



SOUTH BAY
ACADEMY

Student Handbook

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South Bay Academy Vision/Mission Statement

VISION: Empowering students to become transformative Christ-centered leaders who impact the world.

MISSION: To cultivate a Christ-centered learning community where students are cared for with compassion, equipped with excellence, sent with purpose, and connected deeply to the great commission.

Who we are

South Bay Academy is an independent, non-profit private Christian school dedicated to serving the academic, spiritual, and developmental needs of children and their families. We offer a comprehensive educational program for students in grades Kindergarten–10th, with individualized services tailored to support each student's unique learning needs.

Our school provides a safe and nurturing environment that promotes both academic success and personal growth. We are proud to offer a strong Exceptional Student Education (ESE) department, designed to support students with Individualized Education Plans (IEPs) who have been diagnosed with Specific Learning Disabilities, Speech and Language Disorders, and Attention Deficit Hyperactivity Disorder (ADHD).

Please note:

South Bay Academy is not equipped to meet the needs of students with mental health, psychiatric, or behavioral disorders, including but not limited to Bipolar Disorder, Mood Disorders, Oppositional Defiant Disorder (ODD), Emotional/Behavioral Disorders (EBD), or Schizophrenia. Students diagnosed with Autism Spectrum Disorder or Intellectual Disabilities may be referred to our partner schools at Livingstone Academies, which specialize in providing appropriate support for those needs.

South Bay Academy Philosophy of Education

South Bay Academy has a Christ centered curriculum that teaches our students to think critically and creatively, and to value the importance of their studies. This curriculum offers teachers the flexibility to instruct in each child's learning style.

Our dedicated team of educators understands the unique learning styles of each student and makes all accommodations to meet their needs. Our strategy of a “small group learning model” ensures each student receives the individualized attention necessary to reach their greatest potential

The staff at South Bay Academy views each child as an individual and recognizes their uniqueness and God given abilities. We desire to help develop every area of a child’s life.

Transfers and Withdrawals

When students are transferred or withdrawn, parents should:

- Notify Administration
- Return all textbooks, and other school property
- Parents/guardians are financially responsible for any schoolbooks or materials that are lost, damaged beyond normal wear, or not returned by the designated due date. This includes, but is not limited to, textbooks, library books, and other instructional resources.
 - Full replacement cost will be charged for any book or material that is lost or not returned.
 - A damage fee may be assessed for materials returned in a condition deemed unusable by school standards.
- Pay all outstanding bills and accounts

**Failure to complete any of the above items may result in a delay of report cards and/or records being released.*

Finances

The following are the financial responsibilities and procedures for parents and students:

- South Bay Academy is a tuition-based institution. Tuition payments are due on the fifteenth (15th) of each month, August - May. Tuition can be paid in advance. Scholarship payments are accepted quarterly. All scholarship payments must be approved by parents within 48 hours of invoice notification.
- Accounts allowed to fall two weeks in arrears may ultimately result in the necessity of the withdrawal of the student (s) from the school. This includes tuition, before and aftercare, therapies and any other services received at South Bay Academy

- A late fee of \$10.00 will be added to all accounts which are past due.
- Report cards, transcripts, health records, and diplomas will not be issued for any account with an outstanding balance and will only be issued when the outstanding balance is paid in full.
- A student will be allowed to enter school on the first day of the new school year only when a prior year account has been paid in full.
- A service charge of \$25.00 will be added to any account for which payments have been declined for insufficient funds.

Non-refundable Fees

- Registration Fee: The registration fee is \$250.00 per student and can be paid by cash or check. For new students, this fee is to be paid upon notification of acceptance by South Bay Academy. The payment confirms your decision to enroll your student and ensures placement at South Bay Academy and is due at the time of registration.
- Resource Fee: A non-refundable resource fee of \$1,000.00 per student is required at the time of registration. Alternatively, families may choose to make monthly payments of \$100.00. This fee supports the cost of instructional materials, technology, and other essential educational resources.

South Bay Academy Policies and Procedures

Agendas

The student agenda helps students organize assignments and class preparation. Elementary students are to bring their agenda and discipline sheets to each class every day. It is the student's responsibility to show the teacher any parent notes and the parent any teacher notes. Students are not to tear out or fold pages in their agenda.

Attendance/School Hours

The school doors open at 7:50 am. Students need to be present for the day to begin by 8:15 am. The school day ends at 2:30 pm. Students and parents/guardians need to observe start and close times carefully. We remind you of Florida Statute 1003, Court Procedures and Penalties states: "A parent who fails to have a child attend school regularly is guilty of a misdemeanor of the second degree and is punishable as provided by the law."

Absences

In compliance with State laws, students are not to be absent for more than Eighteen days per year for any reason. If this occurs, parents/guardians will meet with the principal to assess the problem and develop a plan for attendance improvement, withdrawal, or retention. Family vacations and medical and dental appointments should be planned for times when school is not in session. Attendance policy is strictly enforced. Extenuating circumstances must have proper documentation.

Types of Absences

****Failure to call South Bay Academy to report an absence will constitute an unexcused absence.***

Below are examples of excused absences:

- Personal illness or injury
- Death in the immediate family - parents/guardians, siblings, grandparents
- Death in the extended family - uncles and aunts, nephews and nieces, cousins
- Medical appointments (please inform teacher of appointments in advance)

Truancy

Students absent without parental permission are regarded as truant and are subject to disciplinary action.

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance

Leaving Campus

Students may only leave campus with permission and in the company of parent/guardian.

- A parent will be contacted if the student is ill. Students are expected to be picked up from school within an hour.

Tardies and Early Dismissals

To support a productive and uninterrupted learning environment, students are expected to arrive on time and remain in school for the full instructional day. Consistent attendance is essential for academic success.

School Hours: 8:00 AM – 2:30 PM

Students are considered tardy if they are not in their designated classroom and ready to begin instruction by **8:15 AM**.

Tardy Guidelines

- Students arriving after 8:15 AM must report to the front office for a tardy slip before going to class.
- A parent/guardian must accompany students to the office.
- Three (3) unexcused tardies will be counted as one (1) unexcused absence for attendance purposes.

Early Dismissal Guidelines

- To minimize classroom disruption and maintain school safety, students should not be signed out after 2:00 PM.
- If an early dismissal is necessary, parents/guardians must sign out students before 2:00 PM.
- Four (4) early unexcused sign-outs will be counted as one (1) unexcused absence for attendance purposes.

Consequences

- Excessive tardiness or early sign-outs may result in parent conferences, loss of privileges, or additional disciplinary action as outlined in the school's attendance policy.
- Students are responsible for making up any missed assignments to tardiness or early dismissal.

Scholarship students who accumulate more than 18 total attendance infractions—including tardiness—risk losing their Step Up benefits. Schools are responsible for adherence to state law and attendance tracking, and parents must support by providing timely documentation and facilitating good attendance.

Excuses

Please notify the school if the student will be out for any reason via telephone or email.

- Riverview –813.399.3180 or email ejudge@southbay.academy.

Campus Closings

In the event of a hurricane or other weather-related emergency, South Bay Academy will follow the Hillsborough County Public School schedule. If public schools are closed, South Bay Academy will be closed. Please stay tuned to local news for openings and closings.

There may be other campus closings due to situations beyond our control. We will do our best to communicate this to our parents.

Curriculum

At South Bay Academy, we strive to cultivate a Christ-centered learning environment where each student is encouraged to grow in both knowledge and character. We believe that every child is uniquely created by God with individual strengths and areas for growth, and it is our joy and responsibility to nurture their development through both academic excellence and spiritual guidance.

We seek to challenge students in the areas where they excel and to support and guide them where they face difficulties, recognizing that learning is a lifelong journey shaped by grace and perseverance. Our instructional approach includes both traditional classroom teaching and small group instruction, allowing us to meet students where they are and help them reach their God-given potential.

When appropriate, we incorporate additional curriculum and supplemental resources tailored to the individual needs and capabilities of each student. These materials are carefully selected to enrich our instruction and to support the development of critical thinking, creativity, and a deeper understanding of God's truth in all subjects.

Homework

Homework will be assigned based on age, grade, subject and levels. The teacher will explain their specific homework expectations to the class. This is necessary to help achieve academic progress. If a student refuses to do his/her work or is putting forth little effort during the day, it may be assigned as homework. There will also be times during the school year that students will be required to complete projects. The projects are a vital part of their education. Projects will require some at-home assignments.

Makeup Work

At South Bay Academy, we believe that responsibility and accountability are essential components of a student's growth—both academically and spiritually. When a student is absent, it is the responsibility of the student and parent to take initiative in obtaining and completing any missed work.

Students and/or parents must communicate with the teacher to request missed assignments, tests, or classwork. While teachers may occasionally post assignments in the classroom or online, it is still the student's duty to confirm all required work. Parents are encouraged to support their child in staying organized and up to date, especially after an absence.

All make-up work should be completed promptly and within the time frame agreed upon with the teacher. Failure to complete missed work within the given timeline may result in reduced credit or a grade of zero, unless other arrangements have been made in advance.

At South Bay Academy, we hold students accountable not only for their academic progress, but also for demonstrating responsibility, integrity, and respect for the learning process. We ask that parents partner with us to reinforce these values at home.

Behavior Policies/Procedures

Reflecting our respect for God, and God's respect for us, we expect students to exhibit respect for themselves, others, and property belonging to others. The teacher is

responsible for classroom management. Teachers and students work together to solve problems when inappropriate behavioral and conflict situations arise. The teacher has the latitude to apply various disciplinary procedures.

South Bay Academy recognizes good behavior. Students have incentives that are age appropriate.

When misconduct occurs, corrective measures will be employed to help the student change his/her attitude and behavior. Some of the corrective measures are as follows:

- Student-SBA staff discussion
- Loss of privilege
- Parent-SBA staff discussion
- In school suspension
- Out of school suspension
- Expulsion

Examples of misconduct include but are not limited to:

- Dishonesty
- Bullying
- Profanity
- Excessive horseplay
- Not adhering to dress code
- Vandalism
- Fighting
- Disrespect
- Blatant disobedience
- Stealing

[Behavior Management Plan](#)

At our school, we believe in fostering a respectful, responsible, and safe learning environment. Our Behavior Management Plan is designed to promote positive behavior, support character development, and provide clear expectations and consequences.

Middle and High School students will follow a demerit and incentive-based behavior plan. Demerits are issued for rule violations, and consequences escalate based on the number and severity of infractions. Students may earn positive points through good behavior, leadership, and acts of service, which can offset demerits. Behavior records reset each quarter to provide students with a fresh start.

Positive behavior across all grade levels is encouraged through praise, recognition, and various reward opportunities. Our goal is to work in partnership with families to guide students in making responsible choices and becoming respectful members of the school community.

Student Dress Code Policy

South Bay Academy maintains a uniform dress code to promote simplicity, modesty, school spirit, and a sense of community identity. We believe that how a student presents themselves reflects respect for God, others, and the learning environment.

Uniform Guidelines

Tops

Students are required to wear polo shirts in navy blue, grey, white, or yellow. Polo shirts with the official South Bay Academy logo may be purchased through our online store. Plain polo shirts in approved colors may also be purchased from local retailers such as Walmart or Target.

Bottoms

Students must wear navy blue or khaki uniform-style shorts, pants, skirts, or capris.

- Leggings and yoga pants are not permitted unless worn under a skirt or dress.
- Shorts and skirts must be of appropriate length, generally no shorter than the student's fingertips when arms are placed at their sides.

Footwear

Students are required to wear socks and sneakers each day for safety and participation in daily activities. No sandals, open-toed shoes, or croc type footwear.

Fit & Appearance

All clothing must be appropriately sized—not too baggy, too tight, or excessively large.

- Sweatpants, athletic shorts, and overly tight or revealing garments are not allowed.
- All students are expected to dress neatly and modestly, in alignment with the values of South Bay Academy.

Accessories and Hairstyles

- Jewelry must be modest in both size and amount to ensure safety during physical activities.
- Hair and hairstyles should reflect neatness and align with the purpose and spirit of the dress code policy.

- Hats and hoods may not be worn indoors or used to cover the head while on campus.

Friday Dress Down Option

- Dress down Fridays attire; South Bay t-shirt and jeans with no holes.
- Students may participate in Dress Down Friday through one of the following options:
 - Reward System: Students may use earned behavior or merit points to "purchase" Dress Down Friday privileges through the school's reward system.
 - Optional Payment: Students may also participate by submitting a \$1.00 payment in advance or on the designated Friday.

Funds collected from Dress Down Fridays are used to support student-centered activities and enrich our school community. These contributions help contribute to the costs of events such as Field Day, classroom celebrations, the snack cart, student incentives, and other special activities throughout the year. By participating, students not only enjoy a fun privilege but also invest in memorable experiences that build school spirit and fellowship.

Accountability and Enforcement

Students and parents share the responsibility of ensuring that the student arrives at school in compliance with the dress code. South Bay Academy staff and administration reserve the right to determine whether a student's clothing or appearance meets the school's expectations.

Disciplinary Action

Repeated or willful dress code violations may result in disciplinary consequences, including but not limited to:

- Verbal warning
- Parent notification
- Detention
- Suspension
- Expulsion (in extreme or repeated cases)

We appreciate your partnership in upholding a standard that reflects respect for our Christian community and learning environment.

[Personal Items and Electronics Policy](#)

At South Bay Academy, we are committed to maintaining a learning environment that is respectful, focused, and Christ-centered. To support this goal, the use of personal items and electronic devices during the school day is restricted.

- Students should not bring personal items such as toys, games, or trading cards to school.

- Cell phones and other personal electronic devices are not permitted for use during the school day.
- All phones and electronic devices must be turned off and turned in to the teacher each morning. Devices will be securely stored and returned at the end of the day.
- South Bay Academy is not responsible for lost, stolen, or damaged personal items brought to school in violation of this policy.

If a student needs to contact a parent or guardian during the school day, they must request permission to go to the front office, where they will be allowed to make a phone call using the school's phone. Students are not permitted to use their personal devices to call, text, or message during school hours.

Disciplinary Actions for Electronics Policy Violations

To encourage responsible choices and reinforce expectations, the following disciplinary actions will be taken for violations of this policy:

1st Offense – Warning & Parent Notification

- The device will be confiscated and returned at the end of the school day.
- A verbal warning will be given.
- The student's parent/guardian will be notified.

2nd Offense – Device Held Until Parent Pickup

- The device will be held in the front office.
- A parent or guardian must retrieve the device in person.
- A written warning will be issued.
- The student will lose the privilege of bringing any electronics to school for a designated period.

3rd Offense – Administrative Consequences

- The device will be confiscated and a parent or guardian must retrieve the device in person.
- The student may receive detention, in-school suspension, or other disciplinary action at the discretion of administration.
- The student may lose the privilege of bringing electronic devices to school for the remainder of the semester or school year.

Note: Repeated violations may be considered defiance of school authority and could result in additional disciplinary measures, as outlined in the South Bay Academy Code of Conduct.

Bullying

South Bay Academy is committed to providing a safe, respectful, and inclusive environment for all students. Bullying of any kind is strictly prohibited and will not be tolerated.

Definition of Bullying:

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is often repeated, or has the potential to be repeated, and may be physical, verbal, social, or digital in nature.

Example of Bullying:

A student repeatedly calls another student hurtful names during recess, spreads false rumors about them on social media, and encourages others to exclude them from games or group activities. This causes emotional harm and creates a hostile school environment.

Disciplinary Response:

South Bay Academy determines a course of action on a case-by-case basis. The goal of discipline is not simply punishment, but to help students change their behavior while holding them accountable for their actions.

- Less severe behaviors may result in an in-the-moment teaching intervention by a staff member, focusing on guidance and correction.
- More severe or repeated behaviors may lead to a referral to school administration for a more serious response, which may include disciplinary consequences and parent involvement.

While South Bay Academy cannot guarantee that a student will never engage in bullying, we are committed to correcting behavior when it occurs and holding students accountable in a fair and constructive manner.

Important Note:

Disciplinary interventions are not limited to situations where intent to harm can be clearly established. Statements like *“I didn’t mean anything”* or *“It was just an accident”* are not acceptable excuses for behavior that negatively impacts another student. Staff will consider a range of factors including the student’s behavioral history, the context of the incident, and other relevant information when determining the appropriate response. Students and families are encouraged to report any concerns to a trusted adult or school administrator. We are all responsible for maintaining a school culture where every student feels safe and valued.

Field Trips

Field trips are taken periodically in conjunction with different classes. Permission slips are sent home with students and are to be signed and returned by the requested date. A small charge may be required for admission.

Attendance on field trips is mandatory. However, if there is a compelling reason that a student should not attend a field trip, the parent must discuss the situation with the teacher or administration. Missing a field trip without a compelling reason will count as an unexcused absence.

All field trip fees must be paid for your child/children to attend field trips. If fees are not paid, your child will need to stay home for the day. This will be considered an unexcused absence for your child.

**South Bay Academy does reserve the right to not allow for a child to attend a field trip due to attendance, behavior, incomplete assignments, grades or other reasons determined by South Bay Academy. Parents will be contacted prior to the field trip with a decision.*

***There are no refunds for field trips unless field trip destination refunds the school the appropriate monies.*

Fundraising

South Bay Academy will conduct fundraisers with the guidance of our fundraising committee. We encourage all South Bay Academy families to support our fundraising efforts. Generally, parents will be asked to donate \$100.00 per/student each school year toward our fundraising goals.

Lost and/or Damaged Property

South Bay Academy is not responsible for lost items. We ask parents to put their child's name on clothing and personal items to help in the proper return of misplaced items. Items that have been found will be turned into the lost-and-found. Items not claimed by the end of each grading period will be donated to an applicable ministry.

South Bay Academy is not responsible for damaged items. This includes supplies, book bags, lunch boxes and any other personal property belonging to a child. Please allow for wear and tear on items sent in for students.

Lunch

Students must bring their own lunch in a container with a cooler pack. South Bay Academy does not provide plastic utensils. **Please be sure your student has utensils and something to heat up food on if necessary.** Please send in food that does not need preparation. It is against Hillsborough County Health Department regulations for staff to prepare and cook meals. Hot items should be sent to school in a Thermos. Lunch is only 30 minutes. Lunch should include items that are healthy and represent the food groups. Please do not send in items that contain caffeine or excessive sweets and candy.

Parties/Treats

Celebrating successes and special occasions is important at South Bay Academy. All parties must have the approval of administration/teacher. Class treats are allowed if cleared with the teacher. Please be sure that you communicate any food allergies that your student may have to the teacher and staff.

Student Progression and Promotion

The student progression and promotion practices at South Bay Academy align with the school's mission, philosophy, and applicable State Statutes. These policies emphasize high academic standards and the development of each student's spiritual, emotional, social, and physical growth.

Recognizing that students develop at different rates, some may require more or less time to reach their full academic potential. Teachers and school administration will regularly evaluate student performance and progress. While parents and students may be included in discussions regarding academic concerns, final decisions about student placement—including acceleration, tutoring, retention, or probation—will be made by the school's professional staff based on what is in the best interest of the student.

Grading Policies and Practices

Evaluation of the progress of students is conducted with appropriate assessments. The following grading system is in place for non-academics including conduct.

O	Outstanding
S+	Above Satisfactory
S	Satisfactory
S-	Below Satisfactory
N	Needs Improvement
U	Unsatisfactory

The following grade scale is utilized for Academic subjects in most classes.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

If applicable, the teacher will note if a student is on level for academic subjects. This will be reflected with an “AL” for Above Level, “OL” for On Level and “BL” for Below Level.

** Other grading options may be utilized depending upon the child’s needs and abilities.**

Report Cards

Report cards and progress reports are accessed electronically through TeacherEase. Hard copies are available for parents to print.

Parent Communication

Email and TeacherEase are the primary methods of communication between South Bay Academy and parents. Important updates, announcements, and individual student information will be sent via those two platforms. Parents are expected to regularly check and monitor their email to stay informed about their child’s academic progress, behavior, and school-related matters.

In addition, behavior logs and other student records are maintained in TeacherEase. Parents are encouraged to log in regularly to view updates and track their child’s performance and conduct. Consistent communication helps support student success and keeps families connected to the school community.

Parent/Teacher Conferences

Communication concerning a student’s, academic, physical, and behavioral growth is encouraged. Conferences may be initiated by parents, teachers, counselors, and school administration. Parents who have concerns about a student’s performance in a specific subject should first talk with the teacher. If the parent still has concerns, a conference may be scheduled that includes the parent, teacher, director, and student (if appropriate.)

Subcontractors/Therapist

South Bay Academy reserves the right to approve any sub-contractor, therapist, aid, or any other person not employed by South Bay Academy to provide services at our location. All such personnel will be required to provide an approved background check, references and any other documentation requested by South Bay Academy.

Health and Safety-Illness

South Bay Academy maintains first aid supplies for minor injuries. When the school cannot safely handle a student's illness or injury, parent/guardians are contacted. Therefore, it is imperative that student records are kept up to date with current telephone numbers for home, workplaces, cell phones and other emergency numbers. Please notify the school of any changes which occur throughout the year.

Please do not send your child to school if they are ill or contagious. Contact the school if your child should develop a communicable disease such as measles, etc. It is up to the discretion of the Administration of South Bay Academy if we can take a sick child, even with a note from a doctor.

Please use the following list in determining when to keep your child home.

This list was taken from the report of the committee on control of infections and diseases of the American Academy of Pediatrics.

- Fever greater than or equal to 100 degrees within 24 hours of bringing your child here
- Vomiting and/or diarrhea within 24 hours of bringing your child here
- Any symptoms of the usual childhood diseases: scarlet fever, German Measles, Mumps, Chicken pox, and Whooping cough
- Common cold, from onset up to one week
- Any discoloration of a runny nose or any excessive runny nose, even if clear
- Sore throat
- Croup
- Any skin infections: boils, ringworm, impetigo, scabies, etc.
- Pink eye or any eye drainage
- Lice

If your child develops any of these illnesses while at school, the child must be picked up within 1 hour of South Bay Academy notifying you of your child's sickness.

Head Lice

Whenever a student is found to be infested with head lice or is found to have nits, the parents shall be notified. The parents will be provided with directions for the treatment of head lice and of school procedures related to head lice. The student will be sent home for treatment and not readmitted until the parent brings a note from a doctor and it is confirmed that the child is free of any head lice and nits after examination by the doctor.

After clearance by the doctor's office, the student will be allowed to return to class. The other students in the infested student's classroom and the student's sibling(s) should be examined in a private setting for evidence of either the lice or lice eggs (nits). The examinations should be done by each student's parents and/or the school principal or designee. If other students in a classroom are identified with active cases of head lice, then the principal shall notify parents of the situation.

There are a few other conditions for which students must be sent home: head lice, persistent diarrhea, vomiting, fever, rashes of unknown, etc. South Bay Schools have a NO NIT policy. If your child has head lice, he/she must be treated, and all nits must be removed before your child may return to school

Medications

If a student needs to have medication(s)/treatment(s) given during the school day, state regulations and school policy require that the parent/guardian and the student's doctor provide written permission for administration of both prescribed and over the counter medication(s) or treatments(s). Only medications approved by the FDA can be administered by school personnel. Medications must be in their original container with dosage requirements.

Visitors

For the safety of everyone, especially our students, the following rules will apply to all adults who work at the school, volunteer, or visit:

- **ALL** visitors must enter through the office area and state the nature of their visit to our staff.
- Anyone wishing to pick up a child from our school other than the parent must be approved by the parent and show the office staff a valid driver's license.
- In cases where parents are divorced or separated, the school will require copies of all legal papers pertaining to child custody and visitation to know who has legal authority to pick up the child and when.

Accidents

For accidents occurring at school or on school activities, report forms will be sent home. This can be hard copy or done electronically. Depending on the severity of the accident, you may also receive a phone call.

Environment

Care of Classrooms

Maintaining a clean, attractive environment is important to successful learning. Students do their part by using the proper waste or recycling receptacles, vacuuming, and taking out the trash. This helps keep the classroom clean. Restitution must be made for any damage done in a classroom by a student.

Care of textbooks

Books are expected to be handled with care and not abused in any manner. A replacement charge must be paid for any book that is lost or damaged.

- Parents/guardians are financially responsible for any schoolbooks or materials that are lost, damaged beyond normal wear, or not returned by the designated due date. This includes, but is not limited to, textbooks, library books, and other instructional resources.
 - Full replacement cost will be charged for any book or material that is lost or not returned.
 - A damage fee may be assessed for materials returned in a condition deemed unusable by school standards.

Care of Grounds

Maintaining a clean and attractive campus is important. Waste is to be disposed of properly and recycled. All people are encouraged to care for the campus environment.

Locker Policy

Lockers are provided to students as a privilege to store books, school supplies, and personal belongings during the school day. Each student is expected to treat their locker and the belongings of others with respect and integrity.

Guidelines and Expectations:

- Students are responsible for the contents and condition of their assigned locker and lock.
- Only school-issued locks are permitted. Personal locks are not allowed and may be removed by school staff.

- Students must keep their lockers locked at all times to protect their belongings.
- Lockers are to be used for school-related items only. Prohibited or inappropriate items found in lockers will result in disciplinary action.
- Students must not share their locker or lock combination with others.
- Lockers are school property and may be inspected at any time by administration without notice.

Examples of Prohibited or Inappropriate Items in Lockers

- Weapons or sharp objects (including pocket knives, box cutters, or anything resembling a weapon)
- Drugs, alcohol, tobacco, or vaping products
- Prescription or over-the-counter medications not registered with the school office
- Inappropriate or offensive materials, including books, images, or writings that contradict the school's Christian values
- Electronic devices not authorized by the school (e.g., gaming systems, speakers)
- Food or drinks that are perishable or left beyond one day
- Stolen items or property belonging to others
- Cash or valuables—the school is not responsible for lost or stolen personal items
- Items promoting violence, profanity, or immoral behavior
- Anything that emits strong odors or creates a mess, including sprays, lotions, or open containers

Accountability:

- Lost or damaged locks must be reported to the office immediately and may result in a replacement fee.
- Students are responsible for keeping their locker clean and free of damage. Any vandalism or misuse will result in disciplinary action and/or a financial penalty.
- South Bay Academy is not responsible for lost or stolen items, whether a locker was secured or not.

By using a school locker, students agree to uphold this policy and demonstrate responsibility and stewardship in caring for their assigned space.

[Before and After Care Policy](#)

South Bay Academy is pleased to offer Before and After School Care for enrolled students. This service is designed to provide safe and supervised care outside of regular school hours.

Before Care

- Hours: 7:00 AM – 8:00 AM

- Students may not be dropped off before 7:00 AM.
-

After Care

- Hours: 2:50 PM – 6:00 PM
 - Students must be picked up no later than 6:00 PM.
-

Late Pick-Up Policy

- A grace period is extended until 6:05 PM.
 - After 6:05 PM, a late fee of \$1.00 per minute per child will be charged beginning at 6:06 PM.
 - Families will receive one courtesy warning. After that, late pick-up fees will be billed automatically.
 - After three (3) late pick-ups, After Care privileges may be suspended or revoked at the discretion of administration.
-

Drop-In Use Policy

- Families whose children are not enrolled in After Care but who use the service without prior approval will be charged a drop-in fee.

South Bay Academy Grievance Procedures

South Bay Academy teachers and staff seek to develop and maintain good working relationships with parents/guardians. When problems arise, it is imperative that they be dealt with ethically and in a spirit of cooperation. The principles taught in Matthew 18:15-17 are clear guidelines to follow. All concerns should be registered in the following sequence:

Grievances:

When an individual feels that he or she has a complaint or grievance, including complaints of discrimination and harassment, he or she shall discuss the complaint or grievance with the individual and the principal of the school as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.

Grievances shall be processed as rapidly as possible. The number of days indicated shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended or reduced by mutual agreement. If a decision is not made within the designated time period, the aggrieved may appeal to the next appropriate level.

A grievance shall be presented at the appropriate level within sixty days after the aggrieved person knows of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered waived.

Students, applicants for admission, employees, applicants for employment, parents and other non-employees shall have the right to file a grievance.

Grievance Procedure

South Bay Academy is committed to addressing concerns and resolving conflicts in a fair and respectful manner. To ensure issues are handled at the appropriate level, all grievances must follow the steps outlined below. Skipping steps may delay resolution.

Level I – Teacher

Concerns or grievances must first be addressed directly with the student's teacher. Open and respectful communication is encouraged as most issues can be resolved at this level.

Level II – Assistant Principal

If the issue is not resolved after speaking with the teacher, the next step is to bring the

concern to the Assistant Principal. The Assistant Principal will review the matter and work toward a resolution.

Level III – Principal

If further action is needed, the grievance may be brought to the Principal. The Principal will meet with all relevant parties and work toward a resolution.

Level IV – Board of Directors

If the concern remains unresolved after meeting with the Principal, a formal written grievance may be submitted to the South Bay Academy Board of Directors within sixty (60) days of the original issue. Written grievances should be mailed to:

South Bay Academy Board of Directors

13498 US Highway 301 S
Riverview, FL 33578

Before any adverse decision is made regarding a grievance, the administrator must consult with the Board of Directors.

All proceedings are kept confidential at every level, and retaliation against anyone who files or provides information about a grievance is strictly prohibited.

Parent and Student Contract

***Parent and Student Responsibility**

***Please print this page, print and sign your name. Please return to the administrative office.**

By signing this page, you are stating that you and your student have read the South Bay Academy Student Handbook and that you both understand all the content.

Parent: (print name) _____

Parent Signature _____

Date _____

Student Name (print name) _____

Student Signature _____

Date _____

Administration Name: (print name) _____

Administration Signature _____

Date _____

Date Received _____