

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 CHAIN OF COMMAND

Parents should not come to the administration until they have first conferred with the teacher to share concerns or resolve an issue. If a resolution cannot be found, administration will work with both the parents 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 in an advisory capacity in matters of policy, budget, and disciplinary decisions.

SHCA STATEMENT OF PURPOSE

The primary purpose of SHCA is to provide a godly environment in which young men and young ladies can receive their education.

We intend to help equip them academically to succeed in college, vocational school, and the workplace. 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’s purpose is 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 as becoming saints and members of Souls Harbor Church.

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 Areas of Support for SHCA.

ADMISSION

- A student is admitted to SHCA based on 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 weekly, regular attendance to their church and be in good standing with their pastor and church leaders throughout the entire school year.
- A student's gender will be strictly recognized according to the Bible as the gender of their birth. *i.e.*,

Genesis 1:27 (KJV)

God created man in his own image, in the image of God created he him; male and female created he them.

Matthew 19:4 (KJV)

And he answered and said unto them, Have ye not read, that he which made them at the beginning made them male and female,

Mark 10:6 (KJV)

But from the beginning of creation God made them male and female.

- 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 Florida 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, also listed in the fee schedule section, will be charged to cover testing and paperwork fees.
- New students will be given an entrance test to verify their ability to perform at the appropriate grade level according to the curriculum used at SHCA. 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.
- Before a student is placed on the roster at SHCA, the registration fee must be paid, a valid scholarship award letter must be provided, 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.

FEE SCHEDULE

Tuition and fees are subject to change with advanced notice. Inquire at enrollment for current tuition and fees. SHCA students may be funded by either a scholarship or out-of-pocket payments. **Scholarships do not cover all expenses. See the explanations below-*

- Tuition- scholarship or out-of-pocket
- Curriculum- scholarship or out-of-pocket
- Registration- out-of-pocket
- Sports Fee- out-of-pocket
- Graduation Fee- out-of-pocket
- Field Trips- out-of-pocket
- Uniforms & Supplies- out-of-pocket

Feel free to inquire about scholarships available to those who qualify. SHCA currently accepts both the FTC and the FES-EO Scholarship through Step Up for Students. Visit their website for more information.

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 out-of-pocket 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 current on 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 for any 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.

Mother: _____ Father: _____

We understand and support the Fee Schedule and Financial Support policy.

GRADUATION FEES

- A graduation fee of \$100.00 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 for graduates 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

- SHCA will hold a graduation ceremony at the end of each school year. The graduation ceremony is under the direction of the Administration of SHCA and Souls Harbor Church. All ceremony’s details (i.e. program, speakers, decorations, etc.) are determined by SHCA.

Mother: _____ Father: _____

We understand and support the Graduation Ceremony Policy.

ATTENDANCE

- For SHCA to provide the most comprehensive educational service possible, students are expected to be in consistent attendance to class.
- Communication is of the utmost importance when a student is not in class.
- Parents accept full responsibility for their child’s lack of attendance.
- Tardiness is discouraged and will hinder the instructional effectiveness of the staff at SHCA.
- Students will not be permitted to school after 10:30AM. They will be marked absent.
- Testing may not be postponed because of a student’s absence. A student’s grades may suffer due to missing test days.
- Excessive absences will jeopardize a student's scholarship. If the scholarship is revoked, as the parent(s) you agree to pay the lost scholarship totals for the remainder of the year.

Mother: _____ Father: _____

We understand and support the Attendance policy.

LUNCH PROGRAM

- Students should bring 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 support 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.
- Students will not be allowed to participate in a practice, scrimmage, or game if they are absent from school for the day.

Mother: _____ Father: _____
We understand and support the Sports Program.

BIBLE

- The Bible is a valuable resource at SHCA. It enhances the study of other subjects such as English, History and especially Science.
- As a Christian school, we are privileged to use the Bible as a valuable tool in the work of character building.
- The Bible is the most important tool utilized in this school to lay a sure foundation of moral and spiritual growth. Therefore, daily Bible reading, and prayer will be expected during the school day.
- Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense.

- While we acknowledge the value of many English translations of scripture, for school use – chapel, class work, memorization, and devotions – the KING JAMES VERSION is REQUIRED.

Mother: _____ Father: _____
We understand and support the Bible policy.

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 fund-raising endeavors.
- Fund-raising involvement may be applied to each family’s volunteer points.
- A lack of involvement in SHCA’s fund-raising efforts will be taken into consideration when your family seeks re-enrollment to SHCA.

Mother: _____ Father: _____
We understand and support the Fund-Raising policy.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

- Parents are responsible for notifying the school immediately of any change of address or telephone number (home, work, or cell phone), or email account. It is imperative that we have this information to contact parents in case of emergency.

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

COMMUNICATION

- SHCA will strive to stay connected with families regarding upcoming school events, grades, behavior, etc. via weekly emails, JupiterEd messaging and alerts, and text messages. Parents are responsible for making sure they are signed up to receive these notifications and letting the office know if they are not receiving them.
- We ask that any communication that parents initiate with SHCA staff be professional and courteous, also that the most frequent means of communication be via JupiterEd messaging.

- Social media can be a means of positive or negative communication. We ask that any social media posts regarding SHCA parents, students, and all faculty be positive.

Mother: _____ Father: _____

We understand and support the Communication policy.

LOST AND FOUND

- Missing articles will be collected and kept by the school for a short period of time. Any items left there after this time will be thrown away. Students should write their name on all personal items to ensure that they are returned to them if they are found.

Mother: _____ Father: _____

We understand and support the Lost and Found policy.

DRESS CODE

Clothing and hair styles of all students and their 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 always be well BELOW the knee and elbow; this includes the split of the skirt also. When wearing a skirt with leggings, remember that the skirt length is the covering, not the leggings. Out-of-uniform clothing, including field trips and sporting events, MUST always follow these guidelines.
- Growth is to be expected. Therefore, hems should be made extra-long to provide for adjustments throughout the school year.
- Clothing must not be form fitting or revealing. Layering tops cannot be worn without a shirt over them. Athletic skirts that have an open flap and/or rounded hemline are not allowed.
- Uniforms details can be found at the back of this handbook. Uniforms consist of:
 - Custom made School Belles uniform skirt that is ordered according to the measurements determined by a staff member
 - A uniform shirt designated by the Administration
 - Outwear with logo designated by the Administration
 - Shoes that are fully enclosed with no more than a one-inch heel (no sandals, or boots allowed)
 - Tights or socks (which must be worn at all times)
 - Shirt tucked in

- Cardigans, sweaters, or jackets should be a solid color and should only be worn for warmth. No pullover hoodies or button-down shirts should be worn over a uniform, only zip-up or button-down hoodies or jackets are allowed. No lace or any other type of vest will be allowed to be worn as accessories to the uniform.
- No cosmetics, which includes self-tanning products, 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 matters to God. Therefore, it matters at SHCA. The Bible states in 1 Cor. 11:6 & 15, *“For if the woman be not covered, let her also be shorn: but if it be a shame for a woman to be shorn or shaven, let her be covered.”*
 11:15, *“But if a woman have long hair, it is a glory to her: for her hair is given her for a covering.”* With this in mind, we expect girls to follow these guidelines.
 - 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 in junior high and high school. A young lady will be suspended if she cuts her hair during the school year which is from August through May.
 - NO coloring of the hair is allowed during the school year. Hair color must be original when beginning a new school year.
 - 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. This also includes manicured white tips as well as colors of pink and blush tones attempting to creating a “natural” appearance, along with any patterns, shapes, or finishes.

Boys:

- Pants only; NO shorts are permitted.
- Clothing must be well below the knee and elbow at all times. Out-of-uniform clothing, including field trips and sporting events, MUST always follow these guidelines.
- Growth is to be expected; therefore, uniforms should provide for adjustments throughout the school year.
- Clothing must not be form fitting or revealing. Layering shirts cannot be worn without a shirt over them.
- Uniforms details can be found at the back of this handbook. Uniforms consist of:
 - Navy blue or khaki uniform pants (no joggers and no jeans allowed)
 - A uniform shirt designated by the Administration

- Outwear with logo designated by the Administration
 - Shoes that are fully enclosed with no more than a one-inch heel (no sandals, or boots allowed)
 - Socks (which must be worn at all times)
 - Shirt tucked in and belt worn (if applicable)
- Cardigans, sweaters, or jackets should be a solid color and should only be worn for warmth. No pullover hoodies or button-down shirts should be worn over a uniform, only zip-up or button-down hoodies or jackets are allowed.
 - No jewelry is to be worn at any time at school or school functions. The Administration reserves the right to define “jewelry.”
 - Hair matters to God. Therefore, it matters at SHCA. The Bible asks in 1 Cor. 11:14, *“Doth not even nature itself teach you, that, if a man have long hair, it is a shame unto him?”* With this in mind, we require that boys follow these guidelines.
 - All hair types, whether in an up or down position, must be neatly cut and short enough not to be shaggy or bushy.
 - All hair types, whether in an up or down position, must not touch the collar of a regular sport shirt in the back.
 - All hair types, whether in an up or down position, must not cover any part of the ears; longer hair tucked behind the ears is prohibited.
 - All hair types, whether in an up or down position, must not touch the eyebrows when in a normal wearing position.
 - All hair types must be styled in moderation (for example: no manbuns, long braids, mullets, mohawks, extreme fades or undercuts will be permitted).
 - 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.
 - 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 and support the Dress Code.

SHCA 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. The years that students spend in the secondary department of SHCA are intended to help them grow spiritually in a positive and ministry-minded atmosphere while making academic advances. 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 as becoming saints and members of Souls Harbor Church.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Students must agree to strive toward unquestionable character in dress, conduct, and attitude as becoming saints and members of Souls Harbor Church.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Students are expected to refrain from any inappropriate conversations, including discussion of non-Christian music, video games, television shows or movies, off color jokes or racially insensitive remarks as becoming saints and members of Souls Harbor Church.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Students are expected to refrain from cursing, smoking, gambling, attending dances, attending movie theaters, attending any sports games other than SHCA games, drinking alcoholic beverages, using drugs, viewing pornography, and engaging in sexual activity as becoming saints and members of Souls Harbor Church.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Any student seeking an education through SHCA who has firsthand knowledge and/or information of the use of drugs, alcohol or sexual activity by SHCA students on or off

school property must relay that information to the Administration. Any student who does not come forward immediately with that information will be placed at a Level One home schooling status and will not participate in any events or celebrations that SHCA offers through the remainder of his/her school career.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Any student seeking an education through SHCA who participates in the use of drugs, alcohol or sexual activity on or off school property will be placed at a Level One home schooling status and will not participate in any events or celebrations that SHCA offers through the remainder of their school career.

If a student violates this a second time while enrolled at SHCA he/she will be expelled permanently.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Any student found with pornographic material will be removed from school.

Mother: _____ Father: _____ Student: _____
We understand and support the above point.

- Any student found using tobacco or vaping 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 damaged 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 and property, as well as the authority of the teachers and Administration.

Mother: _____ Father: _____ Student: _____

We understand and support the above point.

- Students who bring a cell phone or smart watch to school will be required to turn it in to the teacher immediately upon arrival on campus. The device will not be returned until the student is walking out the door to be dismissed at the end of day. Any device found not turned in will be confiscated and returned only to the parent.

Mother: _____ Father: _____ Student: _____

We understand and support the above point.

- Students who bring cell phones to school or any function that bears the name of SHCA (i.e. after school activities, sports events, field trips) will be required to turn it in to their chaperone and will only be allowed to use it at the discretion of that chaperone.

Mother: _____ Father: _____ Student: _____

We understand and support the above point.

- Any student who occupies a social networking account i.e., Facebook, Twitter, Snapchat, TikTok, or Instagram is required to register their account with SHCA that it may be accessed by the school administration if necessary. Students will be required to follow only accounts that reflect the values and principles of the Bible. We want our students to fulfill Philippians 4:8 "*Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.*" If a student follows accounts that do not reflect these principles and values or creates an alternative account using another name, they will be referred to the Administration.

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.

Hebrews 13:17

Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.

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 an automatic detention, suspension, probation or even expulsion if necessary. The Administration and/or teacher will determine the seriousness of the offense considering the student's previous conduct and attitude.
- Students earn demerits for each rule broken or procedure not followed throughout the day. Three demerits accrued within a day will result in a student spending 15 minutes in detention the following day.
- Discipline may also consist of verbal correction, writing sentences, or other corrective techniques.
- Major offenses include, but are not limited to the following:
 - Cheating
 - 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
 - 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 and support the Discipline policy.

ACADEMIC PROGRESS POLICY

- Any student who is enrolled at SHCA must complete the required amount of schoolwork for the academic school year. Otherwise, he/she may be required to attend summer school or be retained. This policy is to ensure 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 and 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:
 - Homework
 - Quizzes
 - Tests
 - Participation
- SHCA Grading Scale for 7th-12th grade
 - 90-100 A
 - 80-89 B
 - 70-79 C
 - 60-69 D
 - 59 & below F

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

VALEDICTORIAN/SALUTATORIAN

- 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 support the Valedictorian/Salutatorian policy.

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.*

Honors Achievement 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)
5 credits General Electives
= **28 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*

*** One additional credit either in Math (above Algebra II or Science (above Chemistry)*

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 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 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 parents, 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/\$25.00 donated |
| Equipment Donation | 1 point/\$25.00 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: _____

Uniforms

Secondary Girls (7th - 12th Grade)

Monogrammed polo shirts and skirts **MUST** be ordered from FrenchToast.com.
School Code:
QRS5TMRM



Uniform skirts are custom ordered through SchoolBelles.com each year. The fitting **MUST** be done by a school staff member. The order information will be given afterwards. Girls **MUST** be remeasured each year. **NO** student should assume she can wear the same skirt multiple years without the school's approval. Skirts are available in two styles and three different colors/patterns.



Long Sleeve Piqué Polo



Uniform Accessories

- **NO** leggings should be worn.
- Socks **MUST** be worn.
- Outerwear, if needed, can be a solid color sweater, jacket, or hoodie. **NO** prints, patterns, characters, or sports teams.
- Shoes do not have to be a specific brand. They **MUST** be one of the styles shown here. They **MUST** be leather or synthetic leather. **NO** cloth or canvas shoes. **NO** patterns or designs. Sneakers **MUST** be solid white with no other color or embellishments. Shoes should be easily wiped clean with a cloth.



Uniforms

Secondary Boys (7th – 12th Grade)

Monogrammed polo shirts and **MUST** be ordered from FrenchToast.com. School Code: **QRS5TMRM**



Long Sleeve Piqué Polo

Navy or Khaki uniform pants may be purchased anywhere. **NO** joggers, jeans, or active pants. A belt **MUST** be worn if pants have belt loops.



Uniform Accessories

- Uniform shirts should be tucked in always and the bottom two buttons done.
- Socks **MUST** be worn.
- Belts should be black or brown.
- Outerwear, if needed, can be a solid color sweater, jacket, or hoodie. **NO** prints, patterns, characters, or sports teams.
- Shoes do not have to be a specific brand. They **MUST** be one of the styles shown here. They **MUST** be leather or synthetic leather. **NO** cloth or canvas shoes. **NO** patterns or designs. Sneakers **MUST** be solid white with no other color or embellishments. Shoes should be easily wiped clean with a cloth.