

**Family Handbook
2023-2024**



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INTRODUCTION

History

In 2016, SSCA opened with the mission of providing high-quality Christian education to students on the south side of Peoria who would not otherwise be able to afford it. The dream God gave was to start with a kindergarten class and expand each year through at least eighth grade. Our prayer was that someday students would come to know Christ and take His love back to their families and help transform a whole community for God's glory.

Mission and Core Values

South Side Christian Academy is a Christ-centered school with a mission to reach and transform children and families for Christ by establishing a solid biblical worldview, confirming value and hope in Christ, and preparing each young person through a high-quality education for a life of service to God and others.

Core Values

- **Truth** - All Truth is God's Truth. We Believe that Truth is created and defined by God and is laid out in the Bible, His Infallible Word. John 8:32, 17:17
- **Knowledge** - We will promote an academic program marked by excellence, high achievement, and creativity. Psalm 119:66
- **Compassion** - We believe that a love of knowledge and learning must be accompanied by an attitude of compassion in order to benefit society and spread the message of Christ. Ephesians 4:32
- **Service** - We believe that, having freely received the blessings found in Christ alone, it is critical to give back to our families, community, and world to demonstrate our love for God and others and our deep appreciation for His work in our lives. I Samuel 12:24
- **Effort** - We believe that we will be blessed when we do our best in all things for the glory of God. Col. 3:23

Motto

"Learning...to glorify God."

Goal and Objectives

The goal of South Side Christian Academy is to aid in the development of each student's total life academically, socially, physically, and spiritually, striving to help the student to be conformed to the image of the Lord Jesus Christ as set forth in Romans 8:29.

Objectives

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15, 16, 17; II Pet. 1:20, 21)
2. To teach the basic doctrines of the Bible. (Titus 2:1)
3. To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9, 10)

4. To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Rom. 12:1,2; II Tim. 2:15; Deut. 26:16, 17)
5. To impart an understanding of each Christian's place in the Body of Christ and its worldwide mission, providing opportunities for the student's involvement in this task. (Eph. 4:12; I Cor. 12:1-31; Matt. 28:19, 20)
6. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7; Gal. 5:22, 23)
7. To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5; I Tim. 4:7)
8. To encourage the student to develop self-discipline and responsibility from God's perspective. (I Tim. 4:7; I Cor. 9:24-27)
9. To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
10. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible. (II Pet. 1:3)
11. To teach the student to hide God's Word in his heart through memorization and meditation. (Ps. 119:11; Ps. 1:1-3)
12. To teach the student how to study God's Word. (II Tim. 2:15)
13. To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Ps. 139:13-16)
14. To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil 12:1-4; Eph. 5:21)
15. To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13; Rom. 12:10)
16. To teach the student Biblical skills for personal and social relationships. (Ps. 119:9; Eph. 4:12)
17. To teach the student the Biblical view of dating, marriage and the family. (I Thess. 4:1-7; I Tim. 4:12; Gen. 2:18-25; Eph. 5:22-33)
18. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19, 20)
19. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17-19; Matt. 6:19, 20; I Cor. 10:31)
20. To teach the student an appreciation of the Fine Arts.
21. To teach the student to understand and use the fundamental processes in

communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Cor. 5:20)

22. To teach and encourage the student to use good study skills and habits. (II Tim. 2:3-7)
23. To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14; Rom. 12:2)
24. To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Tim. 3:14-17)
25. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Cor. 10:11; Rom. 13:1-7)
26. Use current affairs in all areas, teaching the student how they relate to God's plan for man.
27. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly. (Ps. 8:6; Heb. 2:6-8)

STATEMENT OF FAITH

1. The Bible is the inspired and infallible Word of God, given to man, inspired by the Holy Spirit. (Matt.4:4, Titus 1:2, James 1:21, 2 Tim. 3:16, Heb. 4:12, John 17:17, PS. 119:105, 1 Thess.2:13, 2 Peter 1:21)
2. There is one eternal God, the Creator of all things, who exists in three persons: The Father, the Son, and the Holy Spirit. (Matt. 28:19, 2Cor. 13:14, Isa. 44:6, John 1:14, Luke 11:35, John 14:16-17, Gen 1:1-2, 1 Pet. 1:2, Col. 2:9, John 10:30)
3. Jesus Christ, the Son of God was conceived by the Holy Spirit, born of the Virgin Mary, and lived a sinless life. (Matt. 1:18, Isa. 7:14, Heb. 4:15, Luke 1:30-35, 1 Peter 2:22, Matt. 1:20, 1 John 3:5, 2 Cor 5:21)
4. Man was created in God's image, but by man's transgression became separated from God. (1 John 5:17, Isa. 53:5-6, 1 John 1:8, 1 John 1:8-10, Rom 3:11, Rom. 6:23, Rom. 3:23, Rom. 5:12, Gen. 1: 24-27, Gen. 5:1)
5. Man is justified by faith, by the shed blood of Jesus Christ on Calvary's cross, His death, and His resurrection from the grave. (Eph. 2:8-9, Heb. 9:12-14, Heb. 10:4, Col. 1:14, 1 Cor. 15:16-20, Luke 23:33, Luke 23: 26, Phil. 3:10, Mark 16, Acts 1:3, John 20:18-22, Rom. 5:1)
6. The Holy Spirit resides in the hearts of true believers and is evidenced by a spiritual rebirth, reconciliation with God, and obedience to God's Word. (Gal. 2:20, Phil. 1:21, Eph. 2:10, 2 Cor. 5:17, 2 Tim 2:15, Rom. 6:4, Gal. 5:22-23, John 14:26, John 15:26, Col. 3:1)
7. Both the saved and the lost will be resurrected, the saved unto eternal life and the lost unto eternal damnation. (Heb. 9:27, 1 Thess. 4:13-18, 2 Peter 2:9, John 5:28-29, Rom. 3:23, Rev. 21:8, Matt. 10:28, Matt. 25:48)
8. God is the Creator of all life, including the unborn; all life is precious in His sight. (Jer. 1:5, Gen. 1:27, Col. 1:16, Prov. 6:16-19, Eccl. 11:5, Exod. 23:7, PS. 139:12-17)
9. We believe that God wonderfully and immutably creates each person as either male or female in nature of God. We also believe that God created marriage to be exclusively the lifelong union of one man and one woman, and that intimate sexual activity is to occur exclusively with that unique, God created union. (Gen. 1:26-27, Gen. 2:18-25, 1 Cor. 6:18, 1 Cor. 7:2-5, Heb. 13:4).

ADMISSION/ENROLLMENT GUIDELINES

Non-Discrimination Policy

South Side Christian Academy shall admit students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally afforded or made available to students at the school. It shall not discriminate based on race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs or other school administered programs.

Application

Families desiring to send their students to SSCA must follow the application process. A completed application, student assessment, and parent interview are all required during the process. Before any student will be accepted and allowed to enroll at SSCA, parents/guardians and students must agree with the instruction/policies of the Board of SSCA, including but not limited to the Statement of Faith and Code of Conduct. A signature acknowledging the receipt of the handbook indicates the acceptance of all requirements and conditions of enrollment.

Returning Students

The status of all returning students will be subjected to review each year. Re-Enrollment forms will be sent home in the spring. Returning this form indicates your desire to return for the following school year but does not guarantee acceptance into SSCA. Students will be readmitted based on several factors including but not limited to Parent Night and Parent Teacher Conference attendance as well as the family's commitment to respecting the Statement of Faith, Student Code of Conduct, Christian Educational environment, and all board policies. Students who do not turn in Re-Enrollment forms by the due date may need to reapply and are not guaranteed a spot.

Required Records

All students are required to submit a certified birth certificate, affidavit, or any other acceptable proof to meet requirements prescribed by the State of Illinois prior to the first day of school. A certified birth certificate is the official document from the County Clerk's Office and is often presented on thicker paper with a colored border or background with an embossed seal. Certified birth certificates can be ordered online or by phone from the County Clerk's office in the county where your child was born. A copy will be made for the student file.

Required Health Records

Illinois law (105 ILCS 5/27-8.1 and Illinois Administrative Code Title 77 Part 665) requires specific health records be on file with the school upon entrance to kindergarten, second, sixth, ninth, and 12th grade. All required health forms are to be submitted to the school prior to the first day of attendance. All required health records must be submitted on State of Illinois standard forms. These forms are available from your health care provider and in the school office. Students will be excluded from **school after October 15** if these required health forms: Birth Certificate, Physical, Immunizations are not on file with the school office.

Physical Exam and Immunization Records

Each student is required to have a physical exam prior to entrance into kindergarten, 6th grade, and 9th grade. This exam may be obtained up to twelve (12) months prior to the first day of attendance and must include a complete medical history and immunization record. The Illinois Revised Statutes require that school children be adequately immunized unless the parent/guardian submits a written objection based on religious grounds. Parents who religiously object to the administration of vaccines must submit a Certificate of Religious Exemption signed by their child's healthcare provider.

Dental Exam

Each student entering kindergarten, 2nd, 6th, and 9th grade is required by the State of Illinois to have a State of Illinois School Dental Exam form on file in the school office by May 15. In lieu of a school dental exam form, a Dental Examination Waiver Form may be submitted by families who are unable to complete the requirement due to cost or lack of access to dental care. Blank forms may be obtained in the school office or from your dental provider.

Eye Exam

Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois school to have an eye examination by a licensed ophthalmologist or optometrist on file with the school by the first day of attendance. In lieu of the school eye exam, an Eye Examination Waiver Form may be submitted by families who are unable to complete the requirement. Blank forms may be obtained in the school office or from an eye doctor.

Tuition/Required Financial Documents

SSCA is a tuition-donated school. The school is funded by private donations. Families do not need to pay to attend SSCA. However, some financial information is required at the beginning of the year for state programs that benefit SSCA such as Title 1. All information collected will be confidential. Students will be excluded if financial documents are not turned in by October 15.

Parent Commitment

Although SSCA does not ask for a financial commitment from families to attend school, we do require that parents invest in the education of their children in several ways: 1) A Parent Agreement must be signed that affirms parent/guardian support of the curriculum and Christian school environment which includes any and all policies consistent with the SSCA Statement of Faith and Code of Conduct. 2) Three Parent Nights will be attended, 3) Two Parent Teacher Conferences will be attended. 4) Parents will be notified of many other ways they may support SSCA. Parents who fail to meet these requirements must have a meeting with SSCA administrators to determine an appropriate course of action for the child to be re-enrolled. Failure by parents/guardians to abide by these requirements may lead to dismissal of the student.

A mandatory Registration/Parent Orientation will be held prior to the first day of school. We will go over all the necessary information for the school year. If there is a reason a parent/guardian cannot attend, special meeting arrangements **MUST** be made prior to the orientation date. Students may not attend school until this meeting takes place.

ACADEMIC PROGRAM

Philosophy

We believe every child should have access to a solid biblical, high-quality education.

Academic Probation/Retention

Students who test poorly on entrance exams or fall short of academic expectations may be placed on academic probation. Parents, teachers, and administrators will meet to discuss the terms of the probation agreement. SSCA staff will work to support students. Those who continue to struggle may be retained or dismissed from SSCA if we feel we do not have the staff to support a child's growth. These decisions are at the sole discretion of the SSCA staff.

Academic Support

SSCA does not currently employ staff for special education. We do, however, have Reading and Math intervention specialists who will work with students who need extra support. When extra support is required, parents will be notified.

Grade Reporting

Grades and progress will be discussed with the parent/guardian at our required Parent Conferences and any other time the parent or teacher feels it is necessary. Report cards will be given out (4) times each year in the months of October, January, April, and July.

Grading Scale

SSCA uses an Illinois Standards based grading system. The following scale is used to determine a student's progress:

- 4 - Exceeds Expectations
- 3 - Meets Expectations
- 2 - Approaching Expectations
- 1 - Needs Improvement

Graduation

Students will be promoted from 8th grade to 9th grade upon the successful completion of all SSCA graduation requirements: This also includes but not limited to passing all required classes, passing all required Illinois Social Study tests (Illinois History and Government, Flag, US Constitution, Declaration of Independence)

Homework

Occasionally homework will be sent home with students. This is meant to provide additional practice, communicate what is being taught, and establish a good work ethic.

Integrity Expectation

SSCA operates on an honor system. The honesty and integrity of each student is considered vital. Cheating is a major violation and is disciplined accordingly. Parents will be notified. The following areas are considered as cheating:

- Giving or receiving help on tests, copying homework, and/or allowing someone to copy
- Sharing information from tests or quizzes with others

- Plagiarizing or copying work and claiming as student's own work
- Using an electronic device or other aid during a test or quiz session.

Parent Teacher Conferences

Mandatory Parent/Teacher Conferences will be held twice each year. Parents/Guardians will be required to sign up for a time that works well for their schedules. Parents who fail to attend their scheduled conference will be contacted by the principal to schedule a meeting in addition to rescheduling the conference. Failure to adhere to these requirements will result in a student's dismissal from SSCA.

Reading

Reading aloud to your student and with your student each day will greatly increase his/her reading skills.

Supplies and Textbooks

All necessary supplies and textbooks will be provided by SSCA. Students are expected to be good stewards of all SSCA property, including text and workbooks. Students in every grade will be responsible for maintaining good condition of all text and workbooks.

APPEARANCE GUIDELINES

Philosophy

It is the desire of South Side Christian Academy that our students live and conduct themselves in a manner that pleases God. Standards for appearance are a means of building character in the lives of our students. The dress code is one of the first and most tangible rules that our students must follow.

By exhibiting personal responsibility in this area, students show respect for themselves and the SSCA community by being appropriately dressed. Maintaining an atmosphere that embraces a student's quality of appearance makes a positive impact on the classroom and community by keeping the focus on learning. Avoiding controversial, inappropriate and ideological expressions as part of one's dress helps to minimize distractions and is required of an SSCA student. Students are expected to follow the dress code standards during every school day. We ask parents to assist in making sure your child is in proper dress prior to arriving at school. Students will be expected to be compliant with the appearance standards when they come onto the SSCA campus in the morning and to remain in compliance while on campus. Appearance standards should not become an issue but a positive reflection of community and what we represent.

The SSCA Administration recognizes the challenge for parents of interpreting personal appearance standards in conjunction with current trends within the fashion industry. The safest course of action would be to ask the following questions:

- Is it appropriate for school?
- Is it modest?
- Does it reflect biblical principles?
- Is it non-offensive?
- Is it neat?

The SSCA Faculty and Administration reserves the right to make the final decision in any questionable appearance standard or personal property cases. This also extends to student actions or behaviors.

Guidelines

Students are required to wear an SSCA approved uniform shirt available through the school. The SSCA shirt must always be visible. If a student wears a zip up or cardigan, it must be unzipped so that the SSCA logo is seen. Students who purchase an SSCA zip up sweatshirt must wear an SSCA shirt under it. Parents will provide jeans, khaki pants, or mid-thigh to knee length shorts. Girls may wear skirts no shorter than 2 inches above the knee. Shorts should be worn under skirts.

Uniforms Provided

SSCA t-shirts (2)

SSCA long sleeve (1)

SSCA sweatshirt (1)

Additional shirts will be available for purchase at certain dates throughout the school year. There is a limited selection of extra uniforms available at any time in the school office.

On occasion, the students will be allowed to come to school in clothing other than their school uniforms. At any time during non-uniform days that a student struggles to follow the PROS rules, parents will be notified and will be asked to provide a uniform shirt. On those days, the following guidelines will be enforced.

Tops

- No shirts which do not cover the mid-section (belly) when the student is sitting or standing.
- No shirts with references to alcohol, tobacco, drugs, sex, obscenities, violence, weapons, ethnic/racial slurs, or superiority.
- No shirts which are see through, torn or have holes.

Bottoms

- No shorts or skirts which are shorter than the mid-thigh.
- No shorts or skirts which are torn, altered, or have holes.
- No pants with holes above mid-thigh.

Other

- At SSCA, students are encouraged to wear gym shoes each day, due to PE and recess. Students are also encouraged to dress appropriately for the weather conditions. Please remember that we will go outside for recess and PE at temperatures of 20 degrees and above, and students should be dressed appropriately.
- SSCA does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists. (Board policy 4.021-2)
- No undergarment exposure.
- No bare or stocking feet (shoes must be always worn).
- No hats or bandanas.
- No fake fingernails or other accessories that distract the student's learning.
- No accessories with spikes or chains.
- No sunglasses.
- No pajamas unless approved by the administration.
- No outerwear (coats, jackets, gloves) may be worn in class unless approved by the teacher. In the event of cooler weather, zip up sweatshirts or hoodies that are allowed to be worn must be kept unzipped so that the SSCA logo is visible on the student's shirts. Additionally, hoods on any sweatshirts or jackets must stay down while inside.

ATTENDANCE GUIDELINES

Philosophy

SSCA requires regular daily attendance to ensure the success of a student's school experience. We believe that regular attendance in the classroom is essential to the success of a student's school experience. One can rarely make up or compensate for absences from class.

School Attendance

School hours are from 8:30 a.m. to 3:00 p.m. on Monday through Friday. Any absences should be necessary and unavoidable. A parent must call the school at 309.279.5753 by 9:00 a.m. when their student will be absent for all or any part of the school day stating the reason for the absence and describing symptoms related to illness. If office personnel are unavailable at the time of your call, please leave a detailed message on the school's voicemail. The school reserves the right to determine if an absence is excused or unexcused. If a call has not been received by the school office, the school is required by law to contact the parents of the absent student.

According to Illinois Law, students must attend school when it is in session during the regular school year. Families must sign a parent covenant prior to the start of the year which states they will work to get their child(ren) to school, and it is their responsibility to do so.

Students with exceptional attendance will be rewarded each year. Families should aim for their children to miss 5 or fewer days for the entire school year.

If a child must be absent, it is up to the family to notify the school. If a child has more than 4 absences within any of the 4 grading blocks, the principal will contact the family. The principal will request a meeting to determine a plan to improve a student's attendance. When the office is unable to reach parents or if parents do not attend requested meetings, the principal will call other emergency contacts and/or make a home visit.

Students who miss 17 or more (10% of) days of school will not be given priority re-enrollment. These students will be notified and will be required to go through the entire application process again.

Arrival/Dismissal

Students may arrive at school between 8:15 and 8:30 a.m. When dropping students off in the morning, please use the marked entrance to the parking lot. Cars will join the line in order of arrival. Students will remain in their cars until they reach the drop off area. As much as possible, students should exit from the passenger side of your vehicle. Students will walk to their designated class lines or will wait inside during inclement weather. Please do not leave your vehicle to walk your student inside unless it is past 8:30 a.m. If your student arrives after 8:30, please park your car and bring him/her into the main office. Sign the student in indicating the reason for late arrival.

Students should be picked up no later than 3:10 p.m. daily. Anyone picking up students at the end of the day should join the car pick up line. Students whose ride parks in the parking lot, rather than waiting in line, will be dismissed after the car line is empty. When picking students up in the afternoon, please pull up to the first cone near the bus if you are the first car. All other cars should join the car line that is being formed. Your student will wait on classroom lines until all bus students are loaded and then will be dismissed one by one to

their cars after the bus is fully loaded. Please do not leave your vehicle to come and get your child. Cars in the pickup line should not pull away until the bus has departed. Please use the marked exit to leave the parking lot.

If we are not able to reach a parent or other adult to pick up the student by 3:30 p.m., we will notify the Police Department.

Early Departure

If a student needs to leave school early for any reason, the parent must contact the office indicating the time of departure and who will be coming to pick the student up. Only adults listed in the child's contact information will be allowed to pick up the student. Parents or others picking up children during school hours must come to the office to sign their student out. At times identification will be required. **No students will be allowed early dismissal between 2:45 and 3:00 p.m. daily.**

Excused Absences

Absences will be marked excused if the proper notification is made to the office for the following situations: illness or injury, serious illness or death in the family, or another type of emergency. Students with excused absences will be expected to make up all the missed work and should turn the completed work in to his/her teacher. Planned absences require a 24-hour minimum notification to the SSCA office.

Illness and Unplanned Absences

Students with a sore throat, fever (100.4° or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and/or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, or other noticeable symptoms of an illness, must remain home for their sake and for the sake of other students. Students who have recovered from an illness may return to school when they have been without a fever for 24 hours without the aid of medication.

Unexcused Absences

The school reserves the right to determine if an absence is excused. Students who are absent without parental contact with the school will be considered unexcused no matter what the reason for the absence. All work missed due to an unexcused absence must be completed and given to the teacher. Students who are unexcused for any part of a school day will be considered ineligible for participation in extracurricular activities that day.

Tardy Policy

Students will be marked tardy if they arrive after 8:30 a.m. A parent or guardian must come into the school building to sign in their student. When possible, please bring your student even if he/she will be late. Excessive tardiness may require a conference with the student's parents and the principal and possible probation as well.

Vacations and Planned Absences

Parents should attempt to minimize planned absences as much as possible. Planned absences may be excused with advance notice to school office personnel. Work is not given out to the student in advance.

STUDENT CODE OF CONDUCT

Character Guidelines

Philosophy

Although SSCA does not require a student to be a Christian, it must be understood that the school will uphold standards of Christian conduct and expect the students to operate within

them, both while at school and away from it. This also includes proper conduct accountability with one's social media accounts. SSCA will strive to train students to live above reproach, showing respect for God, country, family, school personnel, and fellow students always. Students are expected to operate with integrity and behave in a consistent manner while at school and away from school. Misconduct away from school that impacts the school community may need to be addressed by the school administration.

Guidelines

Students are expected to demonstrate respect, compassion, diligence, neatness, modesty, discipline, self-control, and good stewardship. SSCA requires that a student's behavior and lifestyle, as evidenced in our SOF, (listed above) be consistent with a Christian model. This is particularly true in that the Bible makes specific prohibitions against certain behaviors and lifestyles and that these issues can significantly affect a student's ability to be part of SSCA. These include but are not limited to:

- promiscuous behavior (sex outside of marriage) (1 Cor. 6:18-20)
- sexual behavior/lifestyle outside the bounds of biblical standards (1 Cor. 6:9, Romans 1:26-27)
- criminal activity (Titus 3:1)
- use of drugs and alcohol (1 Cor. 3:16-17 and Proverbs 20:1)
- disrespect for authority (Col. 3:22, Heb. 13:17, Rom. 12:7)
- cheating, lying, stealing (Ex. 20: 15-16)
- communication (spoken, written, or electronic) that is not edifying to the body of Christ or the SSCA community
- bullying or targeted acts of aggression

No Firearms/No Smoking/No Vaping/No Drugs/No Alcohol Policy

SSCA has a firm NO FIREARMS/NO TOBACCO /NO DRUGS/NO ALCOHOL POLICY. This means firearms, tobacco, e-cigarettes and vaping products, drugs (recreational or medicinal without prescriber's authorization), and alcohol are not permitted in the building, on school property, or during school-sponsored activities (regardless of location). Any violation of this policy in school, on school property, or at a school-sponsored event will face immediate disciplinary action.

Harassment

SSCA intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability robs the person of dignity is not permitted and will be dealt with appropriately according to Board Policies.

Sexual Harassment/Sexual Molestation

Sexual Harassment by employees, volunteers, students or visitors at SSCA is unlawful and contrary to the religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment. All contact between employees, volunteers, students, visitors should be in keeping with respect for the individual, be of a nature that does not make anyone feel uncomfortable and be conducive to creating a stable learning environment. South Side Christian Academy reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

The school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and sexual molestation. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.

Definition of Sexual Molestation

Sexual molestation is defined as any willful and lewd or lascivious act, other than acts constituting the crime of sexual assault, upon or with the body, or any part or member thereof, of a child under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions or sexual desires of the perpetrator or of the child is also strictly prohibited by all staff and volunteers both on and off school grounds.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical contact such as touching, assaulting, impeding or blocking movements. South Side Christian Academy reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define “harassment” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

What to Do if You Experience or Observe Sexual Harassment/Sexual Molestation

Anyone who feel that they have been subjected to conduct of a harassing nature and/or employees who observe conduct of a sexually harassing nature are encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Sexual Harassment or Sexual Molestation

Any harassment or molestation should be reported immediately to the administration or to a Board member if the principal is involved.

Nondiscriminatory Coordinator - Susan Zobrist (309) 303-6482

Compliance Officers - Susan Zobrist (309)-303-6482) Nikki Giosta (309) 221-4881

Cassie Meiss - (309) 222-7558

DISCIPLINE GUIDELINES

Philosophy

Understanding that children have much energy, we want to encourage and help them form leadership skills, godly character, ensure safety and teach proper conduct. We will seek to act in a loving Christ-like way with our students. We will spend the first two weeks of the school year training the students to know and understand the rules of SSCA. We are committed to clearly communicating the expectations daily.

Guidelines

Each student will follow ALL SCHOOL RULES:

Be POSITIVE

Be RESPECTFUL.

Take OWNERSHIP of your attitude and actions.

Be SAFE.

The rules have been clearly defined for each area of the school. Refer to the behavior matrix for more information. Misbehavior will be classified as “minor offenses” or “major offenses.”

Minor offenses will be handled in the classroom by the teacher. These include, but are not limited to inappropriate language, disrespect including not following directions, noncompliance, disruptive behaviors including excessive talking and playing during work time, physically touching others that does not result in someone getting hurt, leaving assigned areas, teasing, lying, cheating, and property misuse.

Consequences may include but are not limited to losing recess time to do “think walks” to reflect on the behavior with an adult, loss of privileges or fun time, and loss of field trips.

Major offenses will be handled in the office. These include, but are not limited to: inappropriate language that is abusive, threatening, or racially charged; gross disrespect to teachers; repeated non-compliance or challenging authority; physical aggression that includes fighting, inappropriately touching others or other instances in which someone gets hurt; bullying that is either verbal or physical; theft; having weapons, drugs, alcohol or participating in illegal activity; leaving the building without permission when safety becomes a concern, and willfully disregarding the SOF and the beliefs of SSCA.

When students visit the office for any misbehavior, they will complete a reflection page with the principal. They will talk about what they did, how they felt, and how the situation could have been handled differently. A copy of the reflection page may be sent home with

the student in his/her book bag. Parents should sign and return the page the following day after discussing the incident with the child.

Major offenses or repeated minor offenses may warrant an after-school detention or an in or out of school suspension. In these cases, parents will be contacted and may be asked to pick up students or meet with the teacher and principal. In the event of an after-school detention, parents are required to pick up the student at the designated time.

If at any time a student becomes aggressive, students will be removed from the classroom and parents will be contacted immediately. When necessary, Law Enforcement will also be contacted. Students are never allowed to fight or "play fight." If a student does something back, for example, hits another student back after being hit, both students will have consequences. The Bible says in Romans 12:17, "Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everyone." Parents should never encourage students to fight at school. Anytime a student is involved in a physical incident at school, parents will be notified.

The use of Corporal punishment is strictly prohibited at SSCA. Any use of force or physical restraint is prohibited and will not be used unless the student is a danger to him/herself or others.

Important Note:

For students who continually struggle/refuse to follow directions, a Behavior Intervention Plan will be formed with the help of the student's parents/guardians, teacher, and principal. As with any intervention, family involvement is especially important for these to be successful. Any behavior communication forms should be signed and returned, and parents will be contacted if/when they are not. If the student chooses not to complete the elements of the Behavioral Intervention, as stated within the Plan, then further disciplinary action may be taken by the administration of SSCA. This may also include but not be limited to suspension or dismissal from SSCA.

Disenrollment

Disenrollment of a student may be recommended for repeated violation of school rules and policies required for acceptance and continuation at SSCA—including but not limited to repeated offenses that hinder the education of other students in the classroom and/or the ability of the teacher to teach or being involved in activities that affect the health and safety of SSCA students and/or teachers. Students may also be disenrolled for willful disregard of SSCA's SOF and beliefs or for one major offense that is particularly disruptive or serious in nature. Additionally, parents are expected to respect the SSCA Statement of Faith or their student(s) can be disenrolled for parental violation of this requirement. A student can also be disenrolled if a parent commits one major offense toward school personnel or on school grounds that is particularly disruptive or serious in nature or if there is gross and/or repeated parental abuse or disrespect of staff. Disenrollment will be dealt with according to board policies.

HEALTH & SAFETY INFORMATION AND PROCEDURES

Communicable Diseases and Chronic Health Conditions

If an enrolled student or applicant, in the process of enrollment, is discovered to have an infectious disease or to be a carrier thereof, the following will apply: Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based on the behavior, neurological development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will also be considered. The parents or

guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school administration, to permit a reliable assessment of any change in the student's condition that might affect the school's decision permitting enrollment or continued attendance. The parents or guardians are responsible for ensuring that all medication forms and action plans (if needed) are completed, signed by the physician and parent, and submitted to the school office for implementation.

Emergency Procedure Drills

Emergency drills will be conducted throughout the year. During these drills such as fire, tornado, evacuation, earthquake, soft lockdown, and hard lockdown, students will be trained to listen and follow all instructions given by teachers and staff.

Illnesses or Accidents at School

If a child becomes ill at school, the office will determine if the child should go home or take some time to rest in the office first. If it is decided that the child should go home, a parent will be called to pick up the child. Any child with a temperature of 100.4 degrees or greater must be sent home and be fever free without medication for 24 hours before returning to school. In case of an injury at school, simple first aid will be given to the child. In the event of a serious injury, a parent will be contacted. Students may not remain in school with any of these conditions: Temperature above 100 degrees F, vomiting, unknown rash, pink eye, diarrhea, active head lice.

Medical Release Form Required

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment if it is impossible to reach a parent or legal guardian. The form will only be used by a school official when a parent or guardian cannot be reached, or action must be taken prior to contacting the parent. In any event, effort will be made to reach the parents or guardians, and school officials will follow their instructions.

Parent's Emergency Phone Numbers

We require that at least one working emergency phone number be on file and up to date in the school office. In addition to the home phone and cell phone, the school requires a work phone number or the number of a close friend, neighbor, or relative who can be contacted in the event of a severe problem. If numbers change throughout the year, it is essential that the office is notified immediately.

Spiritual and Mental Health

SSCA's primary purpose is academic instruction presented from a biblical worldview. Education in our Christian school model seeks to develop and meet the needs of the whole child – body, mind, and spirit. Spiritual and mental health lessons will be given during the year in Chapel, Bible, Health, and Biblical Life Choices classes.

Student Health Services

SSCA does not have health professionals on staff.

Student Medication

Students should not take medication during school hours or during school-related activities unless a physician has determined it is necessary. Students who need to take medication at school must submit a Medication Administration Authorization form, signed by the parent/guardian and the student's healthcare provider. This form is available in the school office.

Parents are responsible for submitting a new Medication Administration Authorization form at the start of each school year and any time there is a change in the dosage or the time a medication is to be given. The school may not be equipped to dispense every type of medication prescribed by a licensed physician.

All medication except for epinephrine auto-injectors, rescue inhalers, and glucagon kits, must be kept locked in the school nurse's office. Medication must be brought to the school in the original container, labeled appropriately by the pharmacist or licensed prescriber. Students will self-administer medication under the supervision of the school nurse or designated school personnel. If the student is not capable of self-administration, school personnel or administrator will administer the medication.

Students who wish to self-carry medication for asthma, allergy, seizure or diabetes must have the appropriate self-carry authorization on file with the office. SSCA shall incur no liability, except for willful and wanton misconduct, as a result of any injury arising from a student's self-administration of medication, including epinephrine auto-injector, seizure, asthma medication, or other medication required under a qualifying health plan. Parents/guardians release SSCA and individual members thereof, and its employees shall be indemnified and held harmless from all claims of injury arising out of the administration of asthma, diabetes, seizure, epinephrine auto-injector, medically infused cannabis products (bd policy 4.007-2) or an opioid antagonist medication. SSCA does not assume responsibility for any authorized or unauthorized medication taken independently by the student. Parents or guardians acknowledge this protection, for SSCA staff, by reading and then signing the SSCA Family Handbook signature page.

Vision and Hearing Screening

Vision and hearing screenings will be conducted on campus at state-mandated grade levels. This constitutes notice to parents and guardians of students in the grade levels for which vision and hearing screenings are mandated. Parents and guardians may provide a written request for exemption if they do not wish their child to participate in vision and hearing screening. Students with a complete, current Illinois Eye Examination Report on file with the school are automatically exempt from vision screening.

GENERAL SCHOOL INFORMATION AND PROCEDURES

Abuse and Neglect Reporting

All staff and volunteers of SSCA are considered Mandated Reporters and are required under the Child Protection Law to report suspected child abuse and/or neglect to DCFS immediately.

After School Clubs & Activities

SSCA does not have a single, daily after-school program. However, throughout the year, SSCA offers several after school clubs and activities. Examples in the past have included Girls' Club, Boys' Work & Play, Drama Club, and various sports clinics. Certain activities are geared toward certain ages/grades. Students will be given the opportunity to sign up for these activities. Parents are responsible for transportation to and from these activities. It is the responsibility of the parents to communicate any changes in transportation to the school office. Attending any of these extracurricular activities is a privilege, and students are expected to follow the PROS rules. Students may be excluded from activities if their behavior does not align with the PROS rules or if parents are continually late picking students up.

Asbestos Management Plan

South Side Christian Academy has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the school buildings. Copies of the Management Plan are available in the Administrative Office of the School District and in the Administrative Offices of each school. These plans are available for inspection during normal business hours of the office (Monday through Friday: 8:00 a.m. to 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make these arrangements, please contact the SSCA office at 309.279.5753.

Birthday Celebrations

SSCA does allow parents to send cupcakes or special treats to celebrate birthdays. Parents must make arrangements with the classroom teacher. Teachers will share the number of students and any allergies with the parents. Parents must send a treat that is safe for the whole class. If a parent brings treats past the requested time, the teacher will either send the treats home with students or save them for the following school day.

Bullying/Cyberbullying

Providing a safe school environment for our students is of the utmost importance to SSCA. Bullying is a repeated abuse of an individual over a period of time by another individual. Bullying can take many forms including any combination of physical, emotional, written and verbal abuse. All forms are unacceptable in our school and will be dealt with appropriately according to Board Policies. Cyberbullying is intentional wrongdoing and the cyberbully can be held responsible by a court of law under certain circumstances.

Cancellation/Early Dismissal

In the event of an unplanned cancellation or school-wide early dismissal due to inclement weather or other reasons, parents will be notified using a variety of communication tools:

- Remind app
- Alert notice on school website www.southsidechristianacademy.org and social media
- Local news and radio stations – cancellation lists

We will make every attempt to make any such decisions by 6:30 AM.

Chapel

All students will participate in weekly chapel gatherings.

Classroom Parties

On special occasions, teachers will celebrate holidays and other special occasions in the classroom. Teachers will notify parents in advance when donations or volunteers are needed. Many of these special events are planned during the monthly SSCA Parent Club meetings.

Computer and Internet Usage

Each student may have the opportunity to use the internet at school. Each student and his or her parents must sign the Authorization before being granted access. The SSCA Internet User Agreement can be found at the end of the Family Handbook.

Student Password/Account Information:

SSCA may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website: However the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's

social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

Electronic Devices and Valuables

Students should not bring valuables to school. Items that are not necessary for learning should stay at home. We prefer that students do not have cell phones at school. If parents determine that their student needs a cell phone at school, it must stay in their backpack for after school use. Teachers will confiscate electronics found in the classroom or hallway and keep them safe in the office for a parent to pick up.

Students who ride their bikes to school should inform the office. A safe place will be provided to keep the bike for the day.

Field Trips

Field trips will be conducted in relation to classroom learning activities. They are not intended as a break from school, rather, field trips will be used to enhance the educational and social development of the student. Most field trips will occur during the school day. A permission slip signed at registration will give blanket permission for all field trips in a school year unless an event or location requires further authorization from parents.

Parents are allowed to accompany students on certain field trips on a limited basis. SSCA reserves the right to determine which field trips parents may attend.

- The number of parents attending may be limited to 2-3 per trip.
- Sign up will be available on a first-come, first-served basis, and you will be notified of field trips parents may attend.
- Parents attending field trips must provide their own transportation, pay for their own field trip expenses, and follow all SSCA rules and guidelines.

Field trips are privileges. Occasionally, a student's behavior in the days leading up to a field trip may prohibit the student from being allowed to join the class trip. Parents will be notified, and the student will be required to stay home that day.

Locker Use and Inspection

School lockers are the sole property of SSCA and there will be NO EXPECTATION OF PRIVACY REGARDING LOCKERS, etc. SSCA is pleased to offer lockers to our older students. Students will be responsible for keeping lockers clean and organized. While, in general, teachers will respect lockers as the student's personal space, occasionally staff may randomly inspect lockers. All lockers assigned to students are the property of SSCA and those lockers are assigned to students for their temporary use. Students are to use lockers exclusively to store school related items and authorized personal items such as outer garments, footwear, grooming aides or lunches.

Lost and Found

Clothing, books, and personal articles will be collected by the school staff each day and placed in a secure location. Students and their parents or guardians are asked to reclaim articles during designated times. SSCA assumes no responsibility for articles left lying about the building or improperly stored. Articles that are not reclaimed after a reasonable time shall be forfeited by the owner and donated to a charitable organization.

Meals

It is the desire of SSCA that our students have access to healthy meals daily so that they can focus on being diligent students in character and academics. A small breakfast snack will

be provided daily. A hot lunch will be provided daily as well. Students are encouraged to try everything on their plates. Weekly lunch menus can be found on the school website.

Students may bring their lunch if they desire, but please note that lunches should not contain items that need to be refrigerated or heated in a microwave unless there are noted allergies or dietary restrictions.

Please report any allergies that your student may have. The Kitchen Manager will contact the parent or guardian to discuss the allergies.

Non-Custodial Parent Policy

The Family Educational Rights and Privacy Act (FERPA) the rights of Non-Custodial Parents in section 99.4 – *an educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters divorce, separation, or custody, that specifically revokes these rights.*

This means that, in the case of divorce or separation, SSCA must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. Concerning student activities that require parental consent, the school will accept consent from the custodial parent only.

Parent Club

SSCA has a Parent Club that meets in the evenings once a month during the school year from September- June. These meetings are optional and provide an extra opportunity for parents to get more involved. These do not count toward the mandatory Parent Night count. During Parent Club meetings, families meet with the principal and plan for special events including classroom parties and teacher appreciation. Notes and Remind messages are sent home ahead of each meeting.

Parent Communication

SSCA is committed to effective communication, and we believe that it is critical in helping to keep parents, teachers and staff informed and encouraged to always report any issues or concerns that may impact the school community. We will be contacting you via the Remind App, phone calls, and paper newsletters. Parents are asked to always read the notices sent home because there will be important news concerning many items that you will not want to miss. If you ever have any questions, please feel free to contact the principal or a director via phone at 309.279.5753 or through e-mail or the Remind App.

Principal, Nikki Giosta: giosta.ssc@gmail.com

Director, Susan Zobrist: susan.ssc@gmail.com

Director, Cassie Meiss: cassie.meiss@gmail.com

Bus Coordinator, Lisa Waibel: waibel.ssc@gmail.com

Parents and guardians are invited to visit provided the arrangements are made in advance and approved by SSCA staff. Observation in the classroom must be approved and interaction with students must be limited so classroom learning is not disrupted.

Parents may come to eat lunch with their student(s) at any time. Lunch is generally eaten at 11:15 (K, 1, 2) and 11:50 (3, 4, 5, 6), but please check with staff to see if the time may be different when you are interested in coming. Lunch is a time to visit your student, not a time to meet with staff. Lunch is available to visiting parents if requested by 9:00 a.m. that day.

If you need to contact a school staff member, please call the school number **309.279.5753** or send a message via the Remind App. If you leave a message between 7:30 a.m.-3:30p.m., we will return your call the same day. If you call after 3:30 p.m., please understand that we will call you back the following day.

To express any concerns, please call the school number **309.279.5753**. A phone meeting or person-to-person meeting will be set up with the proper staff members.

An e-mail may be sent to staff with any concerns or questions as well. Your child's teacher will provide his/her e-mail for you, or you can send a message to our general e-mail address at: info@southsidechristianacademy.org

Parking

Please use the designated parking spots when visiting the building.

Pesticide Advisory

SSCA has adopted a Pest Management program. As it may be necessary to use pesticides to prevent pests from becoming a problem, you will receive advance notice of a pesticide application. A notice will be posted at the primary entrance of the school. In certain emergencies, such as an infestation, pesticides may be applied without prior notice to prevent injury.

School Office Hours

School office hours are Monday-Friday from 7:30 a.m. – 3:30 p.m.

Search and Seizure

All school-owned equipment is subject to random or individualized searches at any time. If the Administration of SSCA has reasonable suspicion that any student is in possession of a weapon, drugs or drug paraphernalia, alcohol, tobacco, e-cigarettes or vaping devices, or any device or substance that may present a clear and present danger or is in direct violation of the school's handbook guidelines, search and seizure may be necessary as part of the required investigation process. The school reserves the right to request that a student empty his/her pockets, socks, etc., and may search personal belongings (including, but not limited to; purses, bags, backpacks, coats and/or outerwear stored in lockers, etc.). It may also be necessary to search a vehicle parked on school property. Recovery of any of the aforementioned items will be reported to parents and authorities in accordance with local and state laws.

Searches of school lockers have a positive impact on deterring violations of school standards and regulations. The SSCA board authorizes school administration upon reasonable cause to search lockers and contents at any time, without notice and without consent. THERE IS NO EXPECTATION OF PRIVACY for any lockers, desks, book bags, etc. Administration is not obligated but may request the assistance of a law enforcement officer in conducting the locker search. Any illegal or unauthorized items may be seized. Such items include but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, alcohol, illegal controlled intoxicants, and tobacco products.

Security

For the protection of all individuals, all family members, volunteers and visitors are expected to enter the building using the controlled entrance in the office. Other entrances should not be unlocked or propped open at any time. All parents, visitors and volunteers must sign in at the school office upon arrival. Prior to leaving the building, they must sign

out. First time visitors must be escorted to the requested staff member or office personnel may call the requested staff member to meet the visitor.

Other visitors will be coming to our school on a regular basis specifically for volunteer opportunities. Our volunteers each have a background check run and filed prior to serving at our school.

For the safety of SSCA students, staff, visitors, our school building and grounds are equipped with electronic surveillance. Actions may be recorded and preserved.

SSCA Board

SSCA is governed by a board of education. Board policies are available upon request. Board meetings take place on the second Tuesday of the month. If you would like to address the Board with a question or concern, please contact the school office to have your name and comments to be placed on the Board meeting agenda for that month.

Student Records

The school maintains a permanent cumulative file on all SSCA students. Records of health, grades, test scores, attendance, and records release information. There is also a temporary record which consists of information regarding discipline, achievement awards and club participation, special education placement information, and information from other non-educational agencies.

The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students certain rights with respect to the student's school records. They are:

The right to inspect and copy the student's education records within 10 business days of the school receives the request. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age and older have access and copy rights to both permanent and temporary records. A written request must be submitted to the school office that identifies the record(s) he or she wishes to inspect. Within 10 business, the office will make arrange for access and notify the parent/guardian or student of the time and place where the records may be inspected. SSCA may charge a fee for copying records, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates or permanently withdraws.

The right to prohibit the release of directory information limited to: name, address, grade level, birthdate and place, parent information, photographs, publications, academic awards, information related to school sponsored activities, period of attendance in school.

Records request: The SSCA will request transfer student's records within 14 days of enrollment: and the school will send unofficial records of the student transferring to another school within 10 days of the request.

SSCA will release student grades, test scores, and medical information on the written request of another school system when such request contains the signature of at least one parent or legal guardian.

Transportation

Students living within the 61605-zip code are eligible for transportation to and from school provided by SSCA. Students living outside of the 61605-zip code must provide their own transportation to and from school or meet at a designated bus stop if space on the bus allows. Student transportation preferences will be determined at the beginning of the school year and placed in the student's file. Any permanent changes must be made in writing.

Students who ride the bus are expected to follow all SSCA policies and rules as stated in the bus contract. Those who fail to do so will be subject to suspension or expulsion from the bus.

Students are expected to be on time at their designated bus stops. SSCA assumes that someone will be home to receive the student when he/she is dropped off each day unless otherwise noted by a signed document in the student's transportation file. The driver will not be able to wait for late students/parents. If no one is there to receive the student, the parent will be notified that he/she must pick up the student at SSCA at the end of the bus route. If we are not able to reach a parent or other adult to pick up the student by 4:00 p.m., we will notify the Peoria Police Department.

Additional information regarding bus transportation policies is included in the bus contract, which must be signed for all students prior to the start of the year.

Students who participate in SSCA-sponsored field trips and after school activities are expected to follow all school rules regarding transportation.

Visitors

All visitors attempting to enter SSCA facilities at any time must have a valid reason for wanting entrance. Visitors may be denied entrance if there is no valid reason for them to be on SSCA property. They will be asked to leave immediately or be considered trespassing, and Law Enforcement will be contacted immediately if they refuse to exit SSCA property. All visitors must enter through the main office and sign in with office staff. A visitor sticker must be worn when in the building. Visitors will exit through the main office and sign out with office staff. All visitors and parents are expected to follow all SSCA guidelines (SOF), policies and dress code while on the premises of SSCA or at any SSCA related activity.

Parents are welcome to visit SSCA during lunch and recess times each day. Please notify the office in advance and sign in upon your arrival. When previously arranged with the classroom teacher, parents may visit the classroom for short periods of time, on a limited basis. In order to minimize disruptions to the classroom, parents will be asked to silence their cell phones and have them out of sight in the classroom. For the safety and privacy of all students, parents should not record or take pictures during their visits.

RELATIONSHIPS

Philosophy

Relationships are an important part of life and are highly valued at SSCA. It is important to understand that the biblical concepts of friendship will be addressed with the student body. Students should not be exclusive in their friendships. Behaviors that surround dating relationships are not appropriate for school. SSCA will not allow any displays of affection

including hand holding, kissing, etc. There is to be no “pairing off” or other “boyfriend/girlfriend” activity during any school-sponsored activity and no talk of these relationships.

Parent Concern Procedures

Occasionally during the year, misunderstandings will arise between the teacher and a parent, parent and school, or one of several other possible combinations. Such a misunderstanding often results from a lack of communication between those involved. The administration has adopted a set policy for these situations. We will do our best as the SSCA staff to treat parents with the utmost respect and dignity. We expect the same behavior from parents in return. Gross disrespect by parents toward any staff member may result in probation, suspension, or expulsion of the student (s). Complaints or problems will be handled in the way described below.

- All classroom questions, problems or complaints should be taken directly to the teacher first before anyone else gets involved.
- If the situation is not cleared up at this level through direct contact, the problem should be brought to the principal.

If the issue is not solved at this level, it should then be presented to the SSCA Board. The discipline sub-committee of the school board consists of two members who are available upon request if necessary to discuss the complaint. These board members will make recommendations to the full board based on their discussion with parents.

Confrontation

Any time two or more people are together, the possibility of conflict exists. We understand that disagreements are inevitable and a natural part of each person’s life. Matthew 18 teaches that when problems arise between people, they must meet in the spirit of reconciliation. Most problems will be resolved in this way. The faculty and staff at SSCA believe that God has set up the principles described in Matthew 18 in order to handle the problems that will arise between people. We also believe that when these verses are followed appropriately, most problems will come to resolution. Students will be taught these principles and expected to follow them.

When someone says or does something that is hurtful, we are responsible to:

1. Talk with the other person involved, sharing how we feel about what they said or did. This should not be done in a way that accuses them of being wrong. The goal of this meeting is reconciliation. In most cases this will take care of the problem. If it does not, the next step is to:
2. Talk with an adult (faculty or staff) at SSCA about the problem and ask them to help resolve it. If this fails in solving the problem:
3. Talk with the principal. He or she will then help deal with the situation appropriately.

This can be a difficult process to go through. It requires courage and integrity. Every student will be required to act out Matthew 18 while at SSCA. The "5 A's" will help each student to remember the Academy’s expectations:

1. ADMIT what you did wrong
2. APOLOGIZE for how your choice affected someone.
3. ASK for forgiveness.

4. ACCEPT the consequences.
5. ADJUST your choice next time.

Forgiveness

Forgiveness is a choice. God gives us the ability to make our own choices just as the Bible tells us in the stories of the prodigal son and Jesus on the cross. We know that we cannot be forgiven unless we forgive. When we choose to forgive someone, we are really making three promises:

1. I won't remind you about what you did wrong.
2. I won't remind others about what you did wrong.
3. I won't remind myself about what you did wrong.

SOUTH SIDE CHRISTIAN ACADEMY INTERNET USER GUIDELINES

Your son/daughter may have the opportunity to go "on-line" to research educational topics through the Internet. Every effort has been taken to provide a "filtered access" that permits access to only information appropriate to educational use. In addition, digital cameras, videotaping and photography may be used when multimedia is applied to the curriculum as well as when information is disseminated to the community.

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing. All use of the Internet shall be consistent with SSCA's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by users. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the SSCA's Internet must be for the purpose of education or research and be consistent with the educational objectives of the school.

2. Privileges - The use of the school's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final,

● Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are: Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation

- Unauthorized downloading of software, regardless of whether it is copyrighted or checked for viruses
- Downloading copyrighted material for other than personal use
- Using the network for private financial or commercial gain

- Wastefully using resources, such as file space
 - Gaining unauthorized access, restricted school or third-party systems
 - Invading the privacy of individuals or disclosure of personal information without consent
 - Using another user's account or password
 - Posting material authored or created by another without his/her consent
 - Posting anonymous messages
 - Using the network for commercial or private advertising
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - Using the network while access privileges are suspended or revoked
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - Recognizes that electronic mail (E-mail) is not private. People who operate the system have access to all mail.
 - Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be proprietary.
4. No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Indemnification - The user agrees to indemnify the school for any losses, costs or damages, including reasonable attorney fees whether incurred for negotiation, trial or appellate purposes incurred by the District relating to, or arising out of, any breach of this Authorization.
6. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account under any circumstances. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating of computer viruses.
7. Telephone Charges - The school assumes no responsibility for unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- Copyright Web Publishing Rules** - Copyright law and school policy prohibit the re-publishing of text or graphics found on the Web or on school Websites or file servers, without explicit written permission.
- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail- The school's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization. Staff members shall supervise students while they are using school Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization. **School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the**

student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Each school computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access. Students and parent(s)/guardian(s) need only sign this Authorization of Internet Access once while enrolled by the school. Parents should read this Authorization of Internet Access and understand that access is designed for educational purposes and that the school has taken precautions to eliminate controversial material. However, also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. Parents hold harmless the school, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. Parents accept full responsibility for supervision when a child's use is not in a school setting. Parents should discuss the terms of this Authorization with their student.

Please read the Parent Covenant carefully. Upon admission to SSCA, parents/guardians will be required to sign and adhere to the Parent Covenant each year. Please be sure that you are willing to fully follow all that the covenant entails. Thank you.

PARENT COVENANT

While we see educating your child as a privilege and responsibility, we recognize that you as a parent/guardian have the greatest possible impact on your child's life. We cannot achieve the greatest potential for our students if parents are not willing to partner with teachers and our school as a team. We believe that when you support your child outside of school, he/she has a greater chance of reaching his/her potential. Because of this, we ask the parents of SSCA to renew their commitment to our Parent Covenant each year. The following is the covenant that we ask parents to sign:

In recognition of the promises of SSCA to provide my child with an outstanding Christ-centered education, and that my child's success in school depends largely on my support and involvement:

~I accept the school's mission statement, beliefs, and strategies of education and behavior management that are in accordance with the Word of God and biblical virtues.

~I accept that the entire program of education that my child will receive at SSCA will be consistent with SSCA's religious beliefs.

~I agree to support the school and its staff with respect and kindness in the pursuit of their mission to provide a Christ-centered education and in upholding the SSCA rules as stated in the Family Handbook and Board Policies.

~I agree to participate in mandatory parent activities including:

- 3 Parent Nights
- 2 Parent/Teacher Conferences

~I agree to send my child to school in a uniform that aligns with the SSCA dress code.

~I agree to provide a supportive, educational environment for my child including:

- I will make sure my child is ready for the bus each day or I will have him/her to school on time each day.
- I will ensure that my child attends school each day on the required days and will report any absences to the school as soon as I know my child will need to miss a day of school.
- I will check my child's backpack every night and make it a priority to read with him/her every night.
- I will provide all necessary financial, medical, and student information on time to the school office.

Failure to adhere to any of these commitments may cause my student to lose various privileges and may ultimately lead to my child's removal from SSCA.

[Parent/Guardian Signature]

[Date]

[Parent/Guardian Printed Name]

South Side Christian Academy 2023-2024 Calendar

		Student Days
August 14, 2023	Registration meetings 1:00-7:00 OR	
August 15, 2023	Registration meetings 9:00-3:00	
August 16, 2023	MANDATORY PARENT ATTENDANCE First Day - Half Day Schedule 8:30-11:30	12
September 4, 2023	Labor Day – NO SCHOOL	
September 21, 2023	PARENT NIGHT	20
October 18, 2023	Parent Conference – NO SCHOOL	
October 19, 2023	Teacher Planning Day – NO SCHOOL	
October 20, 2023	NO SCHOOL	19
November 20-24, 2023	Thanksgiving Break – NO SCHOOL	17
December 18, 2023-	Christmas Break – NO SCHOOL	
January 8, 2024	Teacher Planning Day - NO SCHOOL	11
January 9, 2024	Classes Resume	

January 15, 2024	Martin Luther King Day – NO SCHOOL	
January 30, 2024	PARENT NIGHT	16
February 19, 2024	President’s Day – NO SCHOOL	20
March 1, 2024	Teacher Planning Day - NO SCHOOL	
March 14, 2024	PARENT NIGHT	
March 25-April 5, 2024	Spring Break - NO SCHOOL	15
April 26, 2024	Parent Conference - NO SCHOOL	16
May 10, 2024	Half day - 11:30 Dismissal Teacher Planning Day Afternoon	
May 27-June 7, 2024	Memorial Day Break – NO SCHOOL	18
June 18, 2024	PARENT NIGHT	
June 19, 2024	Juneteenth - NO SCHOOL	14
July 3, 2024	Last Day of School	3

Total: 181

_____ I have received and read the SSCA Family Handbook.

_____ I acknowledge that I am requesting my child(ren) be enrolled in a Christian education environment at SSCA consistent with the Statement of Faith listed above.

_____ I further agree to uphold the content of this Handbook thoroughly. I accept and agree to follow the guidelines stated in the SSCA Family Handbook regarding enrolling my child(ren) in a Christian School Environment. These guidelines include, but are not limited to, the Statement of Faith and Code of Conduct.

_____ I have received and understand the SSCA Internet Use Policy

Student Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

