**F.H.A.**

**Parent Student Handbook**

 **Father’s H.A.R.B.O.R Academy**

 Helping Adolescents Restore Balance Order & Respect

4519 Beach Boulevard

Jacksonville, FL 32207

 [HttP://soulpirates.org](http://soulpirates.org/)

 P 904-306-9579, F 904-306-9580

*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 this generation.

**Our Vision**

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

**Father’s H.a.r.b.o.r. Academy’s Statement of Faith**

**THE BIBLE**

We believe that the Bible is God’s Word. It is accurate, authoritative and applicable to our everyday lives.

*2 Timothy 3:15-16*

**GOD**

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

*Matthew 3:16-17 ; 28:19; 1 John 5:7-8; Isaiah 9:6*

**SALVATION**

We believe that sin has separated each of us from God and His purpose for our lives.

We believe that in order to receive forgiveness and the ‘new birth’ we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

*John 14:6; Colossians 1:13-18; Romans 5:1; Ephesians 2:8-9; 2 Peter 3:9; 1 Timothy 2:3-4*

**JESUS CHRIST**

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that the Lord Jesus Christ is coming back again as He promised.

*John 1:1-4; 1 Timothy 3:16; Matthew 1:18; 2 Corinthians 5:21; Mark 16:5-6; Acts 1:9-11; John 14:3.*

**THE HOLY SPIRIT**

We believe that the Holy Spirit empowers us to live the holy and fruitful lives that God intends for us to live, and that through the Holy Spirit we have access to spiritual gifts for the purpose of building and edifying the local church.

*2 Peter 1:2-3; 2 Corinthians 3:18; Acts 8:14-17; Acts 10:44-48; Romans 11:29.*

**THE LOCAL CHURCH**

We believe in the power and significance of the Church and the necessity of believers to meet regularly together for fellowship, prayer and the ‘breaking of bread’.

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives, which is to worship God, fulfill our role in the Church and serve the community in which we live.

We believe that God wants to heal and transform us so that we can live healthy and blessed lives in order to help others more effectively.

*Ephesians 1:22, 2:19-22*

**HEAVEN & HELL**

We believe that Heaven and Hell are real eternal places and that our eternal destination is determined by our response to the Lord Jesus Christ.

*Revelation 20:11-15; John 14:1-4; Romans 6:23; John 3:15-16*

 **Father’s H.a.r.b.o.r. Academy’s Philosophy of Education**

The God-given responsibility for the education of children rests with their parents (Deuteronomy 6:6-9).

Father’s H.a.r.b.o.r. Academy recognizes that God’s wisdom is the principal thing (Proverbs 4:7); that God’s Love never fails (1 Corinthians 13:8); and that through His guidance, God will direct our paths to achieve His purpose (Proverbs 3:5-6).

As parents entrust the education of their children to Father’s H.a.r.b.o.r. Academy, we will do our best to care for their children and teach them in the way they should go, by assisting them to develop traits that are aligned to God’s purpose (Proverbs 22:6).

1. Their children will learn that Jesus is the way, the truth, and the life. No one can reach God without first knowing Jesus (John 14:6).

1. Their children will learn respect for God’s ways, God’s word, God’s authority, and for those that He has put in authority over them (Romans 13:1; Hebrews 13:17).
2. Their children will learn that God’s ways include respect for the rights of others, doing what you would like others to do to you. (Luke 6:31)
3. Their children will learn that God’s ways include being honest and truthful (Psalm 1:1, 2; Ephesians 4:29).
4. Their children will learn that God’s ways include being productive and doing their best in every aspect of their life (Ecclesiastes 9:10; 2 Timothy 2:15).
5. Their children will learn that God’s ways include standing up for what is right and being a good example (James 4:17; Matthew 5:16; 28:19, 20).
6. Their children will learn that God’s perfect will for the family structure includes the marriage of one man and one woman for an eternity (Genesis 2: 24).
7. Their children will learn that their body is the Temple of the Holy Spirit where God dwells (1 Corinthians 3:16,17; 6:19, 20).
8. Their children will learn that being an American means that we are all created equal, that we are a Christian nation under God, and that we respect the flag and those who fight for our freedom (Romans 13:5-8).
9. Their children will learn that Salvation, the personal acceptance of Jesus Christ as Lord and Savior (John 3:3), is essential for their success in achieving an abundant life and ultimately God’s purpose (Proverbs 22:6).

**FHA’s MISSION STATEMENT**

**H**elping **A**dolescents **R**estore **B**alance **O**rder & **R**espect

*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 and care for each other as a unit and as individuals 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 for those around us. That is why we often allow students to make choices about their education by choosing their electives.

Mastery - FHA CULTIVATES EXCELLENCE IN A CREATIVE ENVIRONMENT.

Everyone is unique and is endowed with special talents that are different than everyone else. Not only is there a need to feel that we are talented and creative but 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 because 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 we 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 behaving in a peaceful manner that benefits others as well as ourselves. No students are 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 other people’s feelings.
* Don’t pressure someone to do something he or she doesn’t want to do.

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:

* 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*
* The FHA Community will work passionately to accomplish tasks set before us without complaining or regret. *See Colossians 3:23-24*
* 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 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.

Students must be picked up no later than 3:30 P.M. There is no extra charge for students if they stay from 7:30 A.M. until 3:30 P.M**. However, there is a penalty charge of $10.00 a day if students are not picked up by 3:30 P.M.** This fee will be assessed according to FHA time and cannot be waived, negotiated, or argued.

**FHA is providing a before and after care service for our parents.**

*Before and After Care* begins at 7:00 AM until 6:00 PM. The charge for before and after school care is $30/week or 120/month per student. Parents please pick up your children accordingly and on time, for the best interest and safety of the school, the student, and the staff member watching your child.

**Lunches**

**Breakfast, lunch, and snack will be provided through the National School Lunch Program. We are pleased to inform you that \_Father’s H.a.r.b.o.r. Academy is now implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2016-2017.**

**Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in that CEP school during the School Year.**

**All students are eligible to receive free meals under this program.**

Students can still bring their own lunch. However ***the school will not 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 this service will not be available.

Please limit the fast food that your student consumes by not bringing in fast food for him/her to eat. If you would like to bring in fast food, the student will have to eat it outside in the car under parent’s supervision.

Cake, ice cream, and cupcakes may be brought in on special occasions such as birthdays.

**Uniforms**

***When students enter the school building they must be 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. If a student is out of dress code in any way FHA administration will contact the parent immediately and the parent will have to take the student home until the student is dressed properly.

\*It is not FHA’s responsibility to provide 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) 306-9579. 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.

\*At no time will FHA staff receive personal phone calls pertaining to your child or school related concerns after business hours. Please leave an email or voice mail at the school. \*

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 by using fathersharbor@gmail.com.

**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 may 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 and meeting deadlines is an important life skill. Grades for late work turned in after the grace period may be penalized. Grade notices may be noted in student’s planner/student’s work, and parents will be asked to sign the note/work. Grades may also be viewed on the SCHOOLWORX website, a new student information system that the school has adopted.

PARENTS PLEASE BE ADVISED:

There is no specific number of days for a student to be in class during the 9 weeks period. However, teachers will take role daily and all missed days will be recorded. It is the responsibility of each parent to make sure that the student does attend classes regularly as it is easy to fall behind. Students who miss excessive days and are missing work can be given an (F), for failing or an (I), for incomplete. In both cases of the (F), or (I), the student will receive no credit for the 9 weeks. If the excessive absences occur throughout the year, a student might be asked to repeat his or her grade.

It is FHA policy to allow teacher discretion when giving and grading make-up work. There is not one set rule for the entire school regarding make-up work as every class and every student is different. Therefore we will trust our teachers to make their best judgment regarding your child's work and how it should be graded. If you have any concerns, please make an appointment with Mrs. Agosto to discuss your concern.

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.

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 and confusion in the classroom.

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 have been given in the past half way through each 9-week term. However, real time grades are now be able to be viewed on the student’s information system, SCHOOLWORX. Report cards as well as progress reports will now be accessed online. Parents will be given a sign-on to access the site.

PLEASE BE ADVISED:

It is our policy to deny any request for records and/or report cards to any party who has an outstanding balance with Father's Harbor Academy. An outstanding balance may include but not be limited to tuition, lost or missing textbooks, materials, or unpaid event fees.

**CURRICULUM Scope and Sequence**

**Elementary (K-5)**

*Reading Art/Drama*

*Language Arts Music/Choir/ Band*

*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/Piano/Guitar*

*Graphic Arts/Visual Arts*

*Dance/P.E./Health*

*Music/Choir/Drama*

*Band*

*Spanish 1,2*

*Chapel*

**High School (9-12)**

**\****Intensive Reading/Intensive Math*

*English 1,2,3,4*

*Pre-Algebra/Algebra1, 2/Geometry/Pre-Calculus*

*Physical Science, Biology, Chemistry, Physics*

 *World History, American History, American Government, Economics*

*Spanish 1,2,3; Careers; College life*

*Health/PE/Dance*

*Piano/Guitar/Instrumentals*

*Video Production/Graphic Arts/ Visual Arts*

*Recording Arts/Drama/Choir/Worship*

*Chapel*

**3 TYPES OF LEARNING STYLES**

* 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.
* 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.
* 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. Teachers as well as students have preferred learning styles, however FHA teachers will use varied learning styles in the classroom when modeling concepts and skills.

**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)

$6000 per year

$600 per month for 10 months (Starting August 1 - May 1,)

MIDDLE SCHOOL (6-8)

$6000 per year

$600 per month for 10 months (Starting August 1 - May 1)

HIGH SCHOOL (9-12)

$7000 per year

$700 per month for 10 months (Starting August 1 - May 1)

**Late Payments**

Tuition payments will be due by the **1ST DAY** of each month. Due to the 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 15th 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 school year will be required to wear uniforms. This means that a mandatory school policy is in effect. Please contact French Toast Uniforms: frenchtoast.com and use the school’s source code: **QS5DCJZ. Then, you will observe the** school’s catalog. You may also call French Toast at 1-800-636-3104, for further questions and complete requirements.

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 and

 Bermuda shorts must be a modest length. Socks must match. **Girls can**

 **now wear khaki, or navy blue pants, skirts, or Bermuda shorts.**

 No pants under skirts are allowed. Tights and leggings are allowed under skirts. 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.

All Students: All students need to be well groomed. **No torn, stained clothing is**

 **Allowed to be worn.**

All shirts must have the school logo. Oxford shirts are white.

Polo shirts are white, navy blue, or hunter green.

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. Conservative sneakers are now allowed. No bright colored shoes are allowed. No boots are allowed. No heels higher than an inch, no open toed shoes, sandals, no flip-flopsare allowed. Call the school if you have any questions.

Pants and shorts are navy blue, and khaki.

 Coats with other school names, slogans or phrases that include band names, curse words, or negative remarks are not 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. No running around school.

 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. Administrative Action.

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 classrooms 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.

 Laser pointers, toys or cards are not allowed on any student during school hours. Tablets, games, toys and magazines, as well as I-Pads, I-Pods, computers, smart phones, and calculators are not permitted without the expressed consent of administration and classroom teacher.

**The loss of any personal belonging is the responsibility of the owner and he/she will not hold the school liable.**

 **E. Damage to School Property**

 Students or teachers 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.

***THE FOLLOWING INFORMATION HAS BEEN DUPLICATED IN THE***

***ENROLLMENT PACKET:***

**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.

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Student’s Name Parent’s Name Print

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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.

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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. \_\_\_\_\_\_\_\_\_\_

**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 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. \_\_\_\_\_\_\_\_

*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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2013.

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

Name of Notary (Print) Notary Public State of Florida at Large.

 My commission expires on the above date.

Notary Seal:

***“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)***

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