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The Philosophy and Foundations of the Academy are described in the Board Policy manual. Please review section 1 of that document.

Thank you from the Board Members of CCA.

## **HISTORY**

The Board of Directors and Headmasters continue to develop the vision that the Lord has given us to offer classical education in Leon County. It is our conviction that God calls us each to love Him with all our heart, soul and mind (Matt. 22:37). To this end, and for His glory, we offer Christ Classical Academy. We invite your family to join us as we seek to fulfill this high calling.

During the spring of 2004, Christ Classical Academy Board voted to open up a classical Christian school offering instruction to students K through seventh grade. The First Church of the Nazarene graciously opened up their facility allowing our 28 students to meet in their classrooms.

For the fall of 2011, the Academy now offers kindergarten (K5) through Twelfth grade.

## SCHOOL SONG

### *Glory Be to God the Father*

Words by Horatio Bonar 1866

Music by John Hughes 1907

#### *Verse 1*

Glory be to God the Father,  
Glory be to God the Son,  
Glory be to God the Spirit,  
Great Jehovah, Three in One!  
Glory, glory, glory, glory,  
While eternal ages run,  
While eternal ages run!

#### *Verse 2*

Glory be to Him who loved us,  
Washed us from each spot and stain;  
Glory be to Him who bought us,  
Made us kings with Him in reign!  
Glory, glory, glory, glory,  
To the Lamb who once was slain,  
To the Lamb who once was slain!

#### *Verse 3*

Glory to the King of angels,  
Glory to the Church's King,  
Glory to the King of nations –  
Heav'n and earth your praises bring!  
Glory, glory, glory, glory,  
To the King of Glory sing,  
To the King of Glory sing!

#### *Verse 4*

Glory, blessing, praise eternal!  
Thus the choir of angels sings!  
Honor, riches, pow'r, dominion!  
Thus its praise creation brings!  
Glory, glory, glory, glory,  
Glory to the King of Kings,  
Glory to the King of Kings!

## **DISTINCTIVES**

### **• Christ-centered Approach**

Christianity has been an integral part of the history and development of western civilization. Anything other than an education centered on the person of Jesus Christ fails at what it purports to be. The Academy holds that all truth is God's truth. We seek to reveal in all subjects the significance of historical Christianity and the teachings of the Scriptures in ways which are natural and not contrived. Our intent is to provide a clear model of the Christian life and a biblical worldview through our staff, board, and volunteers, so that every child is encouraged to develop a genuine and meaningful relationship with God through the person of Jesus Christ. Our goal is to foster an environment that is inclusive. We are unapologetic in the assertion of doctrines that are central to historic orthodox Christianity. Students and faculty alike are, however, welcome to their personal and denominational views on issues about which genuine believers disagree. The Academy will require each student to memorize the Apostle's Creed.

### **The Apostle's Creed:**

I believe in God the Father Almighty, Maker of heaven and earth;  
And in Jesus Christ his only Son, our Lord;  
Who was conceived by the Holy Spirit, born of the virgin Mary,  
Suffered under Pontius Pilate, was crucified, dead, and buried;  
The third day he rose again from the dead; he ascended into heaven,  
And sitteth on the right hand of God the Father Almighty,  
From thence he shall come to judge the quick and the dead.  
I believe in the Holy Spirit; the holy catholic church;  
The communion of saints; the forgiveness of sins;  
The resurrection of the body; and the life everlasting. Amen.

- **Accreditation**

The Academy is a member Association of Christian Schools International (ACSI). As the school matures our goal is to gain accreditation from ACSI.

- **Governance**

The Academy is a board-directed school. The Bylaws have been approved and copies are available by advance request through the school office.

**Current Board Members**

Paul Shackelford,  
Robert McClure  
Tim Cahill

**School Staff**

Paul Shackelford Marshall	Head of School	(850) 668- 1021 (850) 212- 4015
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- **Classical Methodology**

The Academy employs the classical approach of learning based upon the Trivium described in “The Lost Tools of Learning” by Dorothy L. Sayers. The grammar school (K4-5) emphasizes basic learning skills, while the dialectic school (6-8) concentrates on formal instruction in logic. The rhetoric school (9-12) helps students develop a clear understanding of verbal, written, and mechanical aspects of expression used in each subject studied. The goal is to teach our students **how to think** as a basis for mastering specific subject areas. Intensive phonics and primary

reading sources (including the Bible and classic works) are used for instruction in reading and the language arts. An incremental and cumulative approach to mathematics skills is utilized. Latin is taught for its direct benefits and as reinforcement for understanding English grammar and vocabulary.

- **Latin**

“I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this, not because Latin is traditional and medieval, but simply because **even a rudimentary knowledge of Latin cuts down the labor and pains of learning any other subject by at least fifty percent.**” Dorothy L. Sayers (Address at Oxford University, 1947)

At the Academy, formal instruction in Latin begins in 3<sup>rd</sup> grade. By introducing a child to the language at an early age we take advantage of a child’s great capacity for learning vocabulary and his love for the rhythmic chanting of verb conjugations and noun declensions. The exercise of fitting the meaning, tense, number, case and gender of a Latin word to its English equivalent strongly develops analytical skills as well as vocabulary.

- **Logic**

God is a rational being. We believe that God reveals Himself to humans in rational ways through His Word and through His creation (nature). Christianity, the way of life through which humans enjoy fellowship with God as their Heavenly Father, is therefore a rational lifestyle. Clearly, Christian parents desire their children to know the truth of Christianity. The goal is to educate students, teaching them **how** to know, through concurrent instruction in logic, Bible, science, etc., rather than to indoctrinate by merely teaching them **what** to know. Students are taught

to discern truth and to defend it against challenges.

- **Rhetoric**

“But sanctify the Lord God in your hearts, and always be ready to give a defense to everyone who asks you a reason for the hope that is in you, with meekness and fear.” I Peter 3:15

Rhetoric teaches the student the art of reading critically and appreciatively all kinds of writing. It also instructs and inspires the student to write well in diverse genres, to speak eloquently with persuasion and confidence, and to listen courteously with understanding. The arts of communication and expression are critical for an educated person, and for the believer who desires to obey God in his call to “always be ready to give a defense.” The Academy understands that when you equip the student with the tool of rhetoric, you lay the foundation for a lifetime of effective evangelism and learning.

- **Parental Involvement**

The Academy believes that parents are responsible for educating their children (based on Deuteronomy 4:9 and 6:6-9). The Academy co-ministers with Christian parents in the education of their children. Parents are encouraged to participate at all organizational levels; volunteering, serving on/with the faculty or staff and working on/with the governing board. We welcome parental visitations to the classroom and joining children for lunch when schedules permit. Parental involvement and support in the classroom, on field trips, at special services/programs and annual events are also expected.

- **Curriculum**

For young children, the educational goal at the Academy is

to develop automaticity in the basic learning skills. In older students, critical thinking skills together with confidence in verbal and written methods of communication are expected. To this end, the Academy emphasizes language skills (reading, grammar, and spelling), handwriting, history, Bible, mathematics, and Latin in its School of Grammar and will supplement these important subjects with science, music, art, drama, and physical education as our complete program is developed.

In the School of Logic, the Omnibus is introduced, an integrated approach to studying literature, history, and Bible, along with grammar, mathematics, science, Latin, and formal logic. The supplemental courses in the School of Logic will be art, music, physical education, and typing.

The final stage of our educational model (the Trivium) is the School of Rhetoric. Students will continue in the study of English grammar (with a strong emphasis in writing skills), literature, mathematics, science, Bible (culminating in a rigorous apologetics program), history, and the formal study of rhetoric. Supplemental courses will continue to revolve around the performing arts (i.e., speech, debate, art, music). We are carefully selecting what we believe to be the finest materials available based on recommendations of outstanding classical school leadership in other cities.

- **Effective Discipline**

“Children, obey your parents in the Lord, for this is right ... and, fathers do not exasperate your children, but bring them up in the nurture and admonition of the LORD.”  
Ephesians 6:1,4.

It is our intent at the Academy to instruct every child to obey his parents and to show respect to all persons. Requiring obedience to those in authority establishes a

lifestyle of obedience to God and His Word. We endeavor to have as few rules as necessary enforced through a combination of rewards and appropriate consequences. In fairness to all students and their families, no student is allowed to be disruptive to the process of instruction or to ill-treat another student.

- **Uniforms**

The wearing of uniforms at the Academy accomplishes a number of valuable objectives:

- Uniforms instill a sense of belonging and loyalty to the school community;
- Behavior and productivity are generally improved when students wear uniforms;
- Wearing a uniform helps de-emphasize fashion consciousness and socioeconomics;
- Uniforms cost less than buying the typical student wardrobe; and uniforms help reduce family conflicts over what to buy and what to wear;
- Students are easily identifiable on field trips and persons not in uniform are easily noticed on our campus thereby enhancing safety;
- Uniforms help create a positive impression of our students and our school within our community.

## **POSITIONS ON ISSUES IMPORTANT TO FAMILIES**

- **Dating Relationships**

The Board, administration, and teachers of the Academy do not advocate any position on the legitimacy of dating for its students. This is a decision best left to individual families and churches. The school does, however, require that there be no dating-type behaviors among students during school hours, on school property or at school

functions. School hours are for the pursuit of knowledge and wisdom.

- **Holidays**

The Board, administration, and teachers of the Academy desire for the celebration of holidays to be Christ-centered and God-honoring.

- **Halloween**

- Halloween is not celebrated or acknowledged at the Academy.

- **Christmas**

- The biblical emphasis of Christmas is on the birth of Christ, our Savior and Lord. Santa Claus is not acknowledged at the Academy. If students ask about Santa Claus, they will be directed to their parents.

- **Valentines Day**

- Students may participate in the Valentine's Day celebration through the giving of cards. Exchange of cards is permitted in the classroom only and must include all students within that class. **Sentiments expressed shall be of a friendship nature only.**

- **Easter**

- The biblical emphasis of Easter is on the resurrection of Jesus Christ. The Easter Bunny is not acknowledged at the Academy. If students ask about the Easter Bunny, they will be directed to their parents.

- **Birthday Parties**

Celebration may take place in the classroom or outside. The classroom teacher will determine the most appropriate place based on the activities of the day. Parents may bring cupcakes or cookies (no candles please), plates, napkins,

and other party supplies. The student body will not celebrate birthdays at mealtime. Parents are welcome to eat lunch with their child on this special day.

- **Solicitation on School Grounds**

There are numerous activities and events that are valuable to the spiritual and academic development of our students and families. All such activities and events may be posted on the bulletin board in the main office upon approval by the administration. The Academy will not provide free advertisement in any school publication or distribute materials through our school mailing system. We ask that parents refrain from distributing invitations to private gatherings on the school grounds.

## **APPLICATION AND ADMISSION PROCEDURES**

### **• Admission Statement**

The Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. The Academy practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs.

### **• Admission Procedures**

The selection of the student body of the school is second only to staff selection in achieving the school's mission. The Academy seeks to foster a family-like atmosphere, the success of which depends in great measure on the similarity of biblical convictions lived out in the homes of our students.

The basic process for new applicants will be as follows:

1. January 1 to June : Applications will be considered as they are received and as space permits.

Priority for acceptance will be as follows:

1. Current students (must re-enroll by April 1st to secure a space);
2. Siblings of current students;
3. All other applicants.

The Academy will consider a student's academic achievements in the application process for grade placement, but not as the primary determinant for acceptance. For a child entering Kindergarten a readiness

screening may also be required. If a child has successfully completed the previous school year and his schoolwork and behavior compare favorably to the comparable grade at the Academy, the child will be placed in the grade for which he is applying. However, if there is evidence to show that the child may not be adequately prepared for the next grade level, with the parents' consent, he may repeat the previous grade. Grade level advancement (skipping one or more grade level(s)) will be based on academic performance, social/emotional development and will be considered only at the request of the parent.

Parents should explain to the child that they have delegated their authority during school hours to the Academy. Therefore, he or she is subject to the instruction and discipline of the teachers or administrators.

The Academy is a discipleship-based educational program requiring that at least one parent professes faith in our Lord and Savior Jesus Christ. It is essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of the Academy. This includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith within the program. Parents should be willing to cooperate with and adhere to all the written policies.

If a student is accepted, the parents will receive an Acceptance Letter, and the Transfer of Records form will be sent to the previous school attended. In order for the admission process to be final, the Academy must receive the following items:

- Completed Application Packet with \$100 fee
- Florida School Entry Health Exam (yellow form)
- Copy of Birth Certificate
- Florida Certificate of Immunization (blue form)  
(immunizations must be up to date)

- Medical Information Form
- Proof of Medical Insurance

### • **Financial Aid and Scholarship Programs**

#### **Family Financial Needs Assessment**

The Academy seeks to assist families with a demonstrated financial need or families with multiple children. We use the services of Family Financial Needs Assessment Company (FFNA), a third party confidential financial assessment organization. FFNA will review the prospective families' financial data and recommend to the Academy Financial Aid/Scholarship Committee a percentage amount of financial aid to be applied to the families' tuition package. If you are interested, please apply online at FFNAI.com or request a printed application from our office. Applications must be filed by April 30.

#### • **Tuition and Fees**

Please see the web site for the current tuition rates.

A late fee of thirty dollars (\$30) will be assessed for all installments not received in the Academy office by the 15<sup>th</sup> after the bill has been issued. The Academy reserves the right to suspend or expel students for payments more than thirty (30) days delinquent.

Each parent guardian agrees to register each student for the entire academic year at the Academy and therefore assumes the responsibility for full payment of the annual tuition and any fees and costs.

#### • **Extended Day Program**

The Academy will survey families at the beginning of each school year to determine if a after school program will be created. The cost of this program will be completely covered by the parents.

## **ACADEMIC POLICIES**

### **• Academic Program**

Our program is classical in methodology and distinctly Christ-centered. Bible, English Grammar, Reading, Literature, Handwriting, History, Science, Mathematics, Latin, Logic and Rhetoric along with appropriate elective coursework (i.e. Art, Physical Education, Drama, Music, etc.) will be taught in grades K through 12. The grade level and identified subject will determine the pedagogy utilized in each classroom.

School of Grammar (Grades K-5)

School of Logic (Grades 6-8)

School of Rhetoric (Grades 9-12)

### **• Textbooks and Library Resources**

All classroom text and library books belong to the Academy and are loaned to our students for a portion of, or for the entirety of the school year. The teacher will record the condition of each book when checked out to the student who must respect the books as borrowed property. Students will be charged the replacement value of any book that is lost or that is damaged (for example, pages torn or writing in book) or excessively worn (hardback texts must be covered appropriately). If a lost book is found and subsequently replaced, the student may keep the book or may receive the used book value from the school if the school has need of the book.

## • Academic Testing and Grading

Students in all grades may expect to take regular and periodic tests in all subjects and skill areas. Students and parents will be informed ahead of time of approaching test dates and will be given adequate time to prepare. **Class work and tests that are missed due to an excused absence must be made up within two (2) class days of returning to school.** In the event that a student is absent (excused) for several consecutive days, the teacher, student and parent will develop a make-up class work/test plan. The plan will seek to expedite the makeup process without penalizing the student. Class work/tests not completed within this time period or missed due to unexcused absence or tardiness may not be made up, and will be assigned a grade of zero (0).

**Please Note:** It is the responsibility of the student and parent to contact the teacher and make the necessary arrangements to make-up a missed assignment or test.

## • Homework Philosophy and Policy

Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (for example, math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.

The Academy recognizes that parental involvement is critical to a child's education; therefore, homework can be used as an opportunity for parents to actively assist their young child in his studies.

Homework is defined as additional class related work assigned by the teacher to be completed outside of class. The following are not considered homework: personal review, reading, or work on assignments not completed in class, or reading to fulfill Boni Libri requirements. (Please see the following section on reading.)

Homework surveys may be conducted throughout the year to ensure that the level of homework is reasonable.

The guidelines provided should be regarded as approximate **maximum** times for the diligent, not as required minimum times.

- 1<sup>st</sup> Grade: 15 minutes
- 2<sup>nd</sup> Grade: 45 minutes
- 3<sup>rd</sup> Grade: 45 minutes
- 4<sup>th</sup> Grade: 45 minutes
- 5<sup>th</sup> Grade: 60 minutes
- 6<sup>th</sup> Grade: 70 minutes
- 7<sup>th</sup> through 12<sup>th</sup> grade is as required

In general, homework will not be assigned over holidays/vacation periods. Also, there will be limited assigned homework on Wednesday evenings in efforts to facilitate our families' participation in their local church services/fellowships.

**Please Note:** On occasion students may need to complete assignments over a Wednesday night or weekend. However, most assignments are given with enough lead time for the diligent to avoid schoolwork on these days.

• **Boni Libri (CCA Required Reading Program)**

The Academy believes that the development of reading skills and the enjoyment of good books and quality writing

are the first steps to fostering a love of learning. We have therefore adopted a reading program called *Boni Libri*. This “Good Books” program is designed to compel our students to read quality, age-appropriate works which are in many cases considered classics by the literary world. The Boni Libri program is required for all students, while the second phase Boni Reader is optional but strongly encouraged.

Each student will be **required** to read a **minimum** of one book per quarter and submit a brief book report (as specified by the respective grade level teacher) before the end of the grading period. The student must select the book from the designated grade level reading list or must have the book approved by the appropriate grade level teacher. Failure to complete this program on time will result in an automatic drop of one full letter grade in literature.

Boni Libri is for all grade levels. K through 1<sup>st</sup> grade students can either read or have parents read to them. Please see the grade level teacher for detailed guidelines.

#### • **Summer Reading Requirements**

During the summer break, students are required to choose one book from a teacher-assigned reading list, read the book, and complete a summary reading card (short book report). Students are strongly encouraged to read more than one book from the list, but one book will satisfy the requirement.

The following are some of the reasons we require our students to read from a school approved selection of books even though school is not officially in session:

- Learning never stops, and reading is central to our goal of developing students who have a passion for learning. Reading is the single most important element

of the learning process.

- Character (integrity, honor, etc.) is developed by reading good books.
- Reading improves vocabulary, spelling, and comprehension.
- Exposure to great writing develops an appreciation of truth and beauty while enhancing the gift of articulation.
- Good books introduce students to people, places, and things that they would not ordinarily encounter.
- The Bible is best understood when a student is a good reader, and a student must read to become an accomplished reader.

Guidelines for the summer reading card (short book report) are outlined in the summer reading handout distributed at the end of the school year.

With few exceptions, new students will also be expected to complete this assignment. New students should consult with their teacher if they have any questions.

**Important Note:** Summer reading cards are due just prior to the start of the next school year at the annual Student Orientation meeting. If the student fails to turn in the reading card at the Student Orientation, his or her first nine-week literature grade will be reduced by one grade letter. Additionally, the student will not be allowed to begin school until the reading card is complete. For new students this entry level requirement may be waived until the end of the first week of school.

**• Grading/Progress Report Policy**

The Academy will use the nine week model (four quarters over two semesters) for reporting student grades and academic progress. The actual dates for release of student report cards may be found on the Academic Calendar.

Students will be assessed against an objective standard in each class/subject. The Academy will not base grades “on a curve” or any other subjective means. This approach will reduce the possibility of grade inflation and give a more accurate picture of student performance and progress. Please note that annual standardized test results will not be included in or considered part of the grade or progress reporting procedures.

Grades will be based on tests, quizzes, book reports, class assignments and homework. Participation in class discussion may also be graded. Variety in the amount and kind of testing, assignments, and homework is highly encouraged. In addition, projects may be used in place of tests for some classes.

**• Grading Guidelines**

90%-100%	A	Excellent (E)
98%-100%	A+	
94%-97%	A	
90%-93%	A-	
80%-89%	B	Satisfactory (S)
88%-89%	B+	
84%-87%	B	
80%-83%	B-	
70%-79%	C	Needs Improvement (N)

78%-79%	C+	
74%-77%	C	
70%-73%	C-	
69%-60%	D	Requirements not meet
59% or below	F	Failing / Unsatisfactory(U)
	I	Incomplete

Other evaluation/assignments – These are used primarily for K4, Kindergarten and First Grade:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete (for missing work or not enough grades to assign a final grade.)

Class behavior will be reported in concert with the student's academic performance utilizing the following guidelines:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

The teaching staff of the Academy will make every effort to keep our parents informed of their child's academic and behavioral development.

**• Academic Honors and Awards**

The Academy maintains a system of formal honors and awards primarily for the following reasons:

- The recognition of good work is endorsed in the

scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, etc.).

- We hope to encourage good works among all the students by demonstrating to them that such work is not overlooked, but rather noticed and rewarded.
- We want to draw attention to the high quality of the work completed by our students, to the glory of God.

Three levels of academic honors are recognized for students in grades 4 and up.

1. **Cum laude** (honors) is bestowed upon students having no more than two semester grades below 90%, no semester grade below 87% and no grades below an “S” including conduct/citizenship.
2. **Magna cum laude** (high honors) is bestowed upon students having no semester grade below 90% and no grades below an “S” including conduct/citizenship.
3. **Summa cum laude** (highest honors) is bestowed upon students who have no semester grade below 95% and no grades below an “S” including conduct/citizenship.

Academic honors are awarded for the entire school year beginning in fourth grade.

#### • **Academic Probation**

A student who has unsatisfactory or failing work in any two (2) subjects or skill areas for a quarter or semester shall be on academic probation for the ensuing quarter period. The student on probation must pass all subjects and skill areas during the nine weeks on probation or be subject to academic discipline including possible expulsion. The teacher, Headmaster and the Board will determine what action will be taken.

## • Student Honor Code (Romans 13:8-14)

Attendance at the Academy is a unique privilege and it comes with certain responsibilities. Students must therefore sign and adhere to the following Christian responsibilities:

### **To God Almighty:**

- I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17).
- I will submit myself to the authority of His grace and His Word (II Tim. 3:16-17).
- I recognize that my appearance and behavior reflect on Him as much as on me ( I Cor. 10: 31).

### **To my parents:**

- I will attempt to honor my parents in everything I think, say, and do (Ex. 20:12).
- I will seek to learn all that I can from them (Eph. 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78: 1-8).

### **To my church:**

- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2:1-15).
- I will make worship, discipleship, and spiritual growth a priority in my life (Gal. 2:20).
- I will attempt to be an ambassador of Christ and His Church wherever I am (Matt. 28:19-20).

### **To my teachers:**

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Heb. 13: 1).
- I will seek to do all the work I have been assigned with

diligence and integrity (Eph. 5:8-17).

- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 4:8-9).

**To my classmates:**

- I will honor and respect the time, work and feelings of my fellow students (Rom. 12:9-18).
- I will try to model honesty, integrity, kindness, and modesty in my relationships (Phil. 2:3-7).
- I realize that disturbances affect everyone at school, and will thus strive for peace (Eph. 4:1-6).

**• Promotion and Retention**

Students who achieve passing semester grades in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one subject or skills area may be promoted provisionally provided the subject failed is not language studies or mathematics. Students who fail to achieve passing grades (for the year) in language studies, mathematics or in any two (2) other subjects or skill areas are subject to retention. The final decision in promotion and retention matters will rest with the Headmaster.

**• Field Trips**

Field trips are an integral part of the “hands on” learning process. Your child must have a field trip permission form on file before he or she will be able to participate in any field trips that cost additional funds. Teachers will notify parents of upcoming field trips on their weekly communication sheet and may ask for parents to serve as chaperones and drivers. We encourage parental participation and believe that a parent’s attendance enhances the learning process and the moral development of our children. Parents who wish to transport the Academy

children must submit proof of automobile insurance.

• **Driver and Chaperone Procedures:**

All volunteer drivers must have a current, valid driver's license. Drivers and chaperones will meet as a group before leaving the school on the trip.

The Chaperone will be assigned a specific group of children to ride with or drive. Each member is under your authority and is your responsibility throughout the trip.

Every child must have a single seatbelt. Do not "double up" children in seat belts. No child is to sit in the front passenger seat when there is an air bag for that seat.

The driver/chaperone should make sure every child is seated and secure inside the vehicle before entering themselves. Upon arrival at the event or the return to school, the children should wait inside the car until you or another adult are outside of the vehicle and ready to receive them.

Classroom behavior standards apply in your car as well as inside of one of our classrooms. You have the authority, our expectation and blessing to require the children to behave. They should be seated and not talking above a normal speaking voice inside the car.

Remind the students that all electronic devices are not permitted on field trips (Walkman, Game boy, etc.).

In order to encourage and stimulate conversation in your vehicle, please use classical music to serve as a background and thus creating the right ambience. If in doubt, please consult with the Headmaster.

Upon arrival at the field trip site, the group of students

should remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with the group.

Behavioral standards at the event site mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, and the chaperone. We will expect first time compliance to all directives. The Academy students are expected to act with impeccable dignity and manners, doing only what would be pleasing to God.

Please use the predetermined route in going to the event as well as on the return. We ask that you not run errands when driving for the school.

Please stay with your students until the teacher arrives back at the classroom and do not allow the children to enter the room until she/he is present.

#### • **Reverence Policy**

In all areas of instruction, teachers and students will give God's character proper respect.

Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles. The following list is not all-inclusive, but is characteristic of the kind of activities to avoid:

- Silly or trite references to Jesus Christ and His work on the cross.
- Mockery of angelic powers, demonic or heavenly.
- Emphasis on good feelings or works versus humble obedience and grace.

### **SCHOOL DISCIPLINE**

## • **Etiquette**

The students will be expected to show consideration for their teacher and their classmates by complying with these standards.

### **CCA students:**

- will be seated and quiet when class is called to order,
- will not dash across the room to get to their desks,
- will not throw any item in the classroom,
- will not chew gum,
- will not eat or drink in class except during lunch or class parties,
- will not touch the teacher's desk, or anything on it, including reference books, without permission,
- will not write on desks, walls, textbooks, posters, etc.,
- will not adjust blinds or open or close windows without permission from the teacher,
- will not rearrange desks without permission from the teacher,
- will stand up when a guest enters their classroom, pushing in their chairs as they rise.
- will not pass notes, nor ask others to pass notes,
- will show respect by not talking while the teacher is talking, nor interrupt other students during class discussion,
- will not bring games, PE equipment, electronic devices (e.g. toys, game boys, PDA's, recorders, etc.) without permission from respective teacher,
- will refrain from working on other homework assignments during class (until they have finished with assigned work and received permission from their teacher), and
- will be encouraged to pick up trash around their desks before leaving.
- As students move around the campus, they are expected to do so in an orderly and quiet fashion

understanding that others may still be in class.

### • **Disciplinary Policy**

Discipline is biblically based, administered with love and consistency in light of the student's behavior and attitude. The teacher and Headmaster will determine the kind of discipline in respect to the policies established by the Board. The teacher at the classroom level handles the majority of discipline problems. The Academy seeks to teach children to demonstrate their love for God by giving honor and obedience to their parents and the authorities divinely placed in their lives.

### • **Office Visits**

There are five behaviors that will automatically necessitate discipline from the Headmaster (versus the teacher).

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e., outright disobedience in response to instructions.
4. **Fighting**, i.e., striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

During the visit with the Headmaster will determine the nature of the discipline. Parents will be notified of all visits with the Headmaster in a timely manner.

If for any reason a student receives discipline from the Headmaster, the following accounting will be observed. Within either semester of the school year-

1. The first two times a student is sent to the Headmaster for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. A meeting will follow the third office visit with the student's parents and Headmaster.
3. Should the student require a fourth office visit, an appropriate suspension may be imposed on the student.
4. If a fifth office visit is required, the student will be expelled from the school.

• **Expulsion**

The Board realizes that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restoration are fundamental to our discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student may be expelled.

• **Serious Misconduct**

Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives or safety of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours.

• **Re-admittance**

Should the expelled student desire to be readmitted to the Academy at a later date, the Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **ATTENDANCE/TARDY POLICY**

### **• Attendance Statement**

The Academy expects well students to be present each day school is in session. The school calendar is provided to aid in the planning of family activities and appointments. Teachers will record daily attendance which will be reported on the students' report card.

### **• Tardy Policy**

Any student who is not in his classroom when class begins at 8:00am will be marked tardy. A tardy child should check in at the office before going to the classroom. The parent must accompany the student to the office and check him into school for the day. The student will then be given a Tardy pass to give to his teacher. No student will be admitted into the classroom without a Tardy pass.

If the student receives a fifth tardy, the Headmaster will contact the parents. Frequent tardiness demonstrates a lack of discipline that is inconsistent with our mission. Therefore, we encourage parents to give serious attention to being punctual.

### **• Participation Policy**

A student who was absent for more than half of any given school day or has an unexcused absence or excused illness absence or who is unwell shall not be permitted to participate in that day's school sports practice or event.

- **Short-Term Absences**

If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by phone as soon as possible. It is the responsibility of the student and parent to find out what work was missed during an absence and to arrange for make-up class work and tests. Students will be given two days to make up any missed work.

**Please Note:** It is the responsibility of the student and parent to contact the teacher and make the necessary arrangements to make-up a missed assignment or test. Please see “Academic Testing and Grading” .

- **Long-Term Absences**

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing. This will permit the office to inform the appropriate teacher(s) and to compile the necessary school work which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. Please see “Academic Testing and Grading” .

- **Extended Absences**

We will gladly cooperate with families taking their children from school for vacations, etc. However, when extended absences are voluntary (versus emergency or illness), we expect all significant schoolwork to be completed, preferably prior to the absence. This eliminates the need to work on vacation or to do a significant amount of make-up work.

- **Excessive Absences**

Absences above a total of ten days or five separate incidents of absence per semester require Board attention.

- **Early Dismissal**

It is preferable that doctor's appointments, dental visits, etc. be arranged for after school hours. When this is not possible, the parent or authorized adult picking up their student must come into the office to sign the early dismissal log. For the safety of our students and so the school can fulfill its responsibility to parents, students are required to report to the office where they will meet their parent or the parent's designated representative. No student may leave the school without following this procedure. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment and are to check in at the office immediately upon returning to school.

- **Authorization of Student Release**

Students will be released to a parent-authorized person only. Please send written confirmation when your child is to be released to someone other than those named on the emergency form. Regarding divorced parents and custody relationships, the school must have legal documentation to prevent a non-custodial parent from picking up his child or visiting his child on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. All materials from the school will be delivered to the custodial parent. Duplicate materials may be delivered to the non-custodial parent upon receipt of written instruction signed by both parents. Legal documentation (held confidential) will help us meet your needs and the needs of your child.

- **Early Arrival**

Students should arrive at school no earlier than 15 minutes before class begins. Students can be dropped off at school after 7:45am reporting to their classrooms by 7:50am.

- **Late Pickup**

The Academy regrets that we must charge for children who remain on campus 15 minutes after the school day ends. School lets out at 3:00pm and those students that are here after 3:15pm may be assessed a late fee of \$25/child.

- **Medical Policies**

  - Unwell Children**

Children should not come to school with fever or signs of communicable illnesses. Please ensure that your children are without fever for at least 24 hours before permitting them to return to school, to reduce the spread of illness to

other students and faculty members.

You will be called to pick up your child from school if he/she becomes ill during the school day. Sick children will wait in the office space designated by the Headmaster.

### **Medication Policy**

Medications that must be administered during the school day will be handled by the office staff (school secretary). Signed permission and instructions from the parents must be provided. No student is permitted to possess any drug or medication while on campus. Students are expressly prohibited from providing any drug or medication to another student. Any drug or medication brought to school shall be checked into the school office in its original packaging with dosage labeling. All students must have on file the appropriate original immunization cards, a Medical Information Form and an Annual Release and Consent Agreement Form that is notarized (the teacher will take this with her for all field trips). The school office has a small first aid kit to be used for cuts and scrapes, and we have some over-the-counter medications such as acetaminophen (Children's Tylenol<sup>®</sup>), ibuprofen, antacid, and topical Benadryl<sup>®</sup> gel which we will dispense as needed if you check and sign the appropriate area on the medical authorization form.

### **Emergency Medical Occurrences**

Medical expenses incurred while at the Academy are the responsibility of the parents.

In the event a child becomes ill or is seriously injured while under school supervision, school authorities will take the following steps:

1. Contact a parent of the student and follow his

instructions.

2. If neither parent can be reached, contact the student's physician and follow his instructions,
3. If the student's physician cannot be reached, school authorities will use their own discretion and contact a properly licensed physician and follow his instructions.

If in the opinion of a properly licensed and practicing physician, a child needs medical or surgical services which require parental consent before being supplied, and the parent cannot be reached, the Headmaster or the teacher, or the designee of the Headmaster or the teacher, will furnish such written or oral authorization as may be so required. The Headmaster, teacher, or the designee of the Headmaster or teacher, and the Academy and its Board are released from any liability which might arise from the giving of such authorization, so that the child may be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

## **DRESS/UNIFORM POLICY**

### **• Make-Up/Grooming**

These are basic guidelines for grooming practices at the Academy. These precepts do not cover every contingency; therefore, the following guidelines are offered:

1. **Nothing that draws attention to oneself.**
2. **No priority on self-expression.**
3. **Cheerful submission to the school community and its values.**
4. **Dress and grooming that are conducive to order and learning.**

It is expected that young men and women will keep their hair well groomed and clean. **All students must keep hair out of their faces.**

For boys, the following are unacceptable grooming practices:

1. Shaved heads, ornamental cuts, or shaved designs in hair;
2. Ponytails, top knots and colored or dyed hair outside a natural hair color);
3. Hair length beyond the shirt collar;
4. Any jewelry (watches are not considered jewelry);
5. Visible body piercing, including earrings;
6. Tattoos;
7. Colored contacts that are not a natural eye color. Eye color chosen by a student should remain consistent throughout the entire year.

For young ladies, the following are unacceptable grooming practices:

1. Shaved heads, ornamental cuts, shaved designs in hair, or hair pieces.
2. Hair dyed or bleached excessively (to an unnatural hue);
3. Visible body piercing (stud earrings are permitted, one per ear, but must not hang below the lobe of the ear);
4. Exposed necklaces, all bracelets, toe rings, and anklets;
5. More than one ring per hand;
6. Colored nail polish (clear is acceptable; French tips are acceptable only for grades 7 and above);
7. Tattoos;
8. Colored contacts that are not a natural eye color. Eye color chosen by a student should remain consistent throughout the entire year.

- **Uniform Code**

Our uniform policy is explained earlier in this handbook under *Distinctives*. The complete code for the Academy school uniforms and ordering information are available in the school office or by visiting the Parents Connection section of our website, [www.ChristClassical.com](http://www.ChristClassical.com).

The Academy has a Uniform Committee to advise the Board and assist parents with outfitting new students. Please bring questions or suggestions to the committee.

## **LUNCH PROCEDURES**

- **Regular Lunch Procedures**

Students will bring a snack and lunch (with a beverage) from home to eat either in the lunchroom or in the area designated by his classroom teacher. Children are not permitted to bring hard candy or carbonated drinks for their lunch.

During the lunch period, the students are expected to converse with their neighbors in a quiet and respectful manner, remaining in their seats and following all directives.

## **PARENT - SCHOOL COMMUNICATION**

### **• Parent Teacher Fellowship**

The Academy considers the family to be of first importance to a child. Therefore we continually seek ways to involve the parents, siblings, and grandparents of our students in our school.

Below are just a few opportunities. Please feel free to ask if you would like to try additional ideas.

- Visit the school/class at any time.\*
- Assist in the classroom, regularly or infrequently.\*
- Act as chaperone on field trips, library visits, etc.\*
- Serve as a story-reader, song-leader, or guest artist; offer your special talents; share your vocation.\*
- Invite the class to your place of business.\*
- Share your experience, trips, vacations, as they may relate to an area of study in a class.\*
- Help hostess class parties, at home or in the classroom.\*
- Attend all scheduled Parent - Teacher Conferences. Informal conferences may be held at the parent's request.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home! Review your child's communication pad/notebook daily.
- Invite the teacher home for dinner.\*
- Pray for the students and teachers.\*
- Attend monthly Moms in touch meetings.

\* *Please contact the teacher to schedule in advance.*

### **• Parent Notification**

Teachers will use the parent notification sheet to communicate with parents in areas of concern or commendation. Teachers use the parent notification sheet to let parents know about missed assignments or homework, behavior problems, uniform concerns, or other issues teachers feel parents should be aware of.

- **Parent/Teacher Conferences**

The teaching staff at the Academy will make every effort to keep parents informed of their children's progress and difficulties. If, however, you would like to discuss an issue relevant to your child's development, we invite you to contact the school secretary to set up a time. Conferences are scheduled at 3:15 p.m. on Tuesdays and Fridays.

Mandatory parent/teacher conferences are scheduled in the first semester of the school year. At least one parent/guardian must be present at these meetings. We encourage the attendance of both parents/guardians.

- **Telephone Communications**

Teachers are instructed not to discuss personal or school matters on the telephone during school hours. We discourage parents from making efforts to talk with teachers by telephone during this busy time. Parents may call the school office and leave a message for a teacher to return your call at a time best for students and the teacher.

- **Parent-Teacher Communication (Matthew 18 Principle)**

Questions and concerns inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers:

1. Request a conference with the teacher and meet privately to seek resolution, with a spirit of reconciliation. Both want the good of the child and are not in an adversary position.
2. If unresolved, the teacher and the parent meet with a third party, the Headmaster. Any subsequent meetings would also involve the Headmaster.
3. If still unresolved, the matter is presented to the Board President. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation.
4. If still unresolved, the problem is brought before the entire Board. The Board calls upon the parties involved as seems warranted, in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment as to who is wrong and takes appropriate disciplinary action. The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved. This procedure is taken from **To Those Who Teach in Christian Schools** by Roy W. Lowrie, Jr.

## **INCLEMENT WEATHER AND FIRE DRILL POLICIES**

- **Inclement Weather/Emergency Closing**

The Academy will take necessary precautions to insure your child's safety and to aid in your family's preparation for severe weather or other emergency situations. In case of inclement weather, the staff will be notified by weather radio and contact the Leon County Emergency Management Team to make and maintain proper assessment of the current weather conditions. Decisions to open/close the school will be made with this information and the recommendation of the Leon County Schools.

- **Emergency Drills**

The Academy conducts periodic drills to acquaint teachers and students with various emergency procedures.