SHALOM CHRISTIAN ACADEMY

PARENT /STUDENT HANDBOOK

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

2026-2027

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Welcome Message

Dear Parents and Guardians,

Welcome to another exciting year at Shalom Christian Academy! We are honored that you have chosen to partner with us in your child's education and spiritual development. At SCA, we are committed to nurturing academic excellence through a biblical worldview while fostering the holistic growth of each student—spiritually, emotionally, and socially.

This handbook outlines the policies, expectations, and procedures that help ensure a safe, structured, and Christ-centered learning environment. We value your support and prayers as we work together in shaping the next generation of leaders.

For questions or concerns, please feel free to contact our administrative team at (863) 588-2633.

In Christ,

SCA Administration

SCA EST 2017
SHALOM CHRISTIAN ACADEMY

Mission & Purpose

About

Shalom Christian Academy is a bilingual Christian school operated as a ministry of Shalom Christian Center/Assemblies of God. Our school is grounded in biblical principles and academic excellence, working in harmony with families and churches to build up future leaders in faith and character.

Mission

Our mission is to build a strong foundation in our children—spiritually, academically, and socially—preparing them to become leaders of integrity. We aim to unite the efforts of home, church, and community to provide an enriching, Christ-centered learning environment.

Purpose

We believe that every child has a God-given potential that can flourish in a faith-based academic setting. Through differentiated instruction and a biblical worldview, we strive to meet each student's individual learning path while fostering character, creativity, and critical thinking.

Affiliation

Member of FLOCS (Florida League of Christian Schools)

Statement of Faith

As a ministry of Shalom Christian Center and a Christian school, we affirm the following foundational beliefs:

1. The Scriptures are inspired by God.
2. There is one true God, revealed as Father, Son, and Holy Spirit.
3. Jesus Christ is both fully divine and fully human.
4. Humanity fell into sin and is in need of salvation.
5. Salvation comes through faith in Jesus Christ.
6. Water baptism and Holy Communion are ordinances we observe.
7. The baptism in the Holy Spirit empowers believers for service.
8. The initial physical evidence of the baptism in the Holy Spirit is speaking in tongues.
9. Sanctification is both instantaneous at salvation and progressive.
10. The Church exists to evangelize, disciple, worship, and serve.
11. God calls and equips ministers to lead His Church.
12. Divine healing is provided in Christ's atonement.
13. We anticipate the rapture of the Church (the Blessed Hope).
14. Christ will return and reign for 1,000 years (the Millennial Reign).
15. Final judgment awaits those who reject Christ.
16. A new heaven and new earth are promised for believers.

Non-Discrimination Policy

Shalom Christian Academy accepts students of any race, color, national or ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on these factors in the administration of our educational policies, admissions policies, scholarship programs, athletics, or other school-administered programs.

As a faith-based institution, we do uphold biblical teachings in all areas of life. This includes our beliefs regarding conduct, relationships, marriage, gender, and sexuality, which are grounded in Scripture and explained in our Statement of Faith. Students and families are expected to respect and support the school's mission and values while enrolled. Our goal is to reflect Christ's love and grace to all while fostering a safe and nurturing environment where students can grow in wisdom, character, and faith.

School Hours

SCA's school hours are from 7:30 a.m. - 2:30 p.m. (hours may vary depending on federal/school holidays and unforeseen emergencies.) Car rider opens at 7:00 a.m. and ends at 7:25 a.m. Office Hours are open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Students staying after 2:45 p.m. must go to after-school care. Students are not permitted to loiter around school grounds after school hours. All classrooms and halls close at dismissal. Unless part of a supervised school activity, students are not permitted in these areas after hours for any reason. All students in after-school care must be picked up by the assigned times below or late fees and penalties will apply.

After-School Program

- Time: 2:45 PM – 5:30 PM
- Grace Period: 2:45 PM – 2:54 PM
- Rate: $10/day per student
- Late Pick-up Fee: $1/minute per student after 5:30 PM

Wednesdays Early Release Day

- Dismissal: K – 1:00 PM / 1st–12th – 1:45 PM
- After School: 2:00 PM – 4:30 PM ($10/day per student)
- Grace Period: 2:00 PM - 2:09 PM
- Late Fee: $1/minute per student after 4:30 PM

Select Fridays Early Release Days

- Dismissal: K – 11:30 AM / 1st–12th – 11:45 AM
- After School: 12:00 PM – 4:30 PM ($15 rate per student)
  - Grace Period: 12:00 PM - 12:09 PM
  - Late Fee: $1/minute per student after 4:30 PM
- Select Fridays **without** after-school ($25 rate per student)
  - Late Fee: $1/minute per student after 12:00 PM

Academic Program & Curriculum

Our curriculum is standards-based and fully biblically integrated across all subject areas. All students attend a weekly chapel service focused on spiritual formation and worship.

Lower School (K-5th grade)

In Kindergarten through 5th grade, students build on this strong foundation with a well-rounded, standards-based academic program that includes:

- Phonics, Reading, Spelling, and Writing
- English Language Arts and Grammar
- Mathematics and Science
- History and Social Studies
- Daily Bible instruction and weekly Chapel

Upper Grades (6th-12th Grades)

Our Upper School program prepares students for life after graduation by equipping them with the knowledge, skills, and character needed for college, career, and service. Students have access to a diverse range of academic courses tailored to their interests and post-secondary goals.

Math and Science Courses May Include:

- Pre-Algebra, Algebra I & II, Geometry
- Environmental Science, Biology, Chemistry (Hands-on lab experiences are integrated throughout the science curriculum)

Humanities and Bible:

- World History, American Government, Literature and Composition
- Continued Bible instruction at every grade level
- Weekly Chapel and meaningful community service opportunities

Admission & Registration Requirements

Parents/guardians must submit the following documents:

01 Immunization Record (680)

02 Physical exam record

03 Certified birth certificate

04 Copy of health insurance card

05 Parent/guardian photo ID

06 School records/transcripts

07 IEP (if applicable)

08 Recommendation letter

Interview Process: An interview is required before admission. Parents will be notified of the outcome via phone, email, or in person.

Health Records and Immunization Requirements

As required by the State of Florida, each student must have two official health documents on file from a licensed physician or authorized agent of a Florida County Health Department upon enrollment at Shalom Christian Academy (SCA).

1. Physical Examination

- A valid physical exam form must be submitted upon a student's first entrance into a Florida school.
- Note: If a student's first entry was in Pre-K and they are re-enrolling later, or if the physical form from a previous school cannot be located, a new physical is required.
- Physicals completed out of county or out of state are not accepted.
- The physical form must:
  - Include a complete body systems assessment
  - Be signed by a licensed physician
- If transferring from another Florida school, the original hard copy of the physical must be received. If the school does not provide it upon request, parents must obtain a new physical.
- Medicaid physicals performed by credentialed Health Department registered nurses are acceptable for school enrollment.

2. Immunization Records

- All immunizations must be appropriate to the child's age and kept up to date.
- If a student has a temporary medical exemption, the student may not return to school after the expiration date unless an updated immunization card is submitted.
- Parents are responsible for keeping immunization records current.

Required Vaccines by Grade Level:

- Kindergarten (Elementary):
  - 2 doses of Varicella (chickenpox) vaccine
- 7th Grade (Secondary):
  - 2 doses of Varicella vaccine
  - 1 dose of Tdap (Tetanus, Diphtheria, Pertussis)
  - 5th dose of Polio vaccine (if the 4th dose was administered before the child's 4th birthday)

Important Note:

Students with incomplete or expired immunization records will not be permitted to attend school until all required documentation is submitted and up to date. Parents remain financially responsible for tuition, regardless of the student's attendance status due to non-compliance.

Attendance Policies

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

The following reasons are recognized as valid excuses for school absence. Students will not receive a grade penalty for excused absences, provided that all missed work is completed within the allowed timeframe. To qualify as excused, appropriate documentation must be submitted within three (3) school days starting from the day the student returns to school. Any conflicting evidence may result in the absence being reclassified as unexcused. Final decisions regarding the approval or denial of absences rest solely with school administration and may be reversed if necessary.

Valid Reasons for Excused Absences Include:

- **Student Illness:** Parents/guardians must notify the school on the day of the absence. If the illness extends for three (3) or more consecutive school days, a physician's note is required.
- **Death in the Immediate Family:** Treated as an emergency; however, notification must still be submitted to the school within the three-day documentation window upon the student's return.
- **Medical or Dental Appointments:** Families are strongly encouraged to schedule appointments outside of school hours when possible. A written note from the healthcare provider must be submitted upon return for the absence to be excused.

UNEXCUSED ABSENCES

Unexcused absences are those that do not meet the criteria for an approved absence. Students may not receive credit for work missed during an unexcused absence. The following are considered unexcused and will not be eligible for makeup work:

- Any foreseeable absence that was not pre-approved by administration.
- Absences for non-emergency reasons or for the convenience of the student or parent/guardian.
- Examples include but are not limited to:
  - Staying home to care for a sick sibling
  - Skipping school
  - Staying home with parental permission without a valid reason
  - Sleeping in after returning late from a trip
  - Transportation issues
  - Vacations or theme park visits during school days
  - Absences due to unresolved financial obligations
  - Any other reason not explicitly approved by school administration

To promote consistent school attendance and academic success, the following actions will be taken based on the number of unexcused absences within a single academic school year:

Number of Unexcused Absences	Administrative Action
3	Written warning issued and parent/guardian notified.
5	Mandatory meeting with the Principal.
7	One-day suspension issued; final warning provided.
10	Student placed on **attendance probation** and reviewed for possible **withdrawal** from SCA.
17 (Cumulative)	**Student is automatically withdrawn** from SCA.

Tardiness Policy

Students are expected to arrive to class on time to ensure instructional time is maximized and lessons can begin promptly. SCA Car Rider closes at 7:25 am, any student entering after 7:26 am will be counted as tardy.

- **Tardy to School:** Students arriving late to school must report to the front office to obtain a tardy slip before going to class.
- **Tardy to Class:** Students arriving late to class without a valid pass will be marked tardy by the teacher. A tardy will only be excused if the student provides a note or pass from an authorized staff member.
- **Medical Appointments:** Tardies due to verified medical appointments (e.g., dentist, orthodontist) will not be counted if the student returns with a doctor's note.
- **Unexcused Tardies as Absences:** For attendance accountability, every three (3) unexcused tardies will count as one unexcused absence.

ILLNESS & COMMUNICABLE DISEASES

At Shalom Christian Academy, we are committed to maintaining a healthy and safe environment for all students and staff. To help prevent the spread of illness, we ask that any child who is sick be kept at home until they are well enough to return to class in order to recover properly and protect classmates and staff from exposure.

Children should not attend school if they show signs of illness, including but not limited to:

- Fever of 100°F or higher
- Vomiting
- Diarrhea
- Persistent coughing or wheezing
- Rash of unknown origin
- Pink eye (conjunctivitis)
- Head lice
- Ringworm
- Skin infections
- Pinworms
- Any other symptoms of a communicable or infectious disease

On-Campus Illness Procedures

If a student becomes ill during the school day:

- A staff member will monitor the student and assess symptoms.
- If symptoms persist or worsen, the parent/guardian will be contacted and expected to pick up the child promptly.
- The student will be kept in the school office under supervision until they are picked up.

Readmission to School

A student may return to school when:

- They are symptom-free for at least 24 hours without the use of medication
- They have been on prescribed medication for at least 24 hours
- They provide a written statement from a physician confirming the child is no longer contagious and is cleared to return to school.

Note: A religious exemption from immunizations does not exempt a student from this communicable disease policy. All students are expected to follow health and safety protocols to protect the broader school community.

We understand that illness can be challenging for working families, but these policies are in place to protect the health of all students and staff. Thank you for your partnership in maintaining a safe and healthy learning environment.

MEDICINE POLICY

The health and safety of our students is of utmost importance at Shalom Christian Academy. To ensure that all medications are administered properly and safely, the following policy must be followed:

General Guidelines

- Only prescription medications will be administered during school hours.
- No medication (prescription or non-prescription) may be dispensed without written authorization from the parent or legal guardian.
- Students are not allowed to possess or self-administer any medications while on campus—including over-the-counter (OTC) medications.

Requirements for Dispensing Medication at School

In order for medication to be administered by school staff, the following must be submitted:

- A completed Authorization to Dispense Medication Form, signed by a parent or legal guardian.
- A properly labeled prescription container, which serves as a written prescription signed by a duly licensed physician.
- The prescription label must include:
  - The child's full name
  - Name of the medication
  - Clear dosage instructions
  - Time(s) of day the medication is to be taken
  - Physician's name
  - Date of the prescription

Note: Over-the-counter medications (e.g., Tylenol, Advil, allergy medicine) will not be dispensed at school due to the risk of side effects and varying reactions.

Medication Management

- The parent/guardian is responsible for maintaining a current supply of the prescribed medication at the school.
- The medication and completed form must be delivered directly to the school office for safe storage and administration. Medications will be securely stored and administered by authorized personnel only.
- Once submitted, all forms will be kept on file in the school office for reference and compliance.

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 Centro Cristiano Shalom Asambleas de Dios 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 SCA 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 accordance with legal requirements, I hereby authorize the school director or the designated person in charge (in the event of the director's absence) to consent to any necessary emergency medical treatment for my child while under their care. If a serious illness or accident occurs and I cannot be reached immediately, I grant permission for my child to be transported by ambulance or other means to a doctor's office, clinic, or hospital for prompt medical attention. I understand and agree that I am responsible for all expenses incurred as a result of such treatment.

AUTHORIZATION TO TRANSPORT

I hereby give permission for my child to be transported for school-approved field trips. In the event of an emergency requiring evacuation of the school premises, and if I or my designated emergency contacts cannot be reached, I authorize the school director—or the person in charge in the director's absence—to transport my child to a safe location until I am able to be contacted.

RELEASE OF STUDENTS

Parents are required to provide a list of individuals authorized to pick up their child. Students will not be released to anyone who is not listed on the enrollment form or otherwise formally authorized by the parent or guardian. Parents must submit copies of all current court orders related to custody or guardianship to the school office. A court-ordered document must be on file to prevent a legal guardian from picking up a child. Individuals other than the child's parents may be required to present valid photo identification at the time of pick-up. It is the parent's responsibility to promptly update the authorized pick-up list in the office whenever changes occur.

DRESS CODE & UNIFORM POLICY

At Shalom Christian Academy, we believe that outward appearance reflects inner character and attitude. We strive to cultivate a culture of modesty, excellence, and Christlike character in our students. Our uniform policy is designed to encourage pride in appearance, reflect biblical values, minimize distractions, and promote a focused learning environment.

In accordance with Scripture, student dress should be:

- Modest (1 Timothy 2:9)
- Non-offensive to others (Romans 14:13)
- Reflective of a humble heart (1 Peter 3:3–4)
- Honoring to God (1 Corinthians 10:31)

General Guidelines

- All students must wear SCA-approved uniforms during school hours and school events unless otherwise authorized.
- Clothing must be neat, modest, and appropriately fitted—not overly tight, baggy, torn, or revealing.
- Uniform shirts and jackets must include the current SCA logo, purchased from the school's designated vendor.
- No pajama pants, sagging pants, or excessively tight clothing is permitted.
- All-black shoes or sneakers must be worn daily.

Cold Weather

- During temperatures below 50°F, red, blue, or black solid-colored coats may be worn over the school uniform. All other outerwear must be consistent with SCA dress standards.

Hair and Grooming

- Students must be clean and neatly groomed at all times.
- No dyed hair in unnatural colors (e.g., blue, pink, green, purple) is allowed for grades K–12th.
- Boys' hair must be cut above the collar, off the ears, and out of the eyes.
- No radical hairstyles or distracting hair accessories are permitted.
- Boys must be clean-shaven daily.
- Makeup (if worn) should be minimal and conservative.

Jewelry and Accessories

- Boys may not wear visible earrings; clear studs are also not allowed.
- Nose piercings are strictly prohibited.
- No visible tattoos, permanent or temporary, are allowed.
- Boys may not wear nail polish.
- Girls' nail length must be reasonable and not interfere with school activities.
- No hats, bandanas, head coverings, or sunglasses may be worn indoors.
- Belts, if worn, must be conservative and coordinate with the uniform.

Content and Logos

Clothing must not display:

- Offensive or inappropriate language or imagery
- References to secular celebrities, non-Christian bands, or media franchises
- Alcohol, tobacco, or drug-related content
- Cartoons or characters
- Messages that promote negative attitudes toward learning or authority

Event Dress & After-Hours Standards

- At all school-sponsored events, including field trips, programs, and sports, attire must be neat, modest, and appropriate.
- Tank tops, crop tops, yoga pants, pajamas, or short shorts are not permitted.
- Shorts must be no shorter than two inches above the knee.
- **For volleyball players**, spandex shorts are permitted only if they are long enough to extend past the mid-thigh and sit above the knee. Spandex leggings are also allowed and encouraged.
- On theme days or non-uniform days, students must participate according to guidelines or wear the regular school uniform.

To maintain a standard of professionalism and school values during official functions, the following guidelines apply to all school-related events, including but not limited to graduation and award ceremonies, homecoming, and other formal events:

- Male students are not permitted to wear earrings or visible piercings at any school-related events. Nose piercings are not permitted for any student, regardless of gender, during these events.
- Students must adhere to the dress code and appearance standards as outlined by the school. Failure to comply with these guidelines may result in the student being restricted from participating in the event.

Parent & Visitor Dress Code Policy

At Shalom Christian Academy, we kindly ask that all parents and visitors dress in a manner that reflects the values and respectful atmosphere of our school. Modest and appropriate attire is expected while on campus, including during drop-off, pick-up, classroom visits, and school events. Clothing should not be revealing, excessively tight, or short; tops should cover the shoulders, and dresses or skirts should be at least mid-thigh length. Pajamas, loungewear, sheer garments, and clothing with offensive language or imagery are not permitted. Footwear must be worn at all times, and hats or head coverings should be removed indoors unless worn for religious or medical reasons. The administration reserves the right to address any attire deemed inappropriate or disruptive to the school environment.

Parent & Visitor Behavior Policy

At Shalom Christian Academy, parents, guardians, and family members are held to a higher standard, given that parents should be an example to their children. SCA has established clear expectations for the behavior of parents, guardians, and family members while on school grounds or attending school-led events. The school is committed to maintaining a safe, respectful, and supportive environment for students, staff, and the school community.

This policy applies to all parents, guardians, and family members during:

- Drop-off and pick-up times
- Visits to school grounds, including classrooms and offices
- School-led events, such as assemblies, sports games, performances, and field trips
- Any activity where they are representing the school community

Expectations of Behavior

Parents and guardians' expected behavior includes, but is not limited to:

- Demonstrate Respectful Communication
  - Speak to staff, students, and other parents in a polite and respectful manner.
  - Avoid aggressive, threatening, or intimidating language or actions.
  - Raise concerns through appropriate channels (e.g., teacher, administrator) rather than in front of students or during public events.
- Model Positive Behavior
  - Act as role models by demonstrating courtesy, cooperation, and patience.
  - Support school rules, policies, and staff decisions even when disagreements arise, and address concerns privately.

- Comply with Safety Procedures
  - Sign in at the front office and wear visitor identification when required.
  - Follow all school staff directions during school hours, events, or emergency procedures.
- Conduct Appropriately During Events
  - Refrain from disruptive behavior, including shouting, arguing, or using profanity.
  - Do not attempt to discipline or confront any student other than your own.
  - Do not bring alcohol, illegal substances, weapons, or any dangerous items to school events.
- Respect Privacy and Digital Conduct
  - Avoid posting negative or defamatory comments about students, staff, or the school on social media.
  - Do not photograph or record students (other than your own child) without permission from the school.

Unacceptable Behaviors

The following behaviors are strictly prohibited:

- Aggressive, abusive, or violent actions or language
- Harassment, intimidation, or bullying of staff, students, or parents
- Disrupting school operations or events
- Damaging school property

Consequences

Violations of this policy may result in the following actions:

- Verbal or written warning
- Required meeting with the school administration
- Restriction or revocation of campus visitation privileges
- Removal from school events
- Notification of law enforcement for severe or unlawful behavior
- Student withdrawal without the option of a tuition or fee refund

Commitment to Partnership

Parents and guardians play a vital role in creating a positive and safe school environment. The school values open communication and collaboration and encourages concerns to be addressed respectfully through the proper channels.

Shalom Christian Academy Elementary Uniform Policy

Students must wear solid red polo shirts with the official SCA logo and gray pants. Socks must be black, red, or white with STRICTLY black closed-toe shoes.

- **Chapel Days:** Girls must wear gray jumpsuit with SCA logo, white collared shirt, with red necktie. Boys must wear white collared shirt with red tie and gray pants.
- **PE uniform:** Elementary Students are required to wear the PE uniform Friday. Failure to wear the proper PE uniform on Fridays may result in a disciplinary warning or loss of participation credit for that class period.

Shalom Christian Academy MS/HS Uniform Policy

Students must wear solid baby blue polo shirts with the official SCA logo, pants must be navy blue (properly hemmed and fitted—not overly tight or baggy). If skirts, they must be at least fingertip length when arms are at sides. Socks must be black, white, or blue with STRICTLY black shoes.

- **Spirit Days:** Class shirts may be worn on Fridays with blue jeans ONLY; no holes allowed above the knees. Students may wear their favorite sneakers.
- **Chapel Days:** The SCA chapel vest must be worn over uniform shirts on designated Chapel Days with uniform bottoms.
- **PE uniform:** Students are required to wear the PE uniform every Thursday. Failure to wear the proper PE uniform on Thursdays may result in a disciplinary warning or loss of participation credit for that class period.

Outside Food and Lunch Policy

To maintain a safe and orderly campus environment, students at Shalom Christian Academy are not permitted to order food from outside vendors for delivery during the school day. This includes services such as Uber Eats, Grubhub, pizza delivery, or similar. Additionally, students are not allowed to leave campus or be checked out during school hours for the purpose of obtaining lunch. Please note that parents are not permitted to bring lunch or food for individual students without prior authorization 2 hours before their child's assigned lunch time, as Shalom Christian Academy provides lunch daily to all students.

No Gum Policy

To maintain a clean, safe, and respectful learning environment, chewing gum is not permitted on the Shalom Christian Academy campus at any time. Students found with gum will be required to dispose of it immediately and may be subject to disciplinary action in accordance with the school's behavior policy.

Birthday and Holiday Celebrations Policy

When planning holiday or special classroom parties, teachers will provide a sign-up sheet listing store-bought refreshments for parents who wish to contribute. To ensure safety and consistency, all food items must be purchased from a store and cannot be homemade.

For birthday celebrations, only two immediate family members may attend the event. The celebration is limited to 15–20 minutes and should take place during lunchtime or at a time agreed upon with the teacher's availability.

Academic Policies

At Shalom Christian Academy, we believe that parents hold the primary responsibility for the education of their children. Our role is to support and assist families in that mission. Parents are expected to monitor their child's academic progress, behavior, and attendance regularly through our online portal. SCA uses FACTS Family Portal (through the SCA app). To access, click "Logins," then select "Parent Logins," and enter the school code provided by the registrar. From there, you will be able to view student coursework, grades, behavior reports, and financial information. For assistance, please contact the school office.

Student Probation

All new students are placed on academic and behavioral probation for one semester. Students must maintain a minimum 2.0 GPA throughout both grading periods. Adjusting to SCA's academic expectations and disciplinary standards takes time, and this period ensures proper support and monitoring.

Any student who receives below a 2.0 GPA for any semester will be placed on academic probation. Two consecutive quarters with a GPA below 2.0, excessive discipline referrals, unexcused absences (7 or more), or tardies (6 or more) will result in a parent-administrator conference to either extend probation or consider withdrawal.

Progress Reports & Report Cards

Report cards are issued four times each academic year. The first report card reflects grades from the first nine-week quarter. The second report card includes grades from the second quarter, results from semester exams, and the final grade for the first semester. The third report card reflects the third nine-week quarter. The fourth and final report card includes grades from the fourth quarter, second semester exams, the final semester grade, and the overall final grade for the year.

Grading Scale

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

Homework Policy

Homework reinforces classroom instruction and is expected regularly. Each student is required to turn in the weekly homework by Friday, students should plan ahead for studying for tests or completing major projects. SCA encourages family participation in Wednesday evening church services so no homework is given on Wednesdays.

Make-Up Work, Late Work, and Tests

Students at SCA are permitted to make up tests, homework, classwork, and special projects only in the case of an excused absence. It is the student's responsibility to request and complete any missed assignments. Teachers will provide make-up quizzes, tests, and assignment support only when the absence is officially excused. Acceptable reasons for an excused absence include personal illness, a death in the family, or 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. The late work policy is 10 points off the assignment for every day it is late. *After the 3rd day, an automatic zero will be given.

Release of Student Grades

Shalom Christian Academy will release official transcripts, course grades, class rank, and other relevant academic information to scholarship programs, colleges, and other authorized institutions only with written parental consent. By signing the Student/Parent Handbook Contract, parents grant the Academy permission to share this academic information pertaining to their child with post-secondary institutions and scholarship organizations as needed.

Promotion and Graduation Requirements

Grades 6–8: Students must maintain a minimum 2.0 cumulative GPA in all core academic subjects and be recommended by the teacher for promotion. Credit recovery may be required with administrative approval for failed courses. Failing two or more classes may result in repeating the entire year.

Grades 9–12: Students must pass all courses and accumulate 24 credits to graduate. Required credits include:

- English: 4.0
- Math: 4.0
- Science: 3.0
- Social Studies: 3.0
- Foreign Language: 2.0
- Fine Arts: 1.0
- PE/Health: 1.0
- Bible: 4.0
- Electives: 3.0

Honor Roll Recognition:

Honor Roll: GPA of 3.000 – 3.199
Honor Roll with Recognition: GPA of 3.200 – 3.499
Honor Roll with High Honors: GPA of 3.500 – 3.999
Honor Roll with Distinction: GPA of 4.000 or higher

Students must also complete 135 hours of instructional time per course. If attendance requirements are not met, a student must pass a final exam with a 70 or higher and have a 75+ average in coursework to earn credit.

Transfer of Credit

Shalom Christian Academy (SCA) will accept for credit any equivalent course completed at an accredited institution or any course deemed equivalent in scope, sequence, and academic rigor to those offered at SCA. The administration reserves the right to deny transfer credit for any course if it does not meet the school's academic standards or requirements. A minimum grade of 60% (D) must be earned for a course to be eligible for credit transfer. Home education courses will be reviewed on a case-by-case basis according to SCA's homeschool credit transfer policy and must include appropriate documentation, such as transcripts, curriculum outlines, and work samples, for evaluation and approval.

Community Service

All high school students are encouraged to complete hours of community service. While SCA will assist students in finding volunteer opportunities, it is ultimately the student's responsibility to track and submit hours. Community service forms are available in the office and on our website. Seniors must submit their completed hours by April 1.

Dual Enrollment

Eligible sophomores, juniors and seniors may participate in Dual Enrollment through approved institutions such as Southeastern University. Students must meet testing and academic criteria (3.0 GPA or higher), receive teacher recommendations, and complete administrative review. Dual Enrollment credits can count toward graduation requirements. Tuition at SCA is not reduced for Dual Enrollment students. Students must follow the official enrollment steps and coordinate all paperwork through the office.

Athletic Eligibility

Any student participating in athletics must maintain a minimum cumulative GPA of 2.0 ("C" average) throughout the season. If a student's academic average falls below 2.0, they will become ineligible to participate in practices, games (home or away), or other team activities. This pause in participation allows the student to focus on improving academic performance. Eligibility will be reviewed regularly, and reinstatement will be considered once academic standards are met.

Standardized and Benchmark Testing

Standardized tests are administered to K-12th grade students every March. They participate in the Stanford Achievement Test (Stanford 10). The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas. Test results are also used to determine the effectiveness of educational programs and how programs can be improved.

Electronics and Books Policy

At Shalom Christian Academy, we strive to maintain a focused and respectful academic environment. Therefore, the use of cell phones and personal electronic devices is strictly prohibited during school hours. Earbuds and headphones may not be worn or used on campus from 7:00 AM to 3:00 PM unless authorized by administration. Office phones are available for student use in emergencies only. Parents may leave messages regarding transportation with the receptionist to be delivered to the student. Students who violate this policy will face disciplinary action: **first offense results in warning**, **second in detention**, **third in in-school suspension (ISS) with parent pickup of the device**, and **fourth in out-of-school suspension (OSS) and behavioral probation**. The administration reserves the right to confiscate devices without notice and may inspect device content if deemed necessary. Students must provide passwords upon request. Taking photos or videos on campus is prohibited without administrative permission. Smartwatches may also be restricted at the discretion of staff. This policy complies with Florida House Bill 379 and is designed to support a safe, distraction-free educational setting.

All iPads and computers devices provided at SCA must be used in a responsible, ethical, and legal manner. These tools are provided to support student learning, research, and other educational objectives aligned with the mission of the academy. Access to the Internet and school computer systems is a privilege—not a right—and should only be used for academic purposes. Inappropriate, unethical, or illegal use of these resources may result in loss of access privileges, disciplinary consequences, and, in serious cases, expulsion.

Textbooks provided by SCA are the property of the school and are issued to students on a loan basis. Students are expected to treat all books with care and respect. Writing in or defacing textbooks is not permitted at any time. Textbooks must be returned upon request by the teacher or at the end of the course. Any excessive damage beyond normal wear and tear, or failure to return the book, will result in a fee based on the replacement cost of the book. Likewise, any damage to school property—including but not limited to walls, doors, desks, or furniture—will result in charges being assessed to the parent or guardian responsible for the student.

Discipline Policies

At Shalom Christian Academy, we believe that discipline is an essential component of character formation and a reflection of our biblical values. Teachers are responsible for the regular discipline in their classrooms and are entrusted to establish expectations that support learning and respect. Students and parents are expected to comply with classroom rules and any disciplinary measures set forth by the teacher. Faculty and staff must always be addressed respectfully, and confrontational behavior toward any staff member is considered inappropriate and will not be tolerated. All disciplinary matters will be handled according to SCA's established rules, policies, and sound judgment.

Disciplinary Response and Considerations

All disciplinary situations are first addressed at the classroom or most immediate level. When necessary, violations may be referred to administration. The level of consequence assigned will depend on various factors including, but not limited to:

- Harm to others
- Property damage or loss
- Disruption caused
- Previous behavioral infractions or disciplinary history
- Possession of illegal or prohibited substances (e.g., drugs, alcohol, tobacco)
- Presence of weapons or dangerous items
- Dishonesty or lack of cooperation during investigation
- Criminal conduct or law violations

Discipline Procedures and Parent Partnership

When discipline is required, we ask parents to prayerfully and calmly address the matter with school personnel and their child. Avoid discussing the issue with others or spreading misinformation. Children may share only their perspective of events, so it is important to remain objective. Modeling a Christlike attitude of respect and cooperation with teachers and administrators reinforces the partnership between home and school. All discipline matters will be handled with discretion by the school staff and administration.

Possible Disciplinary Consequences

- **Detention:** Students spend up to 60 minutes in a supervised space, usually the library, completing assigned reading or written reflection. Late or missed detentions will result in further discipline.
- **Community Service:** Students assist with school-related tasks for 90 minutes under staff supervision.
- **In-School Suspension (ISS):** Students report to a supervised location on campus and complete classwork but are not allowed to attend regular classes or school events. Work must still be completed and submitted on time.
- **Out-of-School Suspension (OSS):** Students are prohibited from attending school or participating in any school activity. Work missed on the day(s) of suspension will receive a zero but must still be learned for assessments. OSS becomes a permanent part of the student's record.
- **Expulsion:** Grounds for expulsion include serious first offenses, ongoing misbehavior, behavior that causes harm or disruption, parental conduct that conflicts with the mission of the academy, non-payment of fees, or failure to meet academic or attendance standards. Expelled students are not eligible for a tuition or fee refund.

Behavioral Probation

A student may be placed on behavior probation due to repeated or severe behavioral issues. The probation period allows time for the student to demonstrate progress toward behavioral goals. If, by the end of the quarter, the student shows improvement, probation may be lifted. However, failure to meet probation expectations or repeated placement on behavioral support may result in dismissal from SCA.

Investigation Procedures

Students are expected to cooperate fully with any school-led investigation. Honesty is required, and student statements may be used in determining outcomes. Lack of cooperation or refusal to participate may result in disciplinary action or withdrawal from the academy. SCA reserves the right to proceed with disciplinary actions regardless of pending legal matters.

Lower School Discipline Levels

L**evel 0 - Teacher Classroom Mangement** This level includes minor classroom disruptions such as excessive talking, not participating in class, using unkind words, unsafe use of hands or feet (e.g., pushing or rough play), or dress code violations. These behaviors are typically managed by the classroom teacher through redirection, verbal reminders, loss of classroom privileges, or communication with parents.
Level 1 - Teacher-Managed Infractions, which may include continued classroom disruption, minor disrespect, horseplay, defiance, unauthorized use of personal devices (e.g., smartwatches, cell phones), minor misuse of technology, cheating, lying, or mild physical aggression. These are still managed by the teacher.
Level 2 - Administrative Intervention This level includes repeated defiance, significant disrespect, physical aggression toward others (e.g., hitting or kicking), destruction of property, stealing, or directed inappropriate language. Administrative responses may include a formal parent conference, in-school time-out, loss of school event privileges, a behavior improvement plan.
Level 3 - In-School Suspension (ISS) These include continued Level 2 behaviors, deliberate safety violations, direct verbal aggression, or flagrant misuse of technology. Students may be removed from the classroom for a full or partial day under staff supervision and will complete reflective assignments, have a restorative conversation, and be required to attend a parent meeting before returning to regular class activities.
Level 4 - Out-of-School Suspension (OSS) These include minor physical fights, harassment, bullying, cyberbullying that affects the school environment, or threats of harm. Students may receive a suspension of one to three days, and a reentry meeting with parents may be required.
Level 5 - Expulsion These include extreme or dangerous behaviors such as major physical fights, possession of drugs or alcohol, possession of weapons, grievous threats, or gross insubordination. In such cases, the student may be removed from enrollment following an administrative and board-level review, and authorities may be notified when appropriate.

Upper School Discipline Levels

Level 0 – Teacher Classroom Management This level includes behaviors managed by teachers such as class disruptions, eating or chewing gum in class, dress code violation, unauthorized use of cell phones, misuse of school devices, defiance and lack of participation.

Level 1 – Detention / Community Service Students at Level 1 may face detention or be assigned community service for continued Level 1 behaviors, horseplay, one-sided minor aggression, lying or stealing, moderate profanity, and vandalism.

Level 2 – In-School Suspension This level includes repeated Level 1 offenses such one-sided major aggression, cheating, plagiarism, use of AI for academic dishonesty, intentional disrespect, skipping class or leaving campus without permission, using crude language, and accessing or sharing offensive content online.

Level 3 – Out-of-School Suspension This level includes continued Level 2 behaviors, harassment, bullying, cyberbullying that affects the school environment, and threats or intimidation.

Level 4 – Expulsion Considered for physical fights between students, possession of drugs, alcohol, or weapons, sexual misconduct, or continued behavior that threatens the safety or learning environment.

SCA reserves the right to report illegal conduct to authorities and to investigate incidents thoroughly. Students are expected to cooperate honestly during investigations. Failure to do so may result in further disciplinary action or dismissal. Behavior probation may be implemented for students with ongoing behavioral concerns. Students who do not meet expectations during the probationary period may be asked to withdraw from SCA.

Galatians 5:22–23 reminds us: "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." These scriptures guide our expectations for student behavior and support the foundation of a Christ-like character within our school community.

Displays of Affection / Physical Contact / Inappropriate Student Interaction

As a Christian educational community, Shalom Christian Academy upholds high standards of conduct that reflect biblical values, respect, and self-discipline. Romantic involvement or excessive displays of affection between students are not permitted on campus or during any SCA-related event. This includes, but is not limited to kissing, prolonged or close physical contact.

Any form of sexual behavior or physical intimacy—whether consensual or inappropriate—is strictly prohibited on school property, during school transportation, or at any school-sponsored activity.

Unwanted or offensive sexual conduct, including verbal or physical advances, must be reported immediately and will be addressed in accordance with the SCA harassment and bullying policies.

Consequences for violating this policy may include suspension, or expulsion, depending on the nature and severity of the behavior. All students are expected to demonstrate behavior that is respectful, modest, and above reproach.

Off-Campus Behavior

Although SCA does not seek to unnecessarily intervene in a student's personal life, students are representatives of the academy at all times. Therefore, behavior that occurs off campus—but conflicts with the mission, values, or safety of our school community—may lead to disciplinary action.

Off-campus behavior that may result in consequences includes, but is not limited to:

- Involvement in criminal activity
- Inappropriate or harmful use of the internet or social media
- Sexual activity outside of biblical standards
- Use or possession of alcohol, tobacco, or illegal drugs
- Behavior that harms personal integrity, self-esteem, or physical health

SCA reserves the right to respond to any off-campus behavior that disrupts the educational environment, negatively impacts other students or staff, or damages the school's culture and Christian witness.

Shalom Christian Academy

SCA Parent/Student Handbook Acknowledgement & Signature Page

The Parent/Student Handbook is available in a digital format on our Teams platform for your reference.

By signing below, we acknowledge that we have read, understood, and agree to abide by the rules, policies, and regulations outlined in the Shalom Christian Academy Parent/Student Handbook. We commit to supporting and upholding all standards taught and practiced at SCA.

Additionally, we grant permission for Shalom Christian Academy to use photographs, videos, or images of our child(ren) taken during school activities for use in school publications, brochures, promotional materials, and digital media intended to promote the academy.

Student Name(s): _____

_____

_____

_____

Parent/Guardian Name(s): _____

Signature(s): _____

Date: _____