



# F.H.A.

## Parent & Student Handbook



### Father's H.A.R.B.O.R Academy

*K-12<sup>th</sup> Grade*

Helping Adolescents Restore Balance Order & Respect

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Father's H.a.r.b.o.r. Academy  
Helping Adolescents Restore Balance Order & Respect



*Dear FHA Parents:*

*With all the choices that are available to you, to educate your children, FHA is honored that you have chosen your children to be Soulpirates. We know that this decision was made with careful deliberation. That is why every year we strive to provide even greater academic excellence by introducing new academic choices, and by choosing teachers and staff that exhibit Godly character.*

*The updated version of this handbook is easier to understand and more specific in regards to our expectations regarding school requirements, parent responsibility, class attendance, curriculum and testing, student dress, student conduct, and parental consent.*

*We hope that you will read it carefully, and that if any questions arise you will contact us immediately. FHA aspires to be crystal clear in its management of students, and seeks parental involvement in its many functions.*

*We are grateful for your vote of confidence to educate your children. Therefore we will strive with your help as well as God's help, to achieve a successful academic year.*

*Sincerely,*

*Dubel Agosto*

*Dubel Agosto*

*Director*



## **FHA's VISION**

FHA is committed to impacting the community by reaching, teaching, and transforming one child at a time.

## **FHA's MISSION STATEMENT**

**Helping Adolescents Restore Balance Order & Respect**

### *What is Balance?*

We create balance in our lives when we achieve an equal condition of emotional, spiritual, and mental stability. FHA assists students in cultivating essential qualities that will help them become balanced young people. These qualities of academic, spiritual, physical, and emotional stability strengthen students as they strive to know themselves, their strengths and weaknesses in behavior, ability, and motivation.

The characteristics which trigger this balance and that we cultivate at FHA are belonging, independence, mastery, and generosity.

### Belonging - FHA IS A SAFE PLACE WHERE EVERY STUDENT BELONGS.

We all need to feel like we belong to something bigger than ourselves. The first experience of this is the feeling of belonging to the family where we feel we have a safe environment in which we can relax and be ourselves. There we also learn how to take care of others. As we grow, this sense of belonging translates into a sense of belonging at school, in the world, society, and as a child of God's kingdom. This sense of belonging is achieved as we create a sense of community. When we develop a positive school culture we are achieving the desired sense of community.

### Independence - FHA INDIVIDUALIZES INSTRUCTION THAT IS STUDENT CENTERED.

We need to feel like we have the power to make choices, however limited. When we are small, we should be allowed to make few and limited choices. However, as we grow and show good judgment and reliability, our options should expand. The ability to make choices empowers us to become responsible for ourselves and those around us. That is why we sometimes allow students to make choices about their education.

### Mastery - FHA CULTIVATES EXCELLENCE IN A CREATIVE ENVIRONMENT.

We all need to feel that we are talented and creative. We need to feel that we can excel at certain tasks and that our skills are beneficial to the FHA community and the various groups to which we belong. Cultivating excellence in a skill is important to us in that it fills our life with a meaningful purpose. This skill can be in anything positive that sparks our interest and it is essential to our happiness and self-worth.



Generosity - FHA TEACHES THAT IT IS BETTER TO GIVE THAN TO RECEIVE.

We feel good about ourselves when we give to others with no expectation of return. Whether this is a gift of time, service or expertise, it is important for us to know, that we have something of value to contribute that can benefit those less fortunate. Volunteering is an excellent way to teach compassion and to donate our time to the community we live in.

*What is Order?*

Order is when we behave in a peaceful manner that benefits ourselves and others. No students will be allowed to run inside the building, raise their voice, argue, use curse words, or fight. FHA has no tolerance for inappropriate ways of communication. In order for us to handle challenges and concerns in effective and orderly ways, we, the FHA community will handle all concerns in the following manner:

- Determine a time and place to accept and listen to the concerns of others.
- Explain that FHA has an established process for handling concerns.
- Ask if he or she has discussed the issue with the person immediately responsible.
- Express appreciation to the individual for presenting the concern.
- Affirm the desire to reach a satisfactory solution.
- Encourage the person to follow the established process.
- Assure the person that the Director will be informed of the complaint.
- Ask the person to report back on the progress or resolution of the concern, if appropriate.

*What is Respect?*

Respect is when we pay attention, consideration, and admiration to others including God, parents, teachers, and peers by being courteous, thoughtful, and appreciative.

How to treat others with Respect:

Treating others with respect causes our FHA community to be a nicer place to live in. All we have to do is to treat people that way we would like to be treated. Here are a few ideas:

- Don't insult people or make fun of them.
- Listen to others when they speak.
- Value other people's opinions.
- Be considerate of people's likes and dislikes.
- Don't mock or tease people.
- Don't talk about people behind their backs.
- Be sensitive to others people's feelings.
- Don't pressure someone to do something he or she doesn't want to do.

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We live in a diverse nation made up of many different cultures, languages, races, and backgrounds. This variety can make all our lives more fun and interesting, but only if we get along with each other. To do that, we have to respect each other. In addition to the list above, the FHA community suggests several ways that we can respect people who are different from us:

- Try to learn from others
- Never stereotype people
- Show interest and appreciation for other people's cultures and backgrounds
- Don't go along with prejudices and racist attitudes.

FHA's 3 Rules of Respecting Authority:

1. The FHA Community will respect authority by being courteous and doing what we have been asked to do without rebellion. *See Romans 13:1-7*
2. The FHA Community will work passionately to accomplish tasks set before us without complaining or regret. *See Colossians 3:23-24*
3. The FHA Community will honor God by doing our best. *See 1 Corinthians 10:31*

## OUR PURPOSE

- Educating the next generation through creative modes of expression
- Guiding the next generation to lead by God's example
- Restoring the next generation to become God's unique light

## FATHER'S H.A.R.B.O.R. ACADEMY REQUIREMENTS

A copy of each student current Immunization Records or letter of objection must be submitted to the school office. This is required for all Kindergarten students, all 7th grade students, and any students new to Florida.

For Kindergarten students or any student entering school for the first time in Florida, you must submit a School Entry Health Exam.

For Kindergarten students, you must supply a COPY of their Birth Certificate.

*\*\*These items may be included in records we request from previous school.*

Middle School and High School students must attend an initial interview where questions will be asked about previous behavior, academic grades, and desire to attend FHA.



## **PARENT/GUARDIAN RESPONSIBILITY**

Please be sure that when children enter the FHA building that they are ready to begin their day. They should have been fed breakfast, arrived on time with necessary materials, and in full uniform.

## **School Hours**

Students will be allowed to enter the school building at 7:30 A.M. They may go to their class at 8:00 AM. School will begin at 8:15 A.M. Classes will end at 3:00 P.M. Organized activities will go on until 4:00 P.M. Parents of students who participate in afternoon activities should arrange to pick their children by 4:00 P.M. Students must be picked up no later than 4:30 P.M. There is no extra charge for students if they stay from 7:30 A.M. until 4:30 P.M. However, there is a penalty charge of \$30.00 a day if students are not picked up by 4:30 P.M.

FHA is providing a free service for our parents. We are not charging for after school care, so please pick up your children accordingly and on time.

## **Lunches**

This year, due to our growing population, there will be a change in lunch policy. Elementary students will eat lunch at different times than the middle school and high school students. Lunch locations will also differ.

Students will be able to purchase lunch from a restaurant at the office park. The prices are very reasonable. The Garden Shed Cafe will take the lunch orders early that day and will deliver the orders for lunch on that same day.

Students need to bring their money at the beginning of the week for however many days they want to utilize this service. No checks will be accepted for lunches. Please bring exact change.

Students can still bring their own lunch. However we will no longer have a refrigerator or microwaves available for the students to use. Please make sure that the student's lunch does not have to be cooled nor heated up, since we will no longer have this service available.

Jason's Deli will no longer be catering on Wednesday's, but students will still be able to buy pizza on Friday's.

## **Uniforms**

When students enter the school building they must be in complete uniform. FHA will immediately send students home if they are not in complete uniform. Under no circumstances will students be allowed to finish getting dressed at school. Students will not be allowed to enter the building unless they are in full uniform.

It is not FHA's responsibility to provide breakfast, lunch, supplies, proper attire, and hygiene products to students.



## COMMUNICATING WITH FHA

By Telephone: The office staff is available for telephone calls from 7:30 am - 4:30 pm EST Monday through Friday. FHA's office phone number is (904) 647-9779. If no one is available to take your call, please leave your full name and your child's full name, phone number and the best time to return your call.

By Email: Please include your full name and your child's full name. You can contact our staff directly using their personal email address or use: [admin@soulpirates.org](mailto:admin@soulpirates.org)

## ATTENDANCE RECORDS

It is essential that students be in attendance every day that school is in session if they are in good health. If students are not in class they are missing instruction. If students are picked up before dismissal, they are responsible to make up the work missed. If they do not make up the work they may get an incomplete, or a failing grade.

Notification: A parent or guardian should notify the school office by 9 a.m. on the day of a student's absence. The school will call if a parent has not notified the office by 10 a.m. Please send a note to accompany your child when he/she returns to school after an absence. A doctor's note may be requested for lengthy absences or to assure that a student is fit for school activities. Students are responsible for any and all assignments missed during absences, including homework. They may get assignments from their classmates. A one-day grace period for each day absent is given for making-up work. Punctuality in meeting deadlines is an important life skill. Grades for late work turned in after the grace period may be penalized. This will be noted in the student's planner and parents will be asked to sign the note.

**IF STUDENTS MISS MORE THAN 6 DAYS IN A 9 WEEK PERIOD, THEY WILL RECEIVE AN (I) INCOMPLETE AND THAT INCOMPLETE WILL TURN INTO AN F UNLESS ALL MAKE UP WORK IS COMPLETED IN A TIMELY MANNER.**

Students need to be on time every school day. Tardiness on the part of students not only causes loss of school time, but late arrivals also disrupt the entire class. Students who arrive after 8:15 are considered tardy. After 3 unexcused tardies, after school detention will be administered. Tardy students will have to make up their missed time at after school detention. After 8 tardies in a 9 week period students will be penalized at the discretion of the administration.

When it is necessary for the parent to take a child out of class for a doctor's appointment or other reasons during the day, please send a note to school at the beginning of the day so that the teacher and student can be prepared.



Release of the student must be made through the front office school staff. Parents are asked to sign out for early dismissal and back in if the child returns the same day. Parents are asked to keep early dismissals to a minimum. Please do not pick up your child 15 minutes prior to dismissal time. This causes disruption in the classroom as well as confusion and backups in the pick- up line. Early sign outs will be recorded in the attendance records, and students will be required to make up the work that they missed in a timely manner.

### **REPORT CARDS**

The purpose of our reporting system is to track academic progress. Parents are urged to ask for conferences at anytime there is concern. Your child's success is our goal.

The following grading system is used:

- A/E (Excellent) 90 – 100
- B/G (Good) 80 – 89
- C/S (Satisfactory) 70 – 79
- D/NI (Difficulty Meeting Requirements) 60-69
- F/NI (Needs Improvement) 59 and below

Progress Reports are given half way through each 9 week term. They are to be returned and signed by the parent or guardian.

**If tuition payment or fees are owed, students will not be issued progress reports, or report cards until all fees or tuition payments are paid.**



## **CURRICULUM Scope and Sequence**

### **Elementary (K-5)**

*Reading                      Art/Drama*  
*Language Arts          Music/Choir*  
*Math                          Dance/P.E.*  
*Social Studies*  
*Science*  
*Chapel*

### **Middle School (6-8)**

*\*Intensive Reading/Intensive Math*  
*Language Arts 1,2,3*  
*MS Math/Pre-Algebra/Algebra I*  
*Comprehensive Science 1,2,3,*  
*World History, Geography ,US History*  
*Photography/Video Production*  
*Graphic Arts/Visual Arts*  
*Dance/P.E./Kid's Boot Camp/Health*  
*Music/Choir/Drama*  
*Spanish 1,2*  
*Chapel*

### **High School (9-12)**

*\*Intensive Reading/Intensive Math*  
*English 1,2,3,4*  
*Pre-Algebra/Algebra 1,2/Geometry/Pre-Calculus*  
*Physical Science, Biology, Chemistry, Physics*  
*Cultural Geography, World History, American History, American Government, Economics*  
*Spanish 1,2,3; Careers; Life-Management;*  
*Health/PE/BodyFitness/Zumba/Dance*  
*Photography/Video-Production/Graphic Arts/ Visual Arts*  
*Music/Drama/Choir/Worship*  
*Chapel*

## **3 TYPES OF LEARNING STYLES**

1. Visual: Students with this type of learning style are usually strong in writing and grammar. They enjoy writing reports and stories and their fine motor skills usually develop easily and naturally. They enjoy learning through reading and videos. Sometimes math can be difficult for them.



2. Auditory: Students with this type of learning style are usually strong in communication skills, and would rather tell a story than write one. They benefit best by learning through tapes, oral discussion and oral reading.
3. Tactile: Students with this type of learning style are usually strong in math skills, and dislike reading and writing. Their fine motor skills, such as penmanship, usually develop later than most students. They enjoy learning through the computer and hands on projects. They like to build things and take things apart to see how they work.

Often, students exhibit more than one of the above mentioned learning styles. Keep in mind these are generalizations and there are always exceptions. It may help to keep these in mind as your child's skills develop.

### **ANNUAL ACHIEVEMENT AND DIAGNOSTIC EXAMINATION**

Achievement Tests are administered in the spring. These scores provide one standardized assessment of the child's academic standing. Results must be interpreted in light of the characteristics of the individual's learning differences. One of the characteristics of a student with learning differences is erratic performance on a written assessment. Parents should remember that scores indicate one day's performance in a certain set of circumstances. Some scores will be encouraging while others may be disappointing. This fluctuation of scores simply means that the remediation process is incomplete and more work needs to be done. Tests are administered in timed, standard format unless otherwise noted.

### **TUITION**

Tuition for regular students includes all application, and enrollment fees. Parents paying the yearly tuition will not pay for their child's books. A 10% discount will be given for each sibling.

#### **ELEMENTARY (K-5)**

\$5,000 per year

\$500 per month for 10 months (Starting September 1, 2011 - June 1, 2012)

\$417 per month for 12 months (Starting September 1, 2011 - August 1, 2012)

#### **MIDDLE SCHOOL (6-8)**

\$5500 per year

\$550 per month for 10 months (Starting September 1, 2011 - June 1, 2012)

\$459 per month for 12 months (Starting September 1, 2011 - August 1, 2012)

#### **HIGH SCHOOL (9-12)**

\$6000 per year

\$600 per month for 10 months (Starting September 1, 2011 - June 1, 2012)

\$500 per month for 12 months (Starting September 1, 2011 - August 1, 2012)



## **Late Payments**

Tuition payments will be due on the FIFTH DAY of each month. In the event that funds are not available or you do not pay by the due date you will be charged a delinquent late fee of \$30. If on the 15<sup>th</sup> day of the month the tuition payment is still not paid, another \$30 fee will be incurred. *If by the end of the month, tuition plus the \$60.00 fees are not paid, the student cannot return to school.* The student will be allowed back when all payment has been made in full.

## **UNIFORMS AND SCHOOL DRESS**

Students attending FHA for the 2011/2012 school year will be required to wear uniforms. This means that a mandatory school policy is in effect. Please contact RC Uniforms for specific uniform information at 904-646-0493.

Male students: All shirts must be tucked in. Pants must be of the appropriate size and worn at waist level. Belts must be worn at all times. No hats of any kind are allowed.

Female Students: All blouses and polo shirts must be tucked in. All skirts must be knee length. Shorts must also be knee length or longer. All make up and personal care items should be left at home unless a doctor's note is accompanied. Distracting make up or jewelry is not allowed. Wrist bands of different colors signifying sexual favors are banned.

All Students: Acceptable shoes are closed-toed shoes such as loafers, solid colored black, navy, or brown dress shoes, such as Mary Jane's, or nautical deck shoes such as Sperry's. No heels higher than an inch, no open toed shoes, sandals, no flip-flops and no sneakers unless for P.E. are allowed. Call the school if you have any questions.

Coats with slogans or phrases that include band names, curse words, or negative remarks will not be allowed.

*We encourage all students to be individuals. However, we do not want appearance to be a distraction to their academic advancement and to the advancement of other students.*



## CODE OF CONDUCT

### A. Procedural Infractions

Students, who fail to adhere to the uniform code, will be sent to the director immediately. The director will contact the parents so that they can pick them up in order to help them take responsibility for meeting school requirements.

### B. Safe School Infractions

Father's H.a.r.b.o.r. Academy has a Zero-Tolerance Policy for drugs, alcohol, stealing, disrespect, vulgar language, vandalism and physical violence. FHA believes that our school should be a safe place for our students and staff; therefore, all threats and bullying will be taken seriously. Immediate action will be taken by administration up to and including expulsion.

### C. Disciplinary Infraction (DI Form)

Appropriate conduct on school grounds and at school events is expected. Conduct expectations are as follows:

1. Follow directions.
2. Keep hands, feet and objects to yourself.
3. Raise hand before speaking during structured activities.
4. Show respect.

The consequences for breaking conduct expectations or disrupting class are as follows:

1. First Offense-verbal warning, visual cue (at teachers discretion)
2. Second Offense-verbal warning, visual cue and possible loss of student privilege.
3. Third Offense-sent to office with a DI Form. The DI form is stapled into the student's planner to be signed and returned the next day.

The consequences below apply to all disciplinary infractions. Disciplinary Infractions (DI) are cumulative throughout the year.

- 1-3 DI's = Administrative Action (see below)
- 3-6 DI's = Parent/Teacher Conference/ (ISSP) In School Suspension
- 6 DI's = Expulsion

**Administrative Action:** will typically consist of removal from class for the afternoon portion of the day. Students will be required to do academic work during this time. Included but not limited to: removal from activities/responsibilities.

At the teacher's discretion, a student may be sent immediately to the office with a DI Form for fighting, insubordination, or in some way preventing the entire class from functioning. Our goal is to assure a safe and orderly



learning environment for our students. The Administration reserves the right to immediately use any of the following consequences if the severity of the behavior deems it necessary:

- Phone conference with parent
- Conference with student and parent
- Administrative removal from class
- Daily report on behavior to parents
- Suspension – in school or out of school
- Expulsion

The Administration seeks to have a positive and productive relationship with our families. In the event that school and family values are in direct conflict and differences are unable to be resolved, students may be administratively withdrawn from our school. Sincere efforts will be made to resolve differences and avert this action.

**ALL DI FORMS MUST BE SIGNED BY THE PARENT OR GUARDIAN AND RETURNED THE FOLLOWING SCHOOL DAY TO THE SCHOOL OFFICE**

**D. Forbidden Articles**

Tobacco, alcohol, drugs, knives, weapons, matches, lighters, etc., are not allowed on school grounds.

No sunflower seeds, candy, or gum will be allowed in class rooms unless special permission from the administration. Any such article found will be confiscated.

Administration reserves the right to check lockers, pockets, backpacks and handbags, and student vehicles without notice.

Parents and law enforcement may be contacted. This action can result in immediate suspension or expulsion from school.

Cell phones, beepers, laser pointers, toys or trading cards are not allowed on any student during school hours. MP3 Players, Radios, Gameboys, CD or tape players, games, toys and magazines are not permitted. Calculators are not permitted without the expressed consent of administration.

**E. Damage to School Property**

Students are required to report to the office any loss of, accident, or damage to school property. This includes books and all other educational materials. An amount covering repair or replacement will be charged to the parent when a student is responsible of careless or of improper use of materials and equipment. Writing, scratching, or defacement of desks, tables, walls or any other school property is strictly forbidden and will result in disciplinary action.



## **MEDICATION POLICY**

All medication must be brought to the office by the parents (not in the student's lunch box) with written instructions for the administration of the

medication. The original container must be clearly labeled with the student's name. Prescription medication must have the pharmacy label intact. No over-the-counter medication will be given to students without written permission from the parents. A note will be attached in the student's file when medicine has been administered.



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

\_\_\_\_\_  
Parent's Name Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

**Method of Transportation**

Person(s) authorized to pick up students must have valid driver's licenses. A list will be composed in the front office with the authorized persons. If the person picking up student is not on the list, the parent must contact the school.

Please write the names of the authorized persons below.

\_\_\_\_\_  
\_\_\_\_\_

Method of pick up:

\_\_\_\_\_ Pick up by parent/family member/carpool

\_\_\_\_\_ Walk/ride bike

\_\_\_\_\_ Student driver

**Please initial and sign that you have read and agree with these policies**

**Discipline**

I understand that it is a privilege and not a right for my child to attend Father's H.a.r.b.o.r. Academy. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extra-curricular, or whose attitudes and actions are not in harmony with the aims and ideals of the school. I give Father's H.a.r.b.o.r. Academy's administration full discretion in the discipline of my child, including the issuing of DI's, detention, suspension (in-school or out), and expulsion from the school for conduct deemed by the school to be improper, regardless of where the incident (giving rise to such discipline) occurs. \_\_\_\_\_

I understand and agree to the need for reasonably determined investigations of student activities which may involve and include searching my child's or children's belongings (i.e., book or carrying bag, lunch box, purse, gym bag, etc.) and locker. I also give permission for any motor vehicle in my student's possession to be searched for stolen or improper items. \_\_\_\_\_

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**Picture and Video Consent and Release Agreement**

I understand that by enrolling my student(s) in Father's H.a.r.b.o.r. Academy that I consent and agree that my student's name, picture, art, written work, voice, verbal statements, portraits (video or still) may be used for school publications, on the school internet website, in school-related video productions, or for news and other publications. \_\_\_\_\_

If the student and parent/guardian wish to rescind this agreement they may do so at any time with written notice to the Father's H.a.r.b.o.r. Academy administration.

It is my understanding that the policy for the school is to make **no refunds on any** fees paid. Whether the fees are for a month or for a year. \_\_\_\_\_

**Late Fees**

I understand that my child's or children's continued enrollment at Father's H.a.r.b.o.r. Academy is conditioned upon my prompt and timely payment of all tuition and fees (including late fees). I further understand that in the event of withdrawal or expulsion of my child(ren) from Father's H.a.r.b.o.r. Academy for any reason, I waive all rights to a refund of tuition and fees previously remitted and further understand that I shall remain obligated for any tuition and fees not yet having been paid. \_\_\_\_\_

**Field Trips**

I give Father's H.a.r.b.o.r. Academy permission for my children to take part in all school activities, including bus trips, sports activities, and school sponsored trips away from the school premises. \_\_\_\_\_

**Emergency**

In case you are unable to reach me during an emergency, Father's H.a.r.b.o.r. Academy is authorized to contact, and if necessary, release my children to our family physician or emergency contacts listed in our registration information. In a serious emergency, when I cannot be reached, I hereby authorize Father's H.a.r.b.o.r. Academy to take my children to a physician or the nearest emergency room for treatment. I understand that Father's H.a.r.b.o.r. Academy does not assume responsibility for payment of a physician in any case. \_\_\_\_\_

**Liability**

I further agree to hold the school, and its agents, harmless for any liability to my children or any guardian or parent thereof because of any claims on behalf of my children against the school, or any agent thereof, because of an injury or alleged injury to my child(ren). Should legal action, for any reason, be taken against Father's H.a.r.b.o.r. Academy, any employee or agent thereof, on my children's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Father's H.a.r.b.o.r. Academy or its agent should incur to defend itself against such action. I agree to handle all legal matters through arbitration. \_\_\_\_\_

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*I agree to be held by the policies and rules set forth in the Student Handbook.  
This Statement of Cooperation will be in effect for as long as my children attend Father's  
H.a.r.b.o.r. Academy.*

**Father's H.a.r.b.o.r. Academy admits students of any race, color, and national or ethnic origin.**

\_\_\_\_\_  
Parent's Name (Print)

\_\_\_\_\_  
School representative

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Sworn and subscribed to me on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Name of Notary (Print)

\_\_\_\_\_  
Notary Public State of Florida at Large.  
My commission expires on the above date.

Notary Seal:

*Father's H.a.r.b.o.r. Academy will have a notary on staff during school hours for the  
convenience of our parents.*

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