

PARENT /STUDENT HANDBOOK

2024 -2025



SHALOM CHRISTIAN ACADEMY

**“Train up a child in the way he should go,
And when he is old, he will not depart from it.”** Proverbs
22:6

Shalom Christian Academy is a Christian and bilingual school operated as a ministry of Shalom Christian Center/Assemblies of God.

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Welcome

Welcome to another exciting school year with the family of Shalom Christian Academy! We desire to collaborate with you to develop and nurture children toward academic excellence based on a biblical worldview. Here at SCA, we are committed to meeting the developmental needs of students, both spiritually and academically.

We invite you to join us in this exciting adventure and kindly request your prayers.

This handbook aims to communicate our school policies and procedures effectively. Thank you for being so interested in Shalom Christian Academy. Our team values your trust and hopes to be part of the foundation of your family's faith. Please feel free to contact us at 863-588-2633.

SCA Administrative Team

Qualifications & Requirements

The Administration and Board of SCA, have set the following standards for faculty and staff:

All Team members of SCA are born-again believers in Jesus Christ (Christians) and are persons of integrity, stability, and good reputation. They agree with the school's Statement of Doctrinal Beliefs and are expected

to set an example of the highest moral character on and off campus.

All Team members of SCA must be involved in SCA or in a local church on a regular basis. The church with which they are involved must, by teaching and doctrine, be in general agreement with SCA's statement of Doctrinal Beliefs.

All employees of SCA submit to local background checks as well as a federal background check through fingerprinting.

Mission Statement

The Mission at Shalom Christian Academy is to build a solid foundation in our children, enriched with spiritual and social values that will prepare and develop them to become our future leaders—with an emphasis on their positive abilities. SCA visualized this effort as a movement that unites home, church, and the community in harmony.

Purpose

We believe we can reach a generation in need of a Christian education environment with the intent to maximize their God-given potential.

We believe that every child can learn and succeed. Our teaching philosophy is one of differentiated instruction, where each learner is met at their individual path or pace.

It is our goal to ensure each student has rigorous and relevant learning experiences, all in accordance with their

individual grade level and/or potential.

SCA will have a diverse student population with several Christian faith traditions represented—where the focus on teaching the Bible serves as our cornerstone. At the same time, it is important for parents to understand that we are a Christian school and a ministry of Shalom Christian Center—that distinctively guides all that we do.

SCA requires that every staff member be an active Christian, conduct themselves in a faith-based manner, and sign our statement of faith. Each student will receive a Bible-based curriculum and must attend our weekly chapel service. We acknowledge the Bible as our ultimate authority and the following statements will help you understand the non-negotiable biblical ideals that fundamentally define who we are:

Statement of Faith

As a Christian school, we believe the following articles of faith.

1. WE BELIEVE...The Scriptures are Inspired by God and declare His design and plan for mankind.
2. WE BELIEVE...There is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...In the Deity of the Lord Jesus Christ. As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, Man Willingly Fell to Sin—ushering evil and death, both physical and spiritual, into the world.

5. WE BELIEVE...Every Person Can Have Restored Fellowship with God Through 'Salvation' (trusting Christ, through faith and repentance, to be our personal Savior). [1 of 4 cardinal doctrines of the AG]
6. WE BELIEVE...and practice two ordinances— (1) Water Baptism by Immersion after repenting of one's sins and receiving Christ's gift of salvation, and (2) Holy Communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. WE BELIEVE...the Baptism in the Holy Spirit is a Special Experience Following Salvation that empowers believers for witnessing and effective service, just as it did in New Testament times. [1 of 4 cardinal doctrines of the AG]
8. WE BELIEVE... The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,' as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...Sanctification Initially Occurs at Salvation and is not only a declaration that a believer is holy but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like.
10. WE BELIEVE...The Church has a Mission to seek and save all who are lost in sin. We believe 'the Church is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
11. WE BELIEVE...A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church. The

Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to Meet human needs with ministries of love and compassion.

12. WE BELIEVE...Divine Healing of the Sick is a Privilege for Christians Today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). [1 of 4 cardinal doctrines of the AG]
13. WE BELIEVE...in The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth (the second coming). At this future moment in time, all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the AG]
14. WE BELIEVE...in The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. WE BELIEVE...A Final Judgment Will Take Place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. WE BELIEVE...and look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'

INTERVIEW / REGISTRATION REQUIREMENTS

- Immunization record (Immunization 680 Form)
- Physical Exam Record
- A Certified Birth Certificate
- Copy of Health Insurance Card
- Copy of Parent(s) or Guardian's ID/ Driver's License
- School Record from previous school or Transcript, if applicable
- Copy of IEP (Individualized Educative Plan if applies)
- Recommendation Letter

Note: After attending a scheduled interview, the parents will be notified about the final decision regarding their child or children's admission to SCA. The notification will be after the consultation (in person, via phone, or by email), Depending on the case scenario.

STATEMENT OF NON-DISCRIMINATION

Shalom Christian Academy admits students of any race, color, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to our students. We do not discriminate based on race, color, or ethnicity in the administration of educational policies, admission policies, scholarship programs, and various others.

We believe every child is a gift from God, just wrapped differently.

Our elementary program desires to build a strong foundation spiritually, academically, physically, emotionally, and socially. To have a well-rounded program that helps each child fulfill his/her potential, we add several self-enriching classes including computer, chapel, character development, physical education, and the fine arts, all while enriching the school experience. The classroom environment is conducive to challenging the minds of our students and inspiring them to become what God has called them to be.

Accreditation-Member of FLOCS - **Florida League of Christian Schools**

Kindergarten- 10th Grade

All subjects and the presentation are based on the Word of God. The structured schedule and planned BJU Press curriculum include phonics instruction at the lower levels. Reading, spelling, literature, science, and heritage studies are also part of our curriculum. The teaching materials and differentiated strategies align with State or National standards. Students receive daily Bible instruction and chapel is held weekly. Electives may include physical education, Spanish, Bible Truths, Music, Arts, Health and other core subjects taught "Live" in the classroom to incorporate State and National standards more succinctly. Initial on-line is used for credit recovery, some core subjects, and selected electives.

Registration Fee

- New Enrolled Student: \$200 per student

- Renewal Student: \$100 per student

School Hours

The school's hours are from **7:25** am to **3:00** pm (Hours may vary depending on federal/school holidays and unforeseen emergencies.)

Office Hours- (for the parents and visitors)

8:00 am – 3:15pm

Arrival and Dismissal

Arrival Information:

- Regular Drop Off Time– **7:25** am – **7:50** am

- Car Rider closes at **7:50** am

Note: students that arrive at 7:51 am must be accompanied by their parents or guardians to the main office to receive their tardy slip. No student can be left out in the car rider area.

Dismissal Information:

- Regular Dismissal Time for Kindergarten: **2:00 pm**

- Regular Dismissal Time for 1st Grade – 10th grade: **3:00 pm – 3:20 pm**

- Early Checkout Hours: **2:00 pm**

- After School Time: **3:20 - 5:30 pm; 10-minute grace period from 3:20 pm-3:30 pm**

***Fee will be charged starting at 3:31pm**

- After-School Daily Rate: **\$10.00 per student**

- Early Release Day Time: Kindergarten: **11:30 am** 1st Grade – 10th grade **11:45 am -12:00 pm**

- After School during an Early Release Day Time: **12:00 pm – 4:30 pm; 10-minute grace period from 12:00 pm-12:10 pm**

***Fee will be charged starting at 12:11 pm**

- After School Daily Rate during an Early Release Day- **\$15.00 per student**

After 4:30 p.m., a late charge will be assessed at the rate of \$1.00 per minute per student on Early Dismissal Day.

- Early Release Day **without** After School Daily Rate- **\$25.00 per student**

Shalom Christian Academy is offering an After School Care Program for those families that need care for their children beyond the normal school day. After School hours will be from 3:20 pm to 5:30 pm. There will be a ten-minute grace period. If the student is **not signed out on the sign-out sheet** by 3:30 pm, **at 3:31 pm**, SCA will charge the Parent/Guardian the after-school rate.

After 5:30 p.m., a late charge will be assessed at the rate of \$1.00 per minute per student.

Note: students that are not picked up by **3:20 pm** goes automatically to the After School Care and their parents or guardians must go straight to the office to sign and pick them up.

- Failure to pay the rate fees incurred, your child(s) will not be allowed to enter the school campus until all unpaid balance has been paid. An extra charge of \$5 will be charged for the outstanding invoice balance. **The \$5 fee will be applied on a separate invoice.**
- On Tuesday, upon arriving at the school premises, if the invoice is still outstanding, you will be asked to park and be directed to the main office.

Holiday Week: If payment is not received by the due date and the following week is scheduled to be a holiday or spring break (school closed for the week), an added cost will be incurred. For every day the invoice is outstanding, the fee will be applied as follows: \$5 late fee the first day, following a **\$1 per day, per student** until invoice payment has been paid in full. When school resumes after the holiday or spring break, if payment is still outstanding, the student will not be allowed to enter the building.

Important: All After School invoices will be sent via email; Services@Paypal.com. After-school main method of communication is **via email**.

Attendance Policy

The Florida Compulsory Attendance Law requires that every school-age child attend school for **180** days per year, Kindergarten **170** per year or the hourly equivalent. Parents are required to enforce this law. When absent from school, SCA requires the student to have a written excuse upon return to school which is signed by a parent and dated with an explanation for the absence. Students who are absent from school may not participate in any extracurricular activities scheduled that day. Excused Absences: Personal illness or injury (a student out for more than 3 days will need a doctor's note to excuse further absences*). Serious illness or death in the family School-sponsored trips/Medical appointments* which cannot be scheduled outside of school hours/Court appearances*

A student with an excused absence will be given days equal to the absence to make up assignments and tests missed during the absence with no point reduction. If a student receives an unexcused absence, all classwork and homework assignments are still due, but the student may receive point reductions.

Excessive Absences

A. SCA requires that a student may not be absent more than 17 days in a single school year. A student with 17 or more absences (or the equivalent thereof) can be withdraw from SCA. This policy may be waived for illnesses validated by a physician's statement and approved by the principal.

B. Students who are absent for four (4) or more days consecutively or who have missed an excessive number of days (as determined by the teacher) within a single 9-week period will be required to make up the classes/subjects missed by arranging for a tutorial session(s) with the appropriate teacher or aide. Parents are expected to pay all fees for tutoring.

C. If a student is absent for three consecutive weeks or more for illness, the family must arrange for a private tutor or a home-bound teacher. As mentioned in the Parent Statement of Support and this Handbook, families must support the educational program at SCA by ensuring that their child attends school regularly, arrives on time, and departs on time; and by sending written excuses for absences. The final authority for judging the legitimacy of an absence rests with Administration.

Number of Absences	Administrative Action
5 unexcused absences	Meeting with the principal.
10 unexcused absences	One day suspension.
17 unexcused absences	The student will not be considered to stay in SCA. The student will withdraw from SCA.

IMPORTANT:

A student who receives any Florida Family Scholarships (including Step Up for Students) is required to follow the attendance policy of SCA. Excessive absences may cause the student to maintain to receive the scholarship.

Tardies

SCA Car Rider closes at **7:50** am. For the students to be prepared for the educational activities, **7:51** am will be counted as tardy. Every three tardies will be counted as one absence.

Note: During the first two weeks of school, arrangements by the administration can be made to avoid this charge and consequence due to new students, families, and SCA staff members getting to know the car rider procedures. Also, if an accident occurs around our area or due to extreme weather conditions.

- **SCA will evaluate case by case excessive tardies or absences. In the event of a case that requires Administration to get involved, a decision will be taken about continuation of admission in the academy.**

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Upon enrollment, each child must have two documents on file from a licensed physician or authorized agent of a Florida County Health Department.

1. Physicals are required only on the first entrance into a Florida school, **unless the** first entrance was Pre-K, **or** the hard copy of the physical cannot be located. Physicals, completed out of county or state, are not acceptable. A physical form, which contains a body systems assessment as well as the physician's

signature, is required. **The hard copy of the physical must be sent from the previous school. If it is not obtained after sending for records, a new physical is required.** It is acceptable for credentialed county Health Department registered nurses to perform Medicaid physicals for use as school or daycare physicals.

2. Immunizations appropriate to the child's age are up to date. Temporary expiration dates mean that the child will not be able to return past that date without a new immunization card.

a) New Health Dept. policies require 2 varicella vaccines for incoming kindergarten students (Elementary).

b) Health Dept. policies require 2 doses of the varicella vaccine, Tdap for incoming

7graders, and a 5 dose of poliovirus vaccine if t 4th dose was administered prior to the fourth birthday (Secondary) Immunizations records must be kept current.

NOTE: It is the parent's responsibility to keep the shot record current. Children whose immunization records are not current will not be able to attend RCA until all respective records are current. Parents are responsible for tuition payments even if the child is not attending.

ILLNESS & COMMUNICABLE DISEASES

A sick child is to be cared for away from the school. Staying at home when sick will help your child get well and

protect classmates. Any child who is **suspected** of having a communicable disease, infectious disease, communicable condition or who develops a fever (100+) or other signs and symptoms which include but are not limited to, any of the following: diarrhea, rash, pink eye, skin infection, ringworm, head lice or pinworms will be isolated in the school office and the parent notified. The child must be picked up as soon as possible.

A written statement from a physician attesting to the fact that the child has been appropriately treated for the disease is required before the child can be readmitted to class.

Note: Religious exemption from immunizations does not exempt the student from the communicable disease policy.

Illness is difficult for working parents, but these policies are intended to PROTECT ALL our children from catching the many infections that can spread through a class.

If your child becomes ill during the day a Staff member will monitor the child for a period. If the symptoms of illness continue to persist, the parent will be telephoned and asked to pick up the child as soon as possible. In cases of suspected infectious illness, the child must be on medicine for 24 hours and or have a note from a physician before returning to school. Some of the symptoms are:

- **FEVER:** Temperature that shows a sudden spike to 100 degrees or higher.
- **RESPIRATORY:** Breathing difficulties, wheezing, or strong constant cough causing the child to become

flushed or red in the face; making a whooping sound.

- **VOMITING:** If the child shows signs of illness and continues to vomit.
- **DIARRHEA:** When characterized by frequent watery, green-colored bowel movements, which are not related to medications or food reactions.
- **RASH:** Rashes relating to medicine should be brought to the teachers' attention so that they will not be alarmed.
- **SORE THROAT:** Sore throat that needs culturing because other signs are present. A heavy nasal discharge or green in nature.

Medicine Policy

All medicine given is by prescription only. No medication can be dispensed without written authorization from the child's parent or guardian. Students may not be in possession of prescription or non-prescription medications while on campus.

An **AUTHORIZATION TO DISPENSE MEDICATION FORM** **must** be filled out for a child to be given any medication. **(Non-prescription or over-the-counter medication will not be dispensed since they have the potential for serious side effects.)**

No prescribed medication will be administered unless the following criteria are met:

- The medication is used to control chronic conditions or acute illness, and failure to take it could jeopardize the child's health.

- There is a written prescription signed by a duly licensed physician; this is interpreted to be a properly labeled prescription container.
- There is written permission signed by a parent or guardian.
- The medication prescribed for the child should be pharmacy labeled with the following information: The child's name, name of the drug, directions concerning dosage, time of day to be taken, physician's name, and date of the prescription.

The parent is responsible for maintaining current medication at the school. The completed form, along with the medicine, must be given directly to the office for proper storage, etc. After using the form will be kept on file in the office.

When taking an antibiotic, a child must be on the prescription for 24 hours before returning to school. If your child is on medication 2 times a day, you must give it at home before and after school.

ACCIDENT and INJURY POLICY

Non-emergency accidents/injuries will be treated with extreme caution and care. County regulations limit first aid provided at the school to the use of soap, water, and bandages. We are not allowed to use any other type of medication. Our staff is trained in first aid and CPR procedures. We will provide necessary treatment whenever possible.

Parents will be contacted in the event of any serious illness or injury to the child in the academy and given specific instructions regarding actions to be taken. If the parents, (persons designated to be called in case of an emergency) cannot be reached, the office will contact those sources designated on the child's enrollment form. Accidents and injuries that happen at the school will be written out on the Report of Personal Injury Form and filed in the office.

INSURANCE

A "Proof of Insurance Coverage Statement" must be signed by a parent and be filed in our office giving proof that each child is covered by health insurance. This should include the name of the insurance company, policy number, and an explanation of coverage. Shalom Christian Academy and CCShalom Assembly of God carry the required liability insurance; however, individual coverage for personal injury is the responsibility of the parent when a student is enrolled in a program where tuition is charged. If a child does not have medical coverage the parents/guardians agree to take full responsibility for all medical expenses incurred due to accident or illness while in the care of RCA personnel or volunteers.

EMERGENCY TREATMENT

At the time of enrollment, all parents/guardians must fill out an Enrollment Packet which provides information the school may use in an emergency. **It is the parent's responsibility to keep the information in a student's file always updated.** If an emergency arises, the forms are

used to contact those authorized as decision makers in case emergency medical treatment is needed. These documents are kept in the child's file in the school office.

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

In order to meet all legal requirements, I hereby authorize the director of the school, or the person in charge in the event of his/her absence, to give my consent for any and all necessary emergency medical treatment for my child while said child is in said individual's custody. In the event of serious illness or accident, and I cannot be immediately contacted, I give permission to have my child moved by ambulance or other conveyance to a doctor's office, clinic, or hospital for immediate attention. I also guarantee payment of all charges incurred as a result of this medical treatment.

AUTHORIZATION TO TRANSPORT

I give my permission for the transport of my child for field trips. In the event of an emergency that requires the school to vacate the premises and I and/or my contacts are unreachable, I hereby authorize the director of the school, or the person in charge in the event of his/her absence, to transport my child to a safe environment until I can be reached.

RELEASE OF STUDENTS

Parents are required to list persons eligible to pick up their children. The student will not be released to anyone not listed on the enrollment form or otherwise duly authorized by the parent. **Parents are to provide the office with copies**

of up-to-date court orders concerning guardianship. We must have a court-ordered document on file to withhold a child from a legal guardian. A suitable form of identification may be required of persons other than parents who are picking up children. It is the parent's responsibility to update the list in the office if any change needs to be made.

Car Rider Procedures

- The student car tag must be always visible in the car rider area.
- The parents must be always aware of their surroundings, following directions are given by the staff.
- The use of the **phone is prohibited** while in the car rider line.
- If the person picking up the student does not have the car tag, **must be parked**, go to the office, and present a legitimate ID to be able to take the student home.
- After the third car tag is given, a \$1.00 dollar fee will be charged per car tag.

LUNCH AND REFRESHMENTS

Every student will bring their lunch and healthy snacks. Lunch and snack sales will be also available for delivery in the academy daily. If the student does not bring their lunch, we will provide it according to our availability, but it will be the parent or guardian's responsibility to pay for it.

BIRTHDAY AND HOLIDAY CELEBRATIONS

When planning special holiday parties, teachers will post a sign-up sheet with a list of refreshments for parents who wish to help with donations. Food needs to be from the store. Only **two** immediate family members will be allowed in the Birthday Celebration. The celebration can only take 15 to 20 minutes and it must be during **lunchtime** or based on teacher availability.

DRESS CODE POLICY

The outward appearance of a person often reflects the predominant inner attitude. Our students are to be distinctive in achievement, appearance, and behavior. Therefore, we have provided a uniform policy that all students will follow. Keeping in mind scriptural admonitions to modesty, the following dress code for students is to be:

- ❖ Modest (1 Timothy 2:9)
 - ❖ Not offensive (Romans 14:13)
 - ❖ Reflect our heart attitude (1 Peter 3: 3-4)
 - ❖ Give glory to God (1 Corinthians 10:31)
- No baggy pants, sagging pants, pajama bottoms, or pants that are excessively tight.
 - All school attire must have the current school logo to be worn on the school campus
 - No blue jeans unless approved for 'dress-down' day by the administration

- No hats may be worn inside the school or church buildings.
- All shirts must be buttoned except for the top button.
- Boys must always tuck in their shirts.
- Hair must be cut above the shirt collar, off the ears, and off the eyebrows.
- No radical haircuts or hair colors
- The display of body piercing(s) (nose piercings in boys and girls) by SCA students is prohibited in boys, except for the allowance of female students having pierced ears according to the established guidelines stated above in the SCA Dress Code. This is included during extracurricular events such as field trips, Awards Graduation, etc.
- Nail polish on boys is prohibited
- The length of the nails for girls must be reasonable to interfere with the educative tasks.
- The display of tattoos (temporary or permanent) by both male and female students is prohibited.
- **All black shoes or black sneakers** must be always worn.
- No dyed hair will be allowed in grade levels **K-10th** (colors such as: blue, red, orange, green, gray, etc.)

- Clothing with advertising/name brand logos or pictures referring to TV or movie characters, celebrities, non-Christian bands, music celebrities, and tobacco or alcohol products is prohibited. Any clothing item displaying a negative attitude toward learning and education is prohibited. Clothing with cartoons displayed on them is not allowed.
- Clothing worn by SCA students at school-sponsored functions, programs, activities, and sporting events held after school hours must meet the principles of neatness, be conservative, and be modest.
- The administration of SCA reserves the sole right of determining the acceptability of any item of clothing worn by SCA students at school-sponsored functions, programs, activities, and sporting events held after school hours.

Cold Weather Gear

Only SCA school uniforms are to be worn on the school campus at any time. For temperatures lower than **50** degrees blue or red heavy coats can be worn.

Parents' or guardians' Dress Code visiting our campus.

- Pajamas are not allowed on campus unless we have a Pajama Day activity.
- Short pants on tights are not allowed on campus.
- Clothing that is too tight or revealing is unacceptable.
- No underwear as outerwear, no underwear exposed

Parents' or guardians please note. This is a Christian Academy facility. The reason for this dress code is to provide our students with proper attire as well as instruct them. We need to recognize when and how it's acceptable to dress accordingly to the activities or places we visit or attend. We expect to count on your assistance on upholding our dress code when you visit us. Thank you.

Non-Uniform Day Dress Code

- Jeans with holes above the knees are not permitted
- Sandals are not permitted (unless it is a water day)
- Shirts showing their belly are not permitted.
- Clothing that is too tight or revealing is unacceptable.
 - No underwear as outerwear, no underwear exposed

Christ said, *"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much."* (Luke 16:10) Therefore we are "picky" about "little things" like clothing. Students must dress according to the uniform policy. Uniforms are required.

Students must be always in uniform while on campus, with the exception of school-sponsored special events. "Being in uniform" includes having shirts tucked in and shoes tied. Shirts must be purchased from the Academy.

Every student needs a full-size backpack for carrying items to and from school. The backpack should be large

enough to accommodate a folder for student papers and a change of clothes.

Dress Code Violation	A call or notice of dress code violation will be sent to the parents.
Multiple Dress Code Violation	A Dress Code Violation Notice will be sent to the parents. Subjective to disciplinary action and or suspension.
<p>Note: According to the dress code violation, a change of clothes will be required to be brought to school at any time. If that is not possible for the parents at that moment the student will do the schoolwork in the office area. Parents will need to pick up the student for a rest of day dismissal due to dress code violation.</p>	

ACADEMIC POLICIES

Grading Scale K -10th grade
Honor Roll

**A 90 – 100-Outstanding Progress
Roll with Honors Recognition**

**B 80 – 89- Above Average Progress
Roll with High Honors Recognition**

**C 70 – 79- Average Progress
Roll with Honors Distinction**

D 60- 69- Lowest Acceptable Progress

Honor Roll

3.000 – 3.199 –

3.200 – 3.499- Honor

3.500- 3.999- Honor

4.000- above- Honor

F 0 -59- Failure

Grading

Numeric grades on a 100-point scale are used. The minimum passing grade is 60. To pass a course, a student must earn a minimum of 60 as the final grade in that subject. The highest grade that a student may receive for a quarterly, semester, or yearly course grade is 100.

A grade, whether a test grade or a report card grade, may be contested by a student, parent, or legal guardian only within five days of the scheduled distribution of report cards.

Report Cards. Report cards are issued four times each year. The first report card is issued following the first nine-week quarter. The second nine-week quarter is followed by the first semester examinations. The second report card lists the results of the second quarter and the semester examination; it also lists the semester grade for the first semester. The third report card is issued following the third nine-week quarter. The final report card lists the results of the fourth quarter and the semester examination; it likewise lists the semester grade for the second semester and the final grade for the year.

Release of Student Grades: Shalom Christian Academy will send, scholarship programs, and other entities an official transcript of the student’s courses, as well as the grades received in those courses, only with the written permission of the parent. By signing the Student/Parent Handbook Contract, parents give their consent for Shalom Christian Academy to release and/or share grades, class rank, and other information about their son/daughter with colleges

and/or their representatives. It is understood that this information, relevant to the college admissions and/or scholarship application process, is to be used solely for educational planning and placement purposes.

In accordance with Florida State law, neither parents nor students may deliver an official transcript. Regulations require that official transcripts be sent directly from the school. However, parents and/or students may deliver unofficial transcripts.

Homework

In SCA we believe that homework is an integral part of the school program, each teacher is at liberty to give homework on **Monday, Tuesday, and – Thursday** to aid students in advancing in their studies. Each student is required to turn in the weekly homework by **Friday**.

MAKE- UP WORK/ LATE WORK/ TESTS

Students in SCA are allowed to make up tests, homework, class work, and special projects due to an excused absence. Makeup work is the responsibility of the student. Teachers will give make-up tests, and quizzes and help with the assignments only when absences are excused. The following reasons for excused absences are:

- **Illness of the student**
- **Death in the family**
- **Medical appointments**

- **Educational, church, and family trips when approved in advance by the school administration. The notice must be given at least one week in advance.**

• **Court cases**

Kinder – 10th Grade

1st day late- 10% points off the grade

2nd day late- 20% points off the grade

3rd day late- 30% points off the grade

After the 3rd day, an automatic zero will be given.

CLASS BOOKS and School Property

- The books that are property of Shalom Christian Academy are issued to the student on a loan basis. The books should be treated with respect and care properly. The books should not be written at any time. The class books should be returned when requested by the teacher. Excessive damage beyond reasonable wear will be charged to the student. The charged fee will be based on books value. Damages made to our school property (walls, doors, desks, etc.) will be charge to the parent.

Student Conduct Policies

Galatians 5: 22 – 23 says: “But the fruit of the spirit is love, joy peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things, there is no law. Romans 13:13 also says” Let us walk with decency, as in the daytime: not in carousing and drunkenness; not in

sexual impurity and promiscuity; not in quarreling and jealousy."

Based on those scriptures in SCA we believe in treating others by showing love, respect, kind words, and good actions. Also, to abstain from indecent conduct. Our students are expected to maintain high standards of conduct.

- Students must abstain from sexual immorality and all forms of divination.
- Students must abstain from alcohol, drugs, and tobacco products.
- Students are expected to solve problems in a non-aggressive manner.
- Students are to obey and follow school rules and policies.

Parent Conduct Policies

- Parents are expected to solve situations in a non-aggressive manner.
- Parents must abstain from alcohol, drugs, and tobacco products while in campus.
- Parents must refrain from slandering the Academy, students and or staff in social media.

- Parents must be willing to work with tools provided such as Teams and others by the Academy.
- Parents are expected to adhere to the communication procedures available to contact the Academy and staff if there are any concerns or questions.

Students will be treated fairly when assigning appropriate consequences according to:

- The student's age
- The seriousness of the offense
- The attitude of the student

Discipline Plan

Level A: Student actions against the Classroom Rules

- Warning(s) by the teacher
- Consequences are assigned by the teacher according to the Classroom Rules.

Level B: Student Behavior

- Repeated offenses
- Continually disobeying rules
- Continually disrupting the class
- Physically hurting self or others
- Being disrespectful towards the teacher/staff or classmates
- Inappropriate language
- Use electronic devices without permission from the teacher (phones are not allowed on campus for the students use)

Level C: Student Behavior

- Bullying others
- Damaging school or church property
- Fighting
- Threatening Physical harm
- Touching others inappropriately

The following are part of the Discipline Plan:

- Warning(s)
- Lunch Detention
- In School Suspension

- Out of School Suspension
- Withdrawal from SCA

Disciplinary Actions taken by The School are not based on a "3 strike" policy.

This means that there are different factors that are evaluated at the time of such an action being taken. Foremost and above all our leniency as a Christian Academy is towards love and mercy. We take very seriously our students and their behaviors. In the event where we are called to exercise any of our disciplinary actions there are several factors that help determine best what course of action will be taken. These factors include but aren't limited to:

Note:

Shalom Christian Academy as a private school has all rights to make any decisions regarding the Discipline Plan depending on the level of behavior displayed by the student.

- Students' and staff safety, not just those involved.
- Students' behavior through
- Students' remorse / acknowledgement in their part.

- Severity of the situation / what took place or happened.
- Parents' involvement and behavior towards situation.
- Parents' willingness to work with Academy on redemption / solution.

The 3 Levels Listed above (A, B & C) do not determine the level of disciplinary action. When a disciplinary action is taken the parent will be notified of such action. If a Meeting is required to discussed, Parents or guardians will be notified. Parents could reach out and ask for a meeting if wanted in event one is not provided by the Academy so that it may be scheduled.



SHALOM CHRISTIAN ACADEMY ACKNOWLEDGE & HANDBOOK SIGNATURE PAGE

The Parent/Student Handbook is available digitize on our Teams platform.

By signing the Parent / Student Handbook form we agree to abide by the rules and regulations of SCA. We agree to follow, implement, and stand by all the rules and regulations that are taught and applied here at SCA.

We give permission to use our child(ren) in school pictures, videos, school brochures, or other publications made for the purpose of promoting SCA.

Signature of Parent or Guardian
Date

Student Name

Student Name

Student Name

Students Name