

SOUTHSIDE HOMESCHOOL ACADEMY

2018-2019

STUDENT HANDBOOK

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**Supplementing your Home Education needs
Assisting families to fully realize each student's
God-given potential**

**Southside Homeschool Academy is located at
Graceland Baptist Church
975 Dorset Road
Powhatan, VA 23139**

**sshsc@hotmail.com
www.southsidehomeschoolacademy.org**

CALENDAR

Open House	Tuesday, March 6, 2018, 6:30 pm at Graceland Baptist Church
Back to School Night	Tuesday, August 7, 2018, 6:30 pm at Graceland Baptist Church
Classes Begin	Thursday, September 6, 2018
Final Drop Period	Tuesday, October 30, 2018
Election Day	Tuesday, November 6, 2018, School is closed
Thanksgiving Holiday	Tuesday, November 20, and Thursday, November 22, 2018
Christmas Holiday	Friday, December 14, 2018 – Wednesday, January 2, 2019
Classes Resume	Thursday, January 3, 2019
Winter Break	Thursday, February 21, 2019
Spring Break	Tuesday, April 2, and Thursday, April 4, 2019
Last Class Day	Thursday, May 23, 2019

OUR PURPOSE

Southside Homeschool Academy provides elementary, middle, and high school level classes (4th – 12th grades/ages 9 -18) designed to supplement the parent-directed education of home-educated children. Christianity and the Bible are the foundation on which our principles are based; however, we include students and parents from diverse social, economic, and religious backgrounds. We are committed to assisting homeschooling families regardless of race, color, or nationality.

CONTACT INFORMATION

If an emergency occurs and the need to contact Southside arises, **do not call the church office.** Each tutor will provide a cell phone number that will be available for all emergency calls during school hours. Tutor contact information is listed in this catalog with each class description.

SNOW DAYS

We normally follow the snow closings and delays for Powhatan County Public Schools. ***However, be advised if we determine there is not a safety issue for Southside, we will hold classes as scheduled. Always check your email for additional instructions regarding class cancellations.*** In addition to snow days, we have adopted an "opening late" schedule that would still allow us to meet if the roads clear up later in the day to prevent an entire missed day. If we are opening late, we will email that we are "**Opening 1 hour late**" or "**Opening 2 hours late.**" You will then need to adhere to the following schedules:

Opening 1 hour late:		Opening 2 hours late:	
1st period	9:30 – 10:30	1st period	10:30 – 11:30
2nd period	10:35 – 11:35	2nd period	11:35 – 12:35
3 rd period	11:40 – 12:40	Lunch	12:40 – 1:10
Lunch	12:45 – 1:15	3 rd period	1:15 – 2:05
4th period	1:20 – 2:35	4th period	2:10 – 3:00
5 th period	2:40 – 3:55	5 th period	3:05 – 3:55
(1st, 2nd, and 3rd periods 1 hr.)		(1st and 2nd periods 1 hr.)	
(4th and 5th periods 1 hour and 15 min.)		(3rd, 4th, and 5th periods 45 - 50 minutes)	

PARENTAL RESPONSIBILITIES

Southside is designed to be a complement to homeschooling. Parents with children enrolled at Southside are responsible for complying with the

homeschool legal requirements of the Commonwealth of Virginia. Parents must consider

the age and academic development of their students before enrolling them in courses offered by Southside Homeschool Academy.

Southside teachers are not equipped or trained to assist students with disabilities or special needs, whether academic, physical, mental/emotional, or behavioral in nature. If your student has special needs of any kind (whether this involves prescribed medication), we ask that you fully disclose all medical or educational details to our administrator before registering. A release letter from a doctor may be required for attendance.

Parents should guide their children by taking on the role of supervisor: be aware of class expectations and assignments, set up a study schedule as needed, be certain that assignments are completed, and help with time management. **Parents bear the responsibility of ensuring that their child comes to class prepared.**

PAYMENT POLICY

Registration Fee: This fee is calculated per student and is non-refundable. The registration fee is paid once per year directly to Southside Academy to cover insurance, building rental, and the administrator's fee.

Tuition:

- All tuition fees are annual charges and must be paid in full. Tuition refunds will be handled individually and based on family circumstances such as medical emergency or re-location.
- Tuition fees are not subject to pro-ration for missed days due to inclement weather or illness.
- Teachers are individual contractors – all tuition fees, late fees, textbook fees, copy fees, or other expenses ***are paid directly to the teacher.***

RESPONSIBILITIES OF TEACHERS AND STUDENTS

Each tutor oversees his/her classroom and has the responsibility of establishing guidelines for the conduct of the students. Students must be respectful of their teachers, their classmates, and any other adults who volunteer their services during the day. **If a student is unruly, unprepared, habitually tardy, or has excessive absences, the tutor will follow these guidelines:**

- **First warning** – the student will receive a warning for repeated offenses and parents will be notified.
- **Second warning** – continued infractions will result in the tutor contacting the parent.
- **Third warning** – may result in dismissal. If a student is dismissed from a class, he may not be readmitted.

Southside will not tolerate any fighting, possession of a weapon, alcoholic beverages, or drugs **of any kind.** A student whose behavior is threatening to others will be subject to disciplinary action that could result in dismissal. This includes interfering with a safe learning environment, infringing on the rights of others, or harassment/bullying of any type (verbal, written, physical teasing, or threats) that take place **ON CAMPUS ONLY.** **We will not get involved with social media conflicts or those that may take place off school property. That is the parent's responsibility.** Additionally, students who have been dismissed/suspended from another school because of discipline problems, or students who have been charged with an offense by the police, **may not be permitted to enroll at Southside Academy.**

- Tuition fees are due and payable in full to teachers, but upon request, tutors may arrange a monthly or semester payment plan for the contracted annual tuition to accommodate your financial needs. Parents are responsible to the tutor for full class payment before final grades may be issued.
- **Copy/Lab/Materials Fees** are due by Back to School Night.

Late fees:

- Delinquent tuition payments will be assessed a \$15 late fee, payable to the teacher, *if five days overdue. This also applies to study hall monitors, who are paid per semester.*
- If payment has not been made within 14 days of the due date, **students will not receive grades nor be permitted to return to class until any unpaid balances have been satisfied.**

COURSE DROP PERIOD

October 30, 2018, is the last day a course may be dropped for the school year. **Tuition for the first two months and any additional class fees are not refundable.** After that date, each family is responsible for the ***full year's tuition.*** In the event of unforeseen circumstances, tutors have the option to refund or waive tuition payments. Parents should consult with tutors regarding their individual payment policies. Enrollment is for the entire academic school year; therefore, you are expected to pay your student's tuition ***in full*** to receive final grades and re-enroll for the next academic school year.

The property of the church must be respected. Should there be any damage to any of the property, the student or the teacher who caused the damage will be responsible for the repairs. Any destruction or lack of respect for church property or the property of others may be grounds for automatic dismissal. Students are to refrain from any unruly conduct in the hallways.

NO CELL PHONES MAY BE IN USE during school hours by students inside the building. The only exception to this rule is if a math tutor allows students to use a cell phone as a calculator. In an emergency, tutors have cell phones available for the student's use.

DRESS GUIDELINES: Students must dress appropriately. As parents, you are responsible for monitoring your child's dress before leaving home. Unusual costumes or regalia, distracting hair color, body piercing, and intimidation clothing are discouraged. *Clothing that supports or glorifies a particular group or movement is not allowed. We ask that students not wear mostly black clothing, distracting make-up, or chains.* Instead, clothing should be appropriate, reflecting the Christian orientation of Southside and the church environment where classes are being held.

Casual dress is acceptable, but must be neat and modest. Backs, cleavage, tummies, and underwear should not be seen, with no revealing tank tops or thin-strapped tops. When male or female students sit down, their shirts should still touch their pants/skirts (even when they raise their hands). Shorts and skirts/dresses should be two inches above the knee.

Each student is encouraged to do a mirror check at home to ensure that clothing fits the Southside guidelines.

If a student's clothing is inappropriate and cannot be covered up with an article of his/her own clothing, then the student's parents will be contacted to bring a change of clothes. The student will be given another item to wear until the arrival of the parent. Wearing of a Southside-provided article of clothing may constitute a warning.

In general, please refrain from wearing unsafe, inappropriate, or immodest clothing. Footwear with wheels should not be worn. Remember, we are using the facilities of God's house, which He has made possible, so each student's dress should show neatness and respect.

Parents, please share all this information with your child.

HONOR CODE

As parents and teachers, it is our wish to educate students of honor. We expect our students to be honest in every aspect of life. This demands that each student do his/her own work. Lying, stealing, or cheating as well as the encouragement or toleration of such acts is unacceptable. This may include plagiarism, copying homework or class work from another student, or cheating on tests/assignments in any way (such as looking at someone else's paper or using a cheat sheet). Students must report any incidence of cheating to the tutor. Students may be asked by tutors to sign an honor code pledge. Southside will continue to provide a school environment where Christian ethics can flourish.

SAFETY

Safety is a vital concern. Please observe posted speed limits and use caution when picking up or dropping off your children.

Students should not leave the building grounds for lunch. Activity and traffic in the parking lot while entering and exiting the building must be minimized to avoid confusion and noise.

An adult must supervise any outside activities. Congregating in the parking lot is prohibited as well as playing on the church playground. Students who are not driving should not leave the building unattended. Loud music is prohibited in the parking area.

STUDENT DRIVERS

Families with students who drive to school must place a check in the appropriate box on the registration form. Additionally, we will need the vehicle license plate number and names of any other riders whose

parents have given permission to ride to and from school. Student drivers are strictly prohibited from leaving the co-op campus during class sessions. **ATTENTION: Once a student leaves the church grounds, he or she is no longer under the care and protection of teachers or Southside's insurance!**

LUNCH

The fellowship hall is provided for lunch. Students should bring lunch for the time between third and fourth period. Clean up will be the responsibility of each student. Neither a microwave nor a refrigerator is guaranteed to be available for student or teacher use. ***Students should not leave the grounds for lunch.***

PARENT PICK-UP POLICY

Students should be picked up *promptly* at the end of their class period. If a parent or their designated driver is late ***more than two times, a \$10 late fee will be assessed.*** Parents should be in the parking lot by **3:50 p.m.** to pick up those students who have a **5th period class.** Additionally, parents are encouraged to notify the school by texting or calling the teacher's cell phone number *if they are going to be late.*

STUDY HALL REGULATIONS

A study hall will be provided for the students who have a break in their class schedule. When registering, please indicate which period study hall will be needed. There is a **\$50 per semester** charge paid directly to the study hall monitor at the beginning of each semester. Delinquent payments will be assessed a \$15 late fee, payable to the monitor, ***if five days overdue.*** The monitor during that period will supervise your child and ensure that he/she is either doing homework or reading a book.

REGISTRATION

Registration forms and registration fees for classes should be sent to:

Southside Homeschool Academy
c/o Robin Settle
2709 Ridgeview Road
Powhatan, VA 23139
Phone: (804) 598-8150

Attached to the catalog are forms for registration and personal family information that Southside requires for our records. Read carefully, supply the requested information, keep a copy, then mail the originals, along with your registration fee. **Make checks payable to Southside Homeschool Academy.**

Additionally, to continue our high standard of excellence, *families of new students will be required to provide Southside with the names and telephone numbers of two individuals we may contact for recommendations for their student(s).* One name should be an adult who knows your child through religious affiliation, and the other should be an adult who knows your child through academic affiliation. (i.e., previous teacher)

Registration fees for the 2018-2019 school year are ***(before June 1, 2018)***

- \$100 for the first family member
- \$90 for each additional family member

REGISTRATION FEES ARE NON-REFUNDABLE

These fees are used to pay rent to the church, insurance, and other established operating expenses for Southside.

- **Early registration fee:** \$100 for the first family member and \$90 for additional family members.
- **Late Registration fee:** *after June 1* will be **\$115 for the first family member and \$95 for additional family members.**

Questions regarding the academy or registration should be addressed to our administrator, Robin Settle, at **(804) 598-8150** or **jlsettle@msn.com**. Address individual class questions to the respective teacher.

Schedule 2018-2019

Please note: Classes meet on Tuesday & Thursday each week unless otherwise stated. Study halls are available each period

<u>1st PERIOD</u> 8:30-9:50 a.m.	<u>2nd PERIOD</u> 9:55-11:15 a.m.	<u>3rd PERIOD</u> 11:20 a.m.- 12:40 p.m.	<u>LUNCH</u> 12:40-1:05 p.m.	<u>4th PERIOD</u> 1:10-2:30 p.m.	<u>5th PERIOD</u> 2:35-3:55 p.m.
ALGEBRA II PRE-CALCULUS (grades 10-12) Fredette	HANDS-ON SCIENCE (grades 4-6) Fredette	PHYSICS (grades 9-12) Fredette		GEOMETRY (grades 10-12) Fredette	
BIOLOGY I (grades 8-9) Majeskey	BIOLOGY II (grades 10-11) Majeskey	MATH 6/7 (grades 5-7) Majeskey		PRE-ALGEBRA ALGEBRA I (grades 8-10) Majeskey	HONING YOUR STUDY SKILLS Majeskey (Thursday) (6-week session) 9/27 – 11/1
INTRO TO WRITING/LIT (grades 6-8) Sperbeck	INTER WRITING/LIT (grades 8-10) Sperbeck	ADVANCED WRITING/LIT (grades 10-12) Sperbeck		COLLEGE PREP WRITING (grades 11-12) Sperbeck	CREATIVE WRITING (grades 9-12) Sperbeck (Tuesday)
GOVERNMENT AND ECONOMICS (grades 10-12) Arnett	US HISTORY (grades 9-12) Arnett	WORLD HISTORY I (grades 7-9) Arnett		GENERAL SCIENCE (grades 6-8) Arnett	US HISTORY (grades 4-7) Arnett
LANGUAGE ARTS (grades 4-6) Kuykendall	LATIN & GREEK ROOTS I (grades 4-8) Kuykendall	LATIN & GREEK ROOTS II (grades 7-12) Kuykendall		CHARACTER DEVELOPMENT Kuykendall	
				PERSONAL FINANCE (grades 9-12) Settle (Thursday)	JOURNALISM (grades 8-12) Settle (Thursday)
		ART Boyles		ART Boyles	
				DEBATE (after school) (Tuesday) Arnett	BEGINNER BAND (after school) (Tuesday) Robinson

