

South Haven Christian Academy

Student Handbook



Last Revision 2022

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I. Introduction

Message from the Board of Trustees

We the members of the Board of Trustees of South Haven Christian Academy are committed to ensuring that South Haven Christian Academy remains true to its mission of assisting you in the training of your children for life and eternity. In a time of significant social, political and economic transformation on both a regional and global level we accept that the only hope for a continued meaningful and productive life is the reinforcement of those traditional values that have for centuries characterised healthy families and formed the basis of an orderly society. As persons ultimately responsible for the direction of South Haven Christian Academy we affirm its commitment to fundamental principles of discipline, self-determination and the realisation of the full potential of each individual person. We also affirm that there can be no true and lasting fulfilment of the individual person nor can society be what it was intended to be apart from the recognition of God as sovereign over the individual; God Who can and must be known through Jesus Christ His Son and obeyed in all matters of personal and corporate conduct. As you fulfil your role as parents in the upbringing of your children we remain available to support you by preserving the unique character and quality of your child's experience as a student of South Haven Christian Academy.

II. FUNDAMENTALS OF THE ACADEMY

1. ORGANIZATION

South Haven Christian Academy is a Bahamian non-profit incorporated entity existing as an independent non-denominational Christian academic institution registered with the Bahamas Ministry of Education Science and Technology. South Haven Christian Academy is governed by a Bahamian board of directors sometimes referred to as Trustees. The board of directors is vested with the responsibility to determine matters of policy and to provide ultimate leadership for the Academy.

2. STATEMENT OF FAITH

We believe the Bible is God's written revelation to man. It is verbally inspired in every word, and absolutely inerrant in the original documents. We affirm the infallibility, sufficiency, and authority of Scripture and are committed to accepting and following the plain meaning of Scripture.

We believe That there is but one Living and true God, an infinite, all-knowing Spirit, perfect in all His attributes, one in essence, eternally existing in three Persons -- the Father, Son, and Holy Spirit - each equally deserving worship and obedience.

We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that the salvation of man, who is sinful and lost, is instantaneous and accomplished solely by the power of the Holy Spirit through the instrumentality of the Word of God when the repentant sinner -- enabled by the Holy Spirit -- responds in faith. This salvation is wholly of God by grace on the basis of the redeeming work of Jesus Christ, the merit of His shed blood, and not on the basis of human merit, the keeping of the law or works. All the redeemed are kept by God's power and are thus secure in Christ forever.

We believe in the Spirit-filled life. As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. The Holy Spirit also indwells, sanctifies, instructs, empowers them for service, and seals them unto the day of redemption.

We believe that the evidence of a regenerated life is a desire for and a pursuit of holiness in lifestyle, a commitment to knowing and obeying the principles of truth in scripture, increasing acts of behavior which show self sacrifice on behalf of believers and a desire for the salvation of the spiritually lost.

We believe that New Testament signs, wonders, various miracles and certain gifts of the Holy Spirit were instituted as God's means of authenticating the truth of the Gospel as it was first communicated and are not operational following the once and for all delivery of the Faith to the saints during the apostolic era.

We believe in the bodily resurrection of both the saved and the unsaved; the saved unto the resurrection of life and the unsaved unto the resurrection of damnation.

We believe that all and only those who put their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual body, the church, of which Christ is the head. The purpose of the church is to glorify God by building its members up in the faith, by instruction of the word, by fellowship, by keeping the ordinances, and by advancing and communicating the gospel to the entire world. The formation of the church, the Body of Christ, began on the Day

of Pentecost and will be completed at the coming of Christ for His own at the rapture.

3. SCHOOL PRAYER

Unshakeable, immovable, faithful and true
Full of wisdom, strength and beauty
These things are true of You.

Fearless, courageous,
Righteousness shines through in all You do.
Yet You're so humble, You lay down your life
These things are true of You.

And as I turn my face to You
Oh Lord I ask and pray
By the power of Your love and grace

Make these things true of me too.
Make these things true of me too.

Words by Tommy Walker
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4. Philosophy

The fundamental principle of our philosophy of education is that knowledge, skill in academics and all ability originates with God who is the source of all wisdom (Dan 1:17 and Dan 2:20-22). Wisdom is the skill to live a godly life as God intended. God by His Spirit has revealed Himself to mankind through the wonder of nature, the Revelation of Holy Scripture, and the Person of Jesus Christ. Man will realise his full potential only when every aspect of his being is developed in a manner consistent with God's standard of development. South Haven's methodology of training is characteristically traditional and Christian in nature, with the recognition of a need to create a controlled environment within which to guide the Spiritual, Intellectual, Social, Emotional and Physical growth of its students.

Spiritual Growth is an on going process of increasing in the knowledge of God. It is encouraged by (i) teaching about God from Holy Scripture, (ii) explaining and modelling Biblical principles which form the basis for proper behaviour and

are useful for interpreting life's experiences, (iii) studying the lives of godly men of historical note (iv) giving students occasions to reflect on spiritual matters such as God, Life, Death, Eternity, Heaven, Hell and the Intangible Nature of Man or (v) providing opportunities for students to share and practice their faith.

Intellectual Growth is encouraged by requiring the acquisition of knowledge through the discipline of memorization and reinforcement and/or by a teacher directed process of discovery, followed by the application of that knowledge to real life situations (Num 15:38-41; John 16:13-15).

Social Growth is encouraged by requiring students to observe group standards of conduct, by requiring proper social behaviour and attitudes and by adult authority figures setting an example for proper behaviour and social attitudes. (I Tim. 4:11-12)

Emotional Growth is facilitated by directing students to guard their minds such that they are preoccupied in thought with those things which are positive in nature and by creating relationships for the student which are affirming and unconditional in their acceptance of the personal worth of each individual student. (Phil 4:6-8 ;I Cor.8:1)

Physical Development is encouraged by requiring the exercise of the physical body. It also involves the discipline of training for and participation in organized recreational activity. (1 Cor. 6:19,20 ; 9:24-27)

The Controlled Environment is an environment that is physically secure for each child and by its nature is designed to protect the body mind and spirit of each child from harmful influences and/or neutralise the effects of harmful influences on the student during the course of development. (Deut. 32: 9-14) It is also designed to encourage maximum achievement in learning and development.

5. GUIDING PRINCIPLES

i. Our Mission

South Haven Christian Academy exists for the purpose of assisting persons who are in authority over children in the training of their

children for life and eternity by encouraging proper parenting and, guided by a traditional philosophy of education, imparting to children wisdom, knowledge and skill, enabling them to live a godly life as God intended men and women to live.

ii. **The Objective**

The objective of a South Haven Christian Academy education is to produce individuals who are of sound Christian character, knowledgeable, able to clearly express themselves, committed to the person and teachings of Jesus Christ, possessing a Christian world view and capable of making decisions which secure their personal welfare and the good of society.

iii. **Distinctive**

South Haven Christian Academy is Commitment to:

- a. modeling truth, beauty, order and excellence which are part of the character of God;
- b. providing persons in authority over children with principles and tools to assist in the godly rearing of children;
- c. directing children towards the knowledge of God through Jesus Christ His son;
- d. training children in the way of wisdom to enable them to live a meaningful and productive life in favour with God and men;
- e. promoting Biblical truth as the authoritative declaration of what is essential for a meaningful life and for a blessed eternity;
- f. encouraging students to pursue Academic excellence;
- g. fostering social maturity, which is the ability to function effectively within society;
- h. sensitizing students towards an awareness of the social needs and environmental issues affecting Bahamian society and the world;
- i. creating a physical environment designed to facilitate development; and
- j. making Christian education reasonably affordable.

6. INSTITUTIONAL TRAPPINGS

School Team Designation - Eagle Rays

Institution's Motto – Training for Life and Eternity

School Motto - For Wisdom, Strength, Courage, & Beauty

Wisdom – The skill to live a godly life as God intended

Strength - Applying life's energies in exertion or endurance

Courage - Commitment of the will in the face of difficulty

Beauty - That which is pleasing to God and the senses

School Verse Proverbs 4:7 – Wisdom is the principal thing; therefore get wisdom. And in all your getting, get understanding.

Houses/Colours - Atlantic (Green) Pacific (Blue)

III. ACADEMY Policies AND OPERATIONS

1. ACADEMY PARENTS MEETINGS

South Haven Christian Academy exists for the purpose of assisting parents and guardians in the training of their children. Instruction throughout the school year is divided into four teaching periods. At least once during each teaching period parents are required to attend an Academy Parents Meeting sponsored by the Academy at which time issues are dealt with which are important to the life of the Academy and the progress of the students. In addition to regularly scheduled Academy Parents Meetings special Academy Parents Meetings may be convened to deal with urgent or pressing matters which may require direct dialogue between the Board the administration and parents.

2. ADMISSION POLICY

The Academy can only be effective in assisting in child development where the child's parents or guardians and the Academy share the same values and are in agreement on matters of philosophy, methodology and statement of faith. Discord between the educational institution and authority figures on matters of philosophy, methodology, belief and values will inevitably result in significant damage to the development of children.

South Haven Christian Academy admits students from families who are in agreement with and chose to be committed to the Academy's values, philosophy, methodology and statement of faith and where each immediate authority figure is willing to demonstrate their commitment by signing a Statement of Conduct.

South Haven Christian Academy will target for recruitment, students whose parents show indications of availability to provide consistent involvement in and support for the development process of their children as administered by South Haven Christian Academy. Children of mothers who are primarily workers at home will be especially welcomed to enrol as students at South Haven Christian Academy.

Parents who by expression or conduct show themselves to be at odds with the values, philosophy, methodology and statement of faith of South Haven Christian Academy will be restricted from enrolling their child as a student at South Haven Christian Academy or may forfeit their child's enrolment at the Academy.

3. AFFILIATION

South Haven Christian Academy is registered with the Bahamas Ministry of Education as an independent school. The Academy is also a member of the Association of Christian Schools International. South Haven Christian Academy is a non-denominational educational institution and has no formal affiliation with any religious denomination. The Academy is however distinctively evangelical in character and identifies with Bible Churches that share common doctrinal positions as represented in its Statement of Faith.

4. ATTENDANCE

Absences /Tardiness

Students who are absent for valid reasons and are excused from class attendance may arrange with the Administrator for a special viewing of instruction at a convenient time on the Academy's premises. Evaluation procedures such as tests and exams missed as a result of excused absences may be administered by the Administrator but will be officially recorded as an excused absence and will not prejudice the students final grade. Absences and tardiness will be recorded and will form part of the student's official school record.

Valid reasons for absences are as follows:

- i. Sickness (a note from a doctor is required after 3 consecutive days of illness)
- ii. Death in the family
- iii. Verified medical appointments
- iv. Previously arranged trips. (At least 5 school days advance notice required.)

A doctor's appointment does not excuse a student from the full day of school unless proof is shown to merit this. Students are expected to be at school before the appointment and return immediately after the appointment.

Class absence or tardiness for reasons, which are not valid, does not allow the student to make up any missed work, quizzes, or tests, and will usually result in a zero on all missed work.

If a student is to be absent more than two days, the parent must notify the office in advance. An excused absence will not be given the week before or after Christmas break, nor during exams or achievement tests, nor the week before the close of school unless special permission is granted by administration.

An elementary student may not miss more than 10 days of school in any teaching period. Failure to comply will put the student's promotion in jeopardy.

5. AGE LIMIT

As a general policy students must receive grade level instruction at the equivalent age for a majority of the year's instruction. Accordingly students entering grade 1 or lower must be at the appropriate age by January 1 of the year after the commencement of the new school year – e.g. a student entering the 5 year old program (K-5) must be 5 years old by January 1 of the year after commencement of the new school year.

6. ARRIVAL & DISMISSAL

Students should be present by 7:55 – Elementary through side door, High School through front door or main building. High school through back entry of Cottage building.

High School & Elementary students in main school building- The rear entrance for elementary will be closed after the ringing of the second bell. Students arriving after the beginning of school must use the main front entrance and will be recorded as late by Administration or Principal.

Elementary students on being dismissed at the end of the school day must exit the school building through the rear Northeast entrance. Parents collecting children after school are requested to wait in the parking area unless wishing to see the teacher or administrator. In such cases parents should report to the front office via the main entrance and inform front office personnel.

During days of inclement weather students may arrive and leave the Academy through the front entrance or the back western entrance as advised by Administration.

Students may be delayed in being dismissed where students fail to satisfactorily carry out end of day duties.

Before school there should be no playing ball, throwing objects, tag, running, or climbing trees.

7. BIBLE

Students will be required to memorize passages of Scripture from the King James Version of the Bible. Parents are accordingly encouraged to have in their homes a copy of a Kings James Version of the Bible.

8. CAMPUS

Students are encouraged to assume responsibility for the general care and maintenance of the quality of the Academy's Campus. This includes a consciousness of need to keep the grounds free of trash and avoiding indiscriminate injury to plant and animal life.

9. CHANGES

The administration reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

10. COMMUNICABLE DISEASES

South Haven Christian Academy desires to maintain a healthy school environment by implementing controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration. The reportable diseases include, but are not limited to, the following: Covid, Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans (by a potentially rabid animal), Botulism, Diphtheria, Encephalitis, Gonorrhea, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Malaria, Measles (Rubeola), Meningitis, Mumps, Pesticide Poisoning, Rabies, Relapsing Fever, Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis,

Smallpox, Syphilis, Tetanus, Tuberculosis, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, or Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, South Haven Christian Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable diseases. The Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

11. CULTURAL ORIENTATION

South Haven Christian Academy believes that forms of cultural expression, including music and dance exist along a continuum ranging from what is acceptable to what is not acceptable. South Haven Christian Academy also recognizes that certain forms of expression by their very nature are not easily categorized. Some forms of expression are controversial in their cultural context and by their nature attract debate. On such matters of culture and tradition where there is less certainty or clear biblical direction each person must be fully persuaded in his own mind as regards his position;

“Rom 14:5

One man esteemeth one day above another: another esteemeth every day alike. Let every man be fully persuaded in his own mind.(KJV)”

South Haven Christian Academy has the obligation to determine its position on matters which are not clearly determined by or spoken specifically about in Scripture.

The following represents guidelines, which give direction to South Haven Christian Academy on matters of culture music and dance.

- i. South Haven Christian Academy is committed to a process of discernment based on knowledge of Biblical truth and an awareness of aspects of Bahamian culture with the ultimate goal of approving those things which are excellent and which will not give offence to its witness as a Christian School.
- ii. Persons known to the institution as being at odds with the Academy's mission and methodology of South Haven Christian will not be allowed to address the student body or perform at school events.
- iii. Recognizing that there are varying opinions on acceptable dance South Haven Christian Academy acknowledges parent's individual responsibility to guide their children in what the parent accepts as appropriate dance. Further, recognizing its responsibility to its evangelical witness and to the Christian community it serves, no dance routines will be practiced or performed by the student body. Additionally South Haven Christian will not participate in or encourage its students to participate in Junkanoo or Junkanoo Carnival. Expressive movement in the context of musical performance may however include (i) actions designed to express in movement certain lyrics to Christian music (ii) Traditional choir swaying as part of choir performances and (iii) mime as a means to enhancing communication of biblical truth against the background of Christian music. In all cases it is expected that expressive movement will be reviewed and approved by the administration and/or a member of the Board of Trustees. Dress for performances will be decidedly modest and conservative, designed to neutralize the impact of and not accentuate the uniqueness of the male and female body.
- iv. Music to be played at official school functions as filler or background music will be "approved music" selected as such by the Board of Trustees. South Haven Christian Academy recognizes that a wide range of music not selected as "approved music" may nonetheless be acceptable music to be listened to by its student body outside the context of the Academy.

- v. South Haven Christian Academy is committed to developing within its students a Christian world view of acceptable culture. The glorification of sensuality, adultery, immorality, lewdness, drunkenness or revelries are not appropriate aspects of culture and should not be promoted but rather discouraged. Bahamian culture that reflects such character is in need of reform. South Haven Christian Academy accordingly is committed to affirming those aspects of Bahamian culture that are noble, pure, lovely, of good report, virtuous, praiseworthy and which reflect truth. The Academy is committed to the development and promotion of expressions of Bahamian culture characterised by such values.

12. CURRICULUM & TEXTBOOKS

South Haven Christian Academy utilizes the finest Christian curriculum available. The Academy has adopted the A Beak curriculum and is committed to a comprehensive delivery of the curriculum throughout its grades. Students are responsible for the care of their books. Students' books are provided through the school fee. Students may not exempt themselves from any aspect of academic instruction including Bible at South Haven Christian Academy.

13. DISCIPLINE

i. Administration of Discipline

South Haven Christian Academy expects full co-operation from both student and parent in the education of the student. The Administrator and staff are in full control of the classroom. The Administrator and staff will handle misconduct of a general nature. The administration of South Haven Christian Academy places much confidence in the judgment and ability of its staff. All parents and students should understand that the administration will support the Academy's staff in matters of discipline. If a child does not respond to school discipline parents and students may anticipate that the student will be asked to withdraw from the school environment for a period of time by way of suspension or parents may be asked to withdraw the student permanently from

the Academy.

ii. Code Of Discipline

a. General List Of Infractions That Attract Discipline

(i). Classroom Conduct Related Infractions

- (a).** Talking without permission
- (b).** Getting out of seat without permission
- (c).** Fast Forwarding of DVD instruction
- (d).** Doing written assignment in advance of the DVD instruction.
- (e).** Failure to do homework without a satisfactory explanation.

(ii). *General Behavioural Infractions*

- (a).** Acts whether words or behaviour of a mean or unkind character towards another student;
- (b).** Improper attitude towards a person in authority expressed verbally or by gesture;
- (c).** Failure to comply with instructions given by a person in authority;
- (d).** by words or attitude displaying or fostering a negative attitude towards the Academy its policies and procedures;
- (e).** unacceptable behaviour as determined by the administration including but not limited to the following:
 - aa.** speech which is offensive and/or impure,
 - ba.** disobedience,
 - ca.** unnecessary noise,
 - da.** not paying attention,
 - ea.** not following directions,
 - fa.** incomplete homework,
 - ga.** profane language,
 - ha.** bad attitude,
 - ia.** the damaging of property,
 - ja.** not returning papers and notes to be signed,

- ka.* doing work while another subject is being taught,
- la.* persistent dress code violations,
- ma.* food or candy in the classroom without permission,
- na.* misuse of videos and monitors.
- (f). breach of the student standard of conduct
- (g). inappropriate physical contact between students
- (h). undesirable social interaction.

b. Corrective Measures

(i). *Discipline Slips*

- (a). Discipline slips indicating an infraction, will be issued to students and will state any of the following corrective measures as deemed to be appropriate:
 - aa. Warning
 - ba. Extra homework written assignment
 - ca. Immediate morning break detention
 - da. Immediate lunch detention with written assignment
 - ea. Immediate extra homework assignment and after school detention with written assignment
 - fa. One day suspension accompanied by written assignment with warning of expulsion;
 - ga. Expulsion
- (b). Discipline Slips must be signed by parents and returned to school the next school day. Failure by any student to satisfactorily carry out corrective measures will result in a conference with the parent and a doubling of

detention time and written assignments. Students may also be required to repeat written assignments where such assignments have not been adequately completed.

- (c). If at any time the school feels that co-operation is lacking, the student may be requested to withdraw. Also, if the behaviour of the student indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of South Haven Christian Academy, he may be requested to withdraw. Parents are encouraged to take whatever corrective measures they deem fit but are discouraged from applying corporal punishment on the Academy's campus. Parents should refrain from confronting students of other parents on the Academy's campus.
- (d). Where a student has been suspended and desires to be re-admitted, parents must advise the Administrator in writing of the reasons why they believe there will be a change in the student's behaviour. Parents and high school students must be interviewed by the Administrator and if required, a Board member. High school students will be required to re-execute the statement of faith.
- (e). Attendance at South Haven Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of South Haven Christian Academy.

c. Observation and Recommendation Slips & Incident Slips

(i). We believe that it is important that parents be fully aware of their child's behaviour and, where necessary reinforce good behaviour or, deal at home with their child's inappropriate behaviour. In order to facilitate this process, students may be given an Observation and Recommendation Slip or an Incident Slip which documents behaviour.

(ii).Incidents Slips should be signed by a parent and returned to school the following school day. Parents are expected to deal with inappropriate behaviour. Incident slips may be given for very minor to very serious infractions. Students who persist in infractions may be given a Discipline Slip and dealt with accordingly by the Academy. Failure to return an Incident Slip may result in detention. Incident Slips will not form part of a student's permanent record. Detentions and suspensions will however be noted on the student's file.

iii. Good Citizen Awards

In order to provide positive reinforcement for desirable behaviour students who in any quarter avoid discipline slips and have perfect and on time attendance will be awarded a Good Citizen Award at the end of each quarter. Students recognised as good citizens for each quarter of a given school year will be awarded the South Haven Ambassador Award for that school year.

14. DRESS CODE

i. *Students*

a. All students are expected to wear the school uniform during regular school days. Students should be neat when arriving at school and when entering classrooms for instruction. Students who violate a dress or appearance standard will

not be allowed to remain in class and may be given special written assignments as a corrective measure. Parents will also be asked to ensure that any problem is corrected. We expect parents to see that their children come to school properly attired- neat and tidy with conservative hair styles and cuts for boys and girls as determined by the Academy.

- b.** Students are encouraged to maintain at all times a disciplined approach to dress, which often carries over, into the learning environment. The school administration reserves the right to initiate policies on new fads and changes in style during the school year.
- c.** Students will be allowed to wear jackets, coats, and sweaters, and hair accessories for females in the colours of white, black and any shade of blue.
- d.** Jewellery worn by girls is restricted to knob earrings if ears are pierced and a watch. Boys may wear a watch. Other jewellery that contains inscriptions reinforcing scriptural principles, scripture references or scripture verses may be worn if approved by the Administrator.

ii. *Parents*

Parents of South Haven Christian Academy Students are encouraged to maintain a standard of modesty whilst on the Academy's campus. Females are to dress modestly. Midriffs, splits above the knee, spaghetti strap blouses, halter-tops or miniskirts are discouraged. Men should at all times wear a shirt.

15. EMERGENCY CLOSINGS

South Haven Christian Academy will be in session every scheduled day except in cases of unexpected emergencies. In such cases, parents should listen to radio station ZNS 1240 or check email for announcements concerning closings or openings.

16. FEES

School fees are represented in a financial brochure available at the Academy's front office. Fees include a one-time fee payment representing a contribution towards books and technology / equipment upgrade. Workbooks will be the property of the student. Special tutoring fees may also be required. Special fees may also be required to fund special field trips, fun days and the Academy's Chess and Physical Education program. The one-time fee payment must be made by the date given in the financial brochure which will enable the Academy to order books for the ensuing school year.

Tuition payments are to be made by way of deposit to the South Haven Christian Academy account at First Caribbean International Bank. Parents may collect deposit slips prepared in triplicate from the school office. A copy of the deposit slip evidencing the deposit should be turned in at the school office no later than the first day of school commencing the relevant school fee period. A late fee of \$25 per student will be charged on any school account showing a balance of \$10 or more after the commencement of the quarter after school fees are due. There is a \$15 charge for all checks returned to us by your bank for any reason. If two checks are returned, the students account will be on a cash basis.

The first payment for the school year must be paid in advance according to the date noted on the financial brochure. This amount is non-refundable and non-transferable should the student cancel for **any reason**. No school records will be released for any student when there is a balance due on the student's account.

No student will be permitted to participate by way of graduation in graduation programs if his account has not been paid in full.

17. FIELD TRIPS

Field trips may be taken at various times during the school year to places of educational interest. All students are required to participate in the planned trip having regard to its academic nature or benefit towards the general development of the student. Students are required to maintain the same level

of discipline away from school as is required at the school. Parents may be asked to serve as chaperones. *The school requires parents to follow the dress code for parents.* Parents not meeting the standard will be discouraged from acting as chaperones. Students who do not attend school on a field trip day will receive an unexcused absence with the exception of illness or death in the family.

18. FINANCES

South Haven Christian Academy is committed to providing affordable high quality Christian education. Parents should be aware that school fees alone are not sufficient to cover the cost of the quality of education their children receive at South Haven Christian Academy. Accordingly parents are expected to be prompt in paying school fees. Those parents who are able are also encouraged to give to the school generously beyond school fees to assist with funding school programs and projects.

19. GRADING SCALE

| Grade | Average Score | Unweighted GPA | Weighted GPA |
|-------|---------------|----------------|--------------|
| A | 90 -100 | 4.0 | 4.5 |
| A- | 85 - 89.9 | 3.75 | 4.25 |
| | | | |
| B+ | 80 - 84.9 | 3.50 | 4.0 |
| B | 75 - 79.9 | 3.0 | 3.5 |
| B- | 70 - 74.9 | 2.75 | 3.25 |
| | | | |
| C+ | 65 - 69.9 | 2.50 | 3.0 |
| C | 60 - 69.9 | 2.0 | 2.5 |
| C- | 55 - 59.9 | 1.75 | 2.25 |
| | | | |
| D | 50 - 54.9 | 1.0 | 1.5 |
| | | | |
| F | 0 - 49.9 | 0.00 | 0.00 |

Some subjects such as Algebra II, Spanish II, Plane Geometry, Pre-Calculus, and Physics are considered honour programs and are given a 0.5 increase in the GPA.

Parents should be aware that quizzes, tests, exams and projects do not always attract the same weight when calculating the final grade and may also attract a different weight depending on the relevant subject.

20. GRADUATION / ADVANCEMENT REQUIREMENTS

Students qualify to graduate by earning a total of 24 credits accumulated during the 9-12th grade years of instruction on achieving a pass grade in subjects.

| | |
|---------------------------------------|--|
| <i>i. Math</i> | <i>4 credits (including Algebra I)</i> |
| <i>ii. English</i> | <i>4 credits</i> |
| <i>iii. Bible</i> | <i>4 credits (including Life Management)</i> |
| <i>iv. Science</i> | <i>3 1/2 credits (2 credits with lab components)</i> |
| <i>v. Spanish I</i> | <i>1 credit (can be taken 10-12)</i> |
| <i>vi. Phys. Ed.</i> | <i>1 credit</i> |
| <i>vii. Practical performing Arts</i> | <i>1 credit</i> |
| <i>viii. History</i> | <i>3 credits (W. Geography 1/2, W, History 1, Bahamian Social Studies, Economics</i> |
| <i>1/2)</i> | |
| <i>ix. Electives</i> | <i>2 1/2 credits</i> |

In order for students to advance to the next grade level students must achieve the following:

- i. a cumulative grade of 70% across all quarters in both math and English or alternatively a 70% in each end of year math and English exam; and
- ii. an overall 1.9 grade point average.

The Academy reserves to itself the discretion to advance a particular student based on all the circumstances of a given case.

Students not achieving a cumulative pass grade at the end of the 12th grade year may nonetheless receive a certificate of attendance issued by the

Academy on recommendation by the Administrator.

21. HEALTH IMMUNISATION

All students attending school for the first time must have a physical examination and health form completed by their physician within the twelve-month period prior to entering the school. A certificate of immunization is required for all students on entering the school.

22. HOMEWORK

Homework is a significant and most critical part of the school program. Homework is given for several reasons:

- i. **For reinforcement** of new knowledge and skills acquired in the classroom;
- ii. **For practice** with a view to mastering knowledge and skills following classroom explanation, illustration, and review of new work;
- iii. **For remedial activity.** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework is given to overcome such difficulties;
- iv. **For preparation.** Certain homework is designed to prepare students for instruction they will receive the following day;
- v. **For special projects.** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Parents are expected to co-operate in seeing that the homework assignments are completed. Homework should be done neatly in the assigned workbook or kept in the proper section in the student's notebook. Failure to complete homework will result in a detention. Repeated delinquent homework could result in a student's expulsion.

23. HONOUR ROLL

South Haven Christian Academy will recognize students who do above-average work. Two honour rolls will be posted at the end of every quarter. Unsatisfactory behaviour may prohibit a student from being on the honour roll.

The "**Eagle Ray Honour Roll**" will include those students receiving a 4.0 for that grading period. The "**Honour Roll**" will include those students receiving a 3.5 grade point average for that grading period. Students who receive a grade point average of 3.0 will be recognised for academic achievement.

Students who achieve **Eagle Ray Honour Roll** status for each quarter in a given school year will be awarded the **Tyndale Award**. Students who in each quarter of a given school year achieve Honour Roll Status or a combination of Eagle Ray Honour Roll and Honour Roll status during a given school year will be granted an award for Academic Excellence.

Students who demonstrate a marked improvement over the school year will be eligible to receive the **John-Mark Award** for Academic Improvement to be granted at the discretion of the Administrator.

24. MEDICINE & ILLNESS

An emergency medical card is to be filled out by the parent and turned in to the office each school year. No medicine or prescription of any kind will be given to a student who does not have a medical card on file in the school office.

For the welfare of your child and others in the school, all children who are sick must be kept at home. If a child is to receive any prescription medication during the school day, the parent or guardian must give written authorization for the school to dispense the medication to the student. The medicine to be dispensed will be kept under the control of front office personnel and dispensed according to the written instructions. Medicine must be properly labelled. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and

personally give it to him. Teachers cannot be held responsible for carrying out these duties. Children with a temperature above 99° must be collected from school by the parent.

25. METHODOLOGY

South Haven Christian Academy is an interactive technology school. Students receive instruction substantially through pre-recorded DVD lessons produced by A Beka Books. South Haven Christian Academy is one among other similar academic institutions located throughout the United States of America. Whilst distinctively Bahamian in its outlook South Haven Christian Academy is able to draw on more than 40 years of experience by the providers of high quality Christian education in addition to its experienced and dedicated Bahamian staff educators. The methods and procedures which involve carefully crafted educational material and a series of exercises, tests, drills, quizzes and exams have been developed and fine-tuned over time and continue to be updated to ensure that students receive the very best in traditional Christian education. Success at South Haven Christian Academy requires that students have a certain basic level of self-discipline and initiative with the ability to focus attention and assume responsibility for completing certain tasks.

26. RE-ENROLMENT

During the month of March, re-enrolments for the fall term for present students are accepted on a first-come-first-served basis. Re-enrolment forms are due no later than the end of April, with registration fees due no later than the end of May. There will be a \$25 late fee per family for those paying after the end of May.

27. REPORT CARDS

Report cards will be collected by parents or sent home with the student at the end of each nine-week period. Report cards must be signed and returned to school within three school days. The Academy may withhold report cards in the absence of student accounts being in arrears.

28. RESTRICTIONS ON CHILD PICK-UP

If parents are not married, divorced or separated and one parent is not allowed to see or pick up the child, South Haven Christian Academy **must** have on file at the school office a certified copy of the court order or final judgment to that effect.

29. SCHOOL VISITS

Parents are encouraged to consult regularly with the Administrator or onsite teacher regarding any problems or questions that concern a student. Parents are however encouraged to arrange for such consultation by appointment set for a time after the school day.

30. TELEPHONE & CELL PHONES

Please do not telephone during school hours unless absolutely necessary. The school number is (242) 341 3084. Students will not be permitted to use the school phone except in cases of emergency.

Students are not allowed to use cell phones on campus during school hours. Student cell phones must be kept in school bags out of view and unhandled during school hours. Cell phone infractions will result in confiscation of cell phones with delivery of cell phones to parents in exceptional cases at the discretion of the Academy.

31. VISITORS

Parents may visit South Haven Christian Academy with advance permission from the Administrator. We do have a closed campus and we request that non-South Haven Christian Academy students not be in the building or loiter on the property during school hours. Anyone visiting the school must check in at the office. Teachers are not available to visit or answer calls during class time.

School office hours are from 7:55 a.m. to 3:00 p.m. weekdays. When coming to the school for any reason, visitors are encouraged to come directly to the

front office first. Do not go directly to the classroom.

32. WITHDRAWAL / DISMISSAL

Please notify the school office as soon as you are aware of the need to withdraw your child from the school. Students having attended one day or more of any period will owe the full period's tuition. In the event that a student is withdrawn or dismissed from South Haven Christian Academy, all financial obligations must be met before transcripts will be sent to the new school address.

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South Haven Christian Academy recognises its indebtedness to the administration and organisers of the Bill Rice Christian Academy for the insight and wisdom demonstrated in the organisation and content of its handbook which has to some extent been adapted and has formed the basis for the organisation and content of this handbook.