Let the wisdom of God guide all decisions you make

- c. Seek Godly counsel; do not be led astray by how the world approaches things.
The easier way is not often the right way
- d. Seek justice and stand up for what is right, as led by the Holy Spirit

7. Let Your Light Shine

- a. Share the gospel with others
- b. Live so others can see God's light in your life
- c. Trust that you are a child of the most high God
- d. Use your God-given gifts to bring glory to him on earth

Shepherding at Southside

Southside Academy Disciplinary Policy is intended to support the discipleship process for scholars and serve as a reflection of Jesus Christ and an extension of the home. The Bible instructs that parents/guardians are responsible for the discipline of their children—Southside Academy endeavors to assist parents/guardians in this God-given responsibility. Southside does not seek to assume the task God gives to parents but recognizes that God has called our staff to partner in training your child up in the way he/she should go.

The Southside staff has committed to embracing the biblical model of “shepherding” the hearts of our scholars. This includes implementing biblical methods of motivation, correction, and discipline. Rather than simply addressing behaviors through consequences and rewards, we recognize that the heart is the root of words and behavior and is often influenced by emotions, fear, or false beliefs. In the same way, we also know that the word of God and his love, as shown through us, can move the heart in a Godward direction. We embrace the biblical paradigm of sowing and reaping to enact consequences that will enrich the heart and influence behavior. Ultimately, we believe strongly in the power of redemption and in our scholars' ability to learn to love God, themselves, and others in the gospel context.

Levels of Support

When behaviors do not measure up to the Southside Standards and occur in the learning environment, teachers and staff will implement shepherding methods. If behavior consistently does not meet the Southside Standards or significantly disrupts the learning environment, a staff member will refer the scholar to the next level of support. This may include character counseling, check-ins, classroom support, and other methods of more intensive support. If intensive support does not meet the scholar's needs or if the behavior is a major violation of Southside Standards, a referral will be made to the Head of School. When an office referral is made, parents must sign and return the form the next day for scholars to re-enter the classroom. If a scholar is suspended, parents must meet with the Head of School for a Re-Entry Meeting to discuss an action plan for improvement.

Repeated or Major Violation

Suppose an action plan has been in place, engaging multiple levels of support, and behaviors continue despite interventions. In that case, the Head of School will decide whether the scholar continues to be a good fit for Southside Academy.

Southside Academy Admissions Criteria:

Southside Academy anticipates the interest of new families. We are excited to accept new enrollment applications as we grow our educational community. Southside is dedicated to providing a remarkable, God-centered education within an under-resourced community in the greater South Rocky Mount area. Here, scholars receive a quality education to deepen their knowledge and understanding of the gospel, enriching their spiritual lives by walking alongside them in their faith journey.

We focus on South Rocky Mount families seeking a faith-based classical community school. As families consider enrollment, we recommend families to read the following:

- Our Mission
- Statement of Faith
- Curriculum
- Southside Core Standards

We accept scholars/families who

- live in the South Rocky area and surrounding areas
- are underserved and under-represented
- low-income
- turn 5 by the deadline and or meet NCSEAA requirements for eligibility(which include but are not limited to aptitude tests)

Southside Academy Enrollment Process

Step 1: Southside Academy Student Application

Parent/ Guardian will fill out a Southside Academy student application by paper (at the front desk) or through Google form using <https://forms.gle/3KZPqcfvtpnSbgtF6>

Step 2: Set up a Family Interview

School Leadership will follow up to request a scheduled parent interview within 7 days of receiving the application. *Parents will receive a confirmation message with an initial application submission date.*

Step 3: Host Family Interview/Scholar Assessment in both Reading and Math

School Leadership will host a Family interview and facilitate math and reading assessments from the previous year. For example, a rising first-grader will take an end-of-year assessment from Kindergarten.

Southside Academy will request confirmation of the NCOS Application from parents and will only be able to move forward in their registration process with confirmation of submission.

Step 4: Apply for the NC Opportunity scholarship (if applicable)

Parents will apply for the NC Opportunity scholarship by going to <https://myportal.ncseaa.edu/NC/login.aspx> and creating an account on campus using the computer lab.

Parents will submit confirmation of NCOS Application to Southside Academy by printing or emailing jlevy@southside.academy.

Step 5: Make a Decision/ Financial Aid Package and Agreement

School leaders decide on the scholar's placement at Southside Academy within 7-10 days of receiving confirmation of the NCOS application and set up a final meeting to discuss the financial aid package, identifying missing paperwork to be submitted on or by the Financial Aid Package Meeting.

Step 6: Financial Aid Package Meeting

The Head of School will meet with the applicant's family to discuss the financial aid package based on the information given by the parents. The family will receive an official acceptance/decision letter and academic package upon the parent's agreement.

The parent will be required to submit all the necessary paperwork.

Parents must submit all paperwork as a part of their child's registration process. Scholars are not fully registered until all paperwork is received.

- Signed agreement for Parent-Scholar Handbook
- Signed Family Scholar School Covenant form
- Completed and signed Parental Consent Packet
- Completed Family Needs Assessment
- Copy of IRS Form 1040 (we can make a copy if needed)
- Copy of birth certificate (we can make a copy if needed)
- Copy of immunization records (we can make a copy if required)
- Completed Tuition Commitment Card

Tuition Policy and Requirements

Southside Academy believes a family's tuition payment invests in their child(ren)'s education. The cost of tuition for the 2023-2024 Academic school year is \$7,900 per scholar. To alleviate the financial burden on families, Southside Academy is pleased to offer scholarship options, which are outlined below:

NC Opportunity Scholarship

https://www.ncseaa.edu/wp-content/uploads/sites/1171/2020/10/K12_Eligibility.pdf

North Carolina offers an Opportunity Scholarship to assist public-school-eligible children to attend private schools. The scholarship is based on income thresholds, and the award amount is subject to change each year. Parents are expected to apply for (and annually renew) the scholarship by March 1st to provide for their child's education expenses. Suppose a parent chooses not to apply or is otherwise not eligible for the Opportunity Scholarship. In that case, the parent will be responsible for paying the tuition rate in total, aside from any other scholarships that may be awarded.

Family Responsibility

Southside Academy require all families to apply for any financial aid by the given deadline. If the family does not meet the financial aid application deadline, the family will be responsible for paying full tuition. After applicable financial aid is awarded, families will meet with staff to determine yearly tuition amount.

Payment Options

Families are required at enrollment to submit a completed Tuition Commitment Card. In this contract, the family is required to choose one of the following tuition payment options:

- A. **Full Payment** Under this plan, the entire amount of tuition must be paid. This payment is made directly to Southside Academy.
- B. **Monthly Payments** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in August. Those choosing this plan must pay by the 5th of each month.
- C. **Request for Arrangement** If a family cannot choose one of the payment plan options, the family must meet with the Head of School so that suitable arrangements can be made and monitored.

Southside receives payments in the forms of:

- Cash
- Check
- Credit Card (by phone, online, or in person)

For additional information on how to pay, please see the appendix section.

The family is responsible for communicating with the Head of School about any financial hardship hindering tuition from being paid on time. If a family finds itself in temporary adverse circumstances, arrangements may be warranted by the Head of School. (See Request for Arrangement section).

Late Fees/ Tuition Not Paid

Monthly tuition payments are due by the first Friday of each month. A \$20.00 fee for returned checks and a \$5.00 fee for late payments will be charged. If monthly tuition payment is not paid in full within 30 days of due date, the scholar(s) may be suspended with unexcused absences until payment and late fee are submitted.

Request for Arrangement

Families can request a tuition arrangement if they are unable to meet the tuition requirements.

Enrollment

Families can apply during open enrollment season. Families are required to apply within the enrollment period given by the school. If a family applies outside of the enrollment window, the scholar will be placed on the waiting list.

Re-Enrollment

Scholars may only re-enroll for the next school year if tuition is paid in full.

Late Registration

- A. Families registering after the Registration deadline will be expected to fulfill their tuition obligation according to the above tuition policy at a prorated payment rate.
- B. Tuition for scholars registering on or after the first day of school shall be prorated over the number of school days they will be in attendance.

Tuition Refund

If a scholar withdraws from Southside Academy during the school year, the tuition for the entire month of withdrawal is due. Should a scholar withdraw after being accepted, but prior to the beginning of school, the registration fee is non-refundable. Families withdrawing scholars, or if a scholar is removed from Southside Academy, may request a refund of any prepaid tuition. Refunds will be up to the school discretion.

Alternative Options to Cover Tuition

Southside Academy does NOT offer tuition forgiveness; however, Southside considers other options to support families meeting their tuition obligation.

Referral Credit

Parents can earn a tuition credit that covers three months of tuition for each family they refer to Southside Academy. A referral consists of a family who applies, is enrolled, and attends Southside. If a family enrolls multiple scholars, only one 3-month tuition credit applies. The applying family must indicate on their application that they were referred and by whom.

Attendance

Regular attendance in classes is essential to the success of a scholar's school experience. One can really never make up or compensate for absence from class. We ask parents to plan appointments and family trips around the school calendar. You are responsible for your child's attendance under the NC Compulsory Attendance Law, which allows no more than 10 unexcused absences.

Scholars are to be in school EVERY DAY with the necessary books, materials and supplies; except in the case of excused absences.

School Hours

School hours are from 8:00 A.M. to 3:00 P.M., Monday through Friday. Scholars may arrive at school at 7:30 A.M. and report to the Harambee Room. Scholars must be picked up by 3:15pm. If a scholar has not been picked up by 3:15pm, his/her account will be charged a rate of \$15 per hour for after hours care.

Transportation

Parents are generally responsible for ensuring that their scholars have timely and dependable transportation to and from school. However, if necessary, Southside Academy will provide daily bus transportation for scholars who live within a two-mile radius of Southside Academy. Approximate pick up and drop off times will be provided prior to the start of the school year.

Tardies

Parents of children who arrive after 8:00 A.M. must check in at the office before entering the classroom. Illness and family emergencies are excused tardies. Medical appointments will only be considered excused if the scholar brings a note signed by the doctor or dentist. All unexcused tardies will be permanently recorded on the scholar's record. Please also note that 4 unexcused tardies/early check-outs are considered an unexcused absence. If those absences exceed 10, the scholar may not be allowed to advance to the next grade.

Early Check-out

Parents of scholars who are checking out prior to 2:15 PM must check out at the office before they can be released from class. Parents will not be able to check scholars out

after 2:15 and must wait for regular dismissal. Early check-outs follow the same guidelines as tardies. Four unexcused early check-outs/tardies will be counted as an unexcused absence.

Excused Absences.

Following an absence, a scholar must bring a note from home stating the reason for his or her absence. This would include:

1. Illness or injury prohibiting a child from coming to school
2. Serious illness or death in the scholar's family
3. Marriage in the immediate family.
4. Doctor or dental appointments that cannot be made outside school hours.
5. Help at home of an emergency nature will also be given consideration.

Unexcused Absences.

The following are examples of unexcused absences: Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, tardiness.

Penalty for Unexcused Absences

Only two unexcused absences per quarter are allowed. After that the parent will be asked to meet with an administrator to discuss the absenteeism. Scholars having more than ten unexcused absences may be considered for retention and/or dismissal from Southside Academy.

Arrival Procedures for Car Riders

Parents must pull up with your passenger door towards the school. Scholars should be sitting on the passenger side of the vehicle. A Southside Academy staff member will be available to assist your scholar out of the passenger side of the car.

If you need to speak with a faculty or staff member, please park in the lot and come inside and speak with the administrative assistant to schedule a time to meet with the staff member.

Dismissal Procedures for Car Riders

Classes dismiss at 3:00 P.M. Parents must pull up with your passenger door towards the school. A Southside Academy staff member will escort your scholar(s) to the passenger side of the car. If your scholar is delayed, you will be asked to pull into the parking lot and your scholar will be brought to your car.

Please be on time and wait outside the building to pick up your child. Scholars will be called outside when your vehicle is approaching. If you need to speak with a faculty or staff member, please park in the lot and come inside. Scholars must be picked up by 3:15 P.M., otherwise you will be charged a late fee of \$15.00.

If you are sending someone who is not listed on your enrollment application as eligible to pick up your child, we **must** receive a note from you prior to that day's dismissal, or we will not allow your child to leave with that person. If your child is to be picked up by a daycare or other organization on a regular basis, you **must** include that organization on your enrollment application.

Any child who needs to leave school during the day **must** have a note signed by the parent or guardian. The note should be given to the teacher at the **beginning** of the school day. If someone other than the parent comes to pick up the child, the name of the adult must be stated in the note, and they must bring their driver's license or other state/federal issued ID. To pick your child up **early, please come to the school office before 2:30 P.M. Scholars will not be released from class after 2:30 P.M. to minimize classroom disruptions and so that teachers and scholars can complete their end-of-day routines and preparations for the next day.** We will have your child meet you at the front desk to keep down classroom interruptions.

School Closings/Delays

School closings/delays due to weather or other emergencies will be announced on the local TV station: **WRAL – Channel 5**. They will also be announced on Southside Academy's Facebook page and on Class Dojo.

Communication

Parent Questions or Concerns

All questions or concerns about a scholar or program are to first be addressed with the particular teacher involved, following the Biblical model. Administration should only be contacted if satisfactory answers, responses or solutions are not achieved through this means. As a general rule, administration will not discuss concerns or questions unless this procedure has been followed.

Parent Conduct Policy

The purpose around the Parent Conduct Policy is to set clear expectations around the conduct of our Southside parents and community. At Southside Academy we expect our school community to respect staff member at all times. We understand misunderstandings and unforeseen circumstances may cause frustration. However, we will not tolerate the following behaviors:

- Disruptive behavior which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/guardian or child.
- Damaging or destroying school property.

- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites
- The use of physical, verbal or written aggression towards another adult or child.
- Approaching someone else's child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)

For any reason these behaviors are witnessed, the parent/ community member will be removed and banned from campus.

Classroom Visits/Observations

Visits to classes are reserved for parents and must be arranged in advance with the child's teacher and Administration. Parents must check in at the office and be escorted to the classroom. Please make arrangements for any private discussion with the teacher about your child outside of class time.

Other relatives and friends are welcome to visit at chapel or at lunch. For school security, parents must send a note stating the name of the visitor and their relation. Upon arrival, all visitors must present an official government ID at the office.

Contacting the Teacher

For routine calls, someone in the office will be happy to set an appointment with the scholar's teacher. If you need to get a message to the teacher that day, the front desk receptionist will take a message and have the teacher return your call during a free period.

Report Cards and Mid-Quarter Progress Reports

To communicate your child's progress, we will send home a mid-quarter report and end of quarter report card. A child must demonstrate appropriate progress in each academic, emotional and social area. The teachers will discuss this with you so you can analyze your child's progress realistically and not become unduly concerned. Pressure for performance at a young age can be very detrimental to the development of a healthy self-concept and a love for learning.

Promotion Policies

Except in the case of excused absences, each scholar is expected to attend the designated number of school days to be eligible for promotion. A scholar who has a low grade average or is failing to indicate mastery of skills covered in his grade level will be kept in that grade level until he has shown sufficient progress to allow him to function successfully in the next grade. If there is a possibility that a scholar will be retained, parents will be notified well in advance of the end of the school year, and her/his teacher

and the administration will work with the family to assist in arranging supplementary instruction.

Full Educational Evaluation

In the event that a full educational evaluation is needed, the school will make a referral to a licensed professional who will determine the optimal learning support needed for that scholar. While small class sizes and individual tutoring provide opportunities for scholars who struggle with academics or behavior to access the learning environment, there may be occasions in which Southside Academy is unable to provide adequate support for these scholars. This will be addressed on a case-by-case basis using a team approach through the implementation of intervention plans. If it continues to be evident that adequate support cannot be provided, the team (which includes the family) will make a determination as to the best course of action to appropriately educate the scholar moving forward, which may include dismissal from Southside Academy.

Family Engagement Policy

At Southside Academy, we believe that excellence in education is only possible when there is an authentic partnership between our school staff and our families. Therefore, as part of enrollment at Southside, families and the school staff, along with the scholar, enter into a covenant that outlines what each party commits to do throughout the school year. Parent/family engagement is an essential aspect of our educational covenant.

While it is difficult to put a number that represents the value of family engagement in a child's education, it is also necessary to ensure that all families have an equitable opportunity to be engaged in the most impactful way. Therefore, we have set minimal requirements for family engagement that must be met in order to be part of Southside Academy.

Families are expected to read each night with their scholars, provide a minimum of 15 service hours per school year, and attend the following:

- Two (2) Home Visits
- Four (4) Family-Teacher Conferences (one of which may take place during Home Visit)
- Two (2) Family Fun Nights

If you have multiple scholars that attend Southside Academy, please note that these requirements are per family, not per scholar.

Who should be engaged?

Parents/guardians are required to fulfill their parent/family engagement commitment. For any reason the primary parent(s)/ guardians are unable to meet their parent obligations, they

are encouraged to speak with Southside Academy school leaders on ways to meet the requirements.

The Head of School and Volunteer Coordinator will consider, approve, and schedule this option. This includes a volunteer application and background check.

Family Engagement Requirements (non-negotiables)

I. Service Hours

Parents are required to complete a minimum of 15 service hours for the year. Service hours may be obtained through volunteering or actively participating in any Southside Academy activity that is not listed in the required events (for example, a Family Support Group meeting or a Special Event).

II. Reading with Scholar Daily

Parents are required to read with their child a minimum of 2 hours per week and track by using their Weekly Reading Journal.

III. Home Visits

Parents are required to participate in *two* home visits throughout the year. School staff will arrange this visit with the family. For more information, see the section entitled ***Home Visits Policy and Procedures***

IV. Family-Teacher Conferences

Parents are required to attend 4 Parent Teacher- Conferences. These visits will bring awareness to the scholars academic performance and overall progress. **It is expected that at least one parent/guardian will be present for each conference.** When a conference notice is sent home, please call the school to arrange the most convenient time for you. The teachers and administrators are always eager to talk with you about your child or any aspect of our program.

V. Family Fun Nights

Family Fun nights are intended for families to spend time and engage in fun activities that the school has planned. Parents are required to attend *two* Family Fun Nights for the year.

Tracking Activities

Families will be given a Family Engagement plan at the beginning of the school year. Families are expected to curate a Family Engagement Portfolio (FEP) that contains a record of completed activities as well as artifacts, such as feedback forms. The FEP will be digitally stored, but may occasionally require paper artifacts. Please submit any paper

artifacts to your child's teacher within a week of completion. The FEP will be reviewed twice each school year by school staff and families to provide accountability.

What happens if families do not meet requirements (or believe they cannot)?

If families have not met 50% of their family engagement requirements by January 1 a plan must be in place no later than January 31st to meet the requirements by the end of the school year. If the family does not meet their yearly requirements by July 1 after a plan has been arranged, the scholar may be withdrawn from the school.

Homework

Parents are responsible for reading with their children for 2 hours throughout the week. Since your child will work very hard on classroom lessons and projects, please have a special place such as the refrigerator or a bulletin board to display their work. Teachers will send notes, work, needs, etc. home regularly in your child's book bag. **It is important to check the book bag every evening.**

Open communication between the home and the school is critical to your child's overall success in school.

Home Visit Policy and Procedures

A home visit is an opportunity for Southside Academy staff to enter the home of a scholar, parent, caregiver, or guardian to build a relationship with the scholar's family. Southside Academy requires a minimum of two home visits per school year.

Home Visit Goal

At Southside Academy, we recognize that parents/guardians are children's first and most enduring educators and value their contribution.

The goal of a home visit is:

- Establish **a partnership** between parents/guardians and staff so that all parties share their knowledge about the child to meet the child's needs.
- To **develop and strengthen relationships** with parents/guardians for the child's best interests.

Home visits at Southside Academy are a special opportunity to bridge the gap between home and school. Rather than seeing their teachers only as figures within the four walls of the school building, our scholars delight in spending time with their teachers in their houses. The purpose of a home visit is to **build relationships**. It may also include a parent-teacher conference about each scholar's academic, spiritual, or emotional development.

ALL HOME VISITS CONDUCTED BY STAFF MUST BE AUTHORIZED BY THE HEAD OF THE SCHOOL BEFORE THE VISIT TAKES PLACE. ALL HOME VISITS

MUST INCLUDE AT LEAST TWO (2) STAFF MEMBERS FROM SOUTHSIDE ACADEMY.

Home visits represent one of the many ways parents are expected to engage with their children's education at Southside Academy. This is a requirement for all families. If a family does not fulfill the requirement, they must meet with the Dean of Scholar Services to discuss a plan for moving forward.

General Format

Parents/guardians can expect the following during a visit:

- Must take place in the scholar's primary residence
- Scholars should be present, other members of the household are welcome, and an adult in the family should be present
- Staff may ask questions to get to know the family but will not interrogate
- Some visits may include a parent-teacher conference to discuss scholar development and progress, which may require a part of the visit to occur in a quiet space.
- Families should keep their routines and interactions the same to accommodate the visit.
- Staff may offer to pray with families.
- Families are asked to document their participation in home visits as part of their parent engagement plan.

Parent-School Covenant

Southside Academy is committed to the development of spiritual, social and academic excellence in our scholars. True excellence can best be attained only when parents, schools and scholars are equally committed and dedicated to that end. The level of effort and commitment of these three entities, working together, will ultimately determine each scholar's level of success at Southside Academy.

The covenant outlines the key commitments between parents and Southside Academy critical to each scholar's success. Acceptance of this covenant represents a promise between parents and Southside Academy staff to meet the expectations listed in the handbook for the sake of the children in our mutual care.

Personal Items

Book Bags

Please provide your child with a large book bag or backpack, open at the top, for papers, art projects and other personal items. Your child will have a folder to take home each evening containing work completed that day, work to be completed that night, or notes to parents from teachers. Please remember to **look through the folder each evening with your child** to discuss what was done that day or what will be happening tomorrow. This is an excellent way to communicate and spend time with your child assuring him/her of

your interest in their progress. You may also send notes and questions to the teacher in the folder.

Items Not Allowed in School

The following items are not to be brought to school and are subject to immediate confiscation: alcohol, tobacco, drugs, weapons, radios, CD or tape players, Ipods, electronic games, money, or any item which prohibits or hinders the fulfillment of the academic or spiritual mission. Cell phones must be off and in their bookbag. Scholars should not bring magazines or books which contain content inappropriate for school.

Medications

Parents must complete the Medical Information and Medication Authorization form and return to the school office. Scholars are only allowed to self-administer medications with written instructions from a parent or prescribing physician. All expired medicines will be disposed of after notifying the scholar's parent/guardian. New permission slips must be signed each year – medicine will not be administered in the new school year until the authorization is updated. Non-prescription medications (e.g. aspirin-free pain relievers, cough lozenges, anti-itch cream, etc.) are **not** available in the office. All medications **MUST** remain in the office during the school day. **Parents are responsible for dropping off their child's medication to be secured until it is time to take it.**

Medication will be kept and may only be administered in the school office by the scholars under office staff supervision. All scholars must self-administer the medicine. Proper written authorization is required from both the scholar's parent or guardian and physician (when prescribed). Instructions for administration of any medications must be provided in writing. Faculty members may give emergency health care when circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the scholar. The following must be placed in a large zip lock bag with the scholars name on it:

- Medicines in their original container
- Note from Parent giving permission & directions and dosage instructions
- If medicine is in liquid form, then a measuring cup must be included

Food

Southside Academy will provide breakfast, lunch and one snack each day for our scholars. Please do not send any food or drinks with your scholar to school, unless it is necessary because of diet restrictions or other needs and you have obtained prior permission from the Head of School. You must note any food allergies or other diet restrictions on your child's enrollment application.

School Dress Code

Dress Code Philosophy

Southside Academy bases its dress code on two basic beliefs:

1. The Bible sets the standard for modesty.
2. School dress should be modest and appropriate.

Uniform Requirements

Boys:

Shirts – Uniform shirt with school logo.

Pants – Navy pants, khakis or jeans, no holes or tears, **with a belt as needed**; shirt tucked in.

Shorts – Navy or khaki, walking-length shorts no more than 4 inches above the knee, **with a belt as needed**; shirt tucked in.

Shoes – Closed-toe shoes.

V-Neck Sweaters – Navy blue or gray

Girls:

Shirts – Uniform shirt with school logo.

Pants – Navy pants, khakis or jeans – no holes or tears, **with a belt as needed**.

Shorts – Navy or khaki, walking-length shorts no more than 4 inches above the knee, **with a belt as needed**.

Skirt/Skort – Navy or khaki.

Shorts and skirts must be no more than 4 inches above the top of the knee.

V-Neck Sweaters – Navy blue or gray

Shoes – Closed-toe shoes.

Leggings/Tights – solid white, blue, or black tights/leggings under bottoms.

Dress Code Discipline

Those in violation of the dress code will be sent to the office where they will be instructed to comply with the guidelines. Scholars may be detained in the office until a parent arrives with clothing that adheres to the dress code.

School Items

Weekly Devotion and Chapel

Daily Bible instruction is an integral part of the curriculum in each classroom. Chapel or “Titan Time” is held once a week (Mondays) for all staff and scholars. Parents and/or relatives are always welcome to join us for chapel.

Forms

The following form/information must be completed and filed in your child's permanent record in the school office:

- Application for Admission
- Current Photo of Child
- Copy of Birth Certificate
- Parent-School Covenant
- Immunization Form

Health Records

Each child must have a current immunization form on file in the school office. If your child receives any inoculations this year, you will need to complete a new form. Your child's doctor will provide this information to you. Also, remember to keep any telephone numbers and address changes current in your emergency information file.

If any medical or school related forms are not returned on the deadline given, the scholar(s) will not be able to return to campus until all appropriate forms are filled out and returned.

Counseling Intervention

If administration recommends that behavior intervention is needed for a scholar, the school will assist parents by making a referral to a licensed professional for evaluation and treatment. The school will expect full cooperation with the parents and the professional to help address behavior issues.

Parents who refuse to act on the school's recommendation to seek outside counseling may be asked to forfeit their child's enrollment at Southside Academy.

Loss of Library book or Textbook

If a scholar has misplaced a classroom textbook, workbook or library book for more than five days, the scholar is responsible for paying the full cost of the replacement. A bill will be sent to the parent/guardian from the office.

Loss of School Property

If a child loses school property, the child will have to either replace the lost item with a new item that is identical to the lost item or will have to pay for a new replacement item.

Damage to School Property

If a scholar intentionally damages school property or another person's property then the Biblical rule of double restitution will be applied. The scholar will have to pay double the repair or replacement cost of the item.

Special Events

Birthdays

Scholars are welcome to celebrate their birthdays with their classmates. However, you must make arrangements with the teacher first. Any food brought to school for a class celebration, must be purchased from a store or commercially cooked in a licensed kitchen. Please check with the teacher for food allergies.

Birthday invitations to parties outside the school should not be distributed in the class unless you invite all classmates. In kindness to others, please ask your child not to discuss party plans at school if they do not include all the other children.

Field Trips

Field trips are an integral part of the curriculum and will be supervised by teachers, volunteers and parents. Whenever scholars are on a fieldtrip, they are subject to the same rules that apply at school. Tuition payments must be current for scholars to participate in field trips.

Sick Policy

We want to ensure the highest standards of health and safety for our school staff and scholars. Below is our policy on illnesses and communicable conditions as supported by the Centers for Disease Control and Prevention (CDC) and local school districts.

Should my child stay home from school?

Please keep your child home if any of the following are observed:

- An oral temperature of 100.0 degrees or higher in the past 24 hours (without the use of fever-reducing medication)
- Vomiting or diarrhea within the past 24 hours
- A new, undiagnosed rash
- Symptoms of illness such as fatigue, cough, and difficulty breathing
- Any symptoms of COVID-19:
- Fever (100.4 or higher); OR
- New onset and/or worsening cough; OR
- Difficulty breathing; OR
- New loss of taste or smell
- Chills
- Sore throat
- Excessive fatigue
- Gastrointestinal symptoms of diarrhea, vomiting, or nausea

- New onset of severe headache
- New onset of nasal congestion or runny nose
- Feeling ill enough that they would not benefit from being at school

Contacting Parents and Guardians

If your child becomes ill at school and needs to go home, staff will attempt to contact the parent or guardian listed in the student's file.

- The emergency contact will be contacted if we feel your child needs to go home and we are unable to reach a parent or guardian.
- Your child will not be allowed to leave the school with anyone not listed in the student file, or without contacting and verifying with an adult.
- In the event of a medical emergency, 911 will be called. The school will then attempt to make contact with the parent or guardian listed. Your child will be transported to a hospital if deemed necessary.

Communicable Conditions

If your child has been diagnosed with a health condition that is contagious, please contact the school office to discuss when your child will be able to return to school. Communicable conditions include:

- strep throat
- pertussis
- ringworm
- chickenpox
- fifth disease
- lice
- COVID-19

Appendix Section:

Tuition: How to Pay

Southside receives payments in the forms of:

- Cash
- Check
- Credit Card (by phone, online, or in person)

How to make your payment ***by phone***:

1. Call Southside Academy at 252-212-3441
2. Ask to speak to the Southside Academy Office Manager or Head of School.
3. Notify the Office Manager or Head of School that you would like to pay for your child(ren)'s tuition by card or to set up automatic payment options.
4. Obtain a receipt of payment, the amount paid, and the month tuition was paid for.
(The receipt will go home to the scholar's bookbag, and a copy receipt will be given to the Head of School)

How to make your payment ***online***:

1. Visit www.southside.academy
2. Click on Donate
3. Type in your information and be sure to write the scholar's name the tuition is being paid for.
4. Receive a receipt of payment through automatic email or ask for a receipt from the Office Manager.

How to make your payment ***in person***:

1. Come to Southside Academy
2. Stop at the Front Desk and notify the Administrative Assistant you are here to speak to the Office Manager or Head of School.
3. Notify the Office Manager or Head of School you are here to pay for your child(ren)'s tuition by cash, check, or credit card.
4. Obtain a receipt of payment of the amount paid and the month tuition was paid for.

For example:

_____ (parent/guardian name) paid _____ (dollar amount paid) on _____ (date payment made) toward _____ (scholar's name) tuition. This amount was paid for the tuition month of _____ (identify the month(s) tuition was paid for).

Southside Academy has accepted the payment, and will be added to the scholar's account.

Parent Signature: _____

Date: _____

Finance Signature: _____

Date: _____



**Southside Academy
Statement of Agreement Form**

My signature signifies that I have read and agree to support the rules and policies of the school found within its handbook. In addition, I understand that unforeseen items may arise which may result in additions to the policies. In the event that such is required, I understand that I will be informed of such changes in writing. I also acknowledge that if we do not comply with the stipulations in the Parent/Scholar handbook regarding attendance, behavior and academic commitment, this will be addressed accordingly by school administration and may include dismissal from Southside Academy.

Scholar's Name (First and Last Name)

Parent Signature

Date