



## **Parent and Student Handbook**

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*Discover What We Can Do Together!*

*2022-2023 Academic Year*

Items in Yellow are updated or new.

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**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.

Supported by our Statement of Faith, our mission and vision is:

**Our Mission**

***(What we do best every day.)***

We partner with families to classically educate and train students to love God and serve Him in all they do.

**Our Vision**

***(What our future looks like when we execute our mission.)***

Our vision is to graduate students who are committed disciples of Jesus Christ. Anchored with a Biblical Worldview, CCA graduates continue pursuing new ideas because they have been taught to love learning. They are articulate, confident, and able to discern and seek truth through scripture. Classical Christian Academy graduates are equipped to lead and are prepared to move into college or careers, confident in God's plan for their lives.

## **Part 1: General Information**

### **The Concept of a Covenant Community**

Classical Christian Academy is a community of parents, students and teachers who are not only like-minded in terms of their Christian beliefs, but in their common interests, desires and application of biblical truth as it relates to marriage, family, childrearing and educational methods and goals. We are drawn together as a community by how we define church, home and school, and by the order in which we place the priority of these institutions. The decisions we make as a community are based on the spiritual and philosophical congruity represented in our faith, our families and our educational choices.

Faith— We are a community of Christ followers, each with a personal testimony of a saving relationship with Jesus Christ. We represent many different churches and denominations, but we agree on the essentials of the historic Christian faith and we hold in common a personal declaration of the lordship of Jesus Christ. We believe and fully support the Statement of Faith at CCA. We believe in the importance of personal spiritual growth, as it effects on all aspects of our life. We believe in the importance of the local church, which is made up of believers who gather for worship, fellowship, and teaching. Therefore, we are committed to regular church attendance and involvement and in pursuit of personal, spiritual maturity.

Family— We are a community of people who have made a commitment to building a strong family identity. We believe that the mother and father are responsible for the spiritual and moral training of their children and we are actively involved in the pursuit and practice of biblical principles in our homes. We believe God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself.

School— We are a community of educators committed to a high level of involvement in our children's education. We value the input of Christian teachers and are committed to a relationship with them as partners for the benefit of our children's academic excellence.

*Being a parent at CCA does call for a greater commitment, dedication and investment than at many other schools. At CCA, parents are required to agree to the following commitments upon their child's enrollment:*

1. Each family regularly attends a local church. Being involved beyond just the worship service is important to the spiritual growth of each member of the family and is encouraged.
2. Each family agrees and supports CCA's Statement of Faith.
3. Each family has completed a Christian-based parenting class that focuses on the heart of a child and the importance of a strong marriage to the overall success and strength of the family. In the upper school years, we are committed to learning and teaching our children about purity and dating. We understand that simply taking a parenting course does not guarantee responsible parenting or perfect children; however, the heart of this requirement is that our families be recognized as people who are actively striving toward a standard of moral excellence in their homes.
4. Parents at CCA are dedicated to taking the responsibility for the moral and academic training of their children and are committed to a high level of involvement in their educational instruction by being co-instructors with the teachers, as well as volunteering their time regularly in the classroom and for other school-related tasks.
5. We are a fellowship of Christians having a commonality of purpose and thought regarding the biblical mandates governing marriage and the training of our children.

We understand that taking a class, attending church regularly or being committed to teaching and training does not guarantee anything; however, at the heart of our commitment is that our families be recognized as people who share a common vision and a common goal for the spiritual, moral and academic education of their children. It is our desire that the environment on campus complements and reinforces the Christ-centered environments of the families at home.

## **Our Statement of Faith**

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 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 that in the beginning God created the heavens and the earth out of nothing in the space of six days.

We believe the triune God alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God.

We believe because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCA will only recognize marriages between a biological man and a biological woman.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is rejection of the image of God within the person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen.2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor.6:18, 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1Cor 6:9-10.)

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139:13-18; Job 14:5.)

CCA's statement of Faith does not exhaust the extent of our core beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CCA's faith, doctrine, practice, policy, and discipline, our board of directors is CCA's final interpretive authority on the Bible's meaning and application.

*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. To be eligible for enrollment or employment, all families, staff, administration, faculty and volunteers must sign that they agree with and fully support CCA's Statement of Faith.*

### **Eligibility for Initial Enrollment:**

- You are believers and followers of Jesus Christ, at least one parent regularly attends a local church. and fully support and agree with our Statement of Faith. A positive reference from a leader at your church is required and will be updated every three years for continued enrollment.
- Where applicable, your previous school financial records are free and clear, and your student's grades and records can be transferred upon request.
- You can teach your student on home days and understand you're expected to serve on-campus throughout the year if your student is taking classes on campus (details in Partnership Agreement and Handbook).
- Review and agree to the Partnership Agreement.
- Review and agree to the Concept of a Covenant Community.
- You have submitted a recent school physical, immunization record or exemption (official) and a copy of birth certificate.

### **Eligibility for Continued Enrollment:**

- You have a positive church reference on file and have updated this reference every three years.
- You are current with the tuition and fees due at CCA.
- Your student is not on probation.
- You have fulfilled all expectations as outlined in the current Partnership Agreement (found on website and during enrollment process).
- Your immunization record is current.

### **Version of the Bible:**

As a school, we are not committed to any particular version of the Bible. Primarily our curriculum uses NIV (1984) or ESV.

### **Moral and Biblical Training**

Parents are responsible to actively pursue the moral and biblical training of their children at home. 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.

### **Attend Church**

We believe in the importance of the local Christian church, which is made up of believers who gather for worship, fellowship, and teaching. We expect at least one parent is a confessed believer and regularly attends and is involved in a local church. A reference from an organized Christian church will be submitted to the church home of all new families seeking admission and it is to be completed by the Pastor or a church leader. Discretion is given to administration during the family interview to ensure the parents and school are in complete agreement with CCA's statement of faith. A positive reference is required for acceptance. 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. Families that have been at CCA three or more years are asked to submit a Follow-Up Questionnaire to their church home to be completed by the Pastor or a church leader. A positive questionnaire will be required for those returning families.

Please see our [Concept of a Covenant Community](#).

## **Teachers & Staff**

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. (Exceptions can be made at the discretion of the administration).

All teachers and staff shall:

- 2) Have received Jesus Christ as his/her personal Savior.
- 3) Uphold, support, and believe in the school's Statement of Faith.
- 4) Regularly attends and is involved in a local church. A positive Church Reference is required.
- 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.

## **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.

## **Fundraising Policy**

Classical Christian Academy strives to provide a world class education for our students, while keeping tuition at a level that makes CCA a viable option for most families. We rely on donations to subsidize our General Operating Budget and help defray the costs associated with retaining qualified teachers, securing the use of our outstanding facilities, and providing unique experiences for our students through our expansive electives, athletics, and arts programs. There are several "free" ways families can support CCA- Box Tops, Ink Cartridges and more! Visit our Support CCA page on our website to learn more.

## **Marriage**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCA will only recognize marriages between a biological man and a biological woman. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as

delineated in Scripture. (Gen.2:24-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor.6:18, 7:2-5; Heb 13:4.)

### **Human Sexuality**

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is rejection of the image of God within the person. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20: 1 Cor 6:9-10.) Staff, parents, students and guests will use the restrooms, locker rooms and changing facilities conforming to one's biological sex.

### **Human Life**

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

## **Part 2: ON-CAMPUS**

### **Academic Partnership**

Classical Christian Academy parents are responsible for teaching their children at home and following lesson plans provided by teachers. Parents enter into a partnership with teachers in the education of their children. It is very disruptive to the program for students to come to class unprepared. Discipline and structure in the home education environment are imperative for this educational model to work effectively. All lesson plans and schoolwork done at home must be reviewed by the parent. The parent must initiate communication with the teacher regarding any questions or misunderstandings concerning the course work or lesson plans. 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 schoolwork.

### **Attendance Policy**

#### **Definition:**

**Excused-** sickness, planned absence, or last-minute family emergency. Communication with school staff is required to be marked excused for all of these instances.

**Unexcused-** unplanned vacation or time off, excessive time off that impacts a student's grades (regardless of pre-approval)

CCA, as required by the state of Florida, keeps a record of a student's attendance. In general, students should not miss more than 10% or 17 days in a school year. These records are retained in the student's permanent school record. Students are allowed six (6) **unexcused** absences per semester with no more than four (4) **unexcused** absences for any one quarter. Students who have more than six (6) **unexcused absences** in a semester or more than four (4) **unexcused absences** in a quarter will be given an infraction. The term "absent" refers to missing a school day that was a scheduled day at either home or school. Usually, students who miss two or more on campus days in a row (For instance: Monday and Wednesday) will be marked absent on the home day(s) in between (Tuesday in this example). Please speak with the Administration if you have any questions. Students still need to make up schoolwork. Please refer to the "Late Work policy" for more information. Excessive absence can be referred for disciplinary dismissal. **We will work with students on extended absence circumstances on an individual basis.**

Students, who arrive more than three hours late will be marked absent for the day. Students, who leave school before noon will be marked absent for the day. Students who fail to complete 50% or more of their schoolwork from an assigned home day will be marked absent. Schoolwork 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. **Families should complete the Student Leave of Absence Form found on the CCA website** 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 may not be accepted. Please see the **“Late Work Policy” for the impact of excused and unexcused absences.**

### **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, the third tardy in a semester will result in an infraction. Students must be signed in if more than 10 minutes late to school. Students who arrive more than three 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. Please refer to the Infraction Policy for more details.

### **Home Education Day, Field Trip or Community Service:**

CCA will offer field trips each school year. Parents are required to attend most field trips with their student or to assign another parent to be responsible for the student. A permission slip must be signed. Students will be marked absent for non-attendance of a field trip in most cases. A Home Education Day will be offered in lieu of taking an absence if the following is true of the event: If it's more than one hour away, it is on an “at school day” and/or the cost is more than \$25 per person. Exceptions can be made. Please contact the administration if you have a question or concern. At Field Trips and Community Service students must follow the dress code.

### **Chaperones, Transportation and School Sponsored Events**

CCA field trips, community service projects and other similar events are designed for families to attend together. This allows students to learn alongside their parent-teacher. With that in mind, the following is our policy concerning chaperones, transportation and driving:

1. CCA does not provide transportation to or from any field trip or community service project.
2. The parent, guardian, or grandparent (with permission from parent or guardian) will attend field trips or off-site community service with the student.
3. If the parent or guardian is unable to attend, another CCA parent may be assigned to chaperone the student with written permission from the parent or guardian.
4. High School students that are attending local field trips and community service opportunities may drive themselves only with written parent permission.
5. All CCA students must be accompanied by a parent or guardian for overnight field trips.
6. Students and chaperones are expected to follow the dress down guidelines found in the Dress Code section of the Handbook.

Overnight events: Each parent/chaperone must provide a copy of driver’s license, so a background check can be completed. Parent/Chaperones must also read and sign the *Chaperone Code of Conduct for Overnight Field Trip* form

### **Late Work Policy**

Teachers may, at their sole discretion, accept late projects, speeches or other similar assignments that would be presented on their due date with or without penalty depending on the circumstances. Teachers are also given discretion to decide if a “make-up” day is appropriate. We recognize that it may not always be possible for “make-up” days as teachers set aside special times to present such work. It is therefore very important that every effort be made to turn in assignments on time. Unless otherwise changed by the teacher in writing, the policy for accepting late work is as follows:

Absent due to illness or special circumstances (Excused if notified): Students will have the same number of days to make up their work as the number of days they missed. For example: 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 percent off for every day late. After 1 week late, the assignment will receive a zero.

**Unprepared due to absence (Excused if notified):** If the student is ill on an at home school day and is unable to complete assignments or prepare for a test, but can attend school the following day, parents should contact the teacher 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. **Prior to absence, the family should contact the teacher to either take any missed tests before the absence or create a plan to take missed tests upon return.** All assignments and tests should be made up within 2 class days without incurring a penalty. After 2 class days, 10 percent will be taken off the late assignment and after one week, a zero will be given for the late assignment.

**Pre-approved absence (Excused)** - If a parent knows in advance that a student will be missing on-campus classes, approval should be sought by completing the Student Leave of Absence form ahead of the scheduled absence. Once approved, the teacher and parent can work together to assign appropriate assignments while the student is away from on-campus classes. Once the student returns, he/she will have two class days to return all assignments or a zero may be given. **Prior to absence, the family should contact the teacher to either take any missed tests before the absence or create a plan to take missed tests upon return.** CCA asks for at least two weeks' notice of a planned absence. If a parent fails to complete the Student Leave of Absence form in a timely manner before a planned absence, then all schoolwork will be due the first day the student returns to school on campus and will be marked 10 percent off for turning in the work late. If the work is not turned in on the first day, then a zero will be given.

**Work left at home or forgot to turn work in-** We recognize that occasionally students may forget an assignment at home or forget to turn in an assignment even though they have it with them. However, this should not become a pattern, as it creates more work for the teacher and can disrupt the classroom. This is also an issue of accountability and responsibility on the student and parent's part and is important to reinforce. If the problem persists, the teacher will turn the issue over to the Principal for further consideration. A penalty of ten percent off the final grade (one letter grade) will be given only if the work is returned one day late; after that it will count as a zero (either way a work alert notice will be given). If the work is turned in by 3:30 pm on the day it was due, a five percent penalty will be given off the final grade.

**Did not do the work-** If a student did not do the work at home (for reasons not listed above), then the student will get a work alert and a zero for the assignment. Please see the absence policy for additional information. It is important to communicate any issues with your teacher in a timely manner!

It is the responsibility of the parent (or the student if older) to make every effort to make sure the work is returned to the teacher either via the yellow communication folder or by having the student hand the work over to the teacher first thing in the morning. Either way, the work should be marked appropriately. For instance, a late math paper could read: "John Doe's late Math 12 Class Assignment that was left at home on 3/14." Teachers will NOT request the work and will not be responsible if the student/parent does not follow these guidelines.

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

**Unexcused absence-** Students who miss school for reasons other than special circumstances, and who DO NOT have prior approval, will be marked as having an unexcused absence. In addition to late work penalties (listed above), students may receive zeros for projects or presentations due and, if applicable, class participation. Teachers may, at their sole discretion, accept late projects, speeches or other similar assignments that would be presented on their due date with or without penalty depending on the circumstances. Teachers are also given discretion to decide if a "make-up" day is appropriate. We recognize that it may not always be possible for "make-up" days as teachers set aside special times to present such work. It is, therefore, very important that you seek approval for all absences.

### **Upper School Testing at Home**

Any tests that are to be taken at home will be sent home in an envelope and should be given following these guidelines:

1. Test/quiz must be taken out of the envelope in the presence of parent
2. Test/quiz area must be clear of all materials (no books, notebooks, notes around) unless allowed by teacher.

3. Test/quiz must take under the supervision (within sight) of parent until complete
4. Test/quiz must be taken in one sitting
5. Parents must sign test/quiz
6. Test/quiz may not be removed once it has been returned to envelope
7. Students should not discuss test/quiz with anyone until teacher has gone over it

☛ **Parent signature on the test/quiz indicates that all of the above have been adhered to.**

### **Latin**

We use the classical pronunciation in Latin. All students take Latin in 1<sup>st</sup>-8<sup>th</sup> grades.

Exceptions to this policy:

1. Students with a **documented** learning disability. The administration will discuss this with parents and determine the appropriate course.
2. Students who are in tutoring for any reading issues can be excused from this requirement or be allowed to audit the class at the discretion of the Principal.

### **Grading Scale**

A+	98-100	4.0
A	93-97	4.0
A-	90-92	4.0
B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	0-59	0.0

Other possible grades are Incomplete (I) and Withdrawal (WP or WF). A student will receive an “I” or “IP” (In progress) 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.
- Students must have a “C” or better to receive high school credit. This applies to transfer credits from other schools as well.
- Students must have a minimum GPA of 2.0 (un-weighted) in order to receive a diploma from CCA. Exceptions to this policy would be for students with special needs only and are at the sole discretion of the administration.
- Students must have a “C” or better in most core classes to avoid having to re-take a class or repeat a grade.
- Some courses only give an Excellent (E), Satisfactory (S) or a Needs Improvement (N).

\*Report cards are emailed four times per year. Upper School students are sent Interim reports during each quarter. Parents are given log-in information to use Jupiter- Grades Reporting System.

\*Please see the High School Handbook for a more specific grading, G.P.A. & credit policy for high school students.

### **Standardized Test**

Testing is designed to measure the student’s progress from the previous school year. Each spring, 3<sup>rd</sup> grade through 10<sup>th</sup> grade take a standardized 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 Flex students may take the achievement test for an additional fee. **7<sup>th</sup> grade and up Flex Students are required to complete a yearly standardized test.** Beginning in 8<sup>th</sup> grade, hybrid students take the PSAT, ACT, and/or SAT.

### **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 five before September 1<sup>st</sup> for entrance into kindergarten. CCA will occasionally consider a child who has not reached their fifth (5<sup>th</sup>) birthday by September first (1<sup>st</sup>) of the admitting year for entrance into kindergarten. However, we 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 and 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, standardized test scores, parental input and testing in math, reading, grammar, spelling and writing, which are completed on campus before the start of school to ensure proper placement.

### **Promotion and Retention Policy**

Recommendations for retention are made to accommodate the needs of the student and are in the best interest of the student. To establish consistent standards for academic promotion, current CCA students must meet the following criteria in order to be promoted to the next grade:

1. Grammar students must pass reading and math with at least a 70% average.
2. Grammar students must have no more than one failing grade per quarter in any other academic discipline and have their teacher's recommendation to be promoted to the next successive grade.
3. Grammar students must have made adequate progress in the areas of development and/or social maturity.
4. Grammar students must display adequate academic progress in the areas of reading fluency and comprehension. Tutoring may be needed before a student is considered for promotion.
5. Upper school students must receive at least 70% in a subject to pass it. High school students will need to retake the course for credit if the final semester grade is less than 70%. Teacher, administration and/or the guidance counselor's recommendation would then be needed for promotion to the next successive course.
6. Low standardized tests scores are used as supportive documentation of a student's progress and are not used alone to determine retention.
7. Students may also be retained if they are on disciplinary probation. Administration and/or the guidance counselor's recommendation of promotion would be required.
8. Exceptions can be made at the discretion of the Principal and with supporting documentation. Such exceptions could include students with a documented learning disability who are receiving tutoring or intervention of some kind.
9. Parents may appeal such a decision to the Board of Directors.

In Lower School, end of the year student evaluation meetings are held to go over student progress with each parent. These forms are given to the student's teacher for the new school year to help insure progression and goals are met.

### **Guidelines for Academic Enrollment of Students Who Need Accommodations or Have Special Needs**

1. If your child has shown any indication of specific learning disabilities, behavior disorders, psychiatric issues, or needs special accommodations 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 if 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. 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.
3. In some cases, parents are unaware that their child has any learning issues or behavioral issues until the school year has begun. Once it is determined that there may be an issue, parents and staff will work together to make accommodations, and if appropriate arrange for tutoring and/or refer parents to a professional that may help determine the exact cause of the issue. We have found that in most cases, when the family is willing and able to work with their child at home and work closely with their child's teacher, students with learning, behavioral or other issues still tend to do well at school. However, in some cases, intervention is necessary. If at any point the school staff or administration makes a recommendation of intervention or referral to a professional and the parents do not agree with the recommendations of the school, it may be determined that CCA is not a good fit and discretionary dismissal may be more appropriate. CCA will make every effort to work with parents and students with the success of the student in mind, balanced with any potential impact placement of the student may have on another student or the teacher.
4. 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 the student is properly placed. We know that it is possible for students to do very well in our program that have had a challenging 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.
5. 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.

### **Accommodations Guidelines**

While CCA is not legally obligated to provide accommodations to students with learning disabilities or special needs, we believe many students can be successful in our model of education and with our educational philosophy. Our model of education is founded on the partnership between teacher and parent. CCA believes that ultimately it is the parents' responsibility to seek treatment, tutoring, alternative accommodations, and the like, and that CCA's primary role is one of support. The CCA resource teacher will make recommendations for accommodations, and we will, if able within the student's schedule and if deemed appropriate, provide supportive services during the school day. However, with the limited amount of time, money, and resources we have it is impossible to provide all that a student will need and often outside tutoring or other services are needed.

For students recommended for support, we will provide the minimum of the following at the cost of \$20 per student, per month:

- Provide any other recommendations for outside assistance, professional referrals, or tutoring.
- Provide some basic accommodations, if necessary, in the classroom, during standardized testing and make recommendations for accommodations to be done at home.
- Provide a list of our teachers and staff members who are available to tutor, if applicable.
- Recommend professionals who specialize in the area of concern who could potentially provide outside services, if applicable.
- Prepare an educational plan.
- Monitor the student's progress and update recommendations as needed.
- Meet with and follow-up with teachers, administration and parents as needed.

*If you have had any outside testing, or if your child has been diagnosed with a learning disability or other special need, you must provide a copy of the information to the resource teacher. If at any point the school staff or administration makes a recommendation of intervention or referral to a professional and the parents do not agree with the recommendations of the school, it may be determined that CCA is not a good fit and discretionary dismissal may be more appropriate. Further, if CCA deems tutoring or other appropriate intervention is necessary to the success of the student and if the parent should not agree, CCA will not provide supportive accommodations either at home or at school. This may also include the recommendation of the necessity of using devices such as an iPad, tape recorder, laptop, supportive applications or other such programs or devices that may be deemed an imperative intervention or accommodation tool to help the student succeed. CCA may also, if deemed necessary to the continued success of the student at CCA, ask professionals to observe and make recommendations. Any costs associated with requesting outside classroom professional assistance will be discussed with the parent ahead of time. CCA must have permission to communicate with a student's tutor if the student is receiving tutoring in a subject in place of a core class (e.g. Reading). CCA Resource Teacher and/or Administration will work with the parent and Tutor to ensure the student is making adequate academic progress. CCA reserves the right to ask for the results of any testing, screening and may ask for records and tutoring progress in writing.*

CCA will make every effort to work with parents and students with the success of the student in mind, balanced with any potential impact placement of the student may have on another student or the teacher. 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 the student is properly placed. We know that it is possible for students with learning disabilities and other special needs to do very well in our program, and we are thrilled, along with the parents, to see this. We look forward to partnering with you for the strengthening of your family and the academic progress of your child. CCA administration may share part or all details of a child's disability or special need and any appropriate accommodations to the child's teacher(s). Parents may request this information not be shared by writing a letter of request to the Principal. Only information that is deemed appropriate to the protection of or to help ensure the educational or social success of a student will be shared.

CCA may, at its sole discretion, offer reasonable accommodations (which are defined as modifications to its regular program and curriculum that do not fundamentally alter its established programs and/or which do not result in undue financial burden) upon consultation between CCA's administration and the parent of any student who demonstrates a need for such accommodation due to an impairment that affects a student. Student's receiving the Gardiner Scholarship (formerly PLSA) will be assessed a \$100 yearly per family non-prorated fee for the management of the scholarship. Parents should indicate on their Admission application if they intend to apply for this scholarship and notify the Business Office when the scholarship had been awarded.

On occasion, the administration and/or teacher may feel that for the best interest of the student he/she should not be accepted or continue to be enrolled 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. CCA reserves the right to dismiss a student or family at any time if it becomes clear that CCA is not a good fit and further enrollment would not be in the best interest of the student or teacher and/or would negatively impact other students. Parents have the right to submit a letter to the Board requesting dismissal and a proration of the student's tuition if they have found that the programs offered are not what are best for their student. Parents should give a detailed account, provide any supportive documents, and be able to show a clear effort on their part to help their student be as successful as possible while at CCA.

### **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, schoolwork 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) work alerts in any consecutive three-week period, or five (5) in a semester, constitute an infraction. If another 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 a student comes without a book. Please see the School Infraction policy for more details.

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

The school day begins at 8:30 am for 6th-high school students and 9:00 am for K-5<sup>th</sup> grade students. Students who are in 6th-high school, or who have siblings in those grades, may arrive no earlier than 8:10 am. Lower School students, without Upper School siblings, may be dropped off starting at 8:30 am. We offer before school care for students. If a student is dropped off early and they are not signed up for Before School care, the 1<sup>st</sup> time would be given “Grace” with a warning, 2<sup>nd</sup>-3<sup>rd</sup> times would be charged \$5 each time with the 4<sup>th</sup> and thereafter charged the monthly Before School Care fee. Parents should contact an Administrator if they have a one-time situation that requires early Drop Off. If the parent is attending a meeting on campus that requires early drop off, no fee is charged.

Dismissal is at 3:30 pm. Students must be picked up by 3:45 pm (or within 15 minutes of the posted early dismissal time) or at the conclusion of a scheduled event or activity. To show respect for your child and our staff, 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 \$1.50 per minute for the first two times a parent is late. Thereafter, the parent will incur charges at \$5.00 a minute for each minute late. After the fourth (4) occurrence the family will be given an infraction. If late again then a second (or third) infraction is given.

### **Pick-up student’s on-time after a school event or activity**

Parents should pick up students that are participating in an after-school event or activity within 15 minutes of the event ending. Failure to pick up the student on-time may result in the student losing the privilege of attending after school scheduled events or activities unaccompanied by a responsible adult and/or the family may incur a late fine as outline above.

We ask that K-5<sup>th</sup> grade students go to the cafeteria not the classroom before school starts. We will have staff available to supervise your student in the cafeteria up to five minutes before the start of class. K-5<sup>th</sup> grade teachers will come to pick up students from the cafeteria five minutes before the start of class. 6th-high school students may go to the classroom on their own five minutes before the start of class. 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.

The 6th-high school day is 8:30 am -3:30 pm on Mondays, Wednesday, and Fridays. Upper school students need to be in their classroom by 8:25 am. Any student leaving campus during regular school hours to attend dual-enrollment classes at a local college or for any other approved reason must sign out at the front desk. Due to the rigorous schedule and limited class meeting times, students should schedule dentist, orthodontist, and eye appointments during off-campus days.

### **Scheduled School Events**

Parents may allow their High School Students to stay after school for a scheduled school event. Students must stay in the common areas: Main hallways, foyer, main restrooms on ground floor, auditorium, or cafeteria. Students are expected to conduct themselves in a manner that reflects positively on their family and the school during scheduled school events. Failure to follow this policy and the behavioral expectations outlined in the handbook will result in disciplinary steps being taken. Students must be picked up at the conclusion of the scheduled event. Failure to pick up the student on-time may result in the student losing the privilege of attending after school scheduled events unaccompanied by a responsible adult and the family will incur a late fee.

## **Potential Reasons for Dismissal or Expulsion from CCA:**

**Academic Dismissal:** A student may be dismissed from the school if, after working with the teacher and administration, they still receive D's or F's. Continual low grades are a major indicator that the CCA's academic program is not right for the student.

**Disciplinary Dismissal:** A student may be dismissed from the school as part of the disciplinary process for offenses which may include, but are not limited to, chronic absences, a student's inability to manage their own behavior in a group setting, disobedience, immoral behavior, Repeated level one offenses, 2<sup>nd</sup> Level two offense in a quarter or any combination of or level three offense.

**Discretionary Dismissal:** A student may be dismissed from the school at the discretion of the Administrator. There are times that it becomes apparent that the student's or the family's needs are not being best served by the CCA program or that the family is not able to support the student in the academic model. This could be due to several issues, including but not limited to: insufficient teaching or supervision on the home-schooling days, learning disabilities which cannot be accommodated in the classroom, a lack of commitment and/or participation in the school agenda on the part of the parents or non-agreement with CCA's Statement of Faith. A family that has three infractions and is placed on probation may be dismissed if issues are not corrected.

**Financial Dismissal:** A student may also be dismissed from the school in the event of the family's extreme financial irresponsibility. As stated in the financial agreement, a student may not continue in classes if tuition payments are more than 30 days past due and no financial agreement has been made between the family and the Board of Directors. In the absence of a separate financial agreement that addresses the family's monetary crisis, tuition must be paid in full at the end of each school year for students to be allowed to continue in the school program.

**Expulsion:** Expulsion is the immediate removal of a student from the school usually due to a serious breach of policy or safety by either the student or the parent. A student who has been expelled has their enrollment terminated and their transcripts and records marked accordingly.

## **Transfer to Flex Program**

Occasionally, it may be determined that a student's needs would be best met through traditional homeschooling in a one-on-one format, and CCA might recommend that the family move from the Academic Program to the Flex program. In this case, the student has not been dismissed from the school and the family continues their participation as CCA members. This option is only available for **families in 7<sup>th</sup>-11<sup>th</sup> grade.**

## **Part 3: STUDENT CONDUCT**

### **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 notice is sent advising family of infraction. (Essentially a warning letter)
- **Infraction #2** - Notice 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.

## **Electronic Devices and Communication at School and at Field Trips**

Students who possess cell phones or other electronic devices (e.g. music players, headphones, smart watches, video games, etc.) must have them off and stored in a backpack or crate during school hours. Cell phones should be turned off when entering the building and should only be used at the end of the school day from the cafeteria or lobby to call parents. Only with permission from a teacher should a phone be used for photography during the school day. In the case of improper use, or if a phone rings during class, the phone will be collected by the teacher and can be retrieved at the end of the school day. Parent Partners who possess cell phones are asked to keep the ringer turned off and limit their usage to their break/lunch time. This includes students in the lower school that may wish to bring a cell phone or other electronic device for a show-and-tell. Please notify the teacher of your intentions to bring the device in and work out a way to secure the device while it is at school. 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 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. (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. 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:

### *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 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. All communications and information accessible via the network should be assumed to be private property.
4. Exhibit exemplary behavior on the network as a representative of your school and community.
5. Abide by all State and local laws.

### *Unacceptable Use*

1. Giving out personal information, including home address and phone number, is strictly prohibited.
2. Excessive use for personal business shall be cause for disciplinary action.
3. Any use of the computer for product advertisement or political lobbying is prohibited.
4. 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.
5. Hardware and/or software shall not be destroyed, modified, or abused in any way.

6. 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.
7. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
8. The unauthorized installation of any software, including shareware and freeware, for use on CCA computers is prohibited.
9. Gaining access to 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 is prohibited.
10. CCA's computers 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.
11. 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).
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
14. Use of social networking sites is prohibited by students on CCA owned computers unless permission is given. If students and staff choose to use such sites on their own personal computer, CCA asks that they avoid communicating to students about school related matters using social media. Teachers are asked to not be "friends" with current CCA students on Facebook or similar social media sites.

*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 can 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. CCA provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff and parents.
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.

#### **Weapons on Campus**

CCA considers student possession of, use of, or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other school-sponsored event while enrolled as a student. Possession of, use of, or threat of use of weapons could result in the expulsion of the student. Statements made by a student claiming or boasting of a weapon at school or a school function will also be dealt with as a serious offense. Keep pocketknives, lighters, and toy or look-a-like weapons away from school. Student offenders will be dealt with by the Administration. Weapons that might be used as a costume must clearly be a toy (a bright color, clearly not the normal color of an actual weapon is one example).

#### Definitions:

Possession includes, but is not limited to, having a weapon on school property or at a school-sponsored event, located (a) in a space assigned to a student; (b) on the student's person or property such as on the student's body, in his/her clothing, purse, backpack, crate, gym bag or vehicle; (c) under the student's control or accessible or available such as hidden by the student.

Threat: includes, but is not limited to, (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; (c) the statement of possessing a weapon at school or a school function.

Weapon: includes, but is not limited to (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; (c) any type of sling shot; (d) any type of martial arts weapon; (e) any knife which is a cutting or stabbing instrument set in a handle; or (f) any explosive device including fireworks to include sparklers or any non-explosive device.

For more details, please review CCA's Crisis Management Plan found in Jupiter Grades.

### **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 members.

**Guidelines:** The Matthew 18:15 principles 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 always requested.
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.**

### **Godly Behavior**

CCA is a Christian school dedicated to promoting Christian values and behaviors. It is our desire that CCA students dedicate themselves to developing healthy relationships with their peers, positive self-respect, and respect for others and a strong connection to God.

Families and staff have both signed and agreed with CCA's statement of faith and have committed to living a lifestyle reflective of Biblical commands. To reinforce actions that reflect godly principles, the following policies shall serve as guidance for acceptable behavior for students for all school functions- **whether on campus or off campus.**

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 and to make judgments on appropriate conduct and behavior. Discretion as to the severity of the corrective action (level of offense) will be based on the frequency or nature of the action and with parental support.

*Parents are asked to carefully review this discipline policy and discuss it with their children. A parent and student's signature in 7<sup>th</sup>-12<sup>th</sup> grade is needed for enrollment in the Handbook section of the online enrollment application. Signing is an indication of acceptance by the parent and an agreement that both the students and parents intend to comply with all the rules and regulations of the school.*

### **Public Display of Affection**

CCA prohibits public displays of affection between male and female students. This includes, but is not limited to, kissing, hand holding, sitting in each other's laps, front hugging, and hugging from behind.

### **School Dance /Social Events**

We recognize that social events can be more casual and some contact between boys and girls may be acceptable. Even though contact may be acceptable, behavior of our students should always be God honoring and respectful of other students. Students that engage in activities that are not consistent with these guidelines will be asked to immediately stop by CCA provided chaperones or administration. Continued violations may result in the student being asked to leave and/or additional disciplinary steps may be taken by CCA administration.

### **Respect for Others**

CCA requires that all persons must be treated with dignity and respect. CCA prohibits any activity that bullies, demeans, harasses, objectifies, or taunts another person, through words, actions, or images.

Specific actions that are prohibited, include, but are not limited to:

1. Using derogatory terms such as "gay", "stupid", "homosexual", "slut", "addict" about or to a student,
2. Repeatedly, and publicly excluding or disassociating with a student (effort being made to humiliate or mistreat a student),
3. Slandering a student's reputation by speaking lies or partial truths about them.
4. Sending unwanted messages to, or about a student via social media, e-mail, texting or in writing,
5. Behavior that shows/suggests any immoral behavior whether in person, on-line, through messaging or any social media.

Please see the "Anti-Bullying Policy" for more detailed information

### **Use of Hotline**

It is our desire that our students feel comfortable and safe with our staff and can report any concerns in person. However, we recognize that students may prefer to use the *Jupiter Ed Anonymous Hotline* when feeling threatened, concerned, or uncomfortable about a staff person, another student, or a family situation.

This is anonymous, so CCA won't see who you are. The exceptions to this are: abuse allegations, schoolwide threat or report of a crime, or misuse of the hotline. Misuse of this hotline will be handled as a discipline issue. Anything reported via the Hotline will need to be reported and addressed by the Administration.

### **Conduct Off Campus**

Students are expected to conduct themselves in a manner that reflects positively on their family and the school whenever they are off campus with school related events. This includes, but is not limited to, all field trips, volunteer projects, classes at Florida Southwestern, etc. Improper behavior will be disciplined in the same manner as if the student were on campus. CCA's discipline policy will still be followed with any off-campus school related events.

## Academic Honesty

*CCA will not tolerate academic dishonesty (e.g.: 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 disciplinary 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.
- Looking at another student's test, quiz, or academic material even if it cannot be directly determined that the student benefited in any way.
- Parents giving a student a test before the official testing day. Parents may use the test as a guide to prepare a student for a test but may not give or show the actual test to the student before the testing day.

## No gum or candy

While on campus, we ask students to not chew gum or eat candy. The exception would be if a teacher allows the use. Failure to follow this policy can result in discipline action.

## Anti-Bullying Policy

Biblical Illustration of relationships: John 15:12 "My command is this: Love each other as I have loved you."

Rationale: In an effort to instill Biblical values and to create a safe, loving environment in our school, we have adopted this policy.

Definition: Bullying occurs when a person or group intentionally intimidates, frightens, excludes or hurts by a pattern of behaviors directed at them by others.

The following patterns of actions may be forms of bullying. Two important things will be considered when assessing a behavior: 1) Is there a pattern to the behavior? 2) Is the behavior intentionally meant to intimidate, frighten, exclude, hurt or harm the other student?

- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering.
- Cyber bullying through Facebook or other social media sources

*It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify a teacher, parent, or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any such behavior would be taken very seriously.*

## Written Notices

At enrollment, upper School students and parents will sign that they have read and agree to follow this policy.

### Reponses to Bullying or Bullying Behaviors

CCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. However, all bullying behaviors will be addressed according to the procedures outlined below.

Each suspected bullying offense will be assessed by the teacher or administration. Even if not deemed as being a bullying behavior, staff must still follow the disciplinary policy outlined under “Disciplinary Policy Guidelines.” This policy will be enforced while on and off campus. We commit that we will not tolerate this behavior in our students.

Depending on the details of the incident and if it is deemed there has been a pattern of bullying or bullying behaviors, the administration will determine whether the behavior is a Level two (moderate) offense or a Level three (severe) offense. (See Disciplinary Policy Guidelines)

### Character Policy

Our school has adopted a policy of looking for and encouraging godly character traits in our students. Teachers will try to focus on the Character trait when notifying parents of a positive or negative behavior using the Jupiter Grading System.

- **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’s 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.

### DISCIPLINARY POLICY GUIDELINES

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.

Lower School discipline at CCA follows the basic progression outlined below and is applicable for most discipline issues seen at CCA:

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

Upper School discipline at CCA follows the basic progression outlined below and is applicable for most discipline issues seen at CCA:

1. Verbal warning
2. Student is sent to the administration to be counseled. As appropriate, the administrator will call the student’s parent.
3. Depending on the situation, corrective action could be taken by the administrator.

4. Child will be sent home to be disciplined by the parent. The number of days is dependent on the level of the offense and other factors.

**Corrective Actions** - Behavior that is inconsistent with any policy may result in CCA implementing disciplinary actions. Discretion as to the severity of the corrective action (level of offense) will be based on the frequency or nature of the action and parental support.

*For purposes of this discipline policy, Classical Christian Academy recognizes three levels of offense. The following guidelines will be applied in each situation as is deemed best by the administration and teacher after prayerful consideration of the student's age, moral understanding, prior history and with parental support and input.*

#### EXAMPLES OF OFFENSE CONSEQUENCES

##### Level One -- Minor:

*Poor attitude as demonstrated by arguing, teasing, lack of courtesy, complaining, sulking and rolling the eyes; Poor self-control as demonstrated by talking or being out of seat without permission, rowdy behavior, handling another person's property without permission, inappropriate electronics use or possession.*

**Action to be Taken for Level One Offenses:** Follow the basic progression outlined above. Focus will be on the character trait associated with the offense.

##### Level Two -- Moderate

*Threatening violence toward another person; direct disobedience; gross disrespect; leaving campus or skipping class without permission; academic dishonesty; cursing; lying; stealing; forgery; plagiarism; Inappropriate display of affection between male/female students; bullying behavior*

**Action to be Taken for Level Two Offenses:** The student will be referred to the office, sent home and given an out-of-school suspension. The number of days will depend on the details of the offense and are left to the discretion of the administration. Students who are suspended may not make up missed work (zeros given) and are marked absent. An exception can be made if it is deemed necessary to give an out-of-school suspension for multiple days and will depend on the details of the offense and is made at the sole discretion of the administration.

##### Level Three -- Severe

*Vandalism; Possession of illegal drugs, tobacco, alcohol, pornography or occult paraphernalia; Possession of a weapon; Moderate or severe act of violence towards another person or severe violence towards another person; inappropriate touching or contact; sexual harassment and any other conduct deemed of serious enough nature; severe or repeated bullying behavior.*

**Action to be Taken for Level Three Offenses:** Suspension with parental corrective action. Referral to the Board for possible expulsion from school. The number of days of the suspension will depend on the details of the offense and are left to the discretion of the administration. Students who are suspended may not make up missed work (zeros given) and are marked absent. An exception could be made if the suspension is for multiple days while waiting for the Board to make a decision concerning expulsion.

**What is probation?** The word probation derives from the Latin word probare, which means "to test." At CCA, it serves as an official notice that something you have done has required us to pay special attention to your behavior lest that behavior be repeated.

**Academic Probation:** When a student's performance falls below CCA's requirement for academic standing, a student is placed on Academic Probation. Academic standing is most often measured by letter grade, but also can be determined by academic progress. During the probationary period the student will be observed to determine the student's potential for success in our program.

**Disciplinary probation:** When the student's behavior (may include Academic dishonesty) does not meet CCA standard, the student is placed on Disciplinary Probation. This is most often measured by the type and frequency of offense. During the probationary period the student will be observed to determine the student's potential for success in our program

Additional important information:

1. Continuing behavior problems at school will require parents to provide the school with a written, specific action plan to correct the student's behavior, and may require that a parent be present in their child's classroom until the behavior is corrected to the satisfaction of the school.
2. The administration has the right to suspend a student for any level of offense if the conduct continues despite corrective actions or if a student or parent exhibits gross disrespect for authority during the discipline process.
3. CCA has the right to discipline or dismiss a student for any reason that violates the school's Biblical core values.
4. Notification of the authorities may be deemed necessary by the administration.

## **Part 4: Policies**

### **Dress Code Policy**

The purpose of the dress code is to ensure an educational environment without unnecessary distractions and for our standard of excellence to be reflected in our appearance. This dress code applies to all students in Kinder-Prep through high school. *Please keep in mind the "spirit" of this policy. If it's not specifically addressed here, you can assume it is not approved. The administration reserves the right to address issues in clear violation of the "spirit" of this policy and may deem it appropriate to issue a violation.*

**Skirts, Skorts, Capri, Jumpers, Pants or Shorts:** Solid navy, gray, black, or khaki. No athletic shorts or nylon material.

- Cannot be shorter than three inches above the student's knee and must not be form-fitting.
- For Lower School students only: shorts or leggings should be worn underneath skirts.
- Form-fitting, skin-tight pants such as leggings, jeggings, skinny-style pants, yoga pants and tights may not be substituted for uniform pants or Dress Down bottoms.
- 2nd– 12th grade must wear a belt if loops are present – any color solid belt without decorations (glitter, gems, etc.).

**Dresses:** Girls may wear a school uniform-style polo dress. Any color uniform-style polo dress is acceptable. No neon. Please wear shorts or leggings underneath polo dresses.

**Collared Polo Style Shirt (long or short sleeve):** Any solid color, collared polo style shirt can be worn. The exception is bright or florescent colors, patterns, or stripes. At least one button must be buttoned to ensure modesty and the shirt must not be too tight. The shirt must be tucked in at all times. If there is a logo or design present on the shirt it must be no larger than 2" x 2". If you question whether the color is too bright, then please err on the side of caution and choose another color.

**Jackets, Under-shirts & Sweaters:** Must be mostly a solid color. No neon or patterns. Cannot have words or pictures on it and any logo cannot be larger than 2" x 2". CCA hoodies and Jackets can always be worn.

**Shoes & Shoelaces:** a sturdy, comfortable, non-skid, enclosed shoe. No boots or shoes that have a high heel on them. Boots need to be concealed under pants (not worn with shorts or skirts). Can be any color, except neon or bright, distracting colors. No patterns on the shoes or laces (leopard, polka dots, glitter, stripes, etc.). Shoes must be worn with socks, peds or hosiery for sanitary reasons. No light-up shoes.

**Socks, tights, leggings (worn under skirts or dresses in Lower School) or hosiery:** Can be any length and any SOLID color, except neon or bright, distracting colors and must be worn in matching pairs.

**Hair:** Hair must be kept groomed and clean and may not go below the eyebrow (or be in the eyes). Boys' hair may not touch the collar of the shirt when standing. Facial hair must be neat and kept groomed. No mohawks. Unnatural hair coloring, hair streaking or other hair styles that are distracting are not allowed.

**Jewelry and Accessories:** Should not be a distraction to the student wearing it or the classmates. Permanent or temporary body art (including piercings and tattoos) is not permitted. No hats or gloves, unless outside.

**PE:** 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. Students can bring a pair of shoes appropriate for PE to change into. Students can also change into a solid t-shirt and shorts if desired. You must still follow the shoe policy listed above.

**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.

## Dress Code For Special Days

*Important Reminder: On special days, please send a change of clothes or shoes if your child has a class requiring physical activity. Your child will not be allowed to participate if not dressed appropriately - this is for safety!*

<b>SPIRIT DAYS</b> Throughout the year, CCA hosts spirit days. These could be for house colors, holidays or any other reason.
<b>What can I wear?</b> The students can wear clothing of their choosing that aligns with the Spirit Day theme. This is a special privilege. However, modesty, appropriate length (including placement of holes in jeans) and body art policies still apply. Sandals and flip flops are allowed. Please minimize distractions with your clothing and accessories. If you aren't participating in a Spirit Day, then you need to wear the uniform dress code.
<b>DRESS DOWN PASSES</b> Dress Down Day passes may be earned for summer reading, or as rewards from teachers or administrators. Dress Down Day passes may <b>only</b> be used on Fridays, excluding Chapel days.
<b>What can I wear?</b> The students can wear clothing of their choosing on the day their pass is turned into their teacher (Lower School) or administrator (for Upper School). This is a special privilege. However, modesty, appropriate length (including placement of holes in jeans) and body art policies still apply. Sandals and flip flops are allowed. Please minimize distractions with your clothing and accessories.
<b>DOLLAR DAYS</b> Students may purchase a "Dollar Day Pass" for \$11.00 at the beginning of the school year to participate. The last Wednesday of every month is a Dollar Day for those who purchase a pass. *Students who violate the dress code policy will lose the privilege of Dollar Day and will NOT have their money refunded.
<b>Kinder-Prep – 8<sup>th</sup> Grades:</b> Students wear dress down bottoms of their choosing and a Christian t-shirt or a CCA t-shirt. Please continue to observe all other dress code policies.
<b>9<sup>th</sup> – 12<sup>th</sup> Grades:</b> Students wear clothing of their choosing. However, modesty, appropriate length (including placement of holes in jeans), and body art policies still apply. Sandals and flip-flops are allowed. No hats (unless pre-approved). Please minimize distractions with your clothing and accessories. Form-fitting, skin-tight pants such as leggings, jeggings, skinny style pants, yoga pants and tights may not be worn.
<b>OFF-CAMPUS ACTIVITIES &amp; FIELD TRIPS</b> Throughout the year our school goes into the community for special service or learning opportunities.
<b>What can I wear?</b> Students may wear a CCA shirt with dress-down approved bottoms. Please follow the dress code in all other areas unless specifically addressed. We prefer students to wear the shirt given out at the beginning of the current year. It helps our new families, chaperones and visiting facility recognize us as members of a group.

## Violation of the Dress Code Policy

Violations are counted per semester.

Violation #1 Electronic notification sent

Violation #2 Possible loss of privilege of one Dress Down/Christian t-shirt Day/Spirit day.

Violation #3 Dress down/Christian t-shirt Day /Spirit privilege may be revoked for the rest of the school year. Any further violations will result in an infraction (See Family Infraction Policy).

\*If necessary, the parent may need to bring compliant clothing to the school for the student to change into.

\*Chronic violations may result in suspension as outlined in the Discipline Policy.

## **Medications**

CCA does not normally dispense medication to students. The only exception to this is a lifesaving inhaler (or nebulizer), Epi-pen or medication needed for an extended illness. The student must have a prescribed medication in the original box (with label) and a teacher or office staff may administer if necessary. If the medication is over the counter, you need a doctor's note. Medication must be locked up. In most cases, rescue inhalers should be administered by the student with only the support of the staff. Parents must sign a Medication Permission form. This form is available from office staff. If an Epi-Pen is used, the staff must call 911. CCA does not have a nurse on staff. First-aid kits are available in the office, classrooms, and play areas for minor injuries. Parents are responsible for picking up the medication by the end of the school year. Medication cannot be stored over the summer.

## **Be Financially Responsible**

All parents are required to sign a financial agreement for each school year. 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, Jupiter grades is turned off and the student is subject to dismissal. The student's records (except medical) will be held until all financial obligations are met. Tuition does NOT cover all of the operating expenses of CCA. Fundraising is a vital role of being a part of the CCA Family. It is required for all families with children enrolled in CCA to participate in fundraising. Families seeking excusal from fundraising programs must submit a written request to the Board of Directors. Each family must still meet their fiscal requirement. All funds earned are for the operating budget of CCA. Please see the current Financial Policies and Financial Agreement form and the CCA Fundraising Policies. Flex parents are encouraged to participate in fundraising. By supporting our fundraising efforts, you are helping us continue to offer programs and courses to all families.

## **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.

## **Serving on a Committee**

Parental involvement and volunteering are expected at CCA. We understand that some parents are able to serve more often than others, but every hybrid family needs to serve on a school committee in some capacity. Committees regularly meet at the quarterly parent meeting. Parents are encouraged 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. (e.g.: Art, dance, Math Club, etc.), in the lunchroom or during recess, special events (for example: Medieval Fair, etc.). Non-participation will be addressed by the Principal.

## **Parent Partner Policy**

Our parent partner program is essential to the success of our school. The Parent Partner Guidelines can be found on our website and should be viewed by families. Due to the size of our school, it is our goal to have at least two parent partners in the school each day.

Parents serve a minimum of 7 hours a day- 8:30 am to 3:30 pm and a minimum of 5 hours at History Day, plus help your House prepare and set-up booths. Half-day families serve until noon. Families with Flex students taking more than one class on campus must serve a minimum of a ½ day. The number of hours serving on the day should be equal to the hours their student is taking classes.

- New Families serve four (4) days a year plus History Day.
- Returning Families serve three (3) days a year plus History Day.

### *How am I scheduled?*

Every semester a link will be sent for you to sign up for your parent partner day. If you do not sign-up by the deadline, the Family Engagement Coordinator will assign your day. It is your responsibility to check the calendar and know your date.

### *What do Parent Partners do?*

Teachers have a daily schedule for parents, so their time is well spent. **Most of your day will be spent supervising recess and lunch, proctoring a math test, or making copies for the teachers. You will have an opportunity to be in your child's classroom.** These are all just examples of the types of things you will be doing while serving your parent partner day. The biggest benefit to your family is the opportunity you will have to learn more about your child's teacher and friends.

### *I can't serve my day, what do I do?*

You should use the Student List, that is found in Jupiter ED and begin calling parents and ask them if they can switch a day with you. If after exhausting all families, you are still unable to find a replacement, you need to contact the Family Engagement Coordinator (FEC). The FEC will then hire a substitute to come in for you for the day. Unfortunately, your family will be billed \$70 so we can hire a replacement. This is why it is absolutely essential that parents plan ahead and give as much notice as possible. This allows the best chance of finding another parent to switch days with you. Parents are responsible for finding their own replacement if unable to come on a scheduled day. Parents cannot opt to just be fined in lieu of serving.

### *What happens if I can't serve because of illness or an emergency at the last minute?*

If a family must miss their scheduled parent partner day at the last minute due to illness or other extreme family situation and there is not time to switch days with another family, the family will be reassigned their parent partner day by the FEC. Parents cannot opt to just be fined in lieu of serving. The Administration will determine if your situation qualifies.

### *What happens if I make no attempt to find a replacement or don't show up?*

Families that do not show up to serve or make no attempt to find a replacement for their Parent Partner Day or History Day will be given an Infraction, fined \$100.00 and required to make up the day. If the make-up day or any additional days are missed, the family will receive a 2nd infraction, placed on Probation, fined an additional \$125, and required to meet with the Principal regarding the situation. If after the 2nd infraction, the situation has not been reconciled, a 3rd infraction will be given and may be referred to the Board for Discretionary Dismissal. Parents cannot opt to just be fined in lieu of serving.

*What should I wear and what about cell phones?*

We ask that you dress appropriately for the activities you may be required to do (e.g. bending, stooping, sitting, etc...). Parents are also asked while parent partnering to keep their 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 are supposed to be watching students.

*What is expected of me on History Day Prep and History Day?*

It is expected that every family actively work on their assigned History Day booth and help set-up for and help on History Day. In addition to helping with their assigned booth, a minimum of 5 hours must be served between set-up the day before and the day of the event. Parents that do not help with their assigned booth will be addressed by the Principal, subject to a fine and it could jeopardize future enrollment. This is a huge event and cannot happen without the help of our entire community.

*I didn't serve all day, what happens?*

If you do not serve a full day, and the time is not made up, you will be fined \$10 for each hour not served. As an example: You serve 21 hours only. You would then be fined \$120 for the missed hours (12 missed hours).

*What are Parent Partner Subs and how much are they paid?*

Parent Partner subs are called when a parent is unable to find a replacement, does not show up or can't serve at the last minute. Parent Partner subs receive a \$70 credit for serving the entire day. Please notify the FEC.

☞ Exceptions will be made only for extreme illness or a death in the family. Failure to complete hours and fulfill this commitment will jeopardize future enrollment.

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

Parents are responsible for purchasing all curriculum and supplies for their child(ren)'s education. Students taking classes on campus will purchase consumable curriculum through CCA. Parents are responsible for purchasing the remaining curriculum items-teacher's manuals, textbooks, etc. 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.

### **Follow the Birthday Policy**

Birthdays will be celebrated during snack time or lunch if parents wish to send in a special treat for their child's class. Please check with your child's teacher to avoid any food allergies if possible and any other conflicts.

### **Attend Parent Meetings**

Parents are responsible to attend mandatory Parent Meetings. Attendance at these meetings is important to your continued participation. These meetings are an important gathering of all parents, staff and faculty members. Corporate business and general information make for an informative evening. Breakout groups will meet for specific grade levels. Committees also meet at the meetings. Prior notification of intent to miss a Parent Meeting is needed. The primary home teacher should attend. Parents are responsible to obtain missed information. Repeated non-attendance at Parent Community Meetings will be addressed by the Principal and could jeopardize future enrollment. There are three meetings a school year. Flex families must attend two parent meetings a year but are welcome at all three.

### **Parent Orientation & Video Training**

If your student is taking classes at CCA, then you are required to attend a live New Parent Orientation meeting. There will also be several additional live and Video training opportunities available for parents before the start of school. There is a lot to learn about each subject you will be teaching at home, policies, and procedures, and we want you to be informed and "on-board."

### **Have the right to view their child's records**

Parents can request in writing to view their child's school records. Further, parents whose financial account is current (they owe no money to CCA) may obtain copies of their student's complete school file. Parents have online access to their student's transcript, current grades, interim and report cards through the Jupiter Grading system as long as their account is current. Parents may obtain a copy of their student's physical and immunization record regardless of their financial account being current.

### **Do 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, vomited or had diarrhea 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 use discretion when sending a child who is suddenly coughing, sneezing or has a running nose. Children with cold or flu symptoms should not come to school until contagion period has passed.

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.

Please see Appendix B for more details.

### **Photographing Students**

Parents should understand that CCA may photograph students or parents for use on our website, yearbook, newspapers, Facebook, 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.

### **Allow for Late Enrollment**

CCA will accept students only until the first week in January. 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 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 begins. This allows the teacher and parents the opportunity to formulate an educational plan for the student's school year. Lower school teachers will also have a conference at the end of the school year to review the student'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. Connection 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 website. 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. Parents may also sign up to have texts sent to their phone. To see CCA's detailed plan, please review the Crisis Management Plan that is available in Jupiter Grades.

## **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. The Complete Crisis Management Plan is available in Jupiter Grades for families to review.



**Code Red**- Indicates students and staff should "EVACUATE" the school in a timely manner. (e.g.: 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.)



**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.

## **Chapel and Pledges**

All hybrid students attend a monthly Chapel. Flex students are welcome to attend. Every morning, students participate in the pledges.

## **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 and for Upper School students that are approved by the Student Council to use them. 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. Students in K-8<sup>th</sup> grade may not bring soda in their lunchboxes or drink throughout the day. High school students, with parent permission, may drink, buy or bring soda. We would ask parents to limit sugar consumption at lunch and snack time.

## **Participate in Community Service**

Each student is encouraged to serve the community during the school year. High School students should refer to the High School Handbook for specific Community Service requirements for graduation and scholarships.

# APPENDIX A

## Flex Path additional information:

	K-6 <sup>th</sup> Grades	7 <sup>th</sup> -8 <sup>th</sup> Grades	9 <sup>th</sup> -12 <sup>th</sup> Grades
Select appropriate curriculum for your student(s).	X	X	X (8 <sup>th</sup> -12 <sup>th</sup> refer to Approved Curriculum List)
Submit Education Plan by July 1	X	X	X
Check-in with teacher quarterly and report grades for off campus classes	X		
Record grades and attendance in Homeschool Reporting by Jan. 1 and May 30		X	X
Keep variety of student work for review of progress	X	X	X
Complete 2 evaluations- mid-year and end-of-year (portfolio review option for K-7 <sup>th</sup> grades only and standardized testing for 3 <sup>rd</sup> and higher)	X	X	X
Participate in 2 CCA community events (field trip, History Day, community service, etc.)	X	X	X
Attend 2 Parent Meetings annually	X	X	X
Complete required standardized testing		X (8 <sup>th</sup> only)	X
Complete research paper yearly by April 15			X
Complete required Logic & Worldview curriculum			X
Participate in Commencement			X (12 <sup>th</sup> only)

### Curriculum and School Materials

As a parent educating your child at home, you are responsible for deciding which subjects to teach, as well as the curriculum and methods used in teaching. Each child is unique, and we encourage you to seek God's direction for what is best for each of your children. While CCA gives parents flexibility and freedom in determining their academic program, families must still adhere to the program requirements.

Parents are responsible for purchasing all curriculum and supplies for their child's education.

Elementary (K-6) – Educational progress must be shown in core subjects of reading, writing and math. Other subjects should be included as parent determines to provide a well-rounded and solid foundation for future learning.

Middle School (7-8) – To facilitate a solid foundation for future studies, students are required to cover the following areas of study: English, Math, Social Studies/History, and Science

High School – Please refer to High School Handbook for course and credit requirements.

There are hundreds of curriculums available representing a variety of educational methods. Some suggested resources for determining what might be a good fit for your family are:

<http://homeschoolreviews.com/>

<http://cathyduffyreviews.com/102-top-picks-for-homeschool-curriculum>

*The Way They Learn* by Cynthia Tobias

*Homeschooling Methods* by Paul and Gena Suarez

### **Yearly Educational Plan**

Families are required to submit an educational plan at the beginning of each school year (no later than August 1). This plan should include a list of subjects and the curriculum you are planning to use for each student. With K-8 students, you are free to utilize any of the hundreds of curriculum options available for homeschool families, as well as self-designed courses utilizing library books, 4-H, or co-ops and classes offered throughout the community. Curriculum requirements for High School students are different - *please see our High School Handbook for curriculum and graduation requirements.*

### **Attendance and Grade Reporting**

Department of Education requires us to track 180 days of attendance.

Attendance is due at the end of each semester. At the beginning of each year, or at enrollment, families will be provided with the deadlines for reporting. **Late reporting will result in a fine of \$25.** In order to keep our records up to date, families are required to report their attendance at the end of each semester. Grades must be submitted AT LEAST every semester, but you may also elect to report quarterly. **Failure to meet the deadline for grade reporting will result in a warning & \$25 fine. A new due date will be set, failure to meet this “2<sup>nd</sup> chance” deadline will result in your student being withdrawn from Classical Christian Academy.** Withdrawal of a student by CCA for non-reporting does not release you from completing your financial responsibility with regards to the tuition contract signed upon enrollment.

### **Grading Guidelines**

Elementary (grades K-2) may use either E (Excellent), S (Satisfactory), NS (Not Satisfactory) or traditional letter grades

Elementary/Middle (grades 3-8) and High School - must use traditional letter grades.

Typical grading scale:

90 – 100 A

80-89 B

70-79 C

60-69 D

The teaching parent determines grades. We are aware there are many ways to demonstrate knowledge and progress and it is up to each parent to decide how to evaluate and grade their child's progress.

High School student work must be on level in order to receive credit. CCA works closely with high school students to track course work for graduation requirements. *\*\*For more detailed information please refer the High School section of the handbook. \*\**

### **Community Requirements**

Each family must participate in TWO Community Opportunities every school year. Examples: Field Trips, Athletics, ECHO Community Service, and History Day.

Families with Flex students taking more than one class on campus must serve a minimum of a ½ day volunteering on campus in our Parent Partner Program. Please see the section on Parent Partnering for more information. The number of hours serving on the day should be equal to the hours their student is taking classes.

### **History Day**

Each year, CCA holds a school-wide History Day. Flex students are highly encouraged to participate in this once-a-year event. This involves parents working together with their house to help create a “station” that is part of the school’s interactive displays for history day. You will be notified of the theme by the middle of the school year. History Day is one of the highlights of the year for CCA students! If you are choosing to participate in History Day, you will be required to work with your House to create your assigned booths/station. A minimum of 5 hours is required. This can be achieved by helping set-up the day before and attending/helping on the day of the event. Please contact your House Leaders for more information.

### **Parent Meeting Requirements**

One parent from each family will be required to attend the *1<sup>st</sup> and 3<sup>rd</sup>* CCA parent meetings of the year, which are generally held in September and January. The dates and times of the parent meetings will be given ahead of time and there will be appropriate fellowship and learning opportunities provided. **Guest families do not have to attend any meetings.**

### **Yearly Evaluation Requirements**

For the purpose of providing accountability and guidance, educational progress is evaluated in the middle of the year and during the final quarter of each school year. Evaluation options are either testing or portfolio review. A fee is assessed based on which form of evaluation is chosen.

There will be one general review in December or January of every year that will be done by phone or with a brief meeting. This short review will help you evaluate your curriculum and your child's progress for the first semester.

**End of Year Portfolio Review** involves a member of CCA staff meeting with the teaching parent to review samples of work completed during the school year. This method of evaluation is recommended during the elementary years and is available through 7<sup>th</sup> grade. 8<sup>th</sup> grade students and High School students are required to complete standardized testing each year for evaluation.

We realize that one of the reasons families choose to homeschool is to allow their child to develop and advance according to their abilities. While we recognize this self-pacing is valid, educational progress must still be made each year.

During your portfolio review, we will be looking for samples of student work, completed projects, tests, etc., to demonstrate the progress they have made that year. Depending on your method of homeschooling, we look forward to seeing a variety of examples of how learning has happened throughout the school year.

**Testing** is recommended for all students grade 3 and higher. The use of standardized testing will only be used as an assessment tool for student performance and will not determine a student's overall grade level and/or grade for a class. Testing will be held at CCA during the 4<sup>th</sup> quarter of every school year.

If after your yearly evaluation (either testing or portfolio review), the administration at CCA determines that educational progress is not being made, we reserve the right to require a consultation with one of our teachers or administrators to create a plan to remediate or assist you in getting your homeschool program on track.

8<sup>th</sup> – 12<sup>th</sup> grade students will need to take all standardized tests required for their grade level:

Terra Nova (8<sup>th</sup>)

PSAT (8<sup>th</sup>- 11<sup>th</sup>)

ACT and/or SAT (11<sup>th</sup> & 12<sup>th</sup>)

### **High School Research Paper**

All high school students are required to complete a research paper on a topic of their choosing. It must be in MLA format with appropriate citations and bibliography. The length of the paper should be 3-4 pages for 9<sup>th</sup> and 10<sup>th</sup> grade students, 4-5 pages for 11<sup>th</sup> and 12<sup>th</sup> grade students. Directions and additional writing tools will be provided. Research papers should be turned into the Upper School Assistant Principal by April 15 to be reviewed by CCA teachers.

### **Approved Curriculum List**

SUBJECTS	CURRICULUM PUBLISHER
English	ABEKA BJU Progeny Press (as a literature supplement) FLVS Veritas

Science	Apologia (preferred) ABEKA BJU Novare (with lab book)
Math	BJU Math-U-See Prentice Hall Saxon Teaching Textbooks FLVS MrD Math
World Geography	BJU – preferred to earn full credit ABEKA – half credit course
History	ABEKA BJU Veritas Notgrass (for History and Bible Credits Only)
Government/Economics	ABEKA BJU Notgrass
Foreign Language	Rosetta Stone Homeschool Version FLVS BJU – must use their teaching CD/DVDs
Logic	Canon Press Memoria Press
Worldview/Apologetics	Understanding the Times
Health	ABEKA BJU Alpha Omega Life Pac (AOP) FLVS
PE	FLVS Sports or Dance Personal Fitness Plan (must log hours)
Psychology	Psychology: A Christian Perspective <a href="http://www.homeschoolpsych.com">www.homeschoolpsych.com</a>
Electives	FLVS Any high school level curriculum Independent Study

# APPENDIX B

## ILLNESS POLICY

We want CCA to be a safe and healthy environment for our students, staff, and parent volunteers. Our goal is to mitigate the risk of spreading infectious illness to the extent possible, knowing that no single action or set of actions can eliminate the risk of the spread of infectious illness. We ask that you please refrain from sending a child to school when they are ill.

Definition of illness or sickness: For our purposes, this means any viral or bacterial infection that is, or could be, contagious. Other names: Cold, Flu, Upper Respiratory infection, COVID, Stomach bug.

HIGH-RISK Symptoms associated with infectious illness requiring an excused absence and/or pick-up from school:

1. Temperature above 100.1
2. Viral illness symptoms -cough, congestion, runny nose, sore throat, shortness of breath, fatigue, body aches, or headache
  - Chronic allergy and asthma symptoms are NOT acute respiratory illnesses, and cough in this population would need to be a change from their baseline.
3. Gastrointestinal symptoms -diarrhea, vomiting, or abdominal pain
4. New, unexplained loss of taste or smell
5. Other conditions requiring absence:
  - The first 24 hours of various antibiotic treatments (i.e., strep throat, pink eye, etc.)
  - Undiagnosed, new, and/or untreated rash or skin condition
  - The first 24 hours of lice treatment.
  - Doctor's note requiring an individualized plan of care to stay home.

## ONSET

Parents are the biggest component in keeping our students healthy by vigilantly screening students before sending them to school. Parents should monitor their student(s) at home for any signs of illness, including monitoring temperature, and SHOULD NOT send their student(s) to school if they are not feeling well. If your child complains of vague symptoms, this might indicate the beginning of an illness. A day of rest at home should be STRONGLY considered. In the initial stages of viral illness, children are the most infectious.

## NOTIFICATION and EXCUSED ABSENCE

You should notify the school of ANY illness. Call us at 239-543-1532, text at 941-229-0927 or email us at [Laura@discovercca.org](mailto:Laura@discovercca.org). Once we are notified, the student will receive an excused absence and be given additional time to complete assignments. Please see the Late Work Policy in the Handbook on page 8 for more details. Questions? Contact an administrator.

## ACADEMIC SCHOOL SUPPORT REGARDING ILLNESS

Your teacher will work with you to make up work. For an extended absence due to illness, please contact your Administrator to determine eligibility for ZOOM. Do not contact your teachers directly to ask if they can ZOOM.

## BECOME SICK AT SCHOOL

Please do not send students to school with the hopes that “they will get better as the day goes on” or tell your student to “call me after lunch if you still don't feel well.” In these initial stages of viral illness, children are the most infectious.

If your child becomes ill during the day, you will be contacted to come to pick him/her up. If you cannot be reached, we will notify the person listed on your child's emergency card. Students who are feeling ill may be placed in a mask and/or isolated while awaiting pick-up for the safety of the staff and other students.

## **WHEN TO RETURN TO SCHOOL**

Generally speaking, if a sick child has not had a fever, vomited, or had diarrhea for twenty-four hours, a child can return to school.

- Students with fever need to be free of fever for 24hrs WITHOUT fever-reducing medication (even if given for pain control).
- Students with nausea/vomiting/diarrhea must remain home until they are free of symptoms for 24hrs.
- Students absent due to viral illness or respiratory symptoms (cough, sore throat, runny nose, congestion, headache, body aches, fatigue) should not return for a minimum of 24 hours and be SYMPTOM-FREE.
- If you have lingering symptoms or are unsure about your return, please contact an Administrator.
- For severe illness, a Doctor's note may be required to return.

## **COVID POLICY**

Students, staff, and parents should stay home if they have tested positive for COVID-19 or are awaiting the results of a COVID test.

- Notify the school of positive test or that you are awaiting a result of a COVID test.
- A person who tests positive may return if they are out of school for a minimum of 5 days and have COMPLETE SYMPTOM RESOLUTION. (Some people take longer to recover than others. IF a person still has symptoms, they should remain out.) Day 0 is the first day of symptoms. Day 1 is the first full day after your symptoms developed.
- Household members or someone who had extended exposure to someone with COVID may still be on campus unless they develop symptoms of COVID. You should watch for symptoms. We do ask that anyone with COVID within a household isolate from the student as much as possible to limit the exposure to the student. If they develop symptoms, they will need to remain out at least five days, then return when symptom-free on the 6<sup>th</sup> day or later.
- No student/staff can return to school while their COVID-19 test result is pending.
- For severe illness, a Doctor's note may be required to return.

\*This policy is updated as needed