Welcome-

At Souls Harbor Christian Academy (SHCA), education is a partnership between teachers and parents. We believe that no other individual plays as great and as valuable a role in a child's life as the parent(s). At SHCA, we feel that children need their parent's influence more than the influence of their peers or even their teachers. As educators, it is our purpose and privilege to extend our knowledge and guidance as we equip students to succeed academically and endeavor to develop Christian character. Our program is designed to encourage strong relationships between the parent, child, and the school. This strengthened relationship will help to provide a quality education.

-The Administration & Staff of Souls Harbor Christian Academy

SHCA CHART OF COMMAND

The Administration is the overseer of SHCA. Parents should not come to the Administration until they have first conferred with the teacher to resolve an issue. If a resolution cannot be found, the school dean will work with both the parent and the teacher to make the appropriate decision for SHCA and the student. The SHCA School Board, which is appointed by the administrative team, is utilized at the discretion of the Administration. Any decision to permanently dismiss a student can be appealed to the School Board one time.

SHCA STATEMENT OF PURPOSE

The primary purpose of SHCA is to provide a godly environment in which a child can receive education.

We intend to help equip students academically to succeed in college, vocational school, and the work place. Every possible attempt will be made to provide the best teachers, Christian-based curriculum, and facilities to accomplish that purpose.

Along with equipping students to succeed academically, SHCA will endeavor to help develop Christian character in students of all ages and cultural backgrounds. SHCA's staff will constantly strive to instruct, challenge and lead students to develop a Christian lifestyle.

Parents of SHCA students must realize that the school is not capable of parenting their students. The primary responsibility of parenting and training belongs to the parents.

SHCA is a partnership Christian school. Your child(ren)'s enrollment is based on the complete support of and the agreement with the rules and procedures expressed in this handbook. There

are multiple areas of support that must be given by your family to attend SHCA.

AREAS OF SUPPORT

*Partnership Instruction Support *Volunteer Support *Standard of Conduct Support *Financial Support

Mother:	Father:
We understand and support	the Chart of Command, Statement of
Purpose, and Ar	reas of Support for SHCA.

ADMISSION

- A student is admitted to SHCA on the basis of positive biblical conduct, parental support and academic progress.
- SHCA is not equipped to help students who have been professionally diagnosed with various learning disabilities.
- SHCA reserves the right to require that a student be professionally tested for a learning disability at the expense of the student's parents before being admitted or after being admitted into the school year.
- SHCA is not a reform school. It is an Apostolic, Christian school. Students should be in regular attendance to their church and be in good standing with their pastor and church leaders.
- All students are enrolled at SHCA on a year to year basis.
- An evaluation and interview of the parents and student by school officials will be used in determining enrollment for each school year.

- SHCA Administration reserves the right to refuse enrollment for any reason that it deems necessary.
- SHCA Administration also reserves the right not to disclose the reason for refusing enrollment to an individual or family.
- Students will be placed in the grade level that coincides with the birth year on September 1. Transferring records that suggest otherwise will not be considered. Students will not be enrolled in grade levels higher than their age.
- Students transferring from a school must provide official records and their most recent report cards to help in the decision making process.
- Students transferring from homeschooling must provide an
 evaluated portfolio from a certified teacher that states that
 the student has met the requirements of the state of FL for
 the completed grade level. The portfolio must contain
 samples and an evaluation for each course or subject for
 that grade level. A transferring student will be placed in
 the last grade that official documentation can be proven if
 the evaluated portfolio is found unacceptable.

Mother:	Father:
We understand	and support the Admission policy.

REGISTRATION

- Registration will take place after the school has agreed to accept your child for the school year.
- A NON-REFUNDABLE registration fee will be charged to cover testing and paperwork fees.

- New students that have never attended SHCA before may be given an entrance test to verify their ability to perform at the appropriate grade level. Any student who cannot work through the required skills will be placed in an appropriate instructional grade level. Tutoring may be required at the expense of the student.
- For enrollment in Kindergarten or First Grade, parents will need to provide a birth certificate to verify date of birth, a health card that includes shot records, and a health physical form completed by the child's physician.
- Kindergarten students should be five years old by September 1 in order to enroll at SHCA.
- First grade students should be six years old by September 1 in order to enroll at SHCA.
- Prospective first graders must be able to read and follow directions. (Non-reading students may be enrolled in Kindergarten.)
- A child must be potty trained to enroll at SHCA.

•	Before a student will be accepted at SHCA, the student and
	parent(s) must sign the Standards of Conduct form and both
	parents must read and sign the Family Commitment form.
	Mother: Father:
	We understand and support the Registration policy.

SHCA FEE SCHEDULE

Tuition and fees are subject to change. Inquire at enrollment for current tuition and fees.

FINANCIAL SUPPORT

- The annual budget for SHCA is dependent solely upon tuition for academic services provided, fund-raisers and gifts from friends to cover all operation expenses.
- All charges are due the 1st of every month and are considered past due after the 10th of the month. A \$20.00 late charge will be applied to ALL accounts that are not paid prior to the 10th of the month. This charge will be applied regardless of notification made to school officials. Also, a fee of \$25.00 will be applied for any returned checks.
- Any payments not received by the end of the month will be considered delinquent. At that time, your account will be reviewed by the financial committee. It is possible that your child will be dismissed from school after this review. Therefore, it is very important that you communicate an acceptable payment arrangement with the school administration prior to the end of the month, and that you follow through with the agreement.
- The year's tuition is spread over a ten-month period to make it possible for your family to afford private Christian education for your children.
- You will receive a monthly statement indicating the tuition amount as well as curriculum charges and any other charges incurred each month.
- There will be no tuition deductions for holidays and absences.
- In cases of withdrawal or dismissal from school, all payments must be made through the end of the calendar

month. Records cannot be released to a transferring school if the family has an outstanding balance to their account.

• A 10% discount will be applied to all accounts paid in full for the year, and a 2% discount for the semester. If a student is withdrawn or dismissed from school, there will be a 10% penalty deducted before reimbursement.

Mother:	Father:
We understand and su	pport the Fee Schedule and Financial
	Support policy.

GRADUATION FEES

Kindergarten:

- A kindergarten graduation fee of \$25 will be billed in the month of October to all advancing K-5 students. This fee will cover the cost of cap and gown.
- The school term closes the day of graduation.
- NO student graduates until his/her family's tuition and fees are paid in full for the year.

High School:

- A graduation fee of \$75.00 will be billed in the month of October to all graduating seniors. This fee will cover the cost of a diploma, cap and gown, video editing and guest speaker.
- The school term closes the day of graduation.
- NO student graduates until his/her family's tuition and fees are paid in full for the year.

Mother:	 Father:	

We understand and support the Graduation Fees.

GRADUATION CEREMONY

•	school year. The graduation direction of the Administra	ntion of SHCA. All of the ogram, speakers, decorations,
	Mother:	Father:
We i	understand and support the	Graduation Ceremony Policy.
ATTE	NDANCE	
•		rovide the most comprehensive le, students are encouraged to be class.
•	Communication is of the usis not in class.	tmost importance when a student
•	Parents accept full responsite attendance.	nsibility for their child's lack of
•	Tardiness is discouraged effectiveness of the staff at	and will hinder the instructional tSHCA.
•		stponed because of a student's es may suffer due to missing test
	Mother:	Father:
	We understand and suppo	ort the Attendance policy.

LUNCH PROGRAM

- Students should bring a lunch from home.
- All student lunch breaks are scheduled by classroom, therefore, students should be prepared for lunch at their appointed lunch break.
- SHCA will provide drinks and snacks at a reasonable cost.
- SHCA has a closed campus policy students will not be allowed to leave campus for lunch.
- Students are not permitted to sit in their automobiles during lunch or any other time during school hours.
- Parents will be notified of any changes in the lunch program.

Mother:	Father:
We understand and s	upport the Lunch Program.

SPORTS PROGRAM

- The sports program is offered for high school students, grades 9-12, to receive their physical education credits toward graduation. Students below the high school level are placed on the team's roster as needed.
- Students must maintain both a quality academic standard and acceptable conduct to participate in the sports program.
- A sports fee will be charged for each sport that a student plays in the school year.

•		ed to participate in a practice, are absent from school for the
	Mother: We understand and suppo	
<u>BIBLI</u>	<u>E</u>	
•		ource at SHCA. It enhances the such as English, History and
•	As a Christian school, we a valuable tool in the work	are privileged to use the Bible as of character building.
•		ost important tool utilized in this ndation of moral and spiritual
•	Without a working knowled hardly be considered educated	edge of the Bible, a student can ted in the truest sense.
•	translations of scripture,	the value of many English for school use – chapel, class devotions – the KING JAMES
EUND	Mother: We understand and sup	

FUND-RAISING

- Fund-raising is vital to the success of SHCA.
- The proceeds provide the money to enroll our staff in instructional enrichment programs, supplement salaries,

and purchase equipment useful to the students and staff of SHCA.

- All funds will be allocated to specific areas as directed by SHCA's Administration.
- SHCA expects every family to participate in all fundraising endeavors.
- Fund-raising involvement may be applied to each family's volunteer hours.
- A lack of involvement in SHCA's fund-raising efforts will be taken into consideration when your family seeks reenrollment to SHCA.

Mother:	Father:
We understand an	d support the Fund-Raising policy

CHANGE OF ADDRESS OR TELEPHONE NUMBER

•	Parents	are	responsible	for	notifying	the	school
	immedia	tely o	f any change of	of add	ress or telep	phone	number
	(home, v	vork,	or cell phone)	. It is	s imperative	that	we have
	this info	rmatic	on to contact pa	arents	in case of e	merge	ency.

Mother: _____ Father: ____ We understand and support the Change of Address or Telephone Number policy.

LOST AND FOUND

•	Article	es wi	ll be k	ept in	the lo	st and	foun	d fo	r 30 days	s. Any
	items	left	there	after	this	time	will	be	thrown	away.
	Stude	nts sh	ould v	vrite th	neir na	ame or	all p	erso	onal item	S.

Mother:	 Father:	

DRESS CODE

Clothing and hair styles of all students and parents must meet the school dress code policy while attending school and all school-supported events. The Administration reserves the right to determine what is acceptable.

Girls:

- Skirts only; NO pants or shorts are permitted.
- Clothing must be well BELOW the knee and elbow at all times; this includes the split of the skirt also.
- Growth is to be expected. Therefore hems should be made extra-long to provide for adjustments throughout the school year.
- Uniforms consist of:
 - o A Navy Blue or Khaki skirt
 - o A shirt designated by the Administration
 - Shoes that are fully enclosed with no more than a one-inch heel (no athletic shoes, sandals, or boots allowed)
 - Hose or socks must be worn at all times
 - o Shirt must be tucked in and a belt worn if applicable
- No cosmetics are to be used at any time at school or at school functions. The Administration reserves the right to define "cosmetics."
- No jewelry is to be worn at any time at school or school functions. The Administration reserves the right to define "jewelry."

HAIR:

- o Hair is to be neat, clean, and combed.
- NO part of the hair is to be trimmed or cut during the school year at all grade levels (K-4 thru 12th). A young lady will be suspended if she cuts her hair during the school year which is from August thru May.
- NO coloring of the hair is allowed during the school year. Hair color must be original when beginning a new school year.
- o Hair styles must conform to moderation.
- Fingernails will be neat, clean, and trimmed to a sanitary length.
- Colored fingernail and toenail polish are not permitted.

Boys:

- Pants only; NO shorts are permitted.
- Clothing must be well below the knee and elbow at all times.
- Growth is to be expected; therefore uniforms should provide for adjustments throughout the school year.
- Uniforms consist of:
 - Navy Blue or Khaki pants (no jeans allowed)
 - A shirt designated by the Administration
 - Shoes that are fully enclosed with no more than a one inch heel (no athletic shoes, sandals, or boots allowed)
 - Socks must be worn at all times.
 - Shirt must be tucked in and a belt worn if applicable

 No jewelry is to be worn any time at school or school functions. The Administration reserves the right to define "jewelry."

• HAIR:

- Hair is to be neatly cut and short enough not to be shaggy or bushy.
- Hair must not touch the collar of a regular sport shirt in the back.
- Hair must not cover any part of the ears; longer hair tucked behind the ears is prohibited.
- Hair must not touch the eyebrows when in a normal wearing position.
- o Sideburns must not be any longer than mid-ear.
- NO coloring of the hair is allowed during the school year. Hair color must be original when beginning a new school year.
- o Hair styles must conform to moderation.
- Mustaches and beards are NOT permitted; all students must be clean shaven every day.
- Fingernails will be neat, clean, and trimmed to a sanitary length.

Mother:	Father:
We understand a	and support the Dress Code.

S.H.C.A. STANDARD OF CONDUCT

It is a privilege to attend SHCA. The issues outlined below should be considered minimums in the lives of the students at SHCA. SHCA is first and foremost a Christian school. Additionally, it is an Apostolic Christian school. If at any point the standards of conduct become too difficult for a student and/or family to follow, the student should be withdrawn IMMEDIATELY and enrolled elsewhere. A student should also be withdrawn if the student and/or family no longer trust the staff or Administration of SHCA to work in the best interest of the school.

The Administration reserves the right to refuse enrollment or dismiss any student(s) at any point in the school year who we feel is misrepresenting the values and standards that SHCA sets out to maintain. The issues listed below and others are guidelines that will be considered. Students and/or families can be dismissed from SHCA at any point that their attitudes or actions demonstrate that there is no longer support for the values and standards that SHCA represents.

	Mother: Father: Student: We understand and support the Standard of Conduct philosophy.
•	Students are to act in an orderly and respectable manner, maintaining Christian standards in courtesy, kindness, speech, morality, and honesty.
	Mother: Father: Student: We understand and support the above point.
•	Students must agree to strive toward unquestionable character in dress, conduct, and attitude.
	Mother: Father: Student: We understand and support the above point.
•	Students are expected to refrain from talking about non-Christian music and television.
	Mother: Father: Student: We understand and support the above point.

•	Students are expected to refrain from talking about engaging in cheating, swearing, smoking, gamblin dancing, alcoholic beverages, illegal drugs, pornograph and sexual activity.	ıg,
	Mother: Father: Student: We understand and support the above point.	
•	Any student seeking an education through SHCA who have firsthand knowledge and/or information of the use of dru alcohol or sexual activity by SHCA students on or school property must relay that information to a Administration. Any student who does not come forward immediately with that information will be placed at a Lev One home schooling status and will not participate in a events or celebrations that SHCA offers through remainder of his/her school career.	gs, off he ard vel
	Mother: Father: Student: We understand and support the above point.	
•	Any student seeking an education through SHCA we participates in the use of drugs, alcohol or sexual active on or off of school property will be placed at a Level Cohome schooling status and will not participate in any ever or celebrations that SHCA offers through the remainder their school career.	ity ne nts
	If a student violates this a second time while enrolled SHCA he/she will be expelled permanently.	at
	Mother: Father: Student: We understand and support the above point.	
•	Any student found with pornographic material will removed from school	be

	Mother: Father: Student:
	We understand and support the above point.
•	Any student found using tobacco products will be removed from school.
	Mother: Father: Student: We understand and support the above point
•	A student may be questioned by the Administration at any time. The Administration may search any student's belongings at any time.
	Mother: Father: Student: We understand and support the above point.
•	Any student who maliciously destroys school property may be dismissed from school. The parents will be responsible for expenses to repair the damage property.
	Mother: Father: Student: We understand and support the above point.
•	Fighting will not be tolerated. Students who engage in fighting will be suspended or may be expelled.
	Mother: Father: Student: We understand and support the above point
•	Students must always be respectful of others' rights, property and the authority of the teachers and Administration.
	Mother: Father: Student:
	We understand and support the above point.

•	Students should not bring radios, tape/CD players, cell phones, or laptop computers to school unless prior arrangements are made. These items will be confiscated and returned only to the parent.
	Mother: Father: Student: We understand and support the above point.
•	Students should not bring skateboards, skates, rollerblades, or Heelys to school or school events unless prior arrangements are made. These items will be confiscated and returned only to the parent.
	Mother: Father: Student: We understand and support the above point.
•	Students are not permitted to bring MP3 players or iPods to school or any functions that bears the name of SHCA (i.e. after school activities, sports events, field trips, senior trip, etc.)
	Mother: Father: Student: We understand and support the above point.
•	Any student who occupies a social networking account i.e. Facebook, Twitter, or Instagram is required to register their account with SHCA that it may be accessed by the school administration if necessary.
	Mother: Father: Student: We understand and support the above point.

DISCIPLINE POLICY

SHCA believes that in every area of life, submission is essential for success. God demands and expects obedience to Himself, as well as to those He has placed over us. A well-enforced

code of discipline is necessary to properly train children to be subordinate to authority and ultimately to God.

At SHCA each teacher is given the liberty to enforce classroom regulations in the manner which he or she feels is in accordance with Christian principles and discipline as set forth in the Bible and/or this Handbook.

Discipline Procedures

- If a student commits a major offense, he/she will be assigned detention, suspension, probation or even expulsion if necessary. The Administration and/or teacher will determine the seriousness of the offense in light of the student's previous conduct and attitude.
- Discipline may also consist of verbal correction, writing sentences, or other corrective techniques.
- Major offenses include, but are not limited to the following:
 - Cheating
 - o Continued disobedience after individual warning
 - Direct disobedience/defiance/disrespect to authority figures including but not limited to parental, academic, and spiritual authorities.
 - Dangerous horseplay
 - Profanity, vulgarity, vulgar gestures, or racially offensive comments
 - o Stealing
 - Any offense mentioned in the SHCA Standard of Conduct section of the Handbook

Parents will be notified in writing or by phone if a student has met with the Administration for a major offence and disciplinary action has been taken.

Mother:	Father:
We understand of	and support the Discipline policy.

ACADEMIC PROGRESS POLICY

• Any student who is enrolled at SHCA must complete the required amount of school work for the academic school year. Otherwise, he/she may be required to attend summer school or be retained. This policy is to insure that each student finishes his/her education in a timely manner. It is of utmost importance that each student completes all courses of study within the given amount of time to achieve a punctual graduation from SHCA. Failure to adhere to this policy will result in a delayed graduation from SHCA.

Mother: _	Father:
We understand an	d support the Academic Progress policy.

P.I.E. – PARTNERS IN EDUCATION

The P.I.E. program at SHCA is a partnership between teachers and parents. In the P.I.E. program, the parent(s) is responsible for oversight and instruction of some of the curriculum that a student completes in a school year. SHCA believes that no other individual plays as great and as valuable a role in a child's life as the parent(s). At SHCA, we feel that children need their parent's influence more than the influence of their peers or even their teachers.

Mother:	Father:	
We understand	and support the P.I.E.	philosophy.

GRADING PROCEDURES

- Grades are computed at the discretion of the teacher by taking into account the following:
 - o Homework
 - Quizzes

	0	Participation		
•	SHCA	Grading Scale	e for 1-12 grade	
	0	90-100	A	
	0	80-89	В	
	0	70-79	C	
	0	60-69	D	
	0	59 & below	F	

Mother: ____ Father: ____ We understand and support the Grading procedures.

VALEDICTORIAN/SALUTATORIAN

Tests

• Seniors who have exhibited both educational and Biblical integrity and who possess the first and second highest weighted GPA for the years that he/she attends high school at SHCA will receive the Valedictorian and Salutatorian awards. A Salutatorian award will only be given to classes that graduate four or more seniors. Awards will be given to students who attend school at SHCA all four years of high school. Level One and Level Two home school students will not qualify for these awards.

Mother:	Father:		
We understand and sup	port the Valedictorian/So	alutatorian po	licy.

GRADUATION REQUIREMENTS

Credits will be awarded for high school level courses for any student or lower level courses if the student is at least 14 years old by September 1 of the school year.

Vocational Preparatory Diploma

- 4 credits Math (thru 1096)
- 4 credits English (thru 1096)
- 4 credits Social Studies (thru 1096)
- 4 credits Science (thru 1096)

1 credit Bible Curriculum 1 credit Physical Education ½ credit Health Elective

½ credit Life Skills Management

1 credit Fine Arts Elective (Music Appreciation & Speech)

1 credit Vocational Work Experience

3 credits General Electives

= 24 credits to graduate

General Achievement Diploma

3 credits Math (thru Geometry) 4 credits English (thru 1144)

4 credits Social Studies (thru Economics)

3 credits Science (thru Biology)

2 credits Bible Curriculum

1 credit Computer Applications

1 credit Physical Education

½ credit Health Elective

½ credit Life Skills Management

1 credit Fine Arts Elective (Music Appreciation & Speech)

4 credits General Electives

= 24 credits to graduate

*Total battery must be met or exceed a 10.5 score on the annual national standardized test given by SHCA in the student's twelfth grade year in order to receive this diploma.

College Preparatory Diploma

3 credits Math (Algebra I and above)

4 credits English (thru 1144)

4 credits Social Studies (thru Economics)

3 credits Science (Biology and above)

2 credits Bible Curriculum

1 credit Computer Applications

1 credit Physical Education

2 credits Foreign Language (in the same language)

½ credit Health Elective

½ credit Life Skills Management

1 credit Fine Arts Elective (Music Appreciation & Speech)

4 credits General Electives

= 26 credits to graduate

*Total battery must be met or exceed a 11.5 score on the annual national standardized test given by SHCA in the student's twelfth grade year in order to receive this diploma.

Honors Achievement Diploma

Complete all College Preparatory requirements plus one additional credit either in Math or Science and one elective credit.

= 28 credits to graduate

*Total battery must be met or exceed a 12+ score on the annual national standardized test given by SHCA in the student's twelfth grade year in order to receive this diploma.

A student is expected to graduate from high school at the highest level possible. Students will not be eligible to receive a high school diploma until they have earned all the necessary credits and met or exceeded the required the standardized test score for the above listed diplomas. SHCA realizes that neither test scores nor completed credits alone should determine a student's success in high school. However, the compilation of the two is a strong indication of their achievement. A student will not be allowed to graduate until they have completed twelve years of post-Kindergarten schooling. A student that satisfies the requirements for the Honors diploma in less than twelve years may be awarded a high school diploma.

Mother: _	Father:
We understand and	support the Graduation Requirements

ACCREDITATION

- Accreditation of a private Christian school is not necessary
 for a graduate of that school to enroll in a college or
 university. Registrars of higher education institutions are
 interested in academic merits of individual applicants rather
 than schools. Each applicant's academic aptitude is
 evaluated through nationally standardized tests.
- SHCA has fulfilled all requirements of accreditation and is accredited by the National Association of Christian Education in Orange Park, FL.

Mother:	Father:
We understand and s	support the Accreditation policy.

P.A.L.S. – S.H.C.A. VOLUNTEER PROGRAM

- In order to continually promote the fundamental partnership (P.I.E) needed for the success of our students, parents are expected to participate in SHCA's volunteer program. P.A.L.S. (Parents Assisting in Learning Success) is the parent-volunteer program that has been instituted at Souls Harbor Christian Academy. This program is designed to encourage strong relationships between the parent, the staff and administration, and the school. This strengthened relationship will assist in the quality of education and services provided by SHCA.
- The P.A.L.S. program is based on a point system. A list of opportunities is provided for you designating assigned point values. You will be updated as new volunteer opportunities come up. Your household is required to accumulate a total of 10 points each year. Parents who are not able to fulfill the required number of volunteer points may jeopardize their child's opportunity for enrollment the following school year.

The following list, which is updated periodically, will help direct you on how to satisfy your volunteer requirements:

Required-

Enrollment Interview 1 point/family
Parent-Teacher Orientation 1 point/family
Parent-Teacher Conference 1 point/family
Parenting/Education Seminar 1 point/event

Fundraising Events Points based on quantities sold

Optional-

Monetary Donation 1 point/\$100.00 donated

Equipment Donation ½ point/\$100.00 value with receipt

Supplies Donation 1 point/\$25.00 with a receipt

Provide classroom snacks 1 point/\$25.00 with a receipt

On-campus volunteer 1 point/five hours worked

Field Trip Worker 1 point/field trip

Please note that it is your responsibility to earn your points. SHCA will regularly post opportunities for your family to earn points. No family should consider themselves finished for the year until it has been confirmed by the volunteer coordinator. Volunteer points must be turned in by the end of each quarter. All volunteer points must be completed and turned in by the last day of school.

Mother:	Father:	
We understand	and support the P.A.L.S.	Policy.

FAMILY COMMITMENT

- I have read the SHCA Handbook and commit to the guidelines and procedures listed therein.
- I commit to obey and uphold the standards that SHCA has described in this Handbook.

• I agree to the areas of support outlined in this Handbook
 I agree to portray a positive, moral reputation for SHCA both on and off of school grounds.
Father's Signature:
Mother's Signature:
Student's Signature:
Student's Signature:

Student's Signature:

Student's Signature:

Interviewer's Signature:

Date:

NOTES