



# Family Handbook

**Southside Christian Academy  
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## Welcome to Southside Christian Academy

The School Board and Elders of Southside Christian Church along with the congregation are excited to have you join us on this journey to bring Christian education to Mexico, Missouri. The Bible gives all authority to the parents to raise our children in the Lord. As we've seen in recent months, another option for Christian families is necessary. Christian education is not for every family, but if it is for your family, let us partner with you.

John 4:35 tells us, "Look, I tell you, lift up your eyes, and see that the fields are white for harvest." Our children spend most of their waking hours in schools learning. Now is the time to take full advantage of their thirst for knowledge and reap what the Lord has given us. Our students will pray and read scripture daily. Bible lessons will be taught next to and during math, science, language, and social studies lessons.

Our God is the Creator God and He has gifted each of us for a specific job in His kingdom. We want to help you best prepare your children for the mission God has for them.

We do not take this responsibility lightly. We will work in concert with you to provide educational experiences as well as time for Scriptural revelations. Your child will be encouraged to explore our creation in light of what the Bible says. Abeka curriculum has been used for many years by many schools and homeschools. The focus on spiraling the content and infusing each lesson with Biblical truths has proven to be an effective instructional method. We think you will find it to be a challenge to each student, with opportunities for growth.

In Christ,

Doug Buswell      Ted DeVault      Walter Gruer      Bernie Strunk

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## Statement of Faith:

- There is One God who reveals Himself in three different persons: the Father, the Son, and the Holy Spirit.
- God is the creator of all things both seen and unseen.
- God the Son who existed with God the Father from eternity came to Earth and put on flesh. He was conceived of the Holy Spirit in the womb of the virgin Mary and at birth was named Jesus the Christ.
- Jesus was God as man and lived a perfect life without sin. He was crucified on the cross as a sacrifice for our sins. He rose from the dead on the third day and forty days later ascended into Heaven to reign with the Father once again.
- After God the Son ascended to Heaven, the Holy Spirit came to Earth to live in the hearts of every Christian. He convicts the world of sin, and He leads, comforts, and empowers the Christian to live a godly life.
- The Bible is the inspired Word of God and the final authority on matters of faith and life.
- Man, created by God, willingly sinned against God, and is therefore lost and without hope apart from Jesus Christ.
- Man is saved by God's grace through the blood of Jesus Christ.
- The Bible shows us how God wants us to accept His grace in order to be saved. A person must hear the gospel message of Jesus Christ. He must believe in who Jesus is and what He has done. He must be willing to confess Jesus as Lord and Savior at all times. He must repent and turn from his sins. And he must be immersed in water into Jesus Christ.
- The Church is the body and bride of Christ, founded on the day of Pentecost and consists of Christians everywhere.
- Death seals the eternal destiny of every person. Those who have been saved will inherit eternal life; those who have not been saved will spend eternity in Hell separated from God.

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- We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation.
- We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that He created marriage to be between one man and one woman, who enter a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible.
- We believe that human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

*(Scriptures available upon request)*

### Vision Statement:

Southside Christian Academy is committed to providing a Christ-centered education integrating spiritual, academic, social, physical, and emotional training, leading to a life of commitment and service to God.

### Mission Statement:

The mission of Southside Christian Academy is to educate students in the light of God's Word to equip them for a lifetime of learning, leadership, service, and worship.

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## About our school:

Southside Christian Academy is committed to providing a Christ-centered education integrating spiritual, academic, physical, and emotional training, leading to a life of commitment and service to God.

Long before the launch of SCA, God set in motion a series of events that demonstrate his sovereign desire for Christian education in Mexico, MO. All due to the fervent prayer of the Elders of Southside Christian Church and faithful families who desire the best for our children and our future, we present to you this opportunity to get involved and support this ministry. Through His miraculous hand of blessing, a financial seed was planted, and a unique group of individuals came together to share their experiences in education. It is with grateful hearts that we give thanks and glory to God for all He has done.

Southside Christian Academy will operate on a faith basis, placing a large responsibility upon the parents to pray daily for the ministry, the staff, and their children. Parents must also prayerfully search their hearts as to what their part will be in the area of financial support. Ecclesiastes 4:12 states, *“a cord of three strands is not easily broken.”* We believe the family, the church, and the school working together will build up a stronger generation of young people.

Successful Christian education instills in each student a world and life view that is distinctively Bible-centric. As a staff and faculty of born-again believers, we at SCA believe that God has created each person with unique gifts and will diligently work to ensure that each child will be equipped to use their strengths and challenges to further the cause of Christ. Therefore, God’s word will be infused into all aspects of SCA. Our curriculum will provide a solid foundation built on Biblical values.

Southside Christian Academy offers kindergarten through sixth grade education. Each staff member is a faithful Christian dedicated to the education of children and fully passed a background check. We view education as a ministry to families seeking to *“bring them (children) up in the training and admonition of the Lord.”* as instructed in Ephesians 6:4, using discipline through Christ-like love and encouragement.

## Sample Schedule

|       |   |
|-------|---|
| 7:45  | Arrival   |
| 8:00  | Announcements in the Worship Room<br>Prayer lead by student devotion<br>Pledges |
| 8:25  | Bible Study   |
| 8:45  | Spelling, Language, Writing   |
| 9:45  | Recess  |
| 10:15 | Reading, Health   |
| 11:15 | Lunch, Recess   |
| 12:05 | Math  |
| 12:40 | Science   |
| 1:00  | Read Aloud, Snacks  |
| 2:20  | History   |
| 2:40  | Clean up the school and prepare to dismissal                                    |
| 3:00  | Dismissal   |

## **SCA Discipline Policy**

Every infraction will be documented and sent to the school administrator. For parent contact, the father of the household will be contacted first as stated in the SCA Handbook, if attempted contact is unsuccessful, then the mother will be contacted.

It is the intent of SCA to teach students to be able to govern themselves the way Jesus Christ has shown us throughout the Bible. As students learn to grow, the need for enforcing rules and regulations upon them should become less and less. Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:1-9 are examples of scripture that will help students to adopt an attitude of self-control. Students must be respectful to both parents and teachers.

If there are questions regarding disciplinary actions, the parent is to immediately discuss these questions with the teacher directly involved and the school administrator. Matthew 18 teaches that "if your brother sins against you, go and tell him his fault, between you and him alone."

The items listed below represent the standard approach, but each offense is to be weighed according to the seriousness of the offense, the age of the student, the frequency of the misconduct, and the attitude of the student.

### **Type 1 Behaviors**

**General Misbehaviors/Dress Code Inappropriate for School/ Church Setting:** These can be random behaviors that are disruptive or unsafe in nature that are not appropriate for the church/school setting. Examples might include yelling, name calling, running inside the building, pushing, shoving, arguing, unsafe or intentionally unclean restroom behavior, repeatedly going to the office or leaving classroom without permission, minor classroom disruptions, or any other behaviors that the teachers deem inappropriate for the school setting.

1<sup>st</sup> offense= Warning from the teacher, prayer time.

2<sup>nd</sup> offense= Final warning from the teacher, prayer time.

3<sup>rd</sup> offense= Student is required to meet with the School Administrator, and the Administrator will decide the appropriate disciplinary action for the student.

Multiple, reoccurring offenses may require assessment of the student's eligibility to return to SCA.\*



## **Type 2 Behaviors**

\***Fighting:** Mutual altercation in which both parties contributed to the situation either by verbal, physical, or written communication.

\***Assault:** An unprovoked physical altercation from one party to another.

\***Sexual Harassment:** Any unwanted verbal or physical harassment of a sexual/romantic nature. May or may not include touching, groping, and/or inappropriate comments regarding another person's body.

\***Bullying/Harassment:** Verbally or physically picking on or harassing another person that results in the person feeling threatened, unsafe, or unprotected.

**Disorderly conduct/insubordination:** The unwillingness to submit to authority or refusal to respond to a reasonable request or any act that intentionally disrupts the orderly conduct of a school function. In order to ensure student safety, students MUST follow instructions from adult staff.

**Disrespect to Staff:** Use of abusive language or behavior that is intimidating, hostile or dismissive in nature. Lying to staff is considered to be disrespectful in the eyes of God and will be treated as such.

**Disruption of the Learning Environment:** Any student conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. This extends to any location on both on and off of school grounds. Continually disrupting the learning of others will not be tolerated or allowed at SCA.

### **Disciplinary Action**

**Any Offense** = Student is required to meet with the School Administrator, and the Administrator will decide the appropriate disciplinary action for the student.

**Multiple, reoccurring offenses may require assessment of the student's eligibility to return to SCA.**

*\*Missouri Safe Schools Violation requires mandated report to be filed\**

## Dress Code:

SCA believes that appropriate attire encourages good student conduct and is fundamental to the development of wholesome attitudes and behavior. Students are expected to wear clothes that are neat and clean. SCA encourages modesty in dress as set forth in Scripture. The dress standards that follow are intended to express these biblical standards and principles. Parents are responsible for seeing that their children are dressed properly when they leave each day for school. The dress code at SCA is to be observed each day during the school year, for all school programs and performances outside of school (field trips, etc.) unless SCA has informed parents otherwise.



## TOPS:

- Any shirt that could be deemed distracting due to immoral wording, logos, or advertisements will **NOT** be allowed.
- Short sleeved,  $\frac{3}{4}$ -length, and long sleeves are acceptable.
- Tops must be of sufficient length to properly hide a child's stomach when the child reaches above their head, sits, squats, or stands.
- Tank top style shirts are permitted if the band across the shoulders is no narrower than (1) one inch if the top does not gape, drape, or sag open, revealing bare skin on any part of the upper body.
- Loose fitting shirts which gape, drape, or sag open, revealing bare skin on any part of the upper body will only be allowed if a tight-fitting undershirt is worn underneath for the purpose of not revealing bare skin on any part of the upper body.

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## BOTTOMS:

- Bottoms with holes or frayed fabric on the crotch or buttocks area will **NOT** be allowed.
- Bottoms must properly fit the child as so no undergarments are visible. Low riding or “sagging” bottoms will **NOT** be allowed.
- Bottoms must be of sufficient length (3” inseam min.) to properly hide a child’s buttocks and groin area when the child reaches above their head, sits, squats, or stands.
- Leggings are allowed if the material is not see-thru.
- Skirts/dresses can be worn if the child wears non-see-thru leggings or shorts underneath.

**SCA reserves the right to make the final decision in questionable areas of dress code.**

Parents will be called to bring appropriate clothing when students do not follow the dress code.

## Procedures:

### Registration:

While school is in session, parents may register their students at the administrative office of Southside Christian Academy between the hours of 8:00 and 3:00. Families of Southside Christian Church will receive a priority enrollment if completed before the date of open enrollment. Registration will then be accepted on a first come, first served basis.

We ask all families to comply with the following:

- Read the Family Handbook.
- Complete all necessary paperwork.
- Take any necessary entrance exams given by the school.
- Complete an interview between administration, parents, and students.
- Meet the school's academic admission criteria.
- Non-refundable application fee of \$150. (Applied to tuition if accepted).
- Each new student admitted is on a nine-week trial period.

### Admissions:

Admissions begin with a family interview with the school board and faculty that will be providing services to your child to ensure an educational match for the students. The family interview is held to ensure a clear understanding of the school's philosophies, policies, and protocols. SCA believes that through this process, God will give guidance and wisdom to everyone involved. Prior to the interview, families must submit the following documents:

- Completed application form for each prospective student.
- Copy of the applicant's birth certificate.
- Up-to-date immunization records for the applicant.
- If applicable, transcripts from applicant's prior school and any formal discipline records.
- Completed placement test, if necessary.
- Signed parent agreement form.
- A completed Church reference letter or character recommendation.

## Attendance:

We believe that the best way for students to succeed in school is for the student to be in attendance. To minimize lost class time, we request that doctor, dental, or other appointments be scheduled on non-school times when possible. If it is necessary for a student to be dismissed early or arrive late, an email, written note, or phone call should be presented prior to the appointment. Written communication from the doctor is requested when the student returns.

All students will need to be signed-out by the adult when leaving school early or signed-in when coming in late.

## Lunch:

Each student is responsible for bringing a healthy lunch each day.

Candy and sweets are to be limited.

## Tardies:

A tardy is defined as a student not being in his or her seat prepared to work by the beginning of class. Repeated tardiness will affect the student's attendance record.

## Illness:

A child who has been ill during the night or becomes ill upon awakening should not be sent to school. This will help prevent spread of illnesses among other students and teachers. Any of the following symptoms justify keeping your child away from school:

- Fever of 100 degrees Fahrenheit or more
- Persistent cough or severely runny nose unrelated to allergies
- Nausea, vomiting, or diarrhea.

If a child becomes ill or has a temperature during the school day, the parent or designated adult will be contacted to pick up the student. The student should be fever-free without medication for 24 hours before returning to school. SCA reserves the right to refuse the attendance of any ill child.

## Curriculum:

We believe our curriculum should challenge our students to reach their academic potential while teaching Biblical truths. We have chosen Abeka for this reason. Abeka offers Christian schools comprehensive, biblically-based curriculum, textbooks, teaching aids and more for Preschool–Grade 12 with a traditional, spiral learning approach.

## Parent -Teacher Conferences:

In order to promote a positive relationship between the family and the home, every parent is required to participate in these informative and helpful programs. If both parents are unable to attend, the father should, if possible, represent the family. We believe that fathers are ultimately responsible before God for their families.

Parents should also be aware of the devastating effect of a “false dualism” or double standard of living between home and church which only serves to promote hypocrisy and confusion in the life of a child. Consistent Christian standards will help to promote a sound sense of security in the child’s life.

## Grades and Report Cards:

Student grades and report cards will be provided approximately one week after the end of each quarter. The first report card will be delivered during parent conferences at the end of the first quarter.

The following grading scale is used for report cards and on student’s permanent records.

|                              |   |
|------------------------------|---|
| 100 - 90%                    | A |
| 89 - 80%                     | B |
| 79 - 70%                     | C |
| 69 - 60%                     | D |
| Below 60% is a failing grade |   |

## Tuition and Fees Payment Policy:

For information concerning tuition and fees, contact the school office. Tuition is \$3,950 plus curriculum per student for the school year.

Family Payment Plan options:

1. Annual payment due two weeks prior to the beginning of the year.
2. Semester payment due two weeks prior to the beginning of the semester.

A late fee of 5% of the total bill due will be added for each thirty days.

A service charge for checks returned due to insufficient funds will be assessed.

Additional fees

No official school records will be released, including report cards and transcripts, when an account has an arrears balance.

## Inclement Weather:

In the event of inclement weather, Southside Christian Academy will strive to keep the safety of everyone in mind. We will cancel school, should it be necessary, independent of the public school system. We will post the information on Facebook and send text messages as necessary. Consult the local TV and radio stations if needed.

*It is the policy of Southside Christian Academy that no student shall be subjected to discrimination on the grounds of race, color, sex, national or ethnic origin in the administration of its educational or admission policies.*

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