

SHEPHERD OF GOD  
CHRISTIAN ACADEMY

(786) 339-8503

824 W PALM DR,  
FLORIDA CITY, FL 33034

ADMISSIONS.SOGCA@GMAIL.COM

---

# PARENT/STUDENT HANDBOOK

---



Shepherd of God Christian Academy admits students of any race, color, ethnic, or religious background. It reserves the right to amend any part of this handbook, or to respond to new situations not mentioned in this handbook, as deemed fit by its administrators.

**[SHEPHERDOFGODCHRISTIANACADEMY.COM](http://SHEPHERDOFGODCHRISTIANACADEMY.COM)**

# TABLE OF CONTENTS

## I. INTRODUCTION

A. School Overview -----	3
B. Statement of Faith -----	
C. Statement of Philosophy and Purpose -----	4
D. Statement of Non-Discrimination -----	
E. Affiliation and Accreditation -----	

## II. ADMISSIONS

A. Admissions Policy -----	5
B. Enrollment Procedures -----	6
C. Re-Enrollment Procedures -----	7
- Testing -----	
- Interview -----	
- Information Release -----	
- Personal File -----	
- Withdrawal -----	8
- Release -----	

## III. FINANCIAL INFORMATION

A. Tuition/Fees -----	9
B. Financial Policies -----	
- Monthly Payment Plan -----	
- Active Status -----	
- Returned Checks -----	

## IV. GENERAL INFORMATION

A. Office -----	10
B. Extended Care -----	
C. After School Lateness -----	
D. Lunch Program -----	11
E. Lost and Found -----	
F. Clinic -----	
G. Medical Care -----	12
H. Communicable Disease -----	
I. Health Record -----	
J. Accidents -----	13
K. Insurance -----	
L. Summer School -----	
M. Summer Camp -----	
N. Day Camp -----	14
O. Chapel -----	
P. Field Trips -----	
Q. School Closures -----	15
R. Fundraising -----	

## V. ATTENDANCE

A. Absentee Policy -----	16
B. Tardiness -----	
C. Early Dismissal -----	

# TABLE OF CONTENTS

## VI. HOME/SCHOOL COMMUNICATION

A. Orientation Meeting -----	17
B. Parent-Teacher Conferences -----	
C. Problem Advocacy -----	

## VII. TRANSPORTATION -----18

## VIII. ACADEMICS

A. Curriculum -----	19
B. School Supplies -----	
C. Bible -----	
E. Report Cards & Progress Reports -----	
F. Grading -----	
G. Homework -----	20
H. Standard Achievement Tests -----	
I. Requirements to Pass Grade -----	

## IX. DISCIPLINE

A. Visitors and Phone Calls -----	21
B. Behavior Policy -----	
C. Assignments -----	22
D. Classroom Behavior -----	
E. Maintenance by Students -----	23
F. Disciplinary Probation -----	
G. Students in the hallways -----	
H. Tobacco & Alcoholic Beverages -----	
I. Drugs & Weapons -----	24
J. Music and Dancing -----	
K. Damages -----	
L. Solicitation -----	
M. Parental Misconduct -----	25
N. Parental Responsibility -----	
O. Character Structuring -----	26
P. Notice of change -----	

## X. DRESS CODE

A. Appearance -----	27
- Male Students -----	28
- Female Students -----	
B. Inclement Weather -----	
C. Jewelry -----	29
D. Makeup, Nails, Perfumes -----	

## XI. SAFETY

A. Dropping off and Picking up students -----	30
B. Parking Lot -----	31
C. Playground Safety & Toys -----	
D. Restroom Breaks -----	
E. Classroom Visits After School -----	
F. Security-----	

# I. Introduction

---

## A. SCHOOL OVERVIEW

### History

Shepherd of God Christian Academy began its ministry in 2012. It has been founded to serve the South Dade community with the purpose of providing an education based on Christian ideals and principles with high scholastic standards. The school serves elementary, middle, and high school students and is open to the general public regardless of race, color, or gender. We believe the Word of God is profitable for salvation, doctrine, correct living, and instruction in righteousness (II Timothy 3:16).

## B. STATEMENT OF FAITH

We believe that there is one God eternally existent as the Father, Son, and Holy Spirit. -I John 5:7

We believe in the deity of our Lord Jesus Christ who took on human flesh, lived a sinless life, was crucified, buried, and rose again, who ascended back to Heaven to make intercession for us, and who will return in power and glory. -II Corinthians 5:21

We believe that all men are sinful by nature and are in need of God's salvation. Romans 3:23, Romans 6:23. We believe man is saved by grace through faith in what Christ has done for us on the cross, not by anything we can do; it is a gift of God. -Ephesians 2:8,9

We believe that the child of God has been given a new nature at the time of salvation and is enabled to live a Godly life only by the power of the indwelling Holy Spirit. - John 3:3-7, Galatians 5:17-26

We believe the obedient Christian has followed the Lord in believer's baptism and is actively serving in the ministry of the local church. -Hebrews 10:25, Philippians 1:3-6

We believe the Bible to be the inspired, infallible, Word of God, final in content and complete in revelation. - II Timothy 3: 16

# I. Introduction

---

## **C. STATEMENT OF PHILOSOPHY AND PURPOSE**

Our mission at Shepherd of God Christian Academy is to raise effective leaders of godly character who will blend academic achievement and biblical truth to influence their society for the glory of God.

## **D. STATEMENT OF NON-DISCRIMINATION**

Shepherd of God Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students. It does not discriminate based on race, color, national, or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

## **E. AFFILIATION AND ACCREDITATION**

Shepherd of God Christian Academy is a member school of the Florida Association of Christian Colleges and School and is presently working to achieve full accreditation status with same.

# II. Admissions

---

## A. ADMISSIONS POLICY

When enrolling a new student, the following documents must be received from the parent or guardian before registration can be finalized or placement offered:

- S.O.G.C.A.. Student Enrollment Application
- The last 2 years of report cards
- The last 2 years of standardized testing
- Copy of Psychological Evaluation (McKay or Special Needs Learners)
- Copy of most recent Individualized Education Plan (McKay or Special Needs Learners)
- End-of-year transcripts with attendance
- Copy of student's birth certificate
- Copy of student's social security
- Yellow and blue medical forms
- Signed Acknowledgment Page of student/parent handbook
- Signed Photograph Release form
- Signed Agreement for Use of Technology form
- Signed Field Trip Waiver and Release form
- Signed Financial Agreement form
- Signed Request for Records form
- Completed and signed Emergency Contact Cards

Pending the receipt of all required documents, an appointment will be made for the entrance exam and an interview with the principal.

Note: Entrance exams for the upcoming year may be administered in groups during the months of March and/or April. Late entrance exams will be offered in late July and early August.

## II. Admissions

---

Once a student is accepted, his/her parent or guardian should receive the following:

- Parent/Student Handbook
- School Calendar
- Uniform Vendor Information
- Arrival/Dismissal/Extended Care Procedures
- Lunch Information
- Supply List
- Class Schedule (middle and high school student)
- Locker information (middle and high school student)

**Returning Students** will be mailed a summer newsletter along with the following forms regarding the upcoming school year:

- School calendar
- Uniform vendor information
- Arrival/Dismissal/Extended Care Procedures
- Lunch Information
- Supply List
- Emergency Contact Cards
- Summer Reading Requirements

### B. ENROLLMENT PROCEDURES

Students may transfer to Shepherd of God Christian Academy from any preschool. Their application will be reviewed by the Registration Committee for such things as Academic needs and achievements, Financial responsibility, Moral attitude, and Parental assistance. The school reserves the right to acquire records such as the most recent Report Card, Health Records, and Standardized Tests. Students that have been home-schooled may be required to take exams to establish level of competency.

# II. Admissions

---

## C. RE-ENROLLMENT PROCEDURES

1. All students wishing to return must meet registration guidelines for returning students. Their application will be reviewed by the Registration Committee for such things as Academic needs and achievements, Financial responsibility, Moral attitude, and Parental assistance.

### 2. Testing

The testing of all new students will be at the discretion of the Director. The test results will dictate what grade the student is offered.

### 3. Interview

The school reserves the right to interview all new and returning students. An interview may be considered a requirement for registration.

### 4. Information Release

Parents must sign an **Authorization to Release Reference Information form**. This form may be used to secure information about a student from a prior learning facility.

### 5. Personal File

Adhering to state statutes and school requirements, students may not attend school if their Student File is incomplete. A Student File is complete when it contains the following:

- Copy of Birth Certificate or other proof of age
- Application
- Health records
- Emergency Information Card
- Transcript record of courses/Report Card
- Acceptance of Student Handbook
- Signed Authorization to Release Reference Information



## II. Admissions

---

### 6. Withdrawal

If a student is to be withdrawn, a parent must be present in the office to sign a Student Withdrawal Form. All original copies of documents and forms from the Student File will be returned to the parent within one day. The school will make copies that shall remain in the student's permanent record. Student records are withheld if a student's account is not current. High School Transcripts are forwarded to other schools via regular mail, upon receiving proper requests. School records will be available one day after request. High School Transcripts will only be mailed, faxed, or emailed to another school; transcripts will be given to students or parents. Student records include all documents in a Student File.

### 7. Release

Registration of a student represents the parent's acceptance of this Policy Handbook, and that the school will have final authority over school matters. The school may use the name and picture of any student, friend, or family member of a student for distribution via public media such as newspapers, television, internet, etc. The school reserves the right to modify any and all terms of this handbook at any time.

# III. Financial Information

---

## A. Tuition/Fees

All fees paid are non-refundable and non-transferable. Receipt of these fees confirms your decision to enroll your child and ensures a place in the school roster. Since our program and licensing requirements require us to engage staff based on the number of students enrolled for the year, refunds or discounts are not given for holidays, teacher planning days, or absenteeism for any reason.

Tuition is based on a fixed amount for the entire school year. A parent does not pay a monthly payment or a weekly payment for services that the school provides that month or week. This is an agreement to pay tuition for the duration of the school year. We offer two plans as a matter of courtesy. Plan "A" requires 10 equal monthly payments. Plan "B" requires 37 equal weekly payments. The amount of each payment plan will be determined at the time of registration. You may receive a discount for multiple students.

## B. Financial Policies

### 1. Monthly Payment Plan

If you choose to pay your Yearly Tuition Fee on Monthly Plan "A", your payments are due in full by the first of each month starting with August 1, 2020. You shall make ten (10) continuous equal monthly payments. There is a surcharge of \$25.00 assessed if a tuition payment is received after the fifth of the month.

### 2. Active Status

Students may lose their active status if payments have not been made by the 15th of the month if on a monthly payment plan. Failure to maintain an active status may result in the holding of documentation, and losing the privilege of attending school.

### 3. Returned Checks

A \$25.00 fee will be assessed for a returned check. All payments must be paid in cash, after the third returned check.

# IV. General Information

---

## A. Office

The following are the hours of operation.

Grounds     7:00 AM until 6:00 PM  
Office        7:30 AM until 4:00 PM

The office will be open daily from 7:30 AM until 4:00 PM when school is in session. Calls received prior to 7:30 AM or after 4:00 PM will be recorded.

Before School Care will be from 7:30 AM until the start of classes. There is an additional charge for this service.

## B. Extended Care

Students remaining after school will be charged a fee. Students wishing to remain after school will be charged a fee as follows: monthly basis \$100.00, weekly basis \$30.00, and daily basis \$8.00. The school will care for any student that cannot be picked up after their dismissal. After School Care commences 15 minutes after dismissal. All students remaining past their pickup time, including students with financial assistance, will be subject to a charge of \$100.00 per month, \$30.00 per week, or \$8.00 per day. After School Care is free to students that participate in athletics until their athletic activities are over. High School students may not remain after school unless they are participating in an approved school activity.

## C. After School Lateness

The school closes at 6:00 PM sharp!

Students left after 6:00 PM will be assessed a fee of \$10.00 per incident.  
Students left after 6:15 PM will be assessed a fee of \$20.00 per incident.  
Students left after 6:30 PM will be assessed a fee of \$30.00 per incident.  
Students left after 6:45 PM will be assessed a fee of \$40.00.  
Students left after 7:00 PM may be reported to the local authorities.

## IV. General Information

---

### D. Lunch Program

The school provides free cold milk and cereal breakfasts from 7:00 AM until 7:45 AM. All breakfasts must be eaten in the cafeteria.

The school will provide a daily hot lunch to all students at a nominal charge of \$3.00 per meal. Students are encouraged to eat a variety of healthy foods and to eat everything before dessert. You may send a home-packed lunch for your child as an alternate to the lunch provided by the school. Menus are available during the last week of the prior month for your review. Lunches are paid by the week or month. No substitution of the menu is permitted. Canned goods, microwavable foods, and glassware are not permitted in our cafeteria. Classes must eat together.

### Snacks & Gum

Students remaining after school are given a free snack of juice and cookies. Snacks are only allowed in the cafeteria or outside. Gum may not be chewed anywhere on school grounds.

### E. Lost and Found

We suggest that the student's name be placed on all articles of clothing, books, and supplies. Articles found will be returned to the student if it can be identified. Articles that are not retrieved are donated to charitable organizations. Shepherd of God Christian Academy is not responsible for lost items.

### F. Clinic

Students may not register or attend school unless the required medical forms are on file. These forms are obtained from the student's doctor. The yellow physical exam must include a TB test. The blue form is proof of current immunization. Health records must be dated within two years.

## IV. General Information

---

### G. Medical Care

The school may at its discretion, provide medicine such as children strength Tylenol or Pepto Bismol. If a student requires other kinds of medication, it must be brought to the school. Parents must sign an authorization form giving directions for the administering of the medicine. The authorization form is available at the school office. Medicine will be refrigerated if required.

If a student feels ill, the student will be asked to rest quietly for a brief period. If the student continues to feel ill, the school will call a parent, and follow the parent's direction. The school and its employees will be held harmless from any reaction to any medicine given to a student.

### H. Communicable Disease

The school maintains a strict position on the dealing of communicable diseases. Students and parents shall report any sign of health risks, to the administration. Any student who has a communicable disease may not be allowed on school grounds. The school reserves the right to request a doctor's authorization prior to returning to school and modify its position on communicable diseases for the safety of its students. At the discretion of the school, a student may be isolated until such time that they are picked up.

### I. Health Record

Students may not register or attend school unless the required medical forms are on file. These forms are obtained from the student's doctor. The yellow physical exam must include a TB test. The blue form is proof of current immunization. Health records must be dated within two years.

## IV. General Information

---

### **J. Accidents**

All precautions have been taken to provide a safe environment. For minor treatments such as a scrape or minor cut, the school may clean the wound with Hydrogen Peroxide, administer an anti-infection medication, and may administer gauze. If the administration determines the accident to be serious in nature, the school may call the local Fire/Rescue Department. Accident reports are completed by the teacher and must be signed by a parent.

### **K. Insurance**

The school maintains liability and accident insurance. Our insurance policies will be implemented after any employment, family, group, or personal insurance plans have reached their maximum limitations. Although the school does have insurance policies, First Impressions Christian Academy, its administration, teachers, and staff will be held harmless in the event of any accident or injury obtained by a student. Injuries received due to failure to follow instructions shall not be covered by the school's insurance policies.

### **L. Summer School**

Summer school may be available to students who fail a subject or wish to advance their studies. The Summer School program is from 8:00 AM until 3:00 PM for a three-week period. Summer School schedule will be announced prior to the end of the school year. Students passing a Summer School course will receive a grade of 65 for the course. Summer School registration fee is \$50.00, and the weekly tuition is \$150.00. If the course is taught during the summer period, it must be attended. If the course is not being taught, and available on the school's computer, it must be taken during summer.

### **M. Summer Camp**

Summer Camp is available to all SOGCA students, as well as non-SOGCA students. Summer camp lasts the ten weeks of summer. Hours of operation are 7:00 AM until 6:00 PM. Registration Fee is \$25.00. Weekly tuition is \$95.00, which includes one field trip per week.

## IV. General Information

---

### **N. Day Camp**

If child care is required for those days that school is not in session, your child may come to school on the days that Day Camp is available. Day Camp costs \$20 per student per day. We will provide a Day Camp only if a sufficient number of parents request one. Please make your request for Day Camp as early as possible.

### **O. Chapel**

All SOGCA students are required to attend chapel once a week as part of the weekly schedule. The activities will include singing and a presentation from a portion of the Bible. This activity will be carried out by the school teachers or administration. Special speakers may be invited, provided their statement of faith is in agreement with Shepherd of God Christian Academy and they are authorized by the administration.

### **P. Field Trips**

Field trips are scheduled during the school year. Name tags are not worn during field trips. Students must wear their school shirts during school trips for identification purposes. Suitable chaperones accompany students on all field trips. Registration of a student grants permission for the student to attend all school activities and field trips. Parents must pay the field trip fee prior to a field trip. Field trips are planned for the whole class. Students that do not participate in a field trip may stay at home and will be marked absent for the day. Students that come to school when their class is on a field trip will be charged a Day Camp Fee of \$20.00.

# IV. General Information

---

## Q. School Closures

Included in the Registration Folder is a school-year calendar. Monthly calendars are distributed during the last week of the prior month. The calendars illustrate forthcoming events. The school is closed on holidays, recesses, and teacher planning days.

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Break
- Christmas Break
- M. L. King Day
- Presidents Day
- Good Friday
- Spring Break
- Memorial Day

## R. Fundraising

TBD



# V. Attendance

---

## A. Absentee Policy

If a student is absent for medical reasons, a note signed by a doctor is required when the student returns to school. If a student is absent for personal reasons, we will require a note from a parent. Students are not allowed to return to school without a note. All lateness and absences shall remain a part of a student's record.

All absences without a doctor's excuse are considered an unexcused absence. Following state requirements, the school will report students with excessive absences to state authorities, or require students to attend a Summer School session.

Absence from school does not relieve students from the responsibility of completing their assignments. All projects and tests must be made up upon their return. With planned absences, material is due upon return.

## B. Tardiness

Classes will start at their scheduled start time. Pledges are recited upon the start of the first class. Students that are not seated in their classrooms with their textbooks open and ready to start class at the sound of the bell will be marked late. In an effort to reduce the disturbance of the classroom once classes have started, students will be assigned a Detention for every third lateness. There is no excuse for habitual lateness.

## C. Early Dismissal

Missing school due to lateness, absence, or early dismissal, takes time away from learning. We strongly suggest that doctor appointments be scheduled for late afternoon. If a student must be picked up during school hours, an Early Dismissal Form must be filled out at the office.

# VI. Home/School Communication

---

Parents will receive a report every 4 1/2 weeks. Parents may ask for teacher conferences by calling the school's office. The school provides a yearly calendar of events on its website and printed calendars, with updated information such as holidays, and field trips, on a monthly basis.

## **A. Orientation Meeting**

An orientation meeting is scheduled for the week prior to the start of the first day of school. Check the school calendar for date and time.

## **B. Parent-Teacher Conferences**

Parents may ask for teacher conferences by calling the school office

## **C. Problem Advocacy**

We maintain an "open door" policy, which allows parents to speak directly with the student's teacher. Please call the office to request that a teacher call you. If a concern cannot be resolved with the teacher, please contact Mrs. Toomer. If a concern cannot be resolved with Mrs. Toomer, the director shall be consulted. If necessary, the school shall schedule a parent-teacher meeting. We encourage parents to take an active role in the education of their children and offer to make ourselves available to the parents. Concerns are to be addressed to Mrs. Toomer.

## VII. Transportation

---

Teachers are not to bring students, other than their own children to and from school. In the event that a parent/legal guardian makes an arrangement with another member of the family or friend to take a student home after dismissal, they must inform the school office of such an arrangement. The student will not be dismissed to a person who does not have previous authorization from the student's parent with the school office's consent.

# VIII. Academics

---

## A. Curriculum

We use the A Beka AND BJU Press Christian Curricula. This curricula meets the guidelines of our accreditation association and state requirements.

## B. School Supplies

Parents are responsible to purchase the necessary supplies that the students will need. Supply list is available from the office. For safety reasons, mechanical pencils and scissors that do not have safety-rounded points are prohibited.

## C. Bible

Students are required to have a King James Version Bible to attend Chapel.

## E. Report Cards & Progress Reports

Report Cards are distributed at the end of each grading period. Progress Reports are distributed every 4 1/2 weeks during each grading period. Report Cards and Progress Reports are given to students at the beginning of the week and must be signed by parents and returned to school by the end of the same week. Students will not be allowed to attend school activities or play after school if the forms are not returned.

## F. Grading

Alphabetic grades are used in Kindergarten. The following alphabetic grades are used:

Grade	Definition
E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

# VIII. Academics

---

## **G. Homework**

The school is strict about homework assignments. We expect parents to do their part in assisting us to teach our students. Students are assigned homework assignments as per the curriculum and teacher. Homework counts for a minimum of 20% of a student's grade. Parents should review homework assignments. We encourage you to assist your child with their homework.

## **H. Standard Achievement Tests**

The Stanford Achievement Test Tenth Edition, published by Harcourt Brace/Pearson (SAT) monitors and measures a student's achievement against similar students on a national level. All students take their achievement tests every spring, and the results are provided with their final Report Cards. Tests are required for students in Kindergarten and above.

## **I. Requirements to Pass Grade**

Kindergarten - Students must pass Numbers and Phonics.

# IX. Discipline

---

## A. Visitors and Phone Calls

Students are not allowed to have visitors or receive telephone calls. The office will notify a student if a telephone call is considered an emergency. Parents should limit their calls to those that are urgent in nature. Friends of students may not visit the school or parking lot.

## B. Behavior Policy

Our students are taught to understand the importance of proper behavior. They are expected to maintain a high standard of behavior while on and off school grounds. Our curriculum provides a busy schedule for our students. We believe that constructive activities keep children entertained and act as a deterrent to disciplinary problems.

Should a disciplinary measure be needed, the student may be given a "Warning" or a "Time Out" period. Should a problem continue, they might be given an assignment which may not be done during regular class.

Should a problem persist, the student may be removed from the classroom and brought to the School office or another part of the school, and may be given an additional penalty. If the student does not conform to school policies, a meeting with the parents may be requested to discuss corrective measures. These corrective measures may include suspension or expulsion. A student that has received a fourth suspension may be asked to leave the school. The school does not tolerate students that typically demonstrate a willingness to defy school regulations or students who demonstrate a lack of remorse. Students that demonstrate a lack of responsibility, promote disobedience, or demonstrate anti-Christian ethics may be asked to leave the school. The school reserves the right to expel a student for being a bad influence.

# IX. Discipline

---

We will make every attempt to maintain discipline in the school for the benefit of all students. We will not allow a student to disrupt the right of other students to receive a good education. Students shall understand that discipline is part of learning and that they may not disrupt the opportunity of others to learn. Any member of the faculty or staff may correct any inappropriate action by any student, and assign a disciplinary action. Students are expected to conduct themselves in a moral and Christ-like manner and are required to adhere to our high standards and refrain from the following:

- Insubordination, lack of respect, or insolence
- Stealing of other student's or school property
- Demonstrate anti-Christian ethics
- Physical abuse of others
- Promote disobedience
- Leaving classroom or grounds without permission
- Inappropriate behavior or language
- Verbal abuse of others
- Inappropriate displays of affection
- Threatening or intimidation of others
- Food fights
- Possession or transfer of tobacco items
- Any action involving pornography or homosexuality
- Possession or transfer of firearms or items that may cause injury to others

## **C. Assignments**

Students that violate a school policy will be given a Detention assignment. Assignments that are not turned in on time will result in suspension until the assignment is completed.

## **D. Classroom Behavior**

Students shall not do any actions that will disrupt the class including speak out of turn, eat, drink, or chew food, candy, or gum. Students shall remain seated at all times. Students are expected to prepare for their school day before the start of classes. Teachers may institute individual regulations. Students are considered late if they are not in their seat and ready for class when the bell rings.

# IX. Discipline

---

## **E. Maintenance by Students**

Classrooms, restrooms, cafeteria, and common school grounds shall be maintained in an orderly manner during and after classes. Classrooms shall be left clean. Students are responsible for the maintenance of their environment. This includes their lockers, desks, and restrooms. Lockers that are not maintained may result in the loss of the use of the locker.

## **F. Disciplinary Probation**

At the discretion of the administration, students may be placed on Disciplinary Probation. A major violation of any school policy may result in suspension or expulsion from the school.

## **G. Students in the hallways**

Students shall refrain from speaking or playing while in the hallways. Students shall not run in the halls. Students must follow their teacher's instructions at all times, regardless of their location. In an effort to reduce disruptions, students shall keep their noise level to a minimum while on school grounds. In grades up through Second, students shall line up in a line when walking in the hallways. No food or drinks may be taken out of the cafeteria.

## **H. Tobacco & Alcoholic Beverages**

Students found with a tobacco product or an alcoholic beverage will be placed on disciplinary probation. Continued violation may lead to expulsion.



# IX. Discipline

---

## **I. Drugs & Weapons**

We realize that drugs and weapons are readily available in the community. The State of Florida has imposed stiff laws pertaining to the purchase, possession, or consumption of alcohol, tobacco, and drugs to minors. We believe that the best way to avoid becoming involved in these habits is to never start. Therefore, we promote total abstinence as a way to avoid these issues. The school maintains a zero-tolerance policy on certain issues. A student found to possess or transmit an unlawful drug, or possess or transmit a weapon, would be immediately expelled from school, and arrested by the Miami-Dade Police Department.

## **J. Music and Dancing**

Music is a form of art. We teach our students to learn how to determine which music is consistent with what we teach. In addition to acceptable lyrics, the author's lifestyle is also influential. The school reserves the right to define what music is acceptable to be played on school grounds. Music denouncing God, promoting pagan thoughts, or lyrics of mature or sensual content is not allowed. As with music, dancing is also a form of art. The school maintains the same criteria with dancing as it does with music. Playing of music and dancing are allowed with the permission of the teacher.

## **K. Damages**

Students are responsible for the repair or replacement of damage to school property.

## **L. Solicitation**

Solicitation, advertisement, or sale of any products or services by any student, employee, or parent is prohibited without the permission of the administration.

# IX. Discipline

---

## **M. Parental Misconduct**

Parents are expected to set an example of proper conduct. The school reserves the right to restrict parents from being on school grounds and may expel a student if parents do not conduct themselves in an appropriate manner. Inappropriate behavior includes issues such as causing a scene on school grounds, consistent complaints of the school, disruption of school activities, threats upon a school employee or student. Parents will forward any concerns to the administration. A parent may not have a discussion with a student other than their own without permission of the administration. Parents are expected to support the school on all issues relating to the education of their children. The school may expel a student at any time should a parent not agree with the policies administered or actions taken by the school. Parents are asked to support the school. They should not complain about the school due to a personal or selfish reason such as having to arrive late to school to pick up a child that is serving a detention.

## **N. Parental Responsibility**

Wherever the word parent appears in this handbook it shall refer to all parents and guardians. Parents may be held responsible for the actions of their children, therefore, the school shall advise a parent of any significant violation of the school handbook.

# IX. Discipline

---

## **O. Character Structuring**

The Bible has numerous examples of the importance of good character. In our teachings, we demonstrate the importance of character in one's life. Our students learn to follow God's ways. One of which includes being a person of good moral character. We are committed to training our students in learning all facets of education. We want to develop our students to be prepared to properly handle their lives. We welcome your assistance in the character development of our students.

The teaching of character is one of much importance. What we are can be more important than what we know, or what we are able to do. We recognize that what we become when we are mature is a product of what we learned when we were young.

SOGCA strives to make our students good Christian citizens. This undertaking may be harder than teaching a student academic subjects. It requires a combined effort of teachers, administration, friends, and most importantly, parents. The school alone cannot teach a student to excel in academic subjects. The school alone cannot teach a student to excel as a good citizen. A student's social and moral education begins at home. Parents must join the effort made by the school to reinforce what students learn in school. We, therefore, expect that parents will teach their children proper behavior by showing them how to behave. Parents will not act in a defiant manner in the presence of the students. Parents that allow a double standard will confuse the students. Students demonstrating continued negative behavior may be asked to leave the school.

## **P. Notice of change**

the administration reserves the right to alter and change any and all items detailed in this Student Handbook at any time without prior notice to student or parents.

# X. Dress Code

---

## A. Appearance

Proper grooming is an important part of a student's education. Students must wear approved uniforms that are neat and clean. The school uniform must be worn during class. Students may not wear jeans without permission. A student found to have improper dress, including having shirts not tucked during school hours, whether or not in the building, may be subject to disciplinary measures, or have their privileges revoked. Sunglasses may not be worn on school grounds without the approval of the Director. Receiving a tattoo while an active student may result in expulsion. New students may be refused admission if they have tattoos. Students may not wear the following: biker shorts, latex shorts, sleeveless shirts, clothing with writing except team sports and biblical wording, tank tops, see-through clothing, tight clothing. Backless, strapless shoes are not permitted. Habitual improper dress may lead to disciplinary actions. Continued improper appearance may be grounds for expulsion.

All uniform items except the official school shirts must be purchased at AA Uniform (address). The school sells the official school shirts for all grades. Students that do not have their school shirt/pants/skirt etc. will be issued a new garment and their account will be charged.

Proper or acceptable appearance is at the sole discretion of the administration.

The following are examples of dress that must be worn by our students. The list is not all-inclusive. The school reserves the right to modify the dress codes at any time. Modesty is essential for all school dress codes. Sneakers or black shoes may be worn.

# X. Dress Code

---

## 1. Male Students

Hairstyles must be conservative. Hair colors shall be natural in color and must be maintained and trimmed. Dress or white socks and school uniform must be worn at all times. All shirts are to be fully tucked in, and belts must be worn at the waistline.

### Uniforms

K5            Colors    TBD

## 2. Female Students

A clean feminine appearance must be maintained. Hairstyles must be conservative, and natural in color. Hairstyles should be modest in nature. Dress or white socks and school uniform must be worn at all times. All shirts are to be fully tucked in.

### Uniforms

K5            Colors    TBD

1-6

7-12

### Upper Clothing

Burgundy or blue school shirts must be worn at all times and must be tucked in, with the following Exceptions: Jean Day – Burgundy or blue school shirts do not have to be tucked in. Jean Day Fee of \$1.

## B. Inclement Weather

During inclement weather, students may wear appropriate outerwear while traveling to school. Once in school, outerwear may not be worn. Clothing that advertises another school may not be worn at any time.

# X. Dress Code

---

## C. Jewelry

Jewelry shall be limited to reasonable chains, watches, and rings as determined by the administration. Chains may not be any wider than  $\frac{1}{4}$ " wide and must be worn in a manner that they are not seen. Charms may be of religious or personal nature, and should be reasonable in size.

Body piercing is prohibited. Male students may not wear earrings. Female students may wear one earring per ear from the lower earlobe.

Excessive amount of jewelry is not allowed. Students may not wear clothing, haircut design, buttons, or other items that may be considered offensive, suggestive, indecent, associated with or encourage the use of alcohol, tobacco, drugs, violence, or association with a gang.

## D. Makeup, Nails, Perfumes

Female students in Seventh Grade and above may wear makeup and perfumes at their teacher's discretion. Makeup shall be conservative in colors, quantity, and design. Female students may bring makeup items to school, but may only use them in the restrooms. At no time shall any form of brushing or makeup be done outside of a restroom. Failure to adhere to school policies may result in forfeiture of rights to wear makeup. Nails shall be maintained at a reasonable length depending on the grade. Female students in Fifth Grade and above may paint their nails a light pastel color. Their teacher will determine appropriate color and length of nails.

# XI. Safety

---

## A. Dropping off and Picking up students

This is an issue of much importance to the welfare of your children. We are very conscious of the safety of our students. We need your assistance to promote safety in the school. Students being dropped off prior to 8:00 AM, must be dropped off at the\_\_\_\_\_entrance. When picking up a student, after school has ended, they may be picked up at the\_\_\_\_\_. Parents will not be allowed to enter the building at the\_\_\_\_\_entrance at any time. Parents must enter the building at the main entrance. If an emergency arises and someone else needs to come to pick up your child, please call the office, and give us the name of the person that you have sent. We strongly suggest that, at registration, you give the names of at least two persons who are authorized to pick up your child.

**Please be advised that under no circumstance, will we release a student to someone who:**

1. Does not have a picture identification.
2. Is not listed on the student's card as being an approved person for pick-up.
3. Authorization has not been given to the office for that day.

We will accept the person registering a student as having the right to do so. If one parent is not allowed to remove the student from the school, a copy of the legal documentation stating this fact must be on file in the office.

**Students in K5 may not leave the school grounds unless being picked up by an adult.**

# XI. Safety

---

## B. Parking Lot

Please drive slowly in our parking lot, and be aware that there may be other parents arriving or leaving. Please do not park in front of the gates or openings.

## C. Playground Safety & Toys

Students must wear rubber-soled sneakers or shoes to avoid slipping during their play times. Toys of any kind are not allowed in school. Personal property that is not required by the school shall not be brought to school. Personal property and toys may be confiscated by the administration.

SOGCA is not responsible for the loss of personal property or toys.

## D. Restroom Breaks

Students may go to restrooms with permission. Classrooms with bathroom passes will have one per gender. Students in the lower grades will have programmed restroom breaks. Students may not walk the halls without permission. Students in K thru 4th grades will use one set of restrooms, the rest of the school will use the set of restrooms by the \_\_\_\_\_.

## E. Classroom Visits After School

Students shall take all their belongings and necessary books when they leave the classroom at the end of the school day. Students are not allowed to return to the classrooms after school has ended.

## F. Security

We have installed video cameras in the school. Certain areas of the school are recorded. In an effort to maintain security, all parents are requested to check in with the administration office upon arrival.



PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

# Shepherd of God Christian Academy Statement of Cooperation:

---

The rules and guidelines, as set forth in the Parent/Student Handbook, are taken seriously by the administration and staff. It is not necessary that a student or parent agree with every rule and policy the school endorses. It is expected, however, that the parents and the students cooperate with the policies as long as the student is enrolled at Shepherd of God Christian Academy.

In applying for enrollment for my child, I give permission for my child to participate in all school activities, including sports and school-sponsored trips away from the premises, understanding that every reasonable care will be extended to my child for all activities and events during school hours. I agree to hold the school harmless for any liability in the event my child is accidentally injured during school hours and events. If I do seek legal recourse against Shepherd of God Christian Academy and the school is found to be NOT at fault, I agree to pay any attorney's fees, or other costs that SOGCA or its agent should incur to defend itself against such action.

I, the undersigned acknowledge that I have read and agree to cooperate with the policies stated in the Parent/Student Handbook.

(Each Student in the family in grades 6 through 12 must sign)

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Legal Guardian Name: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

