



## **Connections Handbook**

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*Discover What We Can Do Together!*  
*2019-2020 Academic Year*

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Revised 1/31/19

### Statement of Non-Discrimination

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

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

#### Our Mission

*(What we do best every day.)*

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

#### Our Vision

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

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

## Classical Christian Academy Connections Program

Welcome to Classical Christian Academy! We are honored that you have chosen CCA to partner with you throughout your home education journey.

Our Connections program allows families to enroll at Classical Christian Academy and complete all of their student's education at home, under a parent-directed learning environment. **Please note – your children are NOT considered homeschool students, but are PRIVATE SCHOOL students completing their education at home.** All students enrolling in CCA's Connections program who have been registered with Lee County or any other school district as a homeschooler must sign and submit a letter of termination to the district homeschool office.

Connections students will receive report cards, transcripts, and upon successful completion of requirements, an accredited High School diploma. The school will provide accountability, oversight and encouragement as you seek to raise your children toward God's unique plan and purpose for their lives.

CCA encourages each Connections family to participate in classes, field trips and social events as they are made available. These opportunities may be held either on or off our campus. We want you to feel a sense of pride and ownership in your school! We are developing sports programs and look forward to offering expanding options for both our on and off campus students to participate in a variety of classes and extracurricular activities.

All families enrolled in Classical Christian Academy are held to the same standards of moral and spiritual integrity. We are working in partnership with all of our families to provide a well-rounded program of excellence to help all of our students to follow God's unique calling and purpose.

### **Part 1: GENERAL INFORMATION**

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

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

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

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

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

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

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

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

### **Our Statement of Faith**

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

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

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

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

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

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

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

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

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

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen.2:18-25.) We believe that God intends sexual intimacy to occur only between a

man and a woman who are married to each other. (1Cor.6:18, 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

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

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

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

*We ask that all parents and staff members avoid highly debatable topics that tend to divide evangelical believers. Such topics would include mode of baptism, communion, gifts of the Holy Spirit, and the end times. Students will be referred to their parents if a debatable topic of a theological nature should arise in school. We ask that members of our administration, faculty, staff, and volunteers only teach and proclaim those doctrines not in disagreement with our Statement of Faith. To be eligible for enrollment or employment, all families, staff, administration, faculty and volunteers must sign that they agree with and fully support CCA's Statement of Faith.*

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

- You are believers and followers of Jesus Christ, regularly attend 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 are able to teach your student daily and be responsible for your student's education.
- 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) and the Handbook.
- 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. Therefore, we require our families to attend church on a regular basis. 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) Be a member in good standing at a local Christian church.
- 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 and successful fundraising 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. The most successful means of raising these donations is through our Annual Auction. Participation in the auction is encouraged, but not mandatory. There are several “free” ways families can support CCA- Box Tops, Ink Cartridges and more! Visit our Support CCA page on our website to learn more.

### **Marriage**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCA will only recognize marriages between a biological man and a biological woman. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen.2:24-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor.6:18, 7:2-5; Heb 13:4.)

### **Human Sexuality**

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

### **Human Life**

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

## **Part 2: REQUIREMENTS AND RESPONSIBILITIES**

Our desire is to support your family's decision to homeschool by allowing for flexibility and freedom while providing a framework and accountability.

CCA considers our relationship with you as a partnership. We are honored to work with you as you determine the course of your children’s education. In order to effectively serve you and provide accountability, there are some basic requirements for all families to follow.

### **Responsibilities of CCA Connections Families:**

- Purchase curriculum and school materials
- Yearly educational plan
- Participation in the CCA community
- Parent meeting attendance
- Attendance and grade reporting
- Yearly evaluations

Additional requirements for Connections students in 9-12<sup>th</sup> grade (\*see below for more information)

### **Curriculum and School Materials**

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

Parents are responsible for purchasing all curriculum and supplies for their child's education. CCA has provided a list of approved curriculum choices for 8th-12th grade. Please refer to the ***High School Course Plan and Pace Chart and Approved Curriculum list*** within this handbook for the typical layout of yearly courses for 9<sup>th</sup>-12<sup>th</sup> grade and a list of approved curricula accepted in the CCA Connections Program.

### **Yearly Educational Plan**

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

### **Community Requirements**

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

### **History Day**

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

### **Parent Meeting Requirements**

All Connections families are required to attend TWO quarterly Parent Meetings per school year. There are four CCA parent meeting per year and Connections families must attend TWO. One parent from each family will be required to attend the **1<sup>st</sup> and 3<sup>rd</sup>** CCA parent meetings of the year, which are generally held in September and January. The dates and times of the parent meetings will be given ahead of time and there will be appropriate fellowship and learning opportunities provided.

### **Be Financially Responsible**

All parents are required to sign a financial agreement for each school year. All accounts must be current for a student to attend classes, receive a report card, and have records released and transcripts mailed. If an account becomes more than 30 days delinquent, Jupiter grades is turned off and the student is subject to dismissal. The student's records (except medical) will be held until all financial obligations are met. Tuition does NOT cover all of the operating expenses of CCA. Fundraising is a vital role of being a part of the CCA Family. It is required for all families with children enrolled in CCA to participate in fundraising. Families seeking excusal from fundraising programs must submit a written request to the Board of Directors. Each family must still meet their fiscal requirement. All funds earned are for the operating budget of CCA. Please see the current Financial Policies and Financial Agreement form and the CCA Fundraising Policies. Connections 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.

## 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.

## Photographing Students

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

## Chapel and Pledges

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

## Follow State Requirements for Immunizations

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

## Attendance and Grade Reporting

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

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

## *Grading Guidelines*

Elementary (grades K-2) may use either E (Excellent), S (Satisfactory), NS (Not Satisfactory) or traditional letter grades  
Elementary/Middle (grades 3-8) and High School - must use traditional letter grades.

Typical grading scale:

90 – 100	A
80-89	B
70-79	C
60-69	D

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

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

### Yearly Evaluation Requirements

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

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

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

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

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

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

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

\*Please review the charts below for detailed information outlining the requirements for elementary, middle, and high school students enrolled in CCA Connections Program

### Requirement Descriptions for Elementary, Middle, and High School

Grade Level	Requirement	Due Date
Elementary (K-5)	Families must submit an education plan for every student enrolled in Connections. This must be created using an approved curriculum. You may use a template provided by the Connections Administrator.	June/July, before your homeschool start date
	Families must create and maintain Homeschool Reporting (HRSO) accounts. Grades and attendance must be submitted TWO times/year. <a href="http://Homeschoolreporting.com">Homeschoolreporting.com</a>	January- grades/attendance May- grades/attendance
	You must keep pieces of your student's work throughout the year to use as a show of progression.	Throughout School Year
	Each family/student will have TWO evaluations each year: One mid-year check-up/evaluation AND one end of year evaluation (either by testing or portfolio evaluation). *Portfolio Evaluation is available for K-7 <sup>th</sup> grade. Testing is available for 3-10 <sup>th</sup> grade.	December/January April/May

	Each family must participate in TWO Community Opportunities every school year. Examples: Field Trips, Athletics, ECHO Community Service, and History Day.	September - May
	All Connections families are required to attend TWO quarterly parent meetings per school year. There are four CCA parent meeting per year and Connections families must attend TWO. One parent from each family will be required to attend the <i>1<sup>st</sup> and 3<sup>rd</sup></i> meetings of the year, as those are near the beginning of each new semester. The dates and times of the parent meetings will be given ahead of time and there will be appropriate fellowship and learning opportunities provided.	September January

### Elementary (K – 5)

While not all children are ready to learn the same things and the same age, **educational progress must still be demonstrated in the core subjects of reading, writing and math.** Other subjects can and should be covered as a way to provide a well-rounded and solid foundation for future learning.

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

<http://homeschoolreviews.com/>

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

*The Way They Learn* by Cynthia Tobias

*Homeschooling Methods* by Paul and Gena Suarez

### **\*Evaluation Options**

**Portfolio Review and Student Interview** – Please keep samples of your student’s work so we can determine the progress made. Since some subjects may not have many worksheets (depending on curriculum used) feel free to share photos of work or activities from the school year.

K-2 students must have Portfolio Review – Grades 3-7 have the option of EITHER a portfolio review or Stanford Testing at the CCA campus. You will receive notification of the testing dates and general testing date information.

Grade Level	Requirement	Due Date
Middle School (6-8)	Families must submit an education plan for every student enrolled in Connections. This must be created using an approved curriculum. You may use a template provided by the Connections Administrator.	June/July, before your homeschool start date
	Families must create and maintain Homeschool Reporting (HRSO) accounts. Grades and attendance must be submitted TWO times/year. <a href="http://Homeschoolreporting.com">Homeschoolreporting.com</a>	January- grades/attendance May- grades/attendance
	You must keep pieces of your student’s work throughout the year to use as a show of progression.	Throughout School Year
	Each family/student will have TWO evaluations each year: One mid-year check-up/evaluation AND one end of year evaluation (Stanford/Iowa testing). *Portfolio Evaluation is available for K-7 <sup>th</sup> grade. Testing is available for 3-10 <sup>th</sup> grade.	December/January April/May

	Each family must participate in TWO Community Opportunities every school year. Examples: Field Trips, Athletics, ECHO Community Service, and History Day.	September - May
	All Connections families are required to attend TWO quarterly parent meetings per school year. There are four CCA parent meeting per year and Connections families must attend TWO. One parent from each family will be required to attend the <i>1<sup>st</sup> and 3<sup>rd</sup></i> meetings of the year, as those are near the beginning of each new semester. The dates and times of the parent meetings will be given ahead of time and there will be appropriate fellowship and learning opportunities provided.	September January

### **Middle School (Grades 6 – 8)**

The middle school years are critical for both reinforcing foundational concepts and preparing for more advanced studies in High School in preparation for college entrance. To facilitate a solid foundation for future studies, students in grades 6 – 8 are required to cover the following areas of study: ***English, Math, Social Studies/History, and Science***

It is common for 8<sup>th</sup> grade students to begin to take some High School classes such as Algebra or Physical Science. The CCA Guidance Counselor will communicate with you during your child’s 8<sup>th</sup> grade year to assist in formulating a 5-year plan that will be revisited each year as God reveals the direction and purpose He has for your student.

### **End-of-Year Evaluation**

8<sup>th</sup> grade middle school students are required to participate in standardized testing. The Stanford Achievement Test is given each spring at the CCA campus. You will receive notification of the testing dates and general testing date information.

<b>Grade Level</b>	<b>Requirement</b>	<b>Due Date</b>
<b>8<sup>th</sup> Grade and High School (9-12)</b>	Families must submit an education plan for every student enrolled in Connections. This must be created using an approved curriculum and follow a specific course progression. You may use a template provided by the Connections Administrator. <b>**Before submitting your child’s education plan, please consult CCA’s guidance counselor for pre-approval. <u>Please refer to sections labeled “Approved Curriculum” and “High School Course Plan and Pace Chart”.</u>**</b>	June/July, before your homeschool start date
	Families must create and maintain their Homeschool Reporting (HRSO) accounts. Attendance and grades must be submitted TWO times/year. <b>**Some students will be exempt from reporting with HRSO.</b>	January-grades/attendance May- grades/attendance
	You must keep pieces of your student’s work throughout the year to use as a show of progression. Students must take tests provided by the curriculum OR created by the parent/teacher (No open-book tests).	Throughout School Year
	Each family/student will have TWO evaluations each year: One mid-year check-up/evaluation AND once end of year evaluation (Stanford/Iowa testing or ACT/SAT).	December/January April/May
	Each family must participate in TWO Community Opportunities every school year. Examples: Field Trips, Athletics, ECHO Community Service, and History Day.	September – May

	All Connections families are required to attend TWO quarterly parent meetings per school year. There are four CCA parent meeting per year and Connections families must attend TWO. One parent from each family will be required to attend the <i>1<sup>st</sup> and 3<sup>rd</sup></i> meetings of the year, as those are near the beginning of each new semester. The dates and times of the parent meetings will be given ahead of time and there will be appropriate fellowship and learning opportunities provided.	September January
	8 <sup>th</sup> – 12 <sup>th</sup> grade students will need to take all standardized tests required for their grade level: Stanfords (8 <sup>th</sup> -10 <sup>th</sup> ) PSAT (10 <sup>th</sup> & 11 <sup>th</sup> ) ACT and/or SAT (11 <sup>th</sup> & 12 <sup>th</sup> ).	8 <sup>th</sup> – 12 <sup>th</sup> grade
Additional learning requirements:	All Connections students in 9th-12th grade will be required to read and give a brief report on TWO pre-approved grade level books per school year (one book per semester). The students will have a list of books from which to choose.	December May
	All Connections students in 9th-12th grade will be required to complete and submit a yearly research paper. The requirements for this paper will be grade appropriate and can be done alongside of what your student is currently learning. This will be graded by the parent or teacher.	April
	9 <sup>th</sup> and 10 <sup>th</sup> grade students must complete the required curriculum for Logic before their 11 <sup>th</sup> grade year. This is a prerequisite for CCA’s Worldview class. *See Connections Handbook for Prerequisites	9 <sup>th</sup> /10 <sup>th</sup> grade year
	11th grade Worldview must be taken on campus. There will be a list of pre-requisite curriculum given to help students get the most from this important class.	11 <sup>th</sup> grade year
	All 12 <sup>th</sup> grade students will be required to participate in the CCA Graduation Ceremony, provided they have met all the requirements for graduation.	12 <sup>th</sup> grade year

### High School

Students in grades 9 – 12 will be preparing for their future educational and vocational goals. CCA offers two diploma tracks, Standard and College Preparatory. \*Please review the High School Handbook for course and credit requirements.

Our guidance counselor will meet with the student and parents to plan each year’s courses. CCA’s High School Handbook is available online and further details graduation requirements, community service, etc. This handbook will serve as your individualized “road map” as you navigate toward graduation. High School students will choose courses to fulfill graduation requirements. Additionally, students must participate in annual standardized testing, along with the PSAT, SAT and/or ACT.

High School credits are earned by completing a prescribed curriculum or by documenting work and hours in personally designed independent study (approved by guidance counselor).

150 hours = 1 Credit  
75 hours = .5 Credit

No grades below a C are accepted for credit. If a grade is too low, the student must repeat the course in order to have the credit applied to their transcript.

Important note for 8<sup>th</sup> grade: CCA allows for specific credits to be earned in 8<sup>th</sup> grade. These courses are listed in the H.S. Handbook and noted in the Course Progression. If you have questions, please consult with the Guidance Counselor BEFORE starting any high school level course prior to 9<sup>th</sup> grade.

**Research Paper General Requirements (more details will be given before the school year begins):**

All years – 12pt font, double-spaced, must include a correctly formatted Bibliography

9<sup>th</sup> Grade: 2-3 pages / 10<sup>th</sup> Grade: 3-4 pages / 11<sup>th</sup> Grade: 4-5 pages / 12<sup>th</sup> Grade: 5-6 pages

**High School Course Plan and Pace**

The following chart illustrates the normal course progression by subject area. Courses with an \* are high school courses and may taken in middle school (typically 8<sup>th</sup> grade) for credit. **All courses listed are required** for graduation unless noted.

Connections students must follow this progression OR an adjusted schedule as directed by the CCA Guidance Counselor and/or administration. Students may only use CCA-approved curricula.

**9<sup>th</sup> Grade:**

English I

Math: Alg I\* OR if completed prior to 9<sup>th</sup> grade, Alg II or Geometry

World History OR World Geography

Physical Science\* OR Biology\* (if Physical Science was completed in 8<sup>th</sup> grade)

Health

Physical Education

Logic

Foreign Language\* (Spanish recommended)

Electives (prior approval required)

**10<sup>th</sup> Grade:**

English II

Math: Alg II or Geometry

World History OR World Geography

Biology (if not taken in 9<sup>th</sup> grade) OR Chemistry or Marine Biology

Foreign Language Year 2

Fine, Practical or Performing Art Elective

Psychology – optional but highly recommended

Other electives

**11<sup>th</sup> Grade:**

English III

Math: Alg II OR Geometry

If both are complete then: Pre-Calculus OR Math for College Readiness

Chemistry – if completed, Marine Biology is recommended

U.S. History

Apologetics/Worldview course – “Understanding the Times”

Personal Finance Course

Other electives

**12<sup>th</sup> Grade:**

English IV

Math: Pre-Calculus OR Math for College Readiness

Science: optional if all requirements complete

Government

**Approved Curriculum for Independent Study and Connections Program**

All curriculum used must be High School level and all work must be completed on level. The following list is approved for receiving credit at CCA. Please note: some curricula are only approved for specific subjects.

**Approved Curriculum List**

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

### **Dual Enrollment**

Due to the Florida Southwestern State College (FSW) policy of charging private schools for D.E. courses while not permitting the school to charge students/families for those courses, only Hybrid students are permitted to take FSW courses. Connections students may pursue dual enrollment options through private colleges and universities which often offer a reduced tuition rate for high school students. All dual enrollment must have prior approval and requires a signed Dual Enrollment Permission Form. Please see the High School Handbook and/or contact the Guidance Counselor for more information.

### **Community Service**

Community service is required for graduation from CCA and can only be counted by volunteering for a non-profit organization. We require 75 hours to be earned over four years, however, Florida Bright Futures requires a minimum of 75 hours (100 hours for the top BF award), so students who are pursuing that scholarship will need to log additional hours. Colleges and scholarship programs such as Florida's Bright Futures program outline minimum requirements. These requirements are sometimes adjusted yearly by the Florida legislature and will be updated each year as you meet with your guidance counselor.

### **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.

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

### **Complete a Parenting Course**

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

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

Curriculum or course that:

1. Is biblically based.
2. Focuses on the "heart" of a child not just the outward behavior of a child. The curriculum should point parents to their ultimate responsibility of "bringing them (children) up in the training and instruction of the Lord." Ephesians 6:4 –Also known as Parent-Directed Parenting (vs. child-centered parenting or permissive parenting).
3. Communicates the grace found in Jesus and asks for nothing less from parents.

4. Teaches moral and self-control training based on biblical standards that influence kindness, gentleness, proper speech (respect), concentrating, focusing, and many other important behaviors.
5. That points parents to the Bible and in no way is held higher than the Bible as the ultimate source of information.

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

### **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.

## **Part 3: STUDENTS TAKING CLASSES ON CAMPUS**

Many families choose to enroll their children in one or more classes on our campus. Classes meet on Monday, Wednesday, and Friday, with some classes meeting only once per week, and other academic courses being offered two or three days per week. Connections students taking classes (or enrichment electives) on our campus must follow our Dress Code and other school/classroom rules.

Please note that participation in on-campus classes and activities is a privilege. Connections students are held to the same standards as our full-time students regarding dress, character, and behavior. Please read the following guidelines for Connections On-Campus students. You should refer to the Hybrid Handbook for a complete list of policies.

### **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.

### **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 school work 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 school work.

### **Attendance Policy**

CCA, as required by the state of Florida, keeps a record of a student's attendance. All Connections students are required to report their attendance through CCA's homeschool reporting website. CCA will not report your attendance; it is the responsibility of the parent to update their child's attendance. Once reported, these records are retained in the student's permanent CUM file in the school office and recorded on report cards. If your child is absent from any on-campus classes, he/she will be responsible for making up any missed school work. Please refer to the "Late Work policy" for more information.

If your child will be absent on any given school day, please inform your administrator and/or teacher.

### **Tardy Policy**

It is important that your child arrive at school on time. A child not in class on time will disrupt the schedule flow of activities and ultimately shows disrespect for others. Repeated tardiness (more than 3 times a quarter) will be noted by our staff and discussed with the parent of the child in accordance with the school infraction policy. The first tardy of each semester will be “excused.” After that, the third tardy in a semester will result in an infraction. Students must be signed in if more than 10 minutes late to school. Students who arrive more than three hours late, without prior approval, will be marked absent for the day. Students who leave school before noon, unless prior approval was given, will be marked absent for the day. Please refer to the Infraction Policy for more details.

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

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

### **Bring a Lunch**

Students who take classes on-campus during the day with a lunch period between, are to pack their lunch each day, unless otherwise stated. Refrigeration is not available, so parents are responsible to make sure the lunch remains cool if needed. Microwave ovens are only available for adults and for Upper School students that are approved by the Student Council to use them. If a student does not bring a lunch, the parents will be called and asked to bring the student lunch. We do not have the ability to provide lunch for students. Students in K-8<sup>th</sup> grade may not bring soda in their lunchboxes or drink throughout the day. High school students, with parent permission, may drink, buy or bring soda. We would ask parents to limit sugar consumption at lunch and snack time

### **Late Work Policy**

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

**Absent due to illness or special circumstances (Excused if notified):** Students will have the same amount of days to make up their work as the amount 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 illness (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 is able to attend school the following day, parents should contact the teacher by telephone and make arrangements with the teacher before the student returns to class. The student will be allowed to come to school, and will not be responsible for missed work or be expected to take a test ONLY if the teacher is notified before class. All assignments and tests should be made up within 2 class days without incurring a penalty. After 2 class days, 10 percent will be taken off of 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 ahead of the scheduled absence from the Principal. Once approved, the teacher and parent can work together to assign appropriate assignments while the student is away from on-campus classes. Once the student returns,

he/she will have two class days to return all assignments or a zero may be given. CCA asks for at least two weeks' notice of a planned absence. If a parent fails to notify and seek permission from the Principal in a timely manner before a planned absence, then all school work 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 school work 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.

### **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.

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.

### **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 through 8<sup>th</sup> grade.

Exceptions to this policy:

1. Students with a learning disability: Students in 3<sup>rd</sup> and 4<sup>th</sup> grade will take a beginning Latin course. Afterward, a student can continue taking Latin, Greek Roots or be excused all together. The Principal 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 for Hybrid students. Upper School students in the Hybrid program 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.

\*Connections families will be responsible for reporting the semester grades of their CCA classes and homeschool classes to CCA’s homeschool reporting website on the scheduled due dates.

### **Achievement Tests**

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

### **Fair Grade/Course Placement**

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

Most, if not all, students will be placed based on the age standard of turning five before September 1<sup>st</sup> for entrance into kindergarten. CCA will occasionally consider a child who has not reached their fifth (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

1<sup>st</sup> thru high school grade placement:

- student interview, academic evaluation (current classroom work), developmental evaluation (if necessary), CUM file evaluation, former report cards or reviews, portfolio review, standardized test scores, parental input and testing in math, reading, grammar, spelling and writing are completed on campus before the start of school to ensure proper placement.

### **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 in the event that there is indication of special needs as mentioned above. A mutual decision must be reached by the teacher and administration regarding class placement before the enrollment process may be continued. 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 or not the student is properly placed. We know that it is possible for students to do very well in our program that have had a hard time elsewhere, and we are thrilled along with the parents to see this transformation take place. We look forward to partnering with you for the strengthening of your family and the academic progress of your child. Please let us know how we can serve you.
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 (i.e. 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 or not the student is properly placed. We know that it is possible for students with learning disabilities and other special needs to do very well in our program, and we are thrilled, along with the parents, to see this. We look forward to partnering with you for the strengthening of your family and the academic progress of your child. CCA administration may share part or all details of a child's disability or special need and any appropriate accommodations to the child's teacher(s). Parents may request this information not be shared by writing a letter of request to the Principal. Only information that is deemed appropriate to the protection of or to help ensure the educational or social success of a student will be shared.

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

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

### **School Work Alerts**

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

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

The school day begins at 8:30 am for 6th-high school students (upper school) and 9:00 am for K-5<sup>th</sup> grade students (lower school). Students who are in 6th-high school, or who have siblings in those grades, may arrive no earlier than 8:10 am. Dismissal is at 3:30 pm. Students must be picked up after their last on-campus class (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.

## **Parent Orientation**

If your child will be taking classes on-campus, you are required to attend Parent Orientation meetings. There is a lot to learn about each subject you will be teaching at home, policies, and procedures, and we want you to be informed and "on-board." Meetings are held before the school year gets underway and are available on-line as a webinar.

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

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

We ask that K-5<sup>th</sup> grade students not be brought directly to the classroom before school starts, but instead, ask that they go to the cafeteria. We will have staff available to supervise your student in the cafeteria up to five minutes before the start of class. K-5<sup>th</sup> grade teachers will come to pick up students from the cafeteria five minutes before the start of class. 6th-high school students may go to the classroom on their own five minutes before the start of class. If you need to have a word with the teacher, please do so quickly. Parents may also write a note to the teacher about any questions or concerns. All extended conversations should be conducted after school, on the phone, parent/ teacher comment sheets or schedule a conference if you need more time.

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

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

## **Scheduled School Events**

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

## **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.

## **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 failing grades in core courses or have an overall GPA below a 2.0. 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, disobedience, immoral behavior, a level three discipline offense or chronic dress code violations.

**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 adequately support the student in the academic model. This could be due to a number of 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 student's inability to manage their own behavior in a group setting, 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 financial crisis, tuition must be paid in full at the end of each school year in order 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.

### **Family Infraction Policy**

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

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

- **Infraction #1** – Infraction notice is sent advising family of infraction. (Essentially a warning letter)
- **Infraction #2** - Notice is sent requesting a meeting with the Principal to discuss the root of the problem, develop strategies for improvement (if appropriate), and/or continued enrollment. Depending on the circumstances, the student or family may be placed on probation until improvement is seen.
- **Infraction #3** – The issues will be brought before the Board of Directors or their designees for consideration of dismissal.

### **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.

### **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.

- **Courtesy-** 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.
- **Humility-** Redirecting praise to God and others. Having genuine concern for other's feelings.
- **Attitude-** Controlling your actions and words so they don't control you (in doing wrong).
- **Respectful obedience-** Showing love, honor, and respect to God, parents, and others in authority by obeying willingly and immediately.

- Attentiveness- Listening and paying attention with your ears, eyes and heart.
  - Cooperative - Working and playing easily with others.
  - Truthful - Saying and doing what is true.
  - Effort- 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.
  - Respect 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.

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 Principal. The Principal will call the child's parent.
4. Child will be sent home to be disciplined by the parent.

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

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

### EXAMPLES OF OFFENSE CONSEQUENCES

#### Level One -- Minor:

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

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

#### Level Two – Moderate

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

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

#### Level Three -- Severe

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

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

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

**Academic Probation:** When the student's performance falls below CCA's requirement for academic standing a student is placed is 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.

## **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.

## **Have a Disaster Preparedness Plan**

CCA will hold fire drills every month. During the drill, students will quickly and quietly walk out of the classroom in the order predetermined by the administration. Students are to remain silent the entire time. Students will walk to their designated safe area and form an orderly line facing away from the building. Teachers will have a class attendance list, with emergency contact numbers. Students will wait for the all-clear signal to be announced by administration, and then return quietly to their rooms. Fire extinguishers are located in a number of areas throughout the campus. Knowledge of the locations and the use of extinguishers are necessary for all adults on campus.

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



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



**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.

## **Part 4: STUDENT CONDUCT EXPECTATIONS ON or OFF CAMPUS**

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

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

### **Acceptable Technology Use Policy**

Classical Christian Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, CCA encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources in support of the mission and goals of CCA.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, CCA adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on CCA owned equipment or through CCA-affiliated organizations. For the purposes of this policy, cell phones that contain Internet access or text messaging are included. (Please see Electronic Communication Policy).

### *Rights and Responsibilities*

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

### *Staff Responsibilities*

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

#### *User Responsibilities*

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

#### *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of CCA.
2. Proper codes of conduct in electronic communication must be used.
3. All communications and information accessible via the network should be assumed to be private property.
4. Exhibit exemplary behavior on the network as a representative of your school and community.
5. Abide by all State and local laws.

#### *Unacceptable Use*

1. Giving out personal information, including home address and phone number, is strictly prohibited.
2. Excessive use for personal business shall be cause for disciplinary action.
3. Any use of the computer for product advertisement or political lobbying is prohibited.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.
5. Hardware and/or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
8. The unauthorized installation of any software, including shareware and freeware, for use on CCA computers is prohibited.
9. Gaining access to or process pornographic material, inappropriate text files (as determined by the Principal or by law), or files dangerous to the integrity of the local area is prohibited.
10. CCA's computers may not be used for downloading entertainment software or other files not related to the mission and objectives of CCA for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of CCA.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
14. Use of social networking sites is prohibited by students on CCA owned computers unless permission is given. If students and staff choose to use such sites on their own personal computer, CCA asks that they avoid communicating to students about school related matters using social media. Teachers are asked to not be "friends" with current CCA students on Facebook or similar social media sites.

#### *Disclaimer*

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

#### *User Responsibilities*

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

1. The agency provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff and parents.

2. Staff may choose to use their own private email accounts in lieu of the school provided email account. In this case, it is understood that all communication between a parent and teacher, or teacher and student is to be forwarded to the Principal for email storage to preserve the communication. Teachers using private email accounts are still responsible to follow this acceptable use policy.

### **Weapons on Campus**

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

Definitions:

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

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

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

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

### **Comprehensive Grievance Policy**

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

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

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

*Students/Parents to Teachers:*

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

*Parents/Patrons to Principal:*

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

*Continuation of Grievance policy: Staff to Administration:*

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

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

### **Godly Behavior**

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

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

The following principles and guidelines are a reminder of the basic aspects of Christian conduct which should govern every child and family of CCA. To clarify the principles, a few examples are addressed. Where no rules are mentioned, parents, teachers, and the administration are left to their own conscience to consider the context of the moment and to make judgments on appropriate conduct and behavior. Discretion as to the severity of the corrective action (level of offense) will be based on the frequency or nature of the action and with parental support.

*Parents are asked to carefully review this discipline policy and discuss it with their children. A parent and student's signature in 6<sup>th</sup>-12<sup>th</sup> grade is needed for enrollment in the Handbook section of the online enrollment application. Signing is an indication of acceptance by the parent and an agreement that both the students and parents intend to comply with all the rules and regulations of the school.*

### **Public Display of Affection**

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

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

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

### **Respect for Others**

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

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

1. Using derogatory terms such as "gay", "stupid", "homosexual", "slut", "addict" about or to a student,
2. Repeatedly, and publicly excluding or disassociating with a student (effort being made to humiliate or mistreat a student),
3. Slandering a student's reputation by speaking lies or partial truths about them.
4. Sending unwanted messages to, or about a student via social media, e-mail, texting or in writing,

5. Behavior that shows/suggests any immoral behavior whether in person, on-line, through messaging or any social media.

Please see the “Anti-Bullying Policy” for more detailed information

### **Use of Hotline**

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

This is anonymous, so CCA won't see who you are. The exceptions to this are: abuse allegations, schoolwide threat or report of a crime, or misuse of the hotline. Misuse of this hotline will be handled as a discipline issue. Ultimately, 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 Edison State College, FGCU, 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 (i.e.: cheating).*** Academic dishonesty is both a serious break of personal integrity and a serious hindrance to real student learning. Therefore, any student found to participate in academic dishonesty will be suspended from school for one day and will be placed on **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.

### **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 is intentionally intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Griffiths, “Bullying in Schools-2003).

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

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

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the school counselor, 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 A definition of bullying or bullying behavior, our policy against bullying, and the consequences of engaging in bullying or bullying behaviors will be in our school handbook. Upper School Students and parents will also be given an Anti-bullying pledge to review and sign.

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 in the CCA handbook. referred to school administrators for disciplinary response and we will immediately notify parents. 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)

## **Part 5: DRESS CODE for On-Campus Classes or Events**

### **Uniform Policy**

The purpose of the uniform and 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 kindergarten through high school.

**Skirts, Skorts, Capri, Jumpers, Pants or Shorts:** Solid navy, black or khaki

☞ Length of shorts, skirts, dress or skorts: Cannot be shorter than three inches above the student's knee and must not be too tight.

2<sup>nd</sup> grade – 12<sup>th</sup> grade must wear a belt if loops are present – **any color solid belt without decorations (glitter, gems, etc.).**

**Dresses:** Lower school girls may wear a School Uniform-style polo dress. Any color uniform-style polo dress is acceptable. Please wear shorts underneath. No neon.

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

than 2”x 2”.

☞ If you question whether the color is too bright, then please err on the side of caution and choose another color.

**Jackets, Under-shirts & Sweaters:** May be any color, but neon. Cannot have words on it and any logo cannot be larger than 2” x 2”.

**Shoes & shoe laces:** a sturdy, comfortable, non-skid, enclosed shoe. No boots or shoes that have a high heel on them. Boots need to be concealed under pants (not worn with shorts or skirts). Can be any color, except neon or bright, distracting colors. No patterns on the shoes or laces (leopard, polka dots, stripes, 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 any length and any SOLID color, except neon or bright, distracting colors and must be worn in matching pairs.

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

**Jewelry and Accessories:** Jewelry should be simple and limited to one piece only on fingers, ears, neck and wrists. Please make sure big, bright, or otherwise distracting hair ribbons, bows and flowers are saved for special events and are not worn on school days. However, the smaller the child’s head, the smaller the hair accessory may need to be. We also ask that you keep the colors to solid muted colors. Glasses that are meant for style vs. prescription glasses are not appropriate at school. Permanent or temporary Body art (including piercings and tattoos) is not permitted.

**PE:** If a child is wearing shoes that the PE teacher feels may be unsuitable for the activity, the child will be asked to sit out and may lose a class participation grade for the day. Students can bring a pair of shoes appropriate for PE to change into. Students can also change into a solid t-shirt and shorts if desired. You must still follow the shoe policy listed above.

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

**Dress Down Pass:** Students may be given a dress down day by staff. The student can then wear clothing of your choosing. This is a special privilege. However, modesty, appropriate length and body art policies still apply. Sandals and flip flops are allowed. No hats or tank tops. Please minimize distractions with your clothing and accessories. Please bring a change of clothes or shoes if your child has a class requiring physical activity. Your child will not be allowed to participate in classes requiring physical activity if not dressed appropriately-this is for safety!

**Dollar Day Pass:** The last Wednesday of every month is a Dollar Day. Students may purchase a “pass” for \$10.00 at the beginning of the school year to participate. If a student does not purchase an annual pass, then that student must wear their regular uniform.

*What can I wear?*

K-8: Christian T-shirt~Students wear their regular school approved uniform bottoms and may wear a Christian t-shirt or a CCA t-shirt. Please continue to observe all other dress code policies.

9-12: Dress Down~ Students wear clothing of their choosing. However, modesty, appropriate length, and body art policies still apply. Sandals and flip-flops are allowed. No hats or tank tops. Please minimize distractions with your clothing and accessories. Form-fitting, skin-tight pants such as leggings, jeggings, skinny style pants and yoga pants and tights may not be worn.

*Can I lose my Dollar Day privilege?* Yes. Students that violate the dress code policy will lose the privilege of Dollar Day and will NOT have their money refunded.

**Off Campus Activities:** Students may wear a CCA shirt or a navy or white polo shirt for off campus activities. Please follow the dress code in all other areas unless specifically addressed.

**Music Students:** Students need a red polo shirt, black dress pants, black belt, black socks and black shoes to music performances.

☞ **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.**

Violation of the Dress Code Policy

Violations are counted per semester.

Violation #1 Electronic notification sent (upper school monthly dress down privilege is lost for that grade level).

Violation #2 Loss of privilege of one Dress Down/Jeans Day/Spirit day.

Violation #3 Dress down/Jeans Day /Spirit privilege may revoke for the rest of the school year.

Any further violations will result in an infraction  
(See Family Infraction Policy).

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