SOUTHERNMOST CHRISTIAN ACADEMY



2026-2027

STUDENT HANDBOOK



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WELCOME TO **SMCA**



Max LLama

Pastor and Principal

Greetings and welcome to The Southernmost Christian Academy! We are so excited to start this educational journey with you and your family. Here at the Southernmost Christian Academy, our goal is to give every student a Bible foundation for life. We aim to provide an all-encompassing education that is spiritual, mental, physical, and social. Thank you for trusting us with your child. We are excited to work together and see what God does in this school year.

STATEMENT OF **FAITH**

Everything we do is driven by our strong Christian beliefs and values. A brief summary of our core beliefs are listed below. For a full statement of faith you can contact our school office.

We believe in God

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe that God is the creator and sustainer of the universe. We believe He is all-knowing, all-powerful, all-present, and sovereign.

We believe in the Bible

- We believe the Bible is the complete, written Word of God. We believe every word was inspired by God and has been perfectly preserved by God for us today. We have established the Bible as our sole authority for faith and practice.

We believe in Jesus Christ

- We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father. We believe that faith in the finished work of Christ is the only way to heaven for all people.

PHILOSOPHY OF **EDUCATION**

What is Christian Education?

Christian education is about helping each child reach their full God-given potential. It is building strong Christian men and women who will know God, establish strong families, work hard, spread the gospel, and become responsible and productive members of society. Unlike public education, our approach is biblical, personal, practical, value-based, Christ-centered, and eternity focused.

Why Christian Education?

Christian education is important because the mind, heart, soul, character, and future of children is important. For centuries in America, education was handled by local communities, families, and churches. Most schools were Christian-based and included teaching the Bible and prayer. An emphasis was placed on important aspects of life such as truth, family, character, and morality. Since the founding of the department of education by the federal government in the 1960's, God and the Bible have been removed and replaced with secular, humanistic, naturalistic, and postmodern beliefs and ideologies. Today many godless, anti-Christian beliefs, practices, and lifestyles are forced upon millions of students in schools across our nation. The effects of this new approach to education can be clearly seen in the moral degradation of our society, the breakdown of the family, the departure from faith, the lack of patriotism, the increase in addiction, depression, suicide and more. For these and many other reasons, serious Christians have turned to homeschooling their children or sending them to Christian schools. The results of Christian education speaks for itself as studies show that Christian school graduates are much more likely to go on to lead an exemplary life, free of substance abuse, with longer-lasting relationships, and deeper commitment to faith in their adult lives. We are grateful that we are able to provide parents in our community with this amazing opportunity for their children.

The SMCA Difference!

1. **CHRISTIAN WORLDVIEW**
   Everything we do is shaped by our Christian faith
2. **EDUCATING THE WHOLE PERSON**
   Mental, emotional, physical, social, and spiritual
3. **PRACTICAL LIFE SKILLS**
   Manners, discipline, hygiene, finances, relationships, communication, and more
4. **PATRIOTISM**
   Instilling gratitude for our country and unity for the future
5. **PERSONALIZED EDUCATION**
   Low student to teacher ratio allowing for more individualized instruction
6. **STRONG COMMUNITY SUPPORT**
   An exciting and loving local church setting
7. **EXCELLENCE IS THE STANDARD**
   Everything done with the utmost care and attention

Meet Our Team



Max Llama
Principal



Max LLama, Sr.
School Pastor



Raquel Mendez
Vice Principal



Kendra LLama
Administrator



Telia Hildebrand
Tech/Media



Taylor Lashley
Arts



Telissa Burt
K5 & 1st Grade



Mckinzee Dixon
2nd & 3rd Grade



Austin Burt
4th & 5th Grade
Music

STANDARDS OF
ETHICAL CONDUCT

As a private Christian School, SMCA only hires employees who meet standards of good moral and ethical character. The school seeks those teachers who exhibit honorable characteristics such as honesty, responsibility, loyalty, dependability, and Bible-based morality. Therefore, we expect our educators to uphold certain standards of ethical conduct.

1. SMCA understands that each teacher and student is a creation of God, and as such, is precious in His sight. We therefore value the worth and dignity of each person as well as their right to the pursuit of truth, excellence, and knowledge. All students are given the same opportunity to learn.

2. As a Christian educational institution, SMCA seeks to fullfill its mission of using Bible-based education to develop children spiritually, morally, and socially. Since our goal is the development of students, SMCA seeks to employ those individuals who have integrity, are professional, and act in an ethical manner.

3. SMCA teachers follow certain guidelines related to ethical conduct with students:

- work to protect students from academic, mental, physical, and spiritual harm
- should be well prepared so as not to present faulty information or present material in such a way that a student's interest in learning is diminished
- maintain a caring and loving heart with each student, not intentionally bringing embarrassment or disparagement
- understand that each person is created in the image of God, and as such are equal in God's sight
- shall not harass or discriminate on any basis against any student that is admitted into the school
- shall not exploit a relationship with a student for personal gain or advantage
- shall maintain confidentiality about personal identifiable information unless required otherwise by law

4. SMCA believes that Christian teachers must work together in fulfilling the school mission; therefore, teachers must maintain ethical relationships with each other as well. Teachers must not discriminate or harass based on race, sex, ethnicity, handicap, or family background in a manner that denies benefits and advantages or fosters an abusive and oppressive environment. As instructed in the Bible, Christian teachers seek to edify each other and remain unified.

TRAINING REQUIREMENT

All instructional personnel, administrators, and educational support staff are required to complete training on these standards of conduct. The information is available in the faculty manual and is reviewed annually during in-service training. This training includes content from video as well as administrator-led instruction.

STANDARDS OF
ETHICAL CONDUCT

Reporting Misconduct by Instructional Personnel & Administrators

All employees, educational support staff, and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual misconduct, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Principal Max LLama, at pastor@southernmostchurch.com or (305) 741-7408. Reports of misconduct by administrators should be made to Raquel Mendez at raquel.mendez@southernmostacademy.com or (305) 906-0594. Appropriate action will be taken as detailed in the SMCA Faculty Manual. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects health, safety, or welfare of a student are posted in the school office, faculty manual, and student handbook and are available on the school website: www.southernmostacademy.com

Reporting Child Abuse, Abandonment, or Neglect

SMCA requires each teacher to sign the DCF form on their obligation to report child abuse. All employees have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at www.dcf.state.fl.us/abuse/report. The following suggestions may help a teacher with reporting such abuse:

Signs of Physical Abuse: The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home, or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse: The child may have torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect: The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith in any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203). An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convicting evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 7600. (F.S. 768.095)

GENERAL SCHOOL
INFORMATION

Class Schedule

Classes begin promptly at 8:30 am and end at 3:30 pm, Monday through Friday. Students may enter the classroom at 8:15 am, and should be ready to begin class at 8:30 am. Before Care (7:30-8:15 am) and After Care (3:30-5:30 pm) are provided for your benefit. For more information on Before & After Care please refer to page 10 in the handbook.

Age of Enrollment
Kindergarten: A child must be 5 years old by September 1st to enter our K5 program for the current school year.

Insurance

Evidence of a medical insurance plan should be furnished to the school prior to the beginning of each new school year.

Lunch

SMCA does not offer a lunch program. Therefore, parents are responsible to furnish an adequate, nutritious lunch, snacks, and drinks. Microwaves are not available for use by children. In case of an emergency where a parent forgets their child's lunch, a minimal lunch will be provided at a fee of $5 per day. Abuse of this policy will not be tolerated.

Parental Visits to School or Classroom

Parents wishing to visit a student must contact the school office to make arrangements for visits. Teacher/class schedules and related issues (testing times, etc.) will be considered prior to scheduling a visit. All visitors must first check in at the school office. If parents/relatives are dropping off items for students (lunch/snacks, homework, books, clothing, etc.), those items must be dropped off at the office and they will be delivered to your child by school personnel.

Phone Calls

Please limit phone calls to emergency situations. No phone calls will be allowed to teachers during school hours. Please contact your child's teacher before or after school hours.

Incliment Weather Closing

In case of emergency weather conditions or other incidents effecting school activities, parents will be notified by school personnel as soon as possible. SMCA normally follows Monroe County Public Schools for weather/disaster related school closings. Messages may be sent through Gradelink, text message, and/or email.

GENERAL SCHOOL
INFORMATION

Traffic Pattern for Drop-off and Pick-up

For the safety and well-being of all of our students, please follow this traffic flow pattern during drop-off and pick-up times. Observe a 5 MPH speed limit on school property at all times! A staff member will be outside each morning and afternoon to help direct you.



Absences & Tardiness

Absences

Regular attendance is required and is essential to successful education. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. A parent must provide proper notification of any absences by way of our online Absence Notification Form (found on our website) or through the office. In setting proper standards for compulsory school attendance, SMCA will follow the Monroe County School Board policy which states that "unless acceptable documentation is presented/submitted, an accumulation of daily unexcused absences or tardiness, or early sign-outs that equal 5 days in a calendar month or 10 days within a 90 calendar day period may be exhibiting a pattern of non-attendance." A student with 20 or more absences within a school year may not be eligible for promotion to the next grade level.

Tardiness

Tardiness is when any student is not in class when the clock strikes 8:30 am. Any student who is tardy must report directly to the office to sign in and receive a tardy slip. If a child has six (6) unexcused episodes of tardiness within a quarter, the child's parent(s) may be contacted by the administration. If the pattern of tardiness continues, the child's parent(s) may be contacted for an administrative meeting at the school. SMCA will also follow the Monroe County School board policy in this area which states "three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence."

GENERAL SCHOOL **INFORMATION**

Excused Absences & Tardiness

The following shall constitute valid excuses for temporary non-attendance for a part or all of a day. The parent must provide satisfactory evidence of the excuse by way of our online Absence Notification Form. The following shall constitute valid excuses for temporary non-attendance for a part or all of a day.

A. Illness or injury
B. Death in the immediate family
C. Quarantine
D. Medical or dental appointment — prior approval required
E. Court or administrative proceedings — prior approval required
F. Educational opportunity — prior approval required

Students with excused absences can make up work within the following guidelines:
1. Missed class work can be made up, and the deadline for makeup work is determined by this formula: the number of days absent plus one additional day.
2. Students with excused tardies must make up the work by the next class meeting.

Unexcused Absences & Tardiness

Students who are absent or tardy from school with a reason other than the ones mentioned above are unexcused and will receive zeros for all class work missed. However, if the school is notified before the unexcused absence or tardy occurs, the student will be allowed to make up the missed work in advance of the absence. The absence remains unexcused but the work submitted in advance will be accepted. Notification must be made via the online Absence Notification Form.

GENERAL SCHOOL **INFORMATION**

Before Care & After Care

BEFORE SCHOOL CARE
Children may be dropped off as early as 7:30 am each day school is in session. Before care charges apply to each child. These fees cover any portion of time within the time range listed. A teacher/staff member will supervise the children. No students will be allowed to remain on campus outside of Before Care prior to 8:15 am without adult supervision. If a child is dropped off prior to 8:10 am they will be placed with the Before Care Supervisor and the parent(s) will be charged for these services.

Before School Charges: 6$/day per child

AFTER SCHOOL CARE
After School Care is offered beginning at 3:30 pm and ending promptly at 5:30 pm. A teacher/staff member will supervise the children. This service is for the working parent(s) or for special cases when a parent needs to pick-up their child(ren) after the 3:30 pm dismissal time.

1. AFTER CARE FEES
$6.00 will be charged per hour, per child. Any part of an hour constitutes the whole hour. (There is a maximum grace period of 5 minutes).

2. LATE CHARGES
For children not picked up by 5:30 pm, the following late charges will apply per child:

A. Additional $6.00 from 5:31-6:00 pm
B. Additional $6.00 from 6:01-6:30 pm
C. Additional $6.00 from 6:31-6:45 pm
D. Additional $6.00 from 6:46-7:00 pm

The school must be notified if pick up will be after 5:30 pm. This will allow us to make arrangements for supervision. Payment for all before care and after care services must be made on Friday of each week. Charges may be paid on Gradelink along with your tuition billing. You may be disqualified for before care or after care if payments are not received in full each Friday.



ACADEMIC INFORMATION

Curriculum

We proudly use Abeka Curriculum at SMCA. Multi-grade curriculum is currently utilized for many classes. Please see the Administrator for further information.

1. The Abeka curriculum is rigorous, time-tested, and Biblically based.
2. Each year, students from K-5- 5th grade are given national standardized tests. The results from this testing allow the parent(s) to evaluate his/her child's progress compared with other students nationally.

Homework

We aim to maximize instruction at school and minimize the need for homework. Teachers will work to accomplish all necessary instruction and assignments during the school day in order to increase time together as a family in the evenings. However, at times homework will still be necessary. In those instances, each student is expected to complete all homework assignments. Homework is given for several purposes:

1. FOR DRILL: Most students require solid drilling to master material essential to their educational progress.
2. FOR PRACTICE: Following classroom explanation, illustration, and drilling on new work, homework is given so the material will be mastered.
3. FOR REMEDIAL ACTIVITY: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework, following proper instruction, is given to overcome such difficulties.
4. FOR SPECIAL PROJECTS: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently given as homework assignments.

Evaulation System

All class levels at SMCA observe the following grading and effort scales for quarterly report cards:

Effort and conduct	*Academic Grades*
O- Outstanding	A- 90-100
S- Satisfactory	B- 80-89
N- Needs Improvement	C- 70-79
U- Unsatisfactory	D- 60-69
X- Not yet introduced	F- 0-59

ACADEMIC
INFORMATION

Academic Associations

The Southernmost Christian Academy holds high academic standards and is planning to become a member of both the American Association of Christian Schools and the Sunshine State Association of Christian Schools. Over the next several years of operation we will begin pursuing full accreditation status in our continual effort to provide the highest quality education for our students.

Forgotten or Misplaced Textbooks

It is imperative that students have their textbooks at school each day. If a student forgets a textbook at home, copies of necessary pages will be made for $.05 per page. This will be automatically billed through Gradelink. If a textbook is lost, parents will need to replace the textbook in a timely fashion.

Report Cards and Progress Reports

Report cards will be issued every nine (9) weeks with progress reports issued every four and a half (4 ½) weeks. All report cards (except 4th quarter) must be signed by the parent and returned to the teacher within 3 school days.

A. Students receiving all "A's" on their report cards will be recognized and their names will be posted publicly under "A" Honor Roll. Students receiving all "A's" and "B's" on their report cards will be recognized on the "A-B" Honor Roll listing.

B. A student with a "D" or lower in two or more subjects on a report card/progress report will be placed on academic probation. The student will remain on probation until the next issue of a report card/progress report.

C. If the failing student has not brought his/her grades up to at least "C," probation will continue for four and a half (4 ½) additional weeks.

Probation

Probation provides the student an opportunity to correct his/her academic problem(s).
A student may be placed on academic probation for insufficient progress. It is vital for parents to understand the importance of their cooperation. Parent(s) should enforce the best study habits at home and possibly seek tutorial help after school. Otherwise, we will be limited in our ability to assist the student. Ultimately, SMCA may require the withdrawal of any student who remains deficient for an entire semester without satisfactory improvements and substantial effort demonstrated. We will not pass students or babysit those who will not attempt to succeed.

Suspension

SPIRITUAL PROBATION

A student will be placed on spiritual probation when he/she demonstrates a bad attitude and/or a negative influence upon other students. This pervasive attitude can also result in suspension and/or dismissal from SMCA.

Any class work missed during a period of suspension will receive the grade of zero.

ACADEMIC INFORMATION

Gradelink Login Information

You can access Gradelink from any web browser by typing the address: https://secure.gradelink.com There is also a parent app available in both the Apple App Store and the Google Play Store.
Once you've reached the Gradelink login screen:
1. Type in our School ID: 4333
2. Type in your personal username and password. They ARE case sensitive. Usernames and passwords can be obtained through the school office.

On Gradelink, you will be taken to the Communicate tab. If you have multiple children enrolled, you will see a dropdown menu on the top right side where you can select which child's records you would like to access. You will see a School News page where current events and news will be listed. Your child's teacher also has pages available where you can find information pertaining to specific classes.

The following descriptions explain each of the tabs:

Calendar- This has all school events listed. Special events pertaining to your child's classes and/or athletics may be listed.

Grades- You will see your child's averages thus far in the year. You can also see your child's current GPA and upcoming assignments.

Attendance- This tab will show when your child has been absent and whether or not the absence was excused.

Alerts- This is a fabulous tool for parents. You can set up alerts to be sent to your E-mail for your child's attendance and grades. Any time your child meets the criteria you set, you will be notified via E-mail.

Discipline- This tab shows any major disciplinary issues your child has exhibited. You will also receive communication from your child's teacher if there is a serious problem.

Re-enroll- This allows you to set up the sign-out permissions each year for your child. Billing - On the left side of this page, you will be able to view your statements. On the right side of the page you will be able to pay your bill online. This is the easiest and fastest way to keep current on your school bill.

My Account- This allows you to change your password. Please keep track of your password. We can help you reset it, but we cannot see your current password.

The last detail that may help some is the multi-lingual feature. English is selected as the default for each student and parent. If you prefer to see the Spanish translation when available, click on the Español link on the bottom left.

If you have any questions, feel free to call the office at (305) 741-7408.

STUDENT DRESS
REQUIREMENTS

Student Dress Requirements

UNIFORMS

At SMCA we require each student to wear school uniforms because it has been proven to:

- increase academic focus
- reduce bullying and cliques
- foster school spirit
- improve campus safety
- alleviate morning stress
- promote neat and orderly dress habits

Uniforms can be purchased through Renegades *(https://crestandcollarschoolwear.com)* and is required for all SMCA students. Each student must have at least 2 full sets (top/bottom). If your child wishes to wear a jacket on school property, it must be the one purchased from Renegades. "Hoodies" are not permitted. If the weather is cold enough for layers to be worn under uniforms, ensure that solid colors that coordinate with the colors of the uniform are chosen.

Boys

- Socks - neutral colored ankle socks are required.
- Belt – a black or brown belt is required. Belts may not have writing or designs and must have a traditional buckle.
- Shoes - students are to wear neutral colored, closed toed shoes.
- Male students' haircuts are to be traditional and masculine in nature.
- Shaved heads, faddish haircuts, or haircuts that draw undue attention to the student are not permitted.

Girls

- Socks - students are required to have neutral colored ankle socks. Tights are optional for grades K-5. Tights must be solid and may not have a pattern.
- Shoes - students are to wear neutral colored, closed toed shoes.
- Female students should have hair styled so that is feminine in nature and does not draw undue attention.

Formal attire should be worn on Chapel days, which is every Wednesday. Boys should wear a white button down with tie. Girls should wear a skirt/romper with a white 'Peter Pan' style blouse button down.

JEWELRY

Boys are permitted to wear a simple chain, hand ring, or watch. Acceptable jewelry for girls includes conservative earrings, bracelets, necklaces, or a watch.

Sneakers or dress shoes must be worn during the school day (Crocs, slip-ons, sandals, Heelys, and boots are not allowed). Kindergarteners need sneakers that do not tie.

IMPORTANT NOTICE: Any student on school property for any function, at any time, must be in school dress or in the "spirit" of school dress.



STUDENT CONDUCT

1. We desire our students to maintain high standards of courtesy, kindness, morality, honesty, and respect on and/or away from the school campus.
2. We desire our students to provide good examples of Christian behavior and character to their peers as well as to our younger students.
3. We expect our students to always show respect for their elders and especially for all those in authority. No cursing, degrading, or name calling will be tolerated.
4. Students are not to bring iPods, AirPods (or other bluetooth devices), walkie-talkies, game devices, unauthorized books or magazines, knives, weapons, firearms, matches, lighters, or any form of video games (handheld or otherwise) onto school property.
5. Students are not permitted to use a cell phone, smart watch, or smart device on campus or during school activities. Students who bring these devices to school must turn them off and secure them in their backpack. SMCA is not responsible for lost, stolen, or broken items on campus.
6. Neither students NOR parents are permitted to bring animals out of their vehicles on the campus under any circumstance.
7. Students may not sit in any vehicles with their peers, loiter in the parking lot, or wander through unauthorized areas before or after school hours.
8. Students may not drive any other student without written parental consent.
9. Students are not allowed to have visitors without clearance from the administrator or principal.
10. Students may not obtain a key or code to any of the buildings without permission from the administration or staff.
11. Students may not participate in vandalism or destruction of SMCA property or other private property.
12. Students may not have in their possession or use any alcoholic beverage on or off SMCA property.
13. We expect our students to be free of immoral conduct at school and in their personal lives (for a definition of "immoral" see the principal or administrator).
14. We expect our students to stay away from the use or possession of drugs at anytime.
15. Students are prohibited from the use of tobacco on or off campus (suspended on the first offense, and expelled on the second). This includes vaping of any kind.
16. We will not tolerate students who consistently display an uncooperative and anti-authority spirit, which is contrary to the ministry at SMCA.

NOTE: There is a "zero-tolerance" policy for violence, pornographic talk, and threatening language whether real or implied. In the case of illegal activity, the Sheriff's office will be called.



DISCIPLINE POLICY

SMCA holds high academic and behavioral standards. Our desire is to work with parents to see children develop into good and godly adults. Part of our efforts will be to instill a sense of self control, discipline, and orderly conduct in every student. Listed below are two areas of discipline under which the school operates: major and minor. Minor offenses are taken care of in small steps by the teacher and are listed for your information. The major offenses will require the cooperation of parents.

Major Offenses:

1. cheating
2. stealing
3. damaging school or other people's property
4. cursing
5. fighting/intentionally harming another student (will result in discharge for the day)
6. blatant disrespect to authority
7. sexual talk
8. inappropriate sexual behaviors
9. bullying
10. intentional major disruptions in class
11. threats of violence
12. cell phone/smart device violation

Minor Offenses:

1. horseplay
2. inattentiveness
3. purposefully distracting others in class
4. speaking out of turn
5. incomplete assignment/homework
6. gum chewing
7. minor disrespect of students or teachers
8. misusing school or church property or equipment
9. littering
10. sleeping in class or chapel
11. lying

**Any offense not listed will be subject to the discretion of the administration.*

Major offenses may result in immediate administrative action, including six demerits and a referral to the Vice Principal. Administration determines the appropriate consequence based on the seriousness and circumstances. Detention may be assigned without the student first progressing through the minor-offense process. Six demerits equal one detention. Each Detention will be for a duration of 30 minutes and have a **$20 fee** payable to the Academy and due on the day the detention is served. Admin will contact the parent to set up detention.

DISCIPLINARY PROGRESSION

2 Demerits - Visit to the Vice Principal; incident documented.
6 Demerits - Detention issued.
3 VP visits - Detention and counseling with Pastor Max, at administration's discretion.
3 Detentions - One-day suspension. A parent/guardian must meet with the Vice Principal before the student returns.
3 Suspensions - Expulsion for one calendar year. Eligibility to return the following year at admin discretion.



HEALTH AND **WELLNESS**

Basic Practices

ILLNESS OR INJURY

If a student becomes ill during school hours, one of our staff members will be asked to evaluate the student, and the parent(s) will be called if necessary. When a student is ill enough to be out of class (at the faculty's discretion), parents will be asked to take the student home or to the doctor immediately.

Guidelines for Re-entry:

- The student should be fever-free (without fever-reducing medicine) for 24 hours
- It has been 24 hours since the last bout of vomiting or diarrhea
- Other symptoms have improved

In the event of a serious, on-campus injury or accident, parent(s) are notified immediately. Every effort is made to contact parents prior to seeking any medical attention. The signed emergency medical authorization form is sent with the student to the doctor indicating parental permission for treatment. Only first aid is administered by the school.

MEDICATIONS

If a child needs to have a physician-prescribed medication administered during school hours, the medication bottle must have the child's name, physician's name, medication name, and the approved dosage printed on the label.

Non-prescription medications or vitamins are not permitted on campus unless a note from the parent(s) and/or the doctor accompanies the medication indicating the reason for the medication and the required dosage. All medications are kept in the school office and are administered from the school office.

HEAD LICE

The student body of SMCA will be regularly checked for head lice. If any student is found to have lice (either live or nits), the parent(s) or emergency contact(s) will be called and the student must be picked up from school. The parent(s) will be responsible for treating the child and the household in the appropriate method to rid the child of all live lice as well as nits (lice eggs). Upon successful treatment and removal of nits, the child must be checked by one of our staff members in order to return to class. Each student must be nit free before returning to class.

HEALTH AND **WELLNESS**

Communicable Disease Policy

This school desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal, to other persons. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal or administrator. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Chicken Pox, COVID-19, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma, Inquinale, Hansens Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaires Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plaque, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubellas including congenital, Salmonellosis, Schistosomiasis, Shegellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever, etc.

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 a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease.



TUITION AND **FEES**

Application and Fees:

There is a one-time fee of $50 per student due when a student is first applying to SMCA. The application fee must be submitted along with the student's application form before processing begins. The fee is non-refundable and non-transferable; however, if a student is not accepted into the academy, a full refund will be made.

Reenrollment Fee:

$50 per student. This is a yearly fee due at the end of the previous school year. The reenrollment fee must be submitted along with the student's reenrollment form before processing begins. If a student is reenrolling for the upcoming school year, the current year's tuition and other charges must be paid by June 30 of the current year, or the space will be forfeited. If a family re-enrolls (submitting and paying the re-enrollment fee) and then withdraws one or more students from the school before the start of the school year in August, the re-enrollment fee will not be refunded and will be considered the withdrawal fee.

Tuition Rate:

K5-3rd Grade $13,950 (Step up scholarship is $12,217)
4th-5th Grade $13,354 (Step up scholarship is $11,617)

Step Up Scholarship is available to all students. For further questions, contact front office. There is a discount for military and law enforcement, tithing church members, and multiple students, please contact the front office.Tuition may be paid in full or on a 10-month payment plan. The first tuition payment is due in August of the school year. If a student is withdrawn during the month of August, before school has begun, the tuition will be refunded. If paying on the 10-month payment plan, payments are due on the 5th or 20th of each month, determined by the parent when setting up their payment plan.

TUITION AND **FEES**

Tuition and Fees

We do accept the Step Up for Students Scholarships (FTC and FES-EO) to pay for tuition (K5-5th Grade). You can apply at www.stepupforstudents.org.
For more information about this opportunity, speak with the school office staff.

1. Payment Schedule: Tuition is paid directly to the school office. We offer a 10-month payment plan which begins in August and ends in May. You may pay by cash, check, Visa or MasterCard. A 12-month plan can be made available by speaking with the business manager.

2. Enrollment Fee: Enrollment fees are $50.00 per child. Enrollment fees secure a seat for your child for the upcoming school year. Included in the enrollment fees are such things as classroom and office supplies, student insurance, annual standardized testing, a yearbook, as well as technology costs for school-related software. All enrollment fees are due with submission of enrollment or re-enrollment paperwork.



ADMISSION POLICIES & **PROCEDURES**

Payment and Withdrawal Policy

The financial budget is based on full term students, all tuition is non-refundable. However, the year's tuition may be paid in ten monthly installments beginning in August and extending through May.

If a student withdraws, for any reason, the tuition through the whole month of departure is due. For example, if a student withdraws from school on November 15th, payment is expected for the entire month of November.
The first tuition payment of the school year (for non-scholarship students) is due no later than August 10th. Each subsequent payment is due on or before the 10th of the following month. Monthly statements will be available on Gradelink.

SPECIAL NOTE: If you encounter financial hardships, notify the administration immediately and request a meeting to discuss arrangements.

30 days past due = you will receive a 10 day notice of intent to expel
40 days past due = expulsion

Report Cards & Permanent Records Release

No report cards or permanent records will be released from SMCA until all financial indebtedness is paid in full, or satisfactory arrangements are made with the school administration. The final due date, for all outstanding balances owed, will be May 15th.

NOTE: REPORT CARDS AND PERMANENT RECORDS WILL ONLY BE RELEASED FROM INSTITUTION TO INSTITUTION.

GENERAL INFORMATION

Location:
5727 2nd Avenue, Key West, FL 33040

Contact Information:
info@southernmostacademy.com
raquel.mendez@southernmostacademy.com
Phone Number (305) 741-7408

Office Hours:
8:00 am-4:00 pm

2026-2027 Academic Calendar

August 10	Open House
August 12	First Day of School- Students Report
September 7	No School- Labor Day holiday
October 9	End of first marking period
October 12	No School- Columbus Day
October 13	Professional Day (No students)
November 11	No School- Veteran's Day Holiday
November 23-27	Thanksgiving Break
December 18	End of 1st semester (84 Days)- Early Dismissal
December 21- January 4	Winter Break- No School
January 5	Classes Reconvene
January 18	No School- Martin Luther King Jr. Day Holiday
February 12	No School- Professional Day
February 15	No School- President's Day
March 18	End of the 3rd Marking Period (50 Days)
March 19	No School- Professional Day
March 22-26	Spring Break- No School
March 29	Classes Reconvene
April 16	No School- Professional Day
May 28	Last Day of School- Early Dismissal