



Parent and Student Handbook

Classical Christian Academy
8250 Littleton Rd.
North Fort Myers, FL 33903
239.543.1532 (Office)
www.discovercca.org
info@discovercca.org

Discover What We Can Do Together!
2026-2027 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.)

Classical Christian Academy seeks to nurture students who are committed disciples of Jesus Christ and are confident in God's plan for their lives. Anchored with a Biblical Worldview and a love of learning, CCA students learn to pursue truth, goodness, and beauty.

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. We are a community of Christian believers. We expect at least one parent is a confessed believer and regularly attends and is involved in 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.
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 responsible parenting, perfect children or anything else. The heart of this requirement is that CCA families make a commitment to 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.

CCA will comply with the Safety in Private Spaces Act.

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 the FRONT DESK is required to be marked excused for all of these instances. Families should seek prior approval at least 2 weeks ahead of scheduled absence for all pre-planned vacations.

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 two (2) unexcused absences per semester with no more than one (1) unexcused absences for any one quarter. Students who have more than two (2) unexcused absences in a semester or more than one (1) 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.

Regarding students who drive: Students may not sign out early without written permission to the front desk from their parent or guardian. CCA Administration will determine if the reason given warrants an excused or unexcused absence.

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 at least 2 weeks ahead of scheduled absence 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. Students more than 10 minutes late may not be admitted until the next class period. More than 3 tardies in a quarter will be noted by our staff and discussed with the parent of the child in accordance with the school infraction policy. At teacher/administration discretion, students with chronic tardies may be subject additional disciplinary actions. 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. **Your student may be required to come to school at 8:00 to make up missed tests- this is to avoid missing instruction time in the classroom.**

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 1st-8th 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, 3rd grade through 10th 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. 7th grade and up Flex Students are required to complete a yearly standardized test. Beginning in 8th grade, hybrid students take the PSAT, ACT, and/or SAT. Students receiving the PEP Scholarship must take standardized testing, as required by law. Therefore, standardized testing is required and cannot be skipped. K-2nd grade take Standardized Testing at home and proctored and paid for by the parent. CCA will provide recommendations, but ultimately it is up to the parent. If a student is out sick and unable to complete testing and the designated make-up day, then the parent must purchase the test to take at home.

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 1st for entrance into kindergarten. CCA will occasionally consider a child who has not reached their fifth (5th) birthday by September first (1st) 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

1st 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 Head of School. 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.

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 **for the 3-day track** at 8:30 am for 6th-high school students and 9:00 am for K-5th grade students. **The school day begins at 9:00 for the 2-day track.** Students who are in 6th-high school **(3-day track)**, or who have siblings in those grades, may arrive no earlier than **8:15** am. Lower School students, without Upper School siblings, may be dropped off starting at **8:45** am. We offer ~~before school care~~ **Early Morning Enrichment (previously before school care)** for students. If a student is dropped off early and they are not signed up for ~~Before School care~~ **Early Morning Enrichment**, the 1st time would be given "Grace" with a warning, 2nd-3rd times would be charged \$5 each time with the 4th and thereafter charged the monthly ~~Before School Care fee~~ **Early Morning Enrichment 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 3:15 for 3-day track lower school (KP-5th) and at 3:30 pm for upper school (6th-12th). Dismissal for the 2-day track is 3:15. Students must be picked up by 3:30 pm for 3:15 pm dismissal, and 3:45 pm for 3:30 pm dismissal (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.

If you need to have a word with the teacher, please contact them to schedule a time outside of the school day. Parents may also write a note to the teacher about any questions or concerns.

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.

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

The 3-day track 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. If unavoidable, early pickups must happen prior to 2:45 for all ages and tracks. Repeated early pickups will be addressed by administration.

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.

Part 3: STUDENT CONDUCT

Electronic Devices at School

Students in PK-10th grade may not bring cell phones and other devices including smart watches on campus. Students in 11th and 12th grade, who drive themselves to school, will turn in their phone at the front desk in the morning and the phone can be retrieved at pickup. In the case of improper use, the phone will be collected by the staff member and can be retrieved at the end of the school day. 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 including AI and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media, including AI, 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 and AI 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 Head of School 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 Head of School 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 or Head of School, 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 Head of School:

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 Head of School.
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 Head of School. 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.

Ungodly behavior that takes place off campus at non school events will be directed to parents to address. Failure to partner with CCA may result in disciplinary action.

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 7th-12th 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.

Use of Artificial Intelligence (AI) Tools

Students may use AI tools (such as ChatGPT or other educational assistants) in limited ways as directed by their teachers. These tools can be helpful for learning and review but must never be used to complete assignments dishonestly.

Acceptable Use:

- Using AI to clarify difficult concepts after instruction.
- Practicing questions or reviewing material already taught.
- Assisting with grammar, spelling, or proofreading under teacher guidance.

Unacceptable Use:

- Submitting AI-generated work as your own (this is considered **plagiarism**).
- Using AI to complete, reword, or enhance essays, projects, homework, or other assignments without permission.
- Using AI to bypass reading or thinking critically (e.g., asking it to summarize or interpret assigned texts for you).

The list of acceptable and unacceptable uses is not exhaustive and at the discretion of the administration.

Academic dishonesty, including the misuse of AI, will be treated seriously and may result in disciplinary action, including receiving a zero on the assignment, parental notification, and possible further consequences. Please see the above section on academic dishonesty for more information.

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.

Bag Search

CCA reserves the right to search bags if there is reasonable suspicion that the bag contains a prohibited item or there is evidence of a rule violation.

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 slander.
- 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.

Responses 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. A student who is receiving academic or behavior discipline consequences may also be removed from participating in extracurricular activities such as fine arts competition, OM or sports.

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. **Excessive violations may result in an infraction.**

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. Missed graded assignments will be handled on an individual basis with teacher discretion, may include receiving zeros and the student will be marked absent.

Level Three -- Severe

Vandalism; Possession of illegal drugs, tobacco, alcohol, pornography, or occult paraphernalia; Possession of a weapon; THREATENING A VIOLENT ACT WITH OR WITHOUT 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 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. Missed graded assignments will be handled on an individual basis with teacher discretion, may include receiving zeros and the student will be 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.

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, 2nd 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.

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 issues such as unpreparedness, excessive tardiness or absences, **excessive behavior alerts** or excessive dress code violations. Infractions are given per student/per semester. Families may also receive an infraction for lack of participation in parent requirements found in the Partnership Agreement (some examples: parent meetings, history day, committee), chronic tardiness, and late pick-up. Family and student infractions are cumulative.

- **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 or Head of School 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.

Part 4: Policies

Dress Code Policy

■=Updated or new

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.

Daily School Uniform:

All uniforms must be purchased at All Uniform Wear or Lands’ End. All Uniform Wear provides: branded polos, branded jackets and sweaters, PE Uniform, select pants, skirts and dresses. Only items on the posted list are approved and should be purchased. Additional options for bottoms can be found at the Lands’ End CCA School store. Only items at the CCA store are approved for purchase. We recognize that students all have different body types, please ensure overall fit is in keeping with the spirit of CCA’s policy with regards to modesty.

<https://www.discovercca.org/schoolstore/>

- For Lower School students only: shorts or solid color leggings should be worn underneath skirts and dresses if not already present.
- 2nd– 12th grade must wear a belt if loops are present – any color solid belt without decorations (glitter, gems, etc.).
- Dresses are available for lower school students only.
- Lower School and upper school shirts must be tucked in at all times.
- Students may wear their current CCA school year shirt on Friday only with uniform bottoms. T-shirts must be tucked in.

Shoes & Shoelaces: a sturdy, comfortable, non-skid, enclosed shoe. No boots (any height), Crocs, light-up, or Heelys shoes. No patterns on the shoes or laces (leopard, polka dots, glitter, stripes, checkered board, etc.). Shoes must be worn with socks, peds or hosiery for sanitary reasons.

Socks, tights, leggings (worn under skirts or dresses in Lower School) or hosiery: Can be knee high or shorter 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 be in the eyes. Boys’ hair may not touch the collar of the shirt when standing and facial hair must be neat and kept groomed. No mohawks or man buns. Unnatural hair coloring, hair streaking, hair tinsel 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 -other than ears for girls) and tattoos), and fake fingernails for lower school students is not permitted. No hats or gloves, unless outside.

PE or athletic-type electives: 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.

- Upper School students: will have 3 minutes to change into the required PE uniform from **All Uniform Wear**. This is required for any student enrolled in PE or an athletic-type elective. **If they do not wear the CCA PE uniform, then they will be given a dress code violation and there could be potential grade impact.**

CCA Athletic Participation

For team practices, students may wear shorts or sweatpants, which are available for purchase at the uniform store. If shorts are not purchased from the uniform store, they must have a minimum inseam of 6 inches. Yoga pants or similar styles are not permitted. T-shirts should be solid-colored or feature a CCA logo.

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. All items left at the end of each quarter will be donated.

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 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.

Dress Code For Special Days:

Important Reminders: 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! ANY of these special day privileges can be removed if you receive a dress code violation, or the privilege can be removed completely for repeated dress code violations.

SPIRIT DAYS

Throughout the year, CCA hosts spirit days.
bThese could be for house colors, holidays, or any other reason.

What can I wear? The students can wear clothing of their choosing that aligns with the Spirit Day theme. This is a special privilege. However, modesty, appropriate length and fit (including placement of holes in jeans) still applies. Sandals, hats and flip flops are allowed. If you aren't participating in a Spirit Day, then you need to wear the uniform dress code. 7th-12th
Upper School House Day- students may wear their house shirt and uniform bottoms.

DRESS DOWN PASSES

Dress Down Day passes may be earned for summer reading, or as rewards from administrators.
Dress Down Day passes may **only** be used on Fridays.

What can I wear? 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 (6 inch inseam or longer) *and fit* (including placement of holes in jeans) still applies. **Only CCA branded sweatpants** are allowed, but you may not wear PJ bottoms or slippers. Sandals, and flip flops are allowed. **Hats are not allowed.** Please minimize distractions with your clothing and accessories and refer to the jewelry and accessories policy.

DOLLAR DAYS

Students may purchase a "Dollar Day Pass" 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.

Kinder-Prep – 8th Grades: Students may wear dress down bottoms and a Christian t-shirt or a CCA t-shirt. Please continue to observe all other dress code policies. **Only CCA branded sweatpants** are allowed, but you may not wear PJ bottoms, **yoga pants**, or slippers. **No hats.**

9th – 12th Grades: Students wear clothing of their choosing. However, modesty, appropriate length and fit (including placement of holes in jeans), and jewelry accessory policy still apply. Sandals and flip-flops are allowed. **No hats.** Please minimize distractions with your clothing and accessories. **Only CCA branded sweatpants** are allowed, but you may not wear PJ bottoms or slippers.

OFF-CAMPUS ACTIVITIES & FIELD TRIPS

Throughout the year our school goes into the community for special service or learning opportunities.

What can I wear? Please refer to the permission slip for details on what is allowed.

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.. 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 is required and important for a family desiring to continue enrollment at CCA. Please see Infraction Policy if incomplete. Guest families do not need to complete this requirement.

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 Head of School for other options to fulfill this requirement. If you know of a course that could fulfill this requirement, please contact the Head of School. 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. Non-participation will be addressed by the Head of School. Please refer to the Infraction Policy.

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 one parent partner in the school each day.

What is my responsibility?

Serve a minimum of 7 hours a day- 8:30 am to 3:30 pm. Serve a minimum of 5 hours at History Day, plus help your House prepare and set-up booths. The maximum number of days for new families is four(4) days a year, plus History Day. Returning families will serve three (3) days a year, plus History Day. **The number of days is evaluated annually and is subject to change every school year.**

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? Am I required to find someone to switch days with me?

You are required to try to switch days with someone if you cannot serve on your assigned day. However, if you can't find someone to switch days with you, you need to contact the FEC and you WILL be billed, rescheduled and we will hire a replacement- the first time. The 2nd time, you need the FEC to hire a replacement, you will be billed, rescheduled, and given an additional Parent Partner Day to serve. The 3rd time you need the FEC to hire a replacement, you will be required to meet with an administrator to determine a course of action. You must notify the Family Engagement Coordinator (FEC) of any switched days or if you cannot serve your day. We ask for at least two weeks notice to hire a replacement. Parents are billed the number of missed hours x current minimum wage hourly rate. For instance: You couldn't find someone to switch with you and you missed a full Parent Partner Day. You will be billed 7 hours x minimum wage hourly rate. Please see *What happens if I don't show up?*

How do I switch days?

We recommend you use the Student List, that is found in Jupiter ED, and begin calling/texting parents and ask them if they can switch a day with you. You can also post in the Facebook CCA Community Page. Please notify the FEC if you switch days with another parent. Please refer to *I can't serve my day, what do I do? Am I required to find someone to switch days with me?*

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. If this happens more than once, the Administration may request a meeting to discuss your situation. Please TEXT the FEC that you cannot make your day. See her number at the top of this document.

What happens if I don't show up?

Families that do not show up to serve for their Parent Partner Day or History Day will be given an Infraction, fined \$125.00 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 \$150, and required to meet with an Administrator 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 (i.e. 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 preparations leading up to the event, 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 Head of School, 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 didn't serve 3 required hours. You would be fined \$30 for the 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 hourly minimum wage for serving the entire day. Parents must notify the Family Engagement Coordinator to reschedule their missed day. Please see the Infraction Policy for additional details on missed parent requirements.

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. We urge any family with questions or any situation that may require special consideration to contact an Administrator.

Buy All Curriculum and Supplies

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

Give Complete and Honest Answers

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

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. Large store bought frosted cupcakes are not permitted.

Attend Parent Meetings

Parents are responsible for attending mandatory Parent Meetings. Attendance at these meetings is important to your continued participation. Please refer to Infraction Policy. 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 Head of School and could jeopardize future enrollment. There are three meetings a school year.

Parent Orientation and Training

If your family is new to CCA or you are new to a curriculum then you must attend Mandatory Curriculum Training. This training will prepare you to teach on your at home learning days. Videos are available for supplement training and does not replace MANDATORY in-person training. New parents must attend a New Family Orientation.

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 A 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 Head of School 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 observes an August Pause. More information can be found on our website. We accept applications for the current school year prior to December 1. Our long history of partnering with families shows new students are most successful when they join our school no later than the start of the second semester. It can take a month to get pastoral references, conduct family interviews and new student testing, and for you to acquire curriculum and supplies. This deadline gives us the time necessary to successfully set your family to join in January at the start of the second semester. 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.

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)



Lockdown: Indicates "LOCKDOWN" 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 are required to attend a monthly Chapel. Every morning, students participate in the morning assembly.

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-8th grade may not bring soda or energy drinks 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

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 frontdesk@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.

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.

*This policy is updated as needed

APPENDIX B

IMPORTANT TEXTBOOK INFORMATION

Students and families are responsible for the care of each textbook and literature book issued to them. Damages or loss of a textbook/novel should be reported immediately. There are fines for damages and loss of books. A new book will not be issued if the student has more than one lost book until the fines are paid.

Upon receiving textbooks:

1. Inspect the text for damages and **report to the teacher.**
2. Cover all hard cover textbooks with paper only. No cloth covers, tape, glue, or adhere covers so that the book is damaged. *Do Not Tape Book Cover to the Book.*
3. Students will be held responsible for any marks or damages to the book during the school year. It is important to keep the textbook in the condition it was handed to you.
4. A minimum fine of \$5 is required for damaged books that cannot be corrected, \$20.00 if the spine is broken, and full amount plus shipping if book is lost or must be replaced due to unusable condition. Prices will vary.

For the entire semester/year, care for each textbook in the following ways:

1. Keep a cover on the book throughout the year, paper covers only.
 2. Keep pages free of pencil or other marks.
 3. Do not write in the text unless told by the teacher.
 4. Report any damages to your teacher for repair.
- Do not attempt to repair loose or torn pages yourself.
 - **Report water damages immediately!** IF the book gets wet, fan pages and keep book upright to dry pages. A wet book left unattended may develop mold, or pages may stick together.
 - If a textbook is deemed unusable or is lost, there will be a replacement fine.

If a student disenrolled from a class or leaves the school, the books owned by CCA (this does not include any curriculum purchased by the family) must be returned to the curriculum coordinator. If all books and/or fines are not returned or taken care of, the student will not receive their official transcript or final report card