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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 Head of School 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 2017 , the Academy now offers PreK through eleventh grade. Specifics of the PreK as well as the Rhetoric School (9th Grade and up) can be found in their respective handbooks. This document primarily focuses on the Grammar and Logic Schools (Kindergarten-8th 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 uphold the truths of 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 school is currently undergoing the process of becoming accredited with ACCS (Association of Classical Christian Schools)

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• Governance

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

Current Board Members

Dr. Carl Moore – Board Chairmen

Mr. David Healy- Board Secretary

Mr. Jerry Peacock

Dr. Daniel Yang

Ivy Miles

Liz Stevens

School Staff

Mr. Keith Sheets Jr.

Head of School

• 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 (K-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 3rd 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 learning and evangelism.

• 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. Please see the PTO section for specific volunteer requirements.

• 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 develops.

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).

• **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 people. 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. Please see School Discipline on page 28 for additional detail.

• **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.

Repeated violations of the uniform policy are subject to appropriate discipline. Please see Dress/Uniform Policy on page 36 for additional detail.

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.

Valentine's 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 time and place based on the activities of the day. Due to a growing number

of food allergies, birthdays in the Grammar School will be celebrated monthly on the last Friday of the month. Parents of children with food allergies should send a treat for their child to enjoy on these days. Parents should also supply plates, napkins, and other party supplies. Parents are welcome to provide non-food treats on their child's birthday and 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.

- **Electronics**

The possession of electronic devices during the school day is prohibited without written permission from faculty or staff. If electronic devices are brought to school, they must remain in the office for the duration of the school day. Exceptions apply to Rhetoric School students.

- **Fidget spinners and other similar gadgets**

The American Medical Association has determined that fidget spinners and other devices similar to this are not beneficial for students and have classified them as toys. Therefore, we will not be allowing them at school.

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. Beginning of January to the end of May: applications will be considered as they are received and as space permits.
2. Families will be made aware of their acceptance before the end of the current school year.

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 admission to CCA, a grade level readiness screening will be required. Following screening, additional testing may be required to facilitate academic accommodations. Grade level advancement (skipping one or more grade level(s)) will be based on academic performance and 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 and 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 including fees
- 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**

There is financial assistance available from the following sources:

- McKay Scholarship for Students with Disabilities Program. Originally created in 1999, this program provides scholarships for eligible students with disabilities to attend an eligible public or private school of their choice.
- Step Up for Students Program. This program provides Tax Credit Scholarships to students in K-12 who come from low-income families. These scholarships allow the students to consider a participating private school or an out-of-district public school that may better suit their individual needs, an option which already is available to families of greater financial means.
- PLSA- The Personal Learning Scholarship Account is financed through the Step Up for Students Program and provides Pk-12th grade financial assistance for students with specific disabilities.

• **Tuition and Fees**

Please see the web site for the current tuition rates. A late fee will be assessed for all installments not received in the Academy office by the 15th 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.

Students accepted after the semester break will be required to pay two months of tuition before enrolling.

- **Extended Day Program- CCA Aftercare**

The Academy will survey families at the beginning of each school year to determine if an 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, 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 student 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. 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**

Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. 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.

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 given ample class time, yet not completed in class, work on special projects, or reading to fulfill Magnus Lector

requirements. (Please see the following section.)

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

The guidelines below do not include math homework and should be regarded as approximate maximum times for the diligent, not as required minimum times.

Kindergarten: 20 minutes

1st Grade: 20 minutes

2nd Grade: 45 minutes

3rd Grade: 50 minutes

4th Grade: 60 minutes

5th Grade: 60 minutes

6th Grade: 70 minutes

7th through 12th grade is as required

These times reflect focused study. If a student is spending significantly more time than listed, parents should take care that homework time is not being expended on idle thoughts.

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.

• **Magnus Lector (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 *Magnus Lector*. This reading 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 program is required for students in K-5th grades. K through 1st grade students can either read or have parents read to them. Please see the grade level teacher for detailed guidelines. Alternate reading programs for older students may be designed at the discretion of the teacher and after approval by The Head of School.

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 Head of School.

• **Summer Reading Requirements**

During the summer break, students are required to choose one book from the assigned reading list, read the book, and complete a 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 report are posted on the Academy website. Please contact the office or your child's teacher with questions.

Important Note: The summer reading report is due the first week of the next school year. This requirement will be waived for new students with acceptance letters dated after 8/1.

• **Grading/Progress Report Policy**

The Academy will use the nine week model (i.e.: nine weeks per quarter and four quarters per school year) 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. 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	Unsatisfactory
59% or less	F	Failing
	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

Class behavior may 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 may be recognized for students in grades 3 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 Probation**

A student who has unsatisfactory or failing work in any two (2) subjects or skill areas for a quarter 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, Head of School, and the Board will determine what action will be taken.

• **Academic Integrity**

Cheating violates two of the Ten Commandments. First, stealing information and then lying by calling it one’s own. Students caught cheating or giving the appearance of cheating (open study materials, talking, looking at another student’s work, etc.) will be given an “F” or a zero for the assignment. Grammar School students may be given one warning with a small penalty.

• **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. 6:13).
- 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 Head of School.

• **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 and driver’s license.

• **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.

Classical music can serve as a background for creating the right ambience and stimulating conversation. Regarding other types of entertainment and music, drivers are encouraged to be considerate of the families represented in their vehicle. If in doubt, please consult with the Head of School.

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.

If returning to the school during school hours, please stay with your students until the teacher arrives and do not allow the children to enter a classroom 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 greet a guest entering their classroom,
- 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 games and devices 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),
- will be encouraged to pick up trash around their desks before leaving,
- will move around the campus 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 Head of School 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 Head of School (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, the Head of School will determine the nature of the discipline. Parents will be notified of all visits with the Head of School in a timely manner. Any instance of physical violence will require the offending student to be suspended for the rest of the day.

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

1. The first two times a student is sent to the Head of School 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 Head of School.
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 may 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 Head of School 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 with the appropriate person before 8:15. After this time, 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.

Excessive tardiness will be met by appropriate discipline. Frequent tardiness demonstrates a lack of discipline that is inconsistent with our mission. Therefore, we encourage parents to give serious attention to being punctual. In most cases five tardies will result in an after school detention. If there are extenuating circumstances outside the student or family's control, an appeal may be made to the Head of School.

• **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 extracurricular activities.

• **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 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 the number of days they were absent to make up 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.”

• **Scheduled/Planned 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 within a week of returning to school, in addition to whatever regular homework or assignments there might be. If schoolwork is not turned in within the week, then it will be considered late and the appropriate grade deductions will be made. Teachers will no longer provide schoolwork prior to the planned absence.

Absences above a total of twenty days or ten absences 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 check in at the office immediately.

• **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 7:30 am (exceptions apply for Rhetoric School students). Grammar and Logic School students report to their appropriate assembly or classrooms at 7:50am. Their school day begins promptly at 8:00 am.

• **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 3:00 pm. Unsupervised students on campus after 3:15 pm may be assessed a late or aftercare fee.

• **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 Head of School.

Medication Policy

Medications that must be administered during the school day will be handled by the office staff. 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 (the teacher will take this on all field trips). The school office has a small first aid kit to be used for cuts and scrapes, and will stock various over-the-counter medications such as acetaminophen (Children's Tylenol®), ibuprofen, antacid, and topical Benadryl® 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 Head of School or the teacher, or the designee of the Head of School or the teacher, will furnish such written or oral authorization as may be so required. The Head of School, teacher, or the designee of the Head of School 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. 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. Excessive make-up;
9. 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 “Distinctive.” The complete code for the Academy school uniforms and ordering information are available in the school office or by visiting “Dress Code” in the Parents section of our website, 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. Five instances of uniform non-compliance will result in a uniform violation which may require the parent to pick up their child, bring suitable clothing, or for the child to serve an afterschool detention.

LUNCH PROCEDURES

• **Regular Lunch Procedures**

Students will bring a snack and a 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.

If a student forgets his lunch, a suitable lunch may be provided by Head of School for a fee.

PARENT - SCHOOL COMMUNICATION

• Parent Teacher Organization (PTO)

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 school activities and day to day operations.

Every family is required to serve on at least one committee of the Parent Teacher Organization and to offer ten hours of service per semester. This requirement is per family, not per child. These hours will be recorded and tallied at the end of each semester. Families who are unable to meet this service requirement are encouraged to donate or “buy out” of your service hours at a rate of \$10/hour.

Committee Choices Include:

- Grounds/Facility
- Fundraising
- Gladiator Challenge
- Hospitality
- Teacher Support
- Marketing
- Supervision
- Grandbuddies Day
- Student Enrichment

At the beginning of the year, you will be informed of your committee chair and service opportunities available to you throughout the year.

Questions about PTO service should be directed to the President of the PTO, Kim Leopold (kim.leopold@me.com).

- **Parent Notification**

Teachers will use school planners or Renweb to communicate with parents in areas of concern or commendation. Teachers may use the school planners or Renweb 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 office to set up a time. Conferences will be scheduled according to teacher and staff availability.

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 their personal or school matters on the telephone during school hours. Therefore, we discourage parents from making efforts to talk (or text) with teachers by telephone during the busy school day. Parents may call the school office and leave a message for a teacher to return your call at an appropriate time.

• **Email Communications**

Parents may email teachers using the teachers' school email account (see the website for email addresses). Email is generally for minor clarifications or to setup parent/teacher conferences. The Academy discourages long email discussions that are best handled in person. Teachers will check email each school day during school hours. Parents can expect a reply within 48 hours.

• **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 will meet with a third party, the Head of School. Any subsequent meetings may also involve the Head of School.
3. If still unresolved, the matter is presented to the Board Chairman. 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.