

South Central Academy Handbook  
Byram, MS 39272  
SouthCentralAcademy@gmail.com

**Introduction:**

Thank you for choosing South Central Academy to further your student's education. SCA is a non-traditional educational experience designed to provide an individualized holistic education. Students are encouraged to become passionate about learning through hands-on experiences and computer-based instruction. An emphasis on intellectual, spiritual, and emotional learning helps students develop a joy for life-long learning.

**Mission Statement:**

**The mission of South Central Academy is to provide a positive, individualized learning environment that focuses on intellectual, emotional, and spiritual development of all students. Through a strong Biblical teaching, students will learn to love God, others, and themselves as they become life-long learners.**

**Statement of Faith and Service**

SCA is a Christian environment that focuses on spiritual development by providing Biblical instruction designed to teach a loving relationship with Jesus Christ our Lord and Savior. Because we believe that faith in Jesus leads to action, an integral part of instruction will include opportunities for service that all students are required to participate in throughout the year.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS:**

South Central Academy admits students of any race, color, nationality, ethnic origin, and the handicapped to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **HEALTH CERTIFICATE / IMMUNIZATION**

Upon your child's admission to SCA, we require that you provide an immunization card required by state law, which can be obtained from your doctor. All students in K-3 through 12th grade must have an up to date immunization record in their files.

### **Fees and tuition:**

**Annual Registration Fee:** \$150.00 non-refundable

**Annual Supply Fee:** \$40.00 non-refundable- In addition, all students must provide their own headphones and replace them as needed.

**Annual Curriculum Fee:** \$350.00 Book fee/Laptop Deposit

The consumable book fee is \$150.00 and non-refundable. The laptop deposit is \$200.00 and \$100.00 will be refunded if the laptop is returned in good condition with no cosmetic or functional damage. However, if the laptop is lost, stolen, or damaged there will be a replacement fee of \$200.00 and the deposit will not be refunded. Signing the contract is agreement to these conditions.

**Tuition:** \$375.00 non-refundable

Due by the 1st of each month for 10 months

Beginning August 1, 2019- Ending May 31, 2020

## **Payments:**

Payment will be considered late after the 5th of each month.

A 15% late fee will be applied at this time.

\*\* Bank draft is available and will be required after two late payments

\*\* There is a \$40.00 service fee on all returned checks

Cash payments will be required after two returned checks.

## **School Closings and Emergency Policies:**

**SCA** will announce at the earliest possible time closings due to inclement weather or emergencies. Cancellations will be announced through local TV, radio, and social media.

## **Parent Statement of Support:**

Parental support is required in all aspects of South Central Academy. SCA reserves the right to dismiss students when parents fail to support the administration, faculty, and policies.

We request that parents refrain from utilizing any language and/or technology which would have a negative effect on:

- maintaining school order and discipline
- protecting the safety and welfare of other students or staff
- protecting the reputation of SCA and its students, faculty, and staff.

Because SCA believes that student success can only take place when there is communication and joint collaboration between parent and school, parents are asked to attend parent-teacher conferences and parent trainings throughout the school year. There will be **two parent-teacher conferences and two parent training sessions** during the year. Every effort will be made to accommodate parents with meeting times.

Parents are asked to communicate with the teachers and administration when concerns arise. Parents are encouraged to visit the classroom; however, please remember that education of all students is our priority and speaking with teachers will take place after school. Parents are asked to respect educational time.

**Schedule:**

Classes are Monday-Thursday, 8:00-12:00 (Preschool-K5 dismisses at 11:45)

Students will be counted as tardy if they arrive after 8:10.

There will be a \$5.00 charge per minute late fee for students picked up after 12:15 unless participating in aftercare.

**Attendance:**

Because SCA operates on an abbreviated non-traditional schedule, attendance must be a priority. Students, who are habitually tardy or absent, may be dismissed from SCA.

- regular attendance and being punctual for class is necessary for academic success
- Absence due to personal illness, serious illness in the family, or death in the immediate family, will be excused
- excused absences must have proper documentation (doctor excuses, documentation of funeral)
- make-up work for missed work for excused days must be turned in within five school days
- Any student who is absent (excused or unexcused) ten days during the year will have his/her absentee records reviewed by school administrators. A parent and the student will be required to meet with the administrators to discuss the reasons for the absences.
- **Five tardies or early dismissals result in a full day absence.**
- More than 3 days absences excluding those with excuses during the semester will/can result in failure to complete the school year and possible dismissal from program.
- Please make every effort to schedule appointments when school is not in session i.e. afternoons, Fridays and holidays.

**Illness:****COMMUNICABLE DISEASES:**

All students returning to school after contacting a communicable disease (including, but not limited to, chicken pox, strep, pink eye, etc.) must present a medical release from the doctor's office or health department before they may be admitted to class.

Students who have been ill must be fever free for 24 hours before returning to school.

**Medications:**

**We are not able to administer medications to students at school. Parents are welcome to come to school to administer medications when necessary.**

**Grading Scale:**

**A- 90-100**

**B-80-89**

**C-70-79**

**D-65-69**

**F-below 65**

Instruction of students is individualized based on student placement test at enrollment time. After placement, students are expected to complete assignments to the best of their abilities including homework and independent reading each day.

**Dress Code:**

It is our belief that it is important to dress for success. Therefore, students are asked to dress appropriately for classroom success. If clothing is distracting for other students or is inappropriate for our Christian values, students will be asked to call parents for appropriate clothing.

## **Discipline:**

### **South Central Academy:**

- Operates in compliance with the Gun-Free Schools Act. Firearms, and weapons are prohibited and will result in automatic expulsion.
- Operates with the Drug-Free Work place Act of 1988. Illegal drugs and tobacco are strictly prohibited on the property and will result in automatic expulsion.
- Any student suspected of being under the influence of an illegal substance will be required to be drug tested within four hours of parent being notified. Parent is responsible for cost of the testing and must supply documentation of testing upon student return. Any student who tests positive will be expelled permanently.
- Cell phones, Apple watches, and other electronics can be disruptive to the learning environment. Cell phones or electronic devices are not allowed to be in use during the school day. Phones will be collected and placed in a safe container each morning and returned at the end of the day. Failure to give teacher the phone will result in disciplinary action.
- Disorderly Conduct will not be tolerated. Teachers are authorized to hold students to a strict accountability for an orderly learning environment. Disruptions or refusal to work will result in disciplinary action. Parents will be notified when students are not following high standards and are asked to support the SCA standards. Parents may be asked to come and remove student if conduct is disruptive. Habitual disruptions will result in dismissal with forfeiture of deposits.
- If a situation arises and the staff deems it necessary for external intervention, the Hinds County Sheriff's Department will be contacted.
- The use of profanity results in disciplinary action.

- Leaving campus without permission results in automatic suspension.

**Students expelled or dismissed permanently, due to behavior will not be entitled to a refund on any fees, including tuition.**

### **Class Rules and Consequences:**

Each teacher is allowed to develop classroom rules and consequences. These will be communicated in writing to parents and students at the beginning of the year. Students and parents will sign a contract agreeing to those guidelines.

### **Honor Code:**

At SCA, every student implicitly acknowledges an understanding of and a willingness to support the honor system which is based on Christian values and behaviors which are necessary in becoming a productive adult. Therefore, the following behaviors are explicitly prohibited at SCA and any of these offenses will result in consequences deemed necessary by administration.

**Cheating** - Cheating is defined as giving or receiving help on any pledged assignment. Cheating also includes the passing of information on tests to students who have yet to take the tests.

**Lying/Misrepresentation** - Lying is the intentional misrepresentation of facts to a member of the faculty, administration or fellow student. Forgery is a misrepresentation.

**Stealing** - Stealing is taking or borrowing, without permission, anything that is not rightfully one's own. This includes anything that is another person's or school property.

**Disrespect** – Disrespect is a lack of respect or esteem demonstrated in word, verbal or written, or in behavior.

Inappropriate Language – Inappropriate language includes cursing or vulgar language.

Vandalism - Vandalism is the willful or malicious destruction or damage of property other than one's own. Destruction or damages caused by pranks are included.

Plagiarism - Plagiarism is the act of taking the ideas, writings, and works of another individual and representing them as one's own (copying homework, term papers, etc.)

### **Technology:**

All of the technological resources at SCA are to be used in a manner that respects and protects the well-being of the school. All files in the computer labs and library will be reviewed by appropriate school officials without prior notice. This includes checking the history of all internet use. The computer is essential for individualized learning; therefore, failure to follow the proper use of technology can result in the dismissal from SCA.

### **Bullying and Intimidation:**

SCA strives to provide a safe, comfortable environment for all students. Our desire is to maintain an environment on our campus where all students feel welcome and safe from threats, intimidation, harassment, and bullying. Mississippi State Law Code Section 37-11-20 addresses intimidation, threatening or coercion of students for the purpose of interfering with attendance of classes. This law can be applied to a student where a student does not want to attend school or is afraid to attend school because they are being threatened, bullied, harassed, or intimidated. SCA will enforce a Zero Tolerance policy concerning threats, intimidation, harassment, and bullying.



**Visitors:**

Parents and potential parents are welcome to visit with prior notice with the understanding that the administrators and teachers have a priority to attend to the needs of enrolled students. Students not enrolled in SCA are not permitted on campus.

**Enrollment:**

**The following forms are necessary for enrollment**

**Application Form**

**Behavior History**

**Medical Treatment Form**

**Homeschool Card**

**Signed Acceptance of the Handbook**

**Release for photos, computer use, and field trip permission**

**Insurance Release**

**South Central Academy  
Application for Admission**

**Social Security #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Full Name** \_\_\_\_\_ **Student Preferred Name** \_\_\_\_\_

**Sex** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Age** \_\_\_\_\_

**Place of Birth** \_\_\_\_\_ **City** \_\_\_\_\_ **County** \_\_\_\_\_  
**State** \_\_\_\_\_

**Applying for Grade** \_\_\_\_\_ **Years attended school** \_\_\_\_\_

**Mailing address** \_\_\_\_\_

street      city      state      zip code

**Child lives with** \_\_\_ **mother& father** \_\_\_ **mother** \_\_\_ **father** \_\_\_ **guardian**

**Father's Name** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Place of employment** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Place of employment** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Parental Marital Status** \_\_\_\_\_ **married** \_\_\_\_\_ **separated** \_\_\_\_\_ **divorced**  
\_\_\_\_\_ **deceased**

**If parents are divorced or separated with whom should correspondence be sent for admissions** \_\_\_\_\_

**If parents are divorced or separated who has legal custody**

\_\_\_\_\_

**(Please provide appropriate documentation for guardianship when applicable.)**

**In medical emergency who should be contacted:**

**Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Preferred hospital** \_\_\_\_\_

**In case parent can not be reached, please list 3 emergency contacts**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please list any special illnesses or physical disabilities**

\_\_\_\_\_

**List any allergies**

\_\_\_\_\_

**List any medication your student is presently taking**

\_\_\_\_\_

**Schools previously attended: (list most recent first)**

**School** \_\_\_\_\_ **Date** \_\_\_\_\_ **Address** \_\_\_\_\_

**School** \_\_\_\_\_ **Date** \_\_\_\_\_ **Address** \_\_\_\_\_

**School** \_\_\_\_\_ **Date** \_\_\_\_\_ **Address** \_\_\_\_\_

Has you student ever repeated a grade \_\_\_\_\_ yes \_\_\_\_\_ no

If yes explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your signature indicated the information in this application is correct and you are under NO financial obligation to any former school in order that records may be released to South Central Academy.**

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Office Use**

\_\_\_\_\_ **Report Card and scores**

\_\_\_\_\_ **Testing**

\_\_\_\_\_ **Completed Contracts**

\_\_\_\_\_ **Registration Fees**

\_\_\_\_\_ **Immunization and Birth Certificate forms**

\_\_\_\_\_ **School Transfer Records**

## Acknowledgement of Handbook

The Code of Student Conduct with the Handbook is to help you and your student gain the greatest possible benefit from his/her school experience. The school is in need of your help and cooperation. The original form will be kept at school.

Please sign on the lines below, indicating that you have received and understand it is both the parent's and student's responsibility to review the following documents, and I understand and acknowledge that school policies may be revised or changed throughout the school year as deemed necessary and parents will receive prior notification.

Student's Acknowledgement

\_\_\_\_\_ Printed Student's Name

Parent's Acknowledgement

\_\_\_\_\_ Printed Parent's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

THIS SIGNED FORM SHOULD BE KEPT ON FILE IN THE SCHOOL OFFICE of South Central Academy.

## Behavior History

Please check any that apply to your student.

\_\_\_ My student has been suspended from school in the past.

If yes, explain when and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_ My student has been expelled from school in the past.

If yes, explain when and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_ My student has/had some behavior issues with school but they are controlled by \_\_\_\_\_

\_\_\_ My student has been admitted to a hospital for behavior therapy.

If yes, explain when and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_ My student has not in the past and does not suffer from any type of behavior difficulties.

\*\* If information is withheld this will result in automatic termination with no refund of any fees including tuition.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

South Central Academy  
Insurance Release Form

I/We \_\_\_\_\_ hereby agree that no teacher nor party form South Central Academy, including the property owner, will be held responsible for injury occurring on the premises, located at \_\_\_\_\_. In the event a claim is made, I/we agree to limit such claims to my child's or wards' share of any insurance process, if any, available on any policy held by the party against whom such claim is made.

Parent/Guardian: \_\_\_\_\_ date: \_\_\_\_\_

Notary Seal (required)

Expiration \_\_\_\_\_ Signature: \_\_\_\_\_

## South Central Academy Photo Release Permission Slip

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Yes, I give consent for South Central Academy to photograph my child for school purposes and/or at school events.

No, I do not authorize South Central Academy to photograph my child for any event.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## SCA Calendar

**August 27, 2019- Parent Orientation**

**September 3, 2019 - First Day of School**

**November 25-28, 2019 - Thanksgiving Break**

**December 23, 2019 - January 2, 2020 - Christmas Break**

**January 6, 2020 - Return to School**

**Week of January 6th - Parent/ Teacher Conferences**

**January 20, 2020 - Martin Luther King Day**

**February 17, 2020 - President's Day**

**March 9-13, 2020 - Spring Break**

**April 13, 2020 - Easter Holiday**

**May 21, 2020 - Last day of School**