

# Classical Christian Academy

*The Way You'll Wish You had been Educated*



Handbook  
2009-2010

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# *Classical Christian Academy is...*

## **Vision**

Our vision is to provide a classical Christian education where parent-teacher partnership supports family time, as well as mutual accountability. In a positive peer environment, we will build future Christian Leaders with a Christian Worldview.

## **Our Statement of Faith**

We believe the Bible to be the authoritative Word of God, inerrant, verbally inspired, and infallible in its original state.

We believe there is but one living and true God, perfect in all His attributes, one in essence, eternally existing in three persons- Father, Son and Holy Spirit.

We believe in the full deity of Jesus Christ, His virgin birth, His real humanity, His sinless life and that He was God incarnate (both God and man) for the purpose of revealing the Father, redeeming men and ruling over God's kingdom. Jesus accomplished man's redemption through His death on the cross and resurrection.

We believe in the importance of the local church, which is made up of believers who gather for worship, fellowship, and teaching. We believe in the responsibility of the church to fulfill the Great Commission of Christ, preaching the gospel to all nations.

We believe that eternal life is a free gift of grace bestowed upon each repentant sinner who responds in faith to the provision of salvation from Jesus Christ.

*We ask that all parents and staff members avoid highly debatable topics that tend to divide evangelical believers. Such topics would include mode of baptism, communion, gifts of the Holy Spirit, and the end times. Students will be referred to their parents if a debatable topic of a theological nature should arise in school.*

*We ask that members of our administration, faculty, staff, and volunteers only teach and proclaim those doctrines not in disagreement with our Statement of Faith.*

## *Parent(s) Will....*

### **Provide Moral and Spiritual Training**

Parents are responsible to actively pursue the moral training of their children at home. Parents must complete an approved value based Christian Parenting course within one year of their initial enrollment, and must submit a certificate of completion to the school office or a letter giving details of the course completed. With enrollment at Classical Christian Academy, parents have entered a trust relationship between their family and the school regarding the moral training of their children. CCA believes that parents are personally responsible for the moral and spiritual training of their children as a matter of stewardship before God. Classical Christian Academy expects to maintain and support the training that is already taking place in your home.

### **Follow arrival and dismissal guidelines**

The school day begins at 9:00 am. Students may arrive no earlier than 8:30 am. Dismissal is at 3:30 pm. Students must be picked up by 3:45 pm. To show respect for your child and their teacher, please be on time. If you are going to be late, call to make arrangements with another family on your dismissal card and notify the school. After a one-time grace period, parents who arrive late to pick up their child will be charged \$1.00 per minute after 3:45 pm.

We ask that students not be brought into the classroom before 8:45 am. If you need to have a word with the teacher, please do so quickly. Parents may also write a note to the teacher about any questions or concerns. All extended conversations should be conducted after school, on the phone, parent/ teacher comment sheets or schedule a conference if you need more time.

Any change in pick up arrangements for your child MUST be made in writing and sent to the Administrative office.

### **Attend Church**

We believe in the importance of the local church, which is made up of believers who gather for worship, fellowship, and teaching. Therefore, we require our families to attend church on a regular basis. A letter of reference will be submitted to the family's church home to be completed by the Pastor or a church leader. If a family does not have a church home, the administration can, at their sole discretion, allow the family 6 months from the date of enrollment to find a church home. A letter of confirmation of attendance from the church will then be required for continued enrollment. CCA reserves the right to randomly send follow-up questionnaires to a family's home church to confirm they are still in good standing and regularly attending.

## **Educational Model**

Classical Christian Academy parents are required to teach their children at home with assignments according to lesson plans provided by the teachers two days a week. CCA Teachers are available by phone, email or appointment to help parents with their school teaching at home. Please see CCA Absence policy for more information about requirements of showing proof of completed school work.

## **Be Financially Responsible**

Due to the unique size of the CCA student body, it is imperative that our families make consistent tuition payments to enable the school to fulfill its financial operating expenses. Additionally, it is not possible for families to carry over tuition balances from a previous year. No one person can forgive a debt due to the school. Staff and administration are not able to forgive a debt or make alternative payment arrangements, only the Board of Directors of CCA can.

All parents are required to sign a Financial Agreement for each school year. Tuition does NOT cover all of the operating expenses of CCA. Fundraising is a vital part of being a part of the CCA Family. All accounts must be current for a student to attend classes, receive a report card, and have records released and transcripts mailed. If an account becomes more than 30 days delinquent, the student is subject to dismissal. The student's records (except medical) will be held until all financial obligations are met. Registration fees are non-refundable unless the student is not accepted into the program. Upon signing a financial agreement, parents agree to pay the FULL tuition amount, even if they choose to withdraw their student from the program. i.e.: You have signed up to pay the monthly tuition payment plan and you withdraw your child on October 15, 2009. You would still be responsible to pay the remaining months of tuition, even though your child has been withdrawn. Please see the 2009-2010 Financial Policies & Financial Agreement form.

## **Complete a Parenting Course**

Upon enrolling in CCA, the parent(s) either should have completed an approved Parenting course or should be making plans to complete one within the first year. CCA requires that the parent(s) of all children enrolled in CCA complete an approved parenting course. Parents have one year from enrollment to meet this requirement, if they have not already completed an approved course. Completion of this requirement is important for a family desiring to continue enrollment at CCA.

We believe that biblical doctrine should be the basis for all parental standards. We feel that guided by the Holy Spirit, it is up to the parents to have the ultimate responsibility and duty to research the parenting philosophies available today to determine if they are in line with scripture. The only general guidelines we have for approving a curriculum are:

Curriculum or course that:

1. Is Biblically based.
2. Focuses on the "heart" of a child not just the outward behavior of a child. The curriculum should point parents to their ultimate responsibility of "bringing them (children) up in the

training and instruction of the Lord.” Ephesians 6:4 –Also known as Parent-Directed Parenting (vs. child-centered parenting or permissive parenting).

3. Communicates the grace found in Jesus and asks for nothing less from parents.
4. Teaches moral and self-control training based on biblical standards that influence kindness, gentleness, proper speech (respect), concentrating, focusing, and many other important behaviors.
5. That points parents to the Bible and in no way is held higher than the Bible as the ultimate source of information.

While the ideal situation for meeting this requirement would be in a group setting or seminar, we recognize that situations may arise that make this impossible. We do not wish this to be a hardship, but an experience that will grow each family and help them apply Biblical principles to their parenting. If you are unable to attend a course or seminar, please contact the Principal for other options to fulfill this requirement. If you know of a course that could fulfill this requirement, please contact the Principal. We recognize that there are many courses that follow our general guidelines and could be approved for this requirement.

### **Have their child in school-Attendance Policy**

CCA, as required by the State of Florida, keeps a record of a student’s attendance. These records are retained in the student’s permanent CUM file in the school office and recorded on report cards. Students are allowed six (6) absences per semester with no more than four (4) absences for any one quarter. Students who are absent more than six (6) times in a semester or more than four (4) times in a quarter will be given an infraction. Careful review of the Florida Pride Scholarship attendance requirement is encouraged for participating families as missing more than four (4) absences in any one quarter may also jeopardize your scholarship status.

Students, who arrive more than two hours late, without prior approval, will be marked absent for the day. Students, who leave school before noon, unless prior approval was given, will be marked absent for the day. Students who fail to complete 50% or more of their school work from an assigned home day will be marked absent. School work alerts will also be given for students who fail to return assignments to school. We strongly encourage parents to not schedule medical, dental, or orthodontic appointments during school days. This would also be true of family vacations. If it is necessary, please notify the school office and teacher as early as possible so that arrangements can be made to keep your child(ren) caught up. Families should seek prior approval for all pre-planned vacations or the student(s) absence will be marked unexcused and any missed work will not be accepted. Please see the Late Work Policy for more information.

### **Get their child to school on time-Tardy Policy**

It is important that your child arrive at school on time. A child not in class on time will disrupt the schedule flow of activities and ultimately shows disrespect for others. Repeated tardiness (more than 3 times a quarter) will be noted by our staff and discussed with the parent of the child in accordance with the school infraction policy. The first tardy of each semester will be “excused.” After that, every two tardies will be counted as an absence. The third tardy will result in an infraction. Students must check in and receive a Tardy Pass if more than 10 minutes late to school. Students who arrive more than two hours late, without prior approval, will be marked

absent for the day. Students who leave school before noon, unless prior approval was given, will be marked absent for the day.

### **Turn in work late work responsibly-Late Work Policy**

Late work will only be accepted in the following cases:

1. Absent due to illness or special circumstances: Students will have the same amount of days to make up their work as the amount of days they missed. I.e.: If a student misses two days of school, he/she will have two days to make up the work. Parents should also speak with their teacher to see if any of the assigned work can be modified for the student. Teachers can, at their discretion, give more time for a student to complete an assignment. If any work is not turned in after the due date, then the student will receive 10 points off for every day late. After 1 week late, the assignment will receive a zero.
2. Unprepared due to illness: If the student is ill on at home school days and is unable to complete assignments or prepare for a test, but is able to attend school the following day, parents should contact the teacher by telephone and make arrangements with the teacher before the student returns to class. The student will be allowed to come to school, and will not be responsible for missed work or be expected to take a test ONLY if the teacher is notified before class. All assignments and tests should be made up within 2 class days without incurring a penalty. After 2 class days, 10 points will be taken off of the late assignment and after one week, a zero will be given for the late assignment.
3. Pre-approved absence - If a parent knows in advance that a student will be missing on campus classes, approval should be sought ahead of the scheduled absence from the Principal. Once approved, the teacher and parent can work together to assign appropriate assignments while the student is away from on campus class. Once the student returns he/she will have two class days to return all assignments or a zero will be given. CCA asks for at least two weeks notice of a planned absence.

Unfortunately, unless there are special circumstances, making up school work will not change the attendance report of a student. Examples of special circumstances are extended illness or hurricane makeup.

### **Parent Partner**

Parents have to complete 30 hours per family of volunteer hours for the entire school year. All parent partnering hours must be spent in the classroom. Parents are asked to spend the entire school day serving in the classroom. Please speak with the Principal if you have a special situation requiring a different schedule.

Parental involvement and volunteering is expected at CCA. We understand that some parents are able to serve more often than others, but we ask each family to find additional ways they can make a difference at the school. Examples are: Serve additional hours in the classroom,

volunteer to teach an elective course during the semester. (i.e.: Art, dance, Math Club, etc.), in the lunchroom or during recess, on a committee (for example: Fundraising), special events (for example: Medieval Faire, Walk-A-Thon, Reading Festival, Edison Parade Float, etc...). Parents will be asked at Orientation to choose at least one additional volunteer service opportunity or committee to serve on this school year.

Parents are responsible to find their own replacement if unable to come on a scheduled day. Our parent partner program is absolutely essential to the success of our school. Parents who do NOT show up and make no attempt to find a replacement for their parent partner day will be fined \$50.00. Exceptions will be made only for extreme illness or death in the family.

Homeschool Connection parents have to complete the following number of Parent Partnering hours (volunteer):

- For each course(Core or Elective) = 1 hour per semester
- 5 hours maximum per semester/ per family, no matter how many children you have enrolled- This would be the equivalent of 1 hour a month.

### **Buy All Curriculum and Supplies**

Parents are responsible for purchasing all curriculum and supplies for their child(ren)'s education. A student may not start school without their curriculum.

### **Give Complete and Honest Answers**

All parents should be honest with all information given to CCA. Giving information about past school grades, test scores, attendance, disciplinary actions and past or current medical or mental status are critical to the proper placement of your child at CCA. If at any time, it is revealed that the information given at the time of enrollment was either withheld or not truthful, your family will be immediately referred to the Board of Directors for dismissal.

### **Attend Parent Community Meetings**

Parents are responsible to attend Parent Community Meetings. Attendance at these meetings is important to your continued participation. These meetings are an important gathering of all parents, staff and faculty members. Worship, corporate business, general information and student performances make for an informative and fun evening. Breakout groups will meet for specific grade levels. Prior notification of intent to miss a Parent Community Meeting is needed. Parents are responsible to obtain missed information. Non-attendance at Parent Community Meetings will be addressed by the Principal and could jeopardize future enrollment.

### **Attend Parent Orientation**

You are required to attend a Parent Orientation meeting. There is a lot to learn about each program, and we want you to be informed and "on-board." Meetings are held before the school year gets underway.

### **Not send a sick student to school**

We ask that you please refrain from sending a child to school when they are ill. Generally speaking, if a sick child has not had a fever for twenty-four hours a child can return to school. If your child becomes ill during the day, you will be contacted to come pick him/her up. If you cannot be reached, we will notify the person listed on your child's emergency card.

Please notify the school of any communicable diseases (such as lice, chicken pox, etc...) that your child may have. The school cannot be responsible for the administration of medicines to your child during the school day. We would ask that you make other arrangements.

### **Photographing Students**

Parents should understand that CCA may photograph students or parents for use on our website, yearbook, newspapers, etc. It is the parent's responsibility to notify the Principal in writing if the parent does NOT wish their child's (or their own) photograph to be displayed or shown.

## *Classical Christian Academy Will...*

### **Latin Policy – Effective 2008-2009 School Year**

1. We will use Classical Pronunciation in Latin.
2. We require all students take Latin-Book A and higher (or equivalent).
3. Students MUST do book A FIRST, and then book B.
4. Students with a learning disability: Students in 2<sup>nd</sup> or 3<sup>rd</sup> grade can take Prima Latina. Afterward, student can continue taking Latin, take Sign Language or be excused all together. The Principal will meet with parents and determine the appropriate course.
5. Students who are in tutoring for any reading issues can be excused from this requirement at the discretion of the Principal.

### **Report on your Child's Progress**

90-100 A

80-89 B

70-79 C

60-69 D

Below 60 F

- Other possible grades are Incomplete (I) and Withdrawal (WP or WF). A student will receive an "I" if unable to complete the course requirements due to circumstances beyond the control of the student, and special permission is granted by administration to complete the requirements after the semester has ended. Withdrawal will be

recorded on the report card as WF (Failing) or WP (Passing) depending on the student's grade at the time of withdrawal.

- No course grades in excess of 100 are awarded.
- Some courses only give an Excellent (E), Satisfactory (S) or a Needs Improvement (N).

\*Report cards will be distributed four times per year.

### **Give Achievement Tests**

Testing is designed to measure the student's progress from the previous school year. Each spring, 3<sup>rd</sup> grade and above take a Achievement Test. Scores indicate the student's progress and provide a measure of the educational effectiveness of the school. Parents will receive the test results for their child(ren). Home School Connections students may take the Achievement Test for an additional fee.

### **Provide fair Grade/Course Placement**

Grade/Course placement at CCA is determined by an evaluation of the student's development in the following areas: academic, physical, moral (or spiritual), social, and emotional.

Most, if not all, students will be placed based on the age standard of turning 5 before September 1<sup>st</sup> for entrance into Kindergarten. CCA will occasionally consider a child who has not reached their fifth birthday by September first of the admitting year for entrance into Kindergarten. However, we will also recognize that some children with summer birthdays are sometimes questionable in terms of Kindergarten readiness. A child who is placed according to their development has a greater opportunity to process class instruction and responds in an appropriate and successful manner. We use the age standard as a guide and not a rule.

When considering Kindergarten readiness we look at: Student Interview & Developmental Kindergarten Evaluation

1<sup>st</sup> thru High school grade placement: Student Interview, Academic evaluation (current classroom work), Developmental evaluation (if necessary), CUM file evaluation, former report cards or reviews, portfolio review, or standardized test scores and parental input.

### **Hire Qualified Teachers**

The teachers at CCA are partners with the families of our school. Their role is to work with the parents to instruct and train students in all subject areas assigned by the Board of Directors/administration. Included in those expectations are planning, reporting, and communication with the administration and team leaders. Further, the teachers will seek to establish and maintain an environment in the classroom, which promotes growth and maturity; this includes spiritual, academic, emotional, social and physical growth. Their role in discipline is to reinforce moral training that is already being taught at home, not vice versa. Their role is to uphold the school's view that the parents are first and foremost responsible for their child's

education. The relationship between the parent and the teacher will be based on trust and a mutual desire to honor the Lord Jesus Christ in all that is taught to our children.

## Job Qualifications

The teacher shall:

- 1) Have a minimum of a Bachelor's degree from an accredited college.
- 2) Have received Jesus Christ as his/her personal Savior.
- 3) Uphold, support and believe in the school's Statement of Faith.
- 4) Be a member in good standing at a local church, which has a Statement of Faith in agreement with CCA's Statement of Faith.
- 5) Have spiritual maturity, academic ability, and personal leadership qualities to be able to partner with parents to "train up a child in the way he should go." Proverbs 22:6.
- 6) Be able to serve as a mentor for our students with exemplary, Godly character.
- 7) Have completed or complete within one year, a parenting course approved by the school. (this requirement can also be met with Teacher in-service training)
- 8) Successfully pass and submit to a thorough National and State background check. This will include fingerprinting by a Law Enforcement Officer.

## **Allow for Late Enrollment**

CCA will accept students only until January 4, 2010. The entire enrollment process can typically take up to two weeks. During this time the family is interviewed, the student tested, and then once accepted, books and supplies should be ordered. All students must have all of their books and supplies before they will be allowed to begin school.

## **Hold Parent Conferences- Communicate**

Ideally, teachers will meet with each student's parents before the school year begin and again at the end of the school year. This allows the teacher and parents the opportunity to formulate an educational plan for the student's school year. These scheduled conferences provide an opportunity for both the teacher and parent to discuss the child's progress. Both parents are encouraged to attend these meetings.

## **Follow State Requirements for Immunizations**

We are required by the Florida Department of Education and Florida Statutes to have on record a copy of your child's birth certificate, up to date immunization records, and school entry physical for all grades. We will follow Florida Statute 232.032. Religious exemptions are accepted. Homeschool Connections students must also follow this requirement.

## **Have a Disaster Preparedness Plan**

CCA will hold Fire Drills every month. During the Drill, students will quickly and quietly walk out of the classroom in the order predetermined by the administration. Students are to remain silent

the entire time. Students will walk to their designated safe area and form an orderly line facing away from the building. Teachers will have a class attendance list, with emergency contact numbers. Students will wait for the all-clear signal to be announced by administration, and then return quietly to their rooms. Fire extinguishers are located in a number of areas throughout the campus. Knowledge of the locations and the use of extinguishers are necessary for all adults on campus.

In the event of a disaster, parents should call the school number to receive information about school closing and opening or check our web-site. The administration will also attempt to email all families and/or have staff call to notify parents of school closing. Parents should, if able, and/or conditions warrant, continue with the day's lesson plan if the school is unexpectedly closed due to a disaster. Parents may also use their "hurricane" work that is provided by teachers at the beginning of the school year. CCA will make every effort to work with parents in helping complete necessary work and assignments to make up any days missed due to hurricanes or other disasters.

### **Have An Emergency Procedure Plan**

Classical Christian Academy will initiate an evacuation or lockdown of the school campus if it is determined the safety of students and staff is or could be jeopardized.



**Fire Alarm**- Indicates students and staff should "EVACUATE" the school in a timely manner. (i.e.: Fire, Bomb Threat, or Chemical Spill)



**Code Stapler**: Indicates "LOCK DOWN" of the campus. This code indicates that it is unsafe for anyone to be walking around on the school campus. (i.e.: there is actual gunfire on school grounds, terrorist attacks, unknown individual, wild animal on or near school ground, etc..)

The message over the intercom will be:

*"Attention all Teachers and Staff! Attention all Teachers all Staff! This is a Code Stapler. Repeat. This is a Code Stapler. Please secure all students until further notice."*



**General Safety Message**: Indicates students and staff are to stay in their classroom. Usually this message will be given if there is an accident, severe illness, etc. on campus.

The message over the intercom will be:

*"Attention all Teachers and Staff! Attention all Teachers all Staff! Due to a school emergency we are asking all students and adults to stay in their classroom. If there are any students or staff in the restrooms, or hallway, please return immediately to your classroom. Please secure all students until further notice."*



## **Basic Procedures for Fire Alarm**

Teachers will:

1. Turn off all lights and bring attendance/grade book.
2. Take a head count of all students and compare to the number of students you know you should have.
3. Lead students to the field near the bridge located on the eastern side of the school building.
4. Take roll.
5. Notify office staff if you have any students missing.
6. Office staff will appoint a designee who will try to locate the missing students or adults when it is safe.
7. Inform students that there is an emergency situation and they need to remain at their location until further notice.
8. Do not leave evacuation site until Administrative Staff gives an all clear.

Receptionist will:

1. Take the Communication bin located on her desk
2. School phone
3. Sweep the surrounding area to look for anyone who may have not heard alarm.
4. Vacate building.

Principal/Designee will:

1. Call 911
2. Take Emergency forms binder
3. Sweep the surrounding area to look for anyone who may not have heard alarm.
4. Vacate the building.



## **Basic Procedures for Code Stapler**

1. Teachers should shut classroom doors. Door windows should be covered. Administrator and/or custodian will lock all other doors.
2. Designated staff will check hallways and restrooms for students or adults.
3. Teacher should turn off lights and have students sit away from the doors or windows.
4. Do not allow anyone to leave the room until there is an all clear notice given.
5. Staff should calmly inform students that an emergency situation exists and that the class needs to stay inside the room until further notice.

- If you are teaching PE or at Recess in the gym you should take your class immediately to the nearest locker-room and lock the door.
- If you are teaching PE or at Recess outside, please keep students outside and make sure they lie down or hide behind something and stay out of sight.

Principal/Designee will:

1. Call 911
2. Notify parents by phone and email when able.

Receptionist will:

1. Lock all front access doors and check alarm panel to be sure no doors are ajar.
2. Find a safe location to hide in. i.e.: Stairwell.



### **Basic Procedures for Safety Message**

1. Teacher should shut classroom doors.
2. Designated staff will check hallways and restrooms for students or adults.
3. Hold students in class until Message given that all is clear.

Principal/Designee will:

1. Call 911 (if appropriate)
2. Make Safety Announcement.

### **Provide Guidelines for Academic Enrollment of Students Who Need Accommodations**

1. If your child has shown any indication of specific learning disabilities, behavior disorders, psychiatric issues, or needs special accommodation in the classroom of any kind, please be responsible to disclose that information on the Student Application. For the sake of your child, we want to be able to make an informed decision regarding his/her placement in the program.
2. An academic evaluation by the administration will be required in the event that there is indication of special needs as mentioned above. A mutual decision must be reached by the teacher and Administration regarding class placement before the enrollment process may be continued.
3. If your student has any history of behavior problems that has resulted in suspension, expulsion or other forms of administrative intervention or placement in special programs, please be responsible to include this information on the Student Application. We always allow children the grace to grow and the chance to experience a fresh start; however, for the sake of the child and to fulfill the covenant with our philosophy, we must be told the truth about a child's history of behavior problems on the Application. Your student will be given a probationary enrollment for

the first academic quarter (nine weeks). We will evaluate with you regarding your child's success in the CCA program, and must reserve the right to discretionary dismissal at any time if it becomes obvious that it is not a good fit.

In the rare occasion that a child's history has been an issue, it has been found that it usually becomes obvious to both parents and school staff whether or not the student is properly placed. We know that it is possible for students to do very well in this program that have had a hard time elsewhere, and we are thrilled along with the parents to see this transformation take place. We look forward to partnering with you for the strengthening of your family and the academic progress of your child. Please let us know how we can serve you.

Due to our unique model of education, we can usually make reasonable accommodations for students with special needs. However, occasionally the administration and/or teacher may feel that for the best interest of the student he/she should not be accepted or continue enrollment at CCA. All efforts will be made to help the parent either return to home schooling or find an educational program that meets the needs of the student.

## *Students will...*

### **Have accountability-School Work Alerts**

Students should come to class prepared. Students must have all supplies, books and completed work ready when class begins. One warning notice is given if the student is unprepared for class. After the warning notice, "School work Alerts" will be sent by the teacher to the parent when assignments are past due, required books have not been brought to class, necessary supplies are not found or any other issue that could be defined as "unprepared". A record of these alerts will be kept on file in the office as well. Three (3) Schoolwork Alerts in any consecutive three-week period, or five (5) in a semester, constitute an infraction. If another School Work Alert occurs within the same semester after an Infraction is given then a second (or third) Family Infraction is given. Parents will be charged \$1.00 per page copied if student comes without book. Please see the School Infraction policy for more details.

### **Be Academically Honest**

CCA will not tolerate academic dishonesty (i.e.: cheating). Academic dishonesty is both a serious break of personal integrity and a serious hindrance to real student learning. Therefore, any student found to participate in academic dishonesty will be suspended from school for one day and will be placed on academic probation. At the discretion of the Principal and depending on the severity of the situation surrounding the academic dishonesty, a longer suspension and/or expulsion may be recommended to the Board of Directors for consideration. Examples of Academic Dishonesty include, but are not limited to:

- Lying or giving false information about completed assignments;
- Copying the work of others at any time without direct authorization from the instructor;

- Using any resources, such as solution manuals and teacher edition textbooks; or to complete assignments without the direct authorization from the instructor;
- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school;
- Engaging in plagiarism - "to take ideas or writings from another and offer them as one's own";
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Talking with another student during any quiz, test, or academic assignment .

### **Bring a Lunch**

Students are to pack their lunch each day, unless otherwise stated. Refrigeration is not available, so parents are responsible to make sure the lunch remains cool if needed. Microwave ovens are only available for adults. Please do not pack items that need to be heated. If a student does not bring a lunch, the parents will be called and asked to bring the student lunch. We do not have the ability to provide lunch for students.

### **Participate in Community Service**

Each student must complete community service during the school year: K-2<sup>nd</sup> grade- 3 hours, 3<sup>rd</sup>-6<sup>th</sup>-5 hours, 7<sup>th</sup>-8<sup>th</sup>-10 hours. Parents are responsible for logging the hours and turning them into the school once complete no later than the last day of school. Not completing the required Community Service hours could jeopardize future enrollment.

### **Not bring Electronic Communication to School**

No electronic communication devices may be brought to the school-i.e.: hand held games, music players, beepers, walkie talkies, etc. Tape recorders and laptops may be used in the classroom for academic reasons with permission of the teacher and administration. Violation of this policy will be handled as a discipline issue.

### **Not carry a Cell Phone on campus**

Students may not at anytime have a cell phone in their possession while on the campus of Classical Christian Academy. If an emergency occurs, our administration, along with our staff, are well equipped with cell phones. If your child will be going home with someone else and you would like them to have a cell phone after school, you must make arrangements to give your phone to that parent or person picking up your child. Students who drive may bring a cell phone to the office to be held until the student is ready to leave campus. Other exceptions can be made at the discretion of the Principal. Violation of this policy will be handled as a discipline issue.

### **Acceptable Technology Use Policy**

Classical Christian Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this

end, CCA encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources in support of the mission and goals of CCA.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, CCA adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on CCA owned equipment or through CCA-affiliated organizations. For the purposes of this policy, cell phones that contain internet access or text messaging are included. Use of a cell phone to access the internet and/or send a text message is prohibited by students. Staff communication with parents or students using these methods is discouraged. However, the same best use policies would apply for these electronic devices (Please see Electronic Communication Policy).

### *Rights and Responsibilities*

It is the policy of CCA to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, CCA recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, CCA retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to CCA-owned equipment and, specifically, to exclude those who do not abide by CCA's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. CAA reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of CCA.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### *User Responsibilities*

1. Use of the electronic media provided by CCA is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

#### *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of CCA.
2. Proper codes of conduct in electronic communication must be used.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community.
6. From time to time, CCA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
7. Abide by all State and local taxes.

#### *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on CCA computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the Principal or by law), or files dangerous to the integrity of the local area network is prohibited.
11. CCA's network may not be used for downloading entertainment software or other files not related to the mission and objectives of CCA for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of CCA.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that

duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
17. Use of social networking sites such as My Space and Facebook is prohibited by students and staff on CCA owned computers. If students and staff choose to use such sites on their own personal computer, CCA asks that they avoid communicating to parents or students about school related matters. Teachers are not permitted to be "friends" with current CCA students on My Space or Facebook.

### *Disclaimer*

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### *User Responsibilities*

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. The agency provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.
2. Staff may choose to use their own private email accounts in lieu of the school provided email account. In this case, it is understood that all communication between a parent and teacher, or teacher and student is to be forwarded to the principal for email storage to preserve the communication. Teachers using private email accounts are still responsible to follow this acceptable use policy.

### **Wear Uniforms-Uniform Policy**

The purpose of the uniforms and dress code is to ensure an educational environment without unnecessary distractions and for our standard of excellence to be reflected in our appearance.

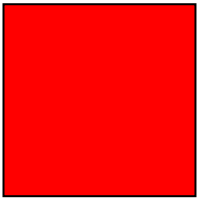
**Boys:** Solid Navy or Khaki pants or shorts (at least 5" inseam). Polo style knit shirts in your choice of navy, light blue, yellow, hunter green, red, maroon, or white. Shirts must be tucked in. If the garment will not stay tucked in, it does not fit the dress code. All slacks, shorts, or skirts

with belt loops must be worn with a black, brown, or navy belt. Kindergarten students do not have to wear a belt. Polo Shirts should have at least one button buttoned at all times to insure modesty and must not be too tight. Turtleneck shirts or long sleeve shirts may be worn under these items during winter ONLY, but never alone. Turtleneck shirts or long sleeve shirts worn under an approved polo style shirt can only be white, black, navy or off-white. Boys are not to wear earrings.

**Girls:** Solid Navy, Hunter green, or khaki skirts, jumpers, pants (Capris allowed), or shorts. Skirts, jumpers and shorts should be no greater than 3 " above the knee. Knit shorts should be worn under skirts or jumpers to insure modesty. White uniform blouses (Peter Pan collars) or polo style shirts in your choice of navy, light blue, yellow, hunter green, red, maroon, or white. Shirts should be tucked in. If the garment will not stay tucked in, it does not fit the dress code. Polo shirts should have at least one button buttoned at all times to insure modesty and must not be too tight. All slacks, shorts, or skirts with belt loops must be worn with a black, brown, or navy belt. Tights can be worn, but should be either solid navy, white or cream color. Turtleneck shirts or long sleeve shirts may be worn under these items during winter ONLY, but never alone. Turtleneck shirts or long sleeve shirts worn under an approved polo style shirt can only be white, black, navy or off-white.

**Exception:** Middle School and High School students may also wear black, tan or pink polo style shirts.

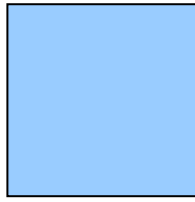
***\*Please note that if your child wears the wrong color, they will be given a dress code violation.\****



Red



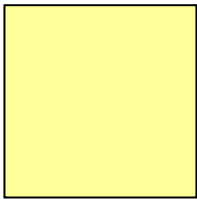
Navy



Light Blue  
(Pastel)



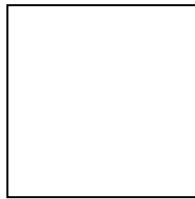
Maroon



Light Yellow  
(Pastel)

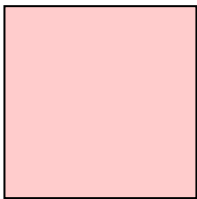


Hunter  
Green

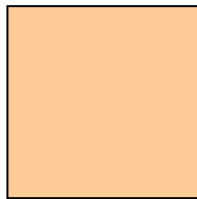


White

Only MIDDLE & HIGH SCHOOL CAN ALSO WEAR:



Pink(Pastel)



Tan (Khaki)



Black

**Shoes:** Matching socks and shoes should be coordinated with the student's uniform. Students should wear a sturdy, comfortable, non-skid, enclosed shoe. Children in grades K-5<sup>th</sup> grade will have an active recess time daily so students should not wear boots, or shoes that have a high heel on them. The shoes must enclose the heel and may not have loud colors or other features that call undue attention to them. Athletic shoes may have some color and logos, as long as the primary color of the shoe is white, black, blue, gray, or red (no neon colors or patterns). Flats with patterns such as leopard, multiple colors, etc., popular today for girls casual wear, are not appropriate for school. The soles of shoes may not exceed one inch in thickness, and the combined sole and heel height may not exceed two inches. Military-style boots are NOT acceptable footwear. All shoelaces must be tied. Shoes must be worn with socks or hosiery. Socks must be a solid color.

**Jackets, Sweat Shirts or Sweaters:** Any solid color jackets, sweater, or sweatshirt may be worn.

**Parent Volunteers:** Please remember that our students will be looking to you as an example in many ways, including how you dress. We ask that you dress appropriate for the activities you may be required to do (i.e. bending, stooping, sitting, etc...) Parents are also asked while parent partnering to keep their pagers and/or cell phones on vibrate and return phone calls only during

their breaks. It is imperative that parents observe this request, as parents can distract students and/or they become distracted while they suppose to be watching students.

**Jeans Dress Down Days:** The last Friday of every month is a Jeans Dress Down day. Students may purchase a “pass” for \$1.00 to participate. Students can wear jean shorts, skorts, or capris, skirts, or pants. Appropriate shorts/skirts length guidelines listed above still apply. Modesty must be maintained-check to be sure jeans are not too tight. Students may wear a Christian t-shirt, a CCA t-shirt or their regular uniform polo shirts only. Failure to follow this policy will result in a dress code violation.

**PE:** 4<sup>th</sup> grade and higher students may change into a solid color t-shirt and blue or black shorts (please follow policy for shorts length stated above) for PE Class. If a child needs to change shoes before PE, that is allowable. However, if a child is wearing shoes that the PE teacher feels may be unsuitable for the activity, the child will be asked to sit out and may lose a class participation grade for the day.

CCA offers several different Physical Education options each semester. It is up to the parent to request a PE class for students in 1<sup>st</sup> grade and higher. CCA believes that it is important for children to have Physical Education every week. We understand that parents often have their children in outside physical activities or sports. We trust that parents are wise and can determine how frequently and which activities their children should be involved in. We support the efforts of our parents to promote the importance of physical activities and sports.

**Lost items:** Please label your child’s clothing, backpacks, and lunch boxes. The school cannot be responsible for lost or misplaced items. Please contact the school office to see if a lost item has been turned in.

### SPECIFIC DRESS CODE REGULATIONS

- Hair must be kept groomed and clean and may not include bizarre coloring or styles (e.g., Mohawks, hair spiking, bleaching, etc.). Boys’ hair may not go below the eyebrow and may not touch the collar of the shirt when the boy is standing, nor include “tails.” Boys may not wear facial hair or sideburns lower than the middle of the ear.
- Any item of jewelry deemed to be unusually distracting, due to color, pattern, location or size, etc. is unacceptable for school wear.
- No caps, hats, or other head coverings, such as bandannas, may be worn in the building.
- No unusual contacts or other eyewear may be worn solely for decorative or distracting purposes (e.g., cat-eye contacts, sunglasses, “gag” glasses, etc.).
- Articles of clothing not part of the CCA uniform should not be worn while on campus during the school day (e.g., neckties, shirt jackets, dress coat jackets, hats, or other “vintage” or formal clothing).

## Violation of the Dress Code policy

Violations are counted per Semester. If another violation occurs within the same semester after an Infraction is given then a second (or third) Family Infraction is given.

Violation #1 A Warning notice is sent home.

Violation #2 Letter is sent notifying of a violation.

Violation #3 Family Infraction is given.

## *Parent and Student Accountability....*

### **Family Infraction Policy**

The infraction Policy provides a way to address chronic and uncorrected issues. It is not the intention of CCA to be rigid or legalistic, and we continue to manage our school according to context. However, because the success of CCA depends on a continued strong commitment level on the part of the parents, we have adopted the following protocol to encourage accountability in this area.

Students may receive an infraction for chronic unpreparedness, excessive tardiness or absences, or excessive dress code violations. Infractions are given per student/per semester

Infraction #1 – Infraction Letter is sent advising family of infraction. (Essentially a warning letter)

Infraction #2 - Letter is sent requesting a meeting with the Principal to discuss the root of the problem, develop strategies for improvement (if appropriate), and/or continued enrollment. Depending on the circumstances, the student or family may be placed on probation until improvement is seen.

Infraction #3 – The issues will be brought before the Board of Directors or their designees for consideration of dismissal.

### **Discipline Policy**

Students are expected to conduct themselves in a manner that is respectful of teachers and other students. A priority at CCA is to provide an atmosphere in which both teachers and students practice affirmation of one another, both in language and in action. The basic guide for behavior is to demonstrate love and respect for one another.

The following principles and guidelines are a reminder of the basic aspects of Christian conduct, which should govern every child and family of CCA. To clarify the principles, a few examples are addressed. Where no rules are mentioned, parents, teachers, and the administration are left to

their own conscience to consider the context of the moment to make judgments on appropriate conduct and behavior.

For each character trait students are encouraged to improve or continue showing the trait. Traits that are not specifically listed, but which is substantially the same as a trait that is listed, will be treated in the same way. If a child struggles with a trait, the action will be communicated via the students Character Sheet and the following action will be taken:

1. Verbal warning
2. Loss of a privilege
3. Student is sent to the office to be counseled by the Principal. The Principal will call the child's parent.
4. Child will be sent home to be disciplined by the parent.

The following behaviors will result in the child being sent home and suspended from attendance at school for a period of time determined by the Principal. Any of these behaviors may warrant referral to the Board of Directors to consider if further action, including expulsion, is warranted.

*\*Vandalism, immoral conduct, violence toward self or another person, direct disobedience-refusing to comply with a direct order from school personnel, gross disrespect-responding to teacher or principal corrective action with excessive or repeated discourtesy or belligerence, cursing, lying, stealing, forgery, bullying (i.e., copying another student's work).*

### **Character Counts Policy**

Our school has adopted a policy of looking for and encouraging Godly Character Traits in our students. Teachers will be using Character Counts policy in their classrooms. Teachers will communicate with parents in the area of their student's character by using the blue Character Sheets.

**C**ourtesy- being polite to parents, teachers, and others in authority. Looking adults in the face when they speak to you, being quiet in the hall so you do not disturb others, letting other students speak are all examples of being courteous.

**H**umility- Redirecting praise to God and others. Having genuine concern for other feelings.

**A**ttitude- Controlling your actions and words so they don't control you (in doing wrong).

**R**espectful obedience- Showing love, honor, and respect to God, parents, and others in authority by obeying willingly and immediately.

**A**ttentiveness- Listening and paying attention with your ears, eyes and heart.

**C**ooperative - Working and playing easily with others.

**T**ruthful - Saying and doing what is true.

**E**ffort- Working hard and carefully until you are finished. Doing your best. Knowing what to do and being accountable to do it; carrying out duties and obligations. Being dependable.

**R**espect for property- wisely caring for what God or others have given you

Students are given both positive and negative reinforcement as they strive to display Godly Character.

*Parents, Staff and Students at CCA will follow...*

#### Statement of Non-Discrimination

The Classical Christian Academy Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

#### Sexual Harassment Statement

It is the policy of Classical Christian Academy that every employee and student be free from any form of sexual harassment by another member of the school community.

Sexual harassment includes:

*Sexist comments, sexual slurs, unwanted touching, and sexual advances (especially when these are repeated) either accompanied or not by threat of reprisal or promise of reward.*

*Behavior on the part of persons in authority (e.g., Teachers, Administrators) that derogates, intimidates, abuses, or coerces other members of the community based on gender.*

*Any such behavior will not be tolerated. If after a thorough investigation the person or persons accused are found to be guilty of sexual harassment, he/she will have their employment terminated at CCA. If it is found to be a student or parent, he/she will be immediately withdrawn from CCA.*

## **Comprehensive Grievance Policy**

**Objective:** To establish Biblical guidelines for the resolution of disputes and grievances in the operation of Classical Christian Academy.

**Scope:** These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of CCA's operations, between two parties connected in a direct way to the school; this includes students, parents, staff, volunteers, administration, and board.

**Guidelines:** The Matthew 18:15 principle should be followed by using the steps below:

### *Students/Parents to Teachers:*

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is requested at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Principal, if the student brings the concern, he must have permission from his/her parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision in writing to The Board of Directors.

### *Parents/Patrons to Principal:*

1. If the parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Principal.
2. If the situation is not resolved, they should present their concerns in writing to The Board of Directors.

### *Continuation of Grievance policy: Staff to Administration:*

1. All concerns about the standards of the school must first be presented to the Principal. A respectful demeanor is requested at all times.
2. If the problem is not resolved the staff person should bring his/her concern to the Board of Directors or designee followed by a meeting to discuss the matter.

It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow.