

# Family and Scholar Handbook 2020-2021



Cornerstone Classical Academy

*Learn the True. Do the Good. Love the Beautiful.*

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## About Cornerstone Classical Academy

### Mission

The mission of Cornerstone Classical Academy (CCA) is to sharpen the minds and cultivate the hearts of students, through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character, civic virtue, and knowledge of the truth.

### Vision Statement

Cornerstone Classical Academy envisions growing to become a wellspring of future leaders for the Jacksonville area, the nation, and the world. Every student of the academy will build a solid foundation of knowledge, discipline, virtue, and character which flow forth from their understanding of the Western Tradition that supports our civil society, its history, virtues, and universal discoveries. Our students will be equipped to make the world a better place through their academically intensive instruction in the core disciplines of math, science, literature, and history, as well as their development of analytical faculties to examine the values relevant to each.

### Academy Motto

Learn the truth. Do the good. Love the beautiful.

### CCA Standards of Virtue

#### Integrity

We are principled individuals who make consistently good choices in keeping with our knowledge of right and wrong. We seek the wisdom of others in cases of moral uncertainty.

#### Responsibility

We are willingly accountable for what we do and say, and we seek to learn from our mistakes.

#### Self-Government

We take responsibility to govern ourselves, our thoughts, and our actions in an upstanding manner as citizens who protect our culture of independence and autonomy.

#### Respect

We believe all people have inherent human value deserving of kind and just treatment. Our attitude toward others and their property reflect the way we wish to be treated, regardless of individual differences.

#### Courage

We always do what we know to be right despite fear, hardship, and opposition. We resist negative peer pressure, defend our rights and the rights of others, and encourage others to do the same.

#### Perseverance

We apply consistent effort to the best of our abilities, regardless of the level of difficulty. We respond creatively to overcome obstacles and ask for help when necessary.

#### Humility

We are free of arrogance and cherish the unique qualities of others. We strive to do our best, regardless of recognition.

## Completing the CCA Course of Study

Student-scholars completing the CCA course of study will be well-established on the path to developing scholarly habits and noble virtues. They will receive a comprehensive foundation in language through stories, poetry, and music; in thought and expression through grammar, composition, mathematics, and visual art; and in the knowledge of the world around them through science and history. As a graduate of CCA, the scholar is prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, The CCA graduate is ready to live a lifetime of learning that is possible for a human being.

## Fulfilling the Mission

CCA will fulfill its mission by the following means:

- Service to a content-rich, core liberal arts curriculum rooted in the Western tradition that is the same for all scholars.
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and character.
- Detailed scholar evaluation.
- Regular and meaningful homework assignments that offer the practice of introduced material rather than address new material.
- High standards of personal conduct and the polite behavior of scholars.

Though the curriculum is content-rich and expectations for scholars are high, CCA is not an exclusive academy. We provide an environment that allows every scholar who is curious and diligent the opportunity to fulfill his or her potential.

## Respect and Pluralistic Sensitivity

CCA is a public, non-sectarian institution serving a diverse population. All members of the CCA community— the administration, teachers, parents, and scholars—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at CCA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

CCA does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the designated youth groups. All inquiries regarding non-discrimination policies should go to the principal.

## Core Principles

### Role of Principal

- The Principal will implement a traditional, classical, liberal arts and sciences curriculum.
- The Principal makes final decisions on curriculum, subject to the approval of the Board of Directors (Board).
- The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial oversight of the Academy.

## School Culture

- Employees will uphold and encourage scholars to uphold the academy's virtues.
- Cornerstone Classical Academy is an open enrollment academy with no enrollment criteria outside of statutory and contractual requirements.
- Cornerstone Classical Academy practices require a small atmosphere with a closed campus. This conscious choice ensures that all scholars are known and educated by our faculty and staff.
- The principal is accountable for the well-being of every scholar.
- Faculty members personally know each of their scholars.
- Scholars and employees will adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the virtues.

## Teachers

- The principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- Cornerstone Classical Academy teachers are treated as professionals. Their professional development consists of required training sessions throughout the school year, to be coordinated by the assistant principal.

## Academics

- Scholar support and special education provide services for all student-scholars with academic and behavioral needs. Interventions utilized to achieve Cornerstone Classical Academy's expectations are targeted and specific to each scholar.
- Cornerstone Classical Academy resists grade inflation and social promotion. Mastery of core subjects always takes priority.
- Latin is a key element of our classical academic model. Latin is introduced and taught explicitly to all scholars in kindergarten through sixth grades.
- Scholars will be academically prepared to pursue multiple post-secondary options. While the Academy hopes that most graduates will go on to college, scholars who do not intend to attend college will also benefit from the education provided by Cornerstone Classical Academy.
- Literacy is taught through an explicit phonics program. Math is taught conceptually.
- Teachers frequently employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

## Family Support

- Parent/guardian (hereafter referred to as "parents") support of the academy's academic and moral mission is essential. Parents are encouraged to learn more about the academy's philosophy and curriculum to help support and guide their scholar(s).
- To thrive at Cornerstone Classical Academy, scholars must be polite and attentive in class and have a strong work ethic and willingness to learn.



## Fundraising

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the principal. Scholars of Cornerstone Classical Academy will not engage in door-to-door sales. From time to time, volunteers may support the board's and principal's fundraising efforts. The board must approve all requests of monetary donations and fees.

## Parent Grievances

### Grievance Related to the Classroom

Issues that arise in a classroom should always be addressed with the teacher first since the teacher always has more direct knowledge of the scholar than anyone else.

CCA firmly believes that adults must be models of good character, even in the most difficult situations. Grievances concerning a class, or the administration of the school should be resolved using the chain of escalation below:

#### The Teacher

Parents should schedule a meeting by phone to address concerns. If a phone meeting does not resolve the issue, an in-person meeting can be scheduled. Except in emergency circumstances or situations involving imminent danger, parents shall not confront a teacher about an issue with the scholar(s) present, including his/her own. If the teacher and parent agree that it is in the best interest of a scholar to have a discussion in the presence of the scholar, they may do so. Note: Grievances or information involving an ongoing or imminent threat to a scholar's well-being should skip this stage and be immediately directed to the principal.

#### The Assistant Principal

If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the assistant principal by sending an email and request for a phone conference. In some situations, an in-person conference may be necessary.

#### The Principal

If the grievance is not resolved by the assistant principal, the parents should email their concerns to the principal.

#### The Governing Board via Parent Liaison

If the grievance cannot be resolved after addressing his or her concerns with the teacher or the administrators, then a parent must submit their grievance in writing to the Parent Liaison of the Board. The liaison is noted on the CCA website.

### Grievance Related to an Administrator

Grievances regarding an administrator should be directed to the individual first, then in writing to the CCA governing board.

### Importance of Following the Grievance Procedure

The practice of following the communications with the academy on matters concerning scholars encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the academy regarding their scholar(s). Cornerstone Classical Academy

understands that parents will have questions, opinions, and comments that need to be expressed concerning their child's education. Such communication can be very helpful to the running of the academy.

Our preference is that such communication is expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after seeing a principal, then the parent should go to the CCA parent liaison of the board.

The CCA Board of Directors are not the first point of contact and, therefore, will refer to communications that seek response or action to the appropriate members of the administration.

The reason for this procedure is that the teacher invariably has the most direct knowledge of the scholar and can usually do more to remedy or ameliorate a situation than can a principal or board member. We understand that some parents are "conflict-averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each scholar in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with a principal initially. For example, parents may have questions or concerns about the overall homework load or a way of teaching. As a result, it is easier and more expedient to speak to the assistant principal and principal first. In these cases, however, it is always better for the parent to have as much specific information as possible, so the principal can act on that information. General comments such as "Cornerstone Classical Academy is really hard" may be true but cannot be acted on as effectively as specific comments about the nature of the coursework or the teaching. The CCA board members will refer inquiries to the appropriate school leader for communications that seek a response or action.

## Academic Policies

### Academic Expectations

Though the curriculum is content-rich and expectations for student-scholars are high, we are not an exclusive school. A scholar's desire to learn, in short, his or her curiosity, is the key to success and fulfillment at CCA. While the academy understands that some scholars are more talented than other scholars in certain subjects, every scholar who has passed the appropriate prerequisites, is genuinely curious, and applies him or herself diligently daily, will succeed at CCA. Success is measured as a scholar's growth in maturity, accomplishment, and understanding over the course of his or her years at the academy and will finally be demonstrated in his or her character as a Cornerstone Classical Academy senior and graduate, a truly impressive young man or woman.

As a key philosophical assumption, CCA holds that every scholar can learn. As human beings, we are equal in that we all have the capacity to learn and grow. However, this equality cannot be confused with equality of capacity, and certainly not with equality of academic results. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. CCA is committed to helping each scholar achieve as much as he or she can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

At Cornerstone Classical Academy, we believe that every scholar deserves to have access to the richness of the curriculum, not just the gifted and talented children. Therefore, our teachers teach the class as if all the scholars are “gifted and talented.” Not every scholar will absorb information at the same capacity, but they all should receive the best in terms of critical thinking and deepened learning.

Lower school scholars will have a primary homeroom teacher, and they will travel together to resource classes. Fifth-grade scholars will change classes at least once per day. Sixth-grade scholars will change classes three times per day among the sixth-grade classrooms.

The K-6 curriculum will follow the Core Knowledge Sequence. Occasionally, the academy will diverge from the Core Knowledge Sequence to raise the standards in teaching a skill or subject. The principal will determine these instances. The principal will ensure that all skill areas in the K-6 Core Knowledge Sequence are taught at some point in grades K-6. Teachers must develop their courses under the direction of the principal, who is the chief academic leader and accountable to the CCA governing board.

### Homework and Classwork

Homework is a fundamental part of our general academic program. It prepares scholars for high school and college and entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. Homework’s immediate educational purpose is as follows:

- To reinforce skills and concepts and knowledge learned in class.
- To develop good skills and habits of study.
- To practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom.
- To work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention.
- To prepare for the following day’s work so that the most can be made of class time.
- To inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each younger child to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one’s lifetime. We believe that becoming a competent reader is critical to be a good scholar and the first step to being able to explore the world. Reading to a child encourages the child’s growth and elevates and informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

Study habits are being developed during a scholar’s time at CCA, making it difficult to estimate the amount of homework time for any one scholar. The expected homework time allotment for each grade is as follows:

Grade	Homework Time Allotment
Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes total for all classes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the scholar's organizational skills and study habits, the varying abilities of the scholars, and the nature of the assignments. Scholars are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load (followed by a break, fortunately). Nonetheless, teachers will make every effort to give assignments well enough in advance, and scholars will be encouraged to work on those longer assignments steadily so that scholars can manage their homework along with other activities and adequate sleep. Weekends and breaks will, for the purposes of homework, be considered one day rather than two or more.

It is the responsibility of the scholar to make up missed homework after any absence, planned or due to illness, promptly. If a scholar is unable to attend school and seeks his or her assignments, the parent or scholar should contact the teacher for that information, not the academy front office employees. It is wise to coordinate with a friend (perhaps one who lives close by) early in the year so that homework handouts might also be collected for the absent scholar. For each excused absence, one day missed translates to one day allowed for makeup.

An absence on the due date of a major assignment or exam may not extend the due date of that assignment. The scholar should expect to submit the work and/or makeup the exam on the day of his or her return. Likewise, absences during the preparation time of a major assignment may not extend the due date. Please contact your child's teacher regarding make-up work following absences.

For poor or incomplete work, teachers may require scholars to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Scholars should not be rewarded by not doing school/classwork.

### Grading Policy

Grading is not the endpoint of education. The grade a scholar receives in a class is subordinate to the knowledge the scholar acquires. Still, grades are a useful tool to evaluate the extent to which a scholar

has mastered a subject. Therefore, grades will be assigned in all classes and subjects. Cornerstone Classical Academy will assign grades to reflect the range between true mastery and insufficient knowledge of a subject accurately. Grade inflation will be discouraged. In relation to the scholar's performance, the following letter grades have these meanings for grades 2- 6:

A:	Mastery
B:	Proficiency
C:	Sufficiency (Competence)
D:	Insufficiency
F:	Failing

In addition to these general parameters, Cornerstone Classical Academy uses a 4.0 grading scale. Parents and scholars should be regularly informed of the scholar's progress. The letter and numerical grades for this system are listed below:

A:	90-100%	4.0
B:	80-89%	3.0
C:	70-79%	2.0
D:	60-69%	1.0
F:	0-59%	0.0

The grades used for primary scholars (K-1) measure academic performance and are used as a means of reporting achievement relative to Florida Standards and other curriculum objectives. Scholars in kindergarten through first grade are assessed using the following grading scales:

#### Kindergarten and First Grade

S:	Satisfactory
N:	Not Demonstrated
U:	Unsatisfactory

"Extra credit," whether to make up for work not turned in on time or to increase a scholar's grade, will be discouraged at Cornerstone Classical Academy.

### Teacher Conferences

Arrangements for conferences may be made with your child's teacher before or after school hours. Please email the teacher to arrange a conference.

### Academic Textbook and Supplies

Scholars will receive a variety of books and materials. All books will have a Cornerstone Classical Academy barcode on the back in the upper right-hand corner. Materials that are loaned or given to scholars are to be treated appropriately. Scholars are responsible for these materials. If materials given or loaned to a scholar are lost or damaged, the scholar must pay for any needed replacement. In the case that reimbursement has not been made to Cornerstone Classical Academy for lost or damaged materials, no further materials will be issued to that scholar until the past due fees are paid.

### Study Materials

In order to do well at school, the scholar must be prepared with the proper tools. Supply lists are available for each grade level on our website. Scholars should not bring any materials or supplies to the academy that are not specified on the grade level supply list, including toys and treasured personal items.

### Scholar Planner

Organization is an important part of self-government and is woven into our curriculum. To help scholars manage their assignments, scholars will purchase a “planner” or agenda within the first two weeks of the school year. This planner will allow scholars to write down assignments and encourage teachers and parents to communicate regularly. The planners should go home every night and provide parents with a convenient method to monitor their scholar’s work. All scholars must have a planner.

### Literature Consumables

Your child’s class will utilize classic works of literature during the school year. At CCA, it will be the tradition for scholars to develop a personal library of books that they mark in, keep and return to during their time at CCA, and treasure for years to come. We call these books “Classics to Keep.” Parents and scholars are strongly encouraged to purchase these books for their own personal collections, so that they can mark them and keep them, allowing scholars to develop their own impressive personal library of classics throughout their academic career with Cornerstone Classical Academy. For families who do not purchase the texts, their scholar will be given access to a copy of these books as part of their curriculum. Scholars should not mark these books provided by CCA and will be asked to return the books in good condition once their class has finished working with the book.

### Reporting

For scholars to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their scholar’s academic progress:

- Within the first month of school, teachers will send home an initial evaluation of the scholar’s progress.
- If a scholar is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate to discuss proper scholar placement.

### Promotion Criteria

#### Kindergarten, First, and Second Grades (Literacy)

Solid literacy is the foundation of all learning. Without the ability to read well, a scholar cannot advance in English, history, the sciences, the arts, or mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy. The ability to read, particularly in the early elementary grades, will, therefore, be a requirement for promotion. The academy will follow the criteria of reading competency outlined in the literacy program.

Since scholars in kindergarten and first grade will advance in literacy over the course of the year and all will be given explicit phonics instruction throughout the year, the inability to read at the outset should

not be a cause of concern. Parents will be informed well in advance if their child may need to be retained.

#### Kindergarten through Sixth Grade (Core Subjects)

In addition to literacy, K-6 scholars must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition, history, math, and science) for the year and attained at least a C average. Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates the ability of the scholar in the various subjects as well as the mastery of study skills necessary for academic and personal achievement. Scholars whose grades or skills fall below the requirements of their grade level will be retained.

#### Schedule Changes

There will be no class schedule changes during the semester unless it is deemed in the best interest of the scholar by the academy as determined by the principal. Cornerstone Classical Academy does not accept scheduling requests for specific teachers.

#### Special Events and Parties

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or experience that supports the curriculum.

Any special event must be approved by the principal a minimum of two weeks prior to the event. Approval for one year does not carry over to the next.

#### Special Events – Guest Speakers

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the scholars should be studying the given topic at the time of the presentation.

Guest speakers must be approved by the principal or assistant principal prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest speakers who cover controversial topics must be screened by the principal. The screening may include an interview of the guest by the principal or designee. Parents must be notified before guest speaker presentations on controversial issues, including religions covered in the Core Knowledge Sequence. Parents may have scholars excused from such presentations; in which case, the scholar will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for the scholar to be excused.

#### Special Events – Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or experience that supports the curriculum. Field trips must be approved by the principal or designee at least two months prior to the field trip. The field trip planner will work with the administration, faculty, and staff to ensure that all procedures are followed.

### Eligibility for Sports and Extracurricular Activities

Scholars are ineligible for extracurricular activities if they have lower than a 2.5 GPA. Academic eligibility will be determined at interims and with the quarter ending grades. Ineligible scholars will remain ineligible until the GPA rises above 2.5. Two level I or II disciplinary referrals in one quarter or three in one semester will render a scholar ineligible for any extracurricular activities for the remainder of that quarter. Four level I or II disciplinary referrals will render a scholar ineligible for all extracurricular activities and functions for the remainder of the school year. For more details, please refer to the Discipline section of this Handbook. The principal may deem a scholar ineligible for the following season or for off-campus field trips based on repeated misconduct.

### Participation in Extracurricular Activities by Non-Enrolled Scholars

Only enrolled scholars may participate in Cornerstone Classical Academy's extra-curricular activities.

### Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions often run high. When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing.

### Teaching Topics Related to Religion

In the course of exploring the liberal arts and in the process of developing cultural literacy, scholars learn about world religions from a historical, cultural, and literary perspective. These religions include Islam, Christianity, Judaism, and several others, both ancient and modern. In a mature way, the school will present topics related to religion, promoting an understanding of and not a belief in these religions. In accordance with the law, faculty members will not preach or proselytize, nor will they endorse religious figures or customs. In grades kindergarten through sixth grade, the academy uses a content-rich, coherent curriculum called Core Knowledge, and the entire sequence is available for free at <http://coreknowledge.com/>.

### Teaching Evolution

Cornerstone Classical Academy embraces a content-rich program in the natural sciences. In biology, the academy will teach the theory of evolution as found in the standard high school biology textbooks and also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and changes over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to scholars briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God. Cornerstone Classical Academy recognizes a clear distinction between science and scientism.

Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief that science is the only means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion.



Keeping in mind this distinction, the teachers at Cornerstone Classical Academy will leave matters of faith up to scholars and their parents. The role of a teacher in a public school is neither that of preacher nor of a skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion. Teachers, scholars, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

### Role of Parents and School in Relation to Human Sexuality

We believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The academy's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

### Teaching Human Sexuality

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents may also attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will be discussed in relation to the reproductive system and the menstrual cycle, and therefore it will be discussed in the context of a monogamous relationship between two people of opposite sexes.

Parents will have the choice of having their children opt-out of this portion of the class, which will be taught during the regular science time.

In the future upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way.

Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with scholars.

## Video Viewing

From time to time, videos or other media may be used to support the lesson. To be used in class, they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers are responsible for previewing videos to ensure that they are appropriate.

## Parent Review of Records

FERPA (Family Educational Rights and Privacy Act) gives parents certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level. Scholars to whom the rights have transferred are "eligible scholars."

- Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the academy. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a fee for copies.
- Parents or eligible scholars have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the academy decides not to amend the record, the parent or eligible scholar then has the right to a formal hearing. After the hearing, if the academy still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.
- Any parents wishing to review their child's records may submit a request in writing to the front office, and an appointment will be scheduled to do so.

## Respect and Pluralistic Sensitivity

CCA is a public, non-sectarian institution serving a diverse population. All members of the CCA community—the administration, teachers, parents, and scholars—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at CCA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

## School Life and Environment

### Attendance Guidelines

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage medical and other appointments when avoidable. When those appointments are unavoidable, scholars are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and the academy, will be reflected in scholars' grades. It is helpful to both the scholar and teacher to make prior arrangements to meet that requirement.

Arrival Begins	School Day Begins	School Day Ends	Exception - Wednesday (early dismissal days) School Day Ends
7:30am	8:00 A.M.	3:00 P.M.	1:00 P.M.

## DCPS School Calendar

JULY					AUGUST					SEPTEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
OCTOBER					NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15~	16	16	17	18	19	20	14	15	16	17	18~
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
JANUARY					FEBRUARY					MARCH				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19~
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		
APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3~	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		

Board Approved 08/19/2020

**Legend:**

25*
15~

Early Dismissal

End of Grading Period

7
1

First & Last Day of School

Employee Planning/Inservice

17
25

Schools Closed

Schools/Admin Offices Closed

**Weather**

The entrance to the car line closes at 7:50am to give scholars and teachers time to be in class and ready to teach. Parents who arrive after 7:50, must park and walk their scholar to the entrance. Scholars must be in their classroom by 8:00 A.M. to avoid being marked as tardy. Three unexcused tardies will be considered one unexcused absence in Focus. Similarly, scholars are expected to remain at school for the entire day. Three unexcused early dismissals will be considered one unexcused absence in Focus.

Scholars who arrive after 11:00 a.m. will be considered absent for the day. Scholars who depart before 12:00 p.m. will be considered absent. Scholars are not expected on campus earlier than 7:30 a.m. unless they are enrolled in the before-care program. Scholars are expected to be picked up promptly as school ends. Scholars who are not picked up by the end of carline, will be sent to after-school care and the parents will be charged a drop-in fee.

Due to the intensity and richness of the curriculum, students are expected to arrive at school on time and have very few absences.

**If a scholar receives more than 10 unexcused absences in one school year, they will be immediately dismissed to their zoned school.**

### [Tardiness Guidelines](#)

At 8:00 AM, the scholars recite the Pledge of Allegiance to the USA, recite the academy's motto, and are updated on the day's events. Teachers provide directions and organizational activities at the start of the class and missing these may be a detriment for the entire class. It is equally important that children remain at school for the entire day. A child who is late or is dismissed early is at a serious disadvantage, loses precious organizational and instruction time, and causes disruption to the other children. Scholars who arrive after the beginning of the school day will be considered tardy. Scholars must make it to class on time to avoid being tardy. Tardy scholars who arrive before 8:10 AM will be marked tardy by their classroom teacher. Scholars who arrive after 8:10 AM or return to school from an appointment must be signed in at the front reception desk by a parent. The scholar will be issued a tardy slip and will be required to deliver this slip to their teacher when they enter the classroom. Repeated tardiness will result in disciplinary action and may affect his/her eligibility for promotion. Tardiness will be considered an unexcused absence for upper school classes.

### [Excused Absences](#)

The following will be considered excused absences:

- Religious holidays.
- Absences for medical reasons.
- Absences for mental or emotional disabilities.
- Pre-arranged absences of an educational nature that are approved by the principal.
- Attendance at any school-sponsored activity.
- Bereavement (please notify the school if the absence will extend beyond three days).

### [Proof of Excused Absences](#)

The academy requires suitable proof of excused absences, which may include, among other forms of documentation, written statements from medical professionals. Scholars may turn in an illness letter from a parent three times prior to requiring a doctor's note. If a scholar does not provide legitimate, written documentation, the absence will be considered unexcused. Upon reaching ten (10) unexcused absences, the scholar must return to their zoned school.

## Guidelines for Scholar Behavior

### General

Scholar self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in the academy climate and culture, and from the habitual practice of the virtues.

The aim of Cornerstone Classical Academy is to teach student-scholars. Scholar derives from the latin word *studēre*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Scholars, then, are, diligent in, attached to, and zealous for their studies. We simply expect them to live up to their name. The teachers of Cornerstone Classical Academy will work hard to prepare their lessons. These lessons are designed to teach scholars nothing less than who they are and what the world offers them. Scholars must, in turn, take the fullest advantage of these lessons and make the best use of this time of their lives given to preparing their minds for the opportunities and challenges that await them. All policies regarding scholar conduct and discipline flow from the following general principle: Scholars must fully engage themselves in the education Cornerstone Classical Academy offers them. Therefore, scholars will conduct themselves in the following ways:

- Be polite and attentive both inside and outside of class.
- Attend the academy consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class.
- Follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, assistants, custodians, and any other people working at the school.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, fieldtrip, lab, and individual classroom rules.
- Follow school rules when participating in academy-related events.
- Adhere to the uniform policy.
- Do not use threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
- Be dismissed by the teacher, not the bell or the clock.
- Do not leave the academy premises without signing out in the main office.
- Do not bring electronic game devices and personal digital assistants.
- Do not bring anything to the academy that could be used to harm another or that is illegal.

### Cell Phones

Cell phones will be turned off and stored in the scholars’ backpacks or another appropriate place. A cell phone used during the school day will be confiscated and held by the assistant principal until the end of the day, at which time a parent may pick up the phone. On occasion, the use of cell phones may be

permitted for specific purposes at the discretion of the principal. Inappropriate use of a cell phone will result in a discipline referral.

School administrators may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of scholars, faculty, or staff may be endangered.

CCA is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their scholar. Fines will also be levied for lost or damaged academy property. Scholars may also be required to be involved in the maintenance or repair of the damaged property.

### Academy Honor Code

The objective of the CCA Honor Code is to build trust among scholars and to maintain an academic community in which a code of values is shared.

The CCA Honor Code is given below:

*As a scholar and citizen of Cornerstone Classical Academy, I agree to the following:*

- *When taking a test, I will not look at other scholars' answers or use other materials unless given permission by the teacher.*
- *When taking a test, I will not provide answers or assistance to anyone else.*
- *When doing my homework, although I may receive help from my parents, a tutor, or other scholars, the words I write will be my own words, in my own handwriting, and will not be copied from someone else's work.*
- *When helping another scholar with their homework, I will not give them the answers but will help them to better understand the assignment.*
- *When writing a report, I will use my own words. I will not copy words and thoughts from other sources, including the internet, without giving credit to the source.*
- *I will always be honest about my work and behavior with my teachers, parents, and administrators.*
- *I believe that everyone should have an equal opportunity to learn. I will not do anything that will prevent someone else from learning.*

### Discipline: Minor Infractions

The activity of learning requires scholars to be attentive and polite. Scholars are expected to adhere to the academy's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others. Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the scholar.

Teachers may assign consequences for minor disruptive behavior. These consequences may require scholars to complete a Virtue Reflection Form. The form must be signed by the parent/guardian and returned the next school day. Separation from classmates may also occur for a short period of time (for example, time out). Teachers will communicate with parents by phone and/or email to inform them about any infraction that has occurred.

## Discipline: Major Infractions

Whenever a scholar misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive scholars to the office, normally to the assistant principal.

In accordance with this policy, Cornerstone Classical Academy has adopted the following procedure for disruptive behavior that requires an office referral:

The teacher or staff member issues the scholar a Discipline Referral, and the scholar is required to visit the assistant principal. The following actions will be taken according to the level of referral. Referrals are cumulative throughout the school year.

Levels	Consequence/Action
Level One	The assistant principal will meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian is notified and must return the signed referral to the assistant principal.
Level Two	The assistant principal will meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian is notified and must return the signed referral to the assistant principal. The scholar may not return to school without the parent/guardian attending school for the full school day, as scheduled by the assistant principal. Also, before/after school detention or in-school suspension may be assigned.
Level Three	The parent is required to immediately pick up the scholar from school. The scholar receives an automatic two-day out-of-school suspension. Upon returning, the parent/guardian must attend a full day of school with the scholar, as scheduled by the assistant principal. In addition, before or after school detention may be assigned.
Level Four	A meeting is scheduled with the scholar and parents/guardians to discuss dismissal from CCA. Any student who receives a Level 4 referral may be dismissed from the academy and asked to attend his/her zoned school.

- **Parents who attend school with their scholar due to a referral will be seated in or near the classroom (location assigned by assistant principal). Cell phones and/or electronic devices are strictly prohibited while in the presence of scholars.**
- **Administrators reserve the right to modify the above protocol based on extenuating circumstances.**

Scholars who have been suspended will not be on the honor roll for that quarter. Scholars may be suspended for reasons other than receiving the third Discipline Referral Form, as outlined by Duval County Public Schools' policy. At no time will a scholar's disciplinary record be discussed with another scholar or parent. However, other scholars or parents may be consulted regarding an incident in order



to discern the truth. Administrators may discuss specific students with unrelated parents /guardians if they believe that their scholar is a danger or threat to other students.

### Suspension and Expulsion

The principal or assistant principal has the authority to suspend scholars as deemed appropriate.

Suspensions last from one to ten days, depending on the severity of the infraction. Lengthy suspensions will require a conference between the parent(s) and principal or assistant principal. The conference will occur before the scholar is readmitted to class. The assistant principal may require the parent to attend a full day of class with the scholar upon return.

Suspensions will be treated as an unexcused absence; thus, scholars will not be able to make up the work missed during the period of suspension. The loss of class time due to repeated suspensions may be grounds for retaining a scholar at the current grade level for the following year.

For especially serious violations of the academy, order and safety or for habitually disruptive behavior, Cornerstone Classical Academy will pursue expulsion through the Duval County Public Schools. Cornerstone Classical Academy will follow the DCPS policies regarding scholar conduct policies not listed in this handbook.

### Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a scholar turns in is his own. Plagiarism compromises this system, is unfair to other scholars in the class who do their own work and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the scholar has the responsibility to ask how an author should be used in an assignment.

Whenever a scholar has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the scholar's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the scholar.
- The teacher will inform the assistant principal of the plagiarism.
- Either the teacher or assistant principal will inform the scholar's parent of the plagiarism.
- The scholar will receive an F on the assignment if it is the first offense.
- For a second offense, the scholar will fail the entire course.
- Instances of plagiarism may be placed in the scholar's permanent record.
- A disciplinary referral will be issued if plagiarism has occurred.

### Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a scholar uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One scholar copying off another, a scholar using a "cheat sheet" to answer questions on a test, or a



scholar trying to pass off another scholar's work as his own are examples of cheating. The same process outlined for plagiarism should be followed for instances of cheating. A scholar who knowingly allows others to copy his work will also be held accountable in the same fashion.

- The teacher will discuss the matter with the scholar(s).
- The teacher will inform the assistant principal of the cheating.
- Either the teacher or assistant principal will inform the scholar's parent of the cheating.
- The scholar will receive an F on the assignment if it is the first offense.
- For a second offense, the scholar may fail the entire course.
- Instances of cheating may be placed in the scholar's permanent record.
- A disciplinary referral will be issued if cheating has occurred.

## Bullying/Harassment

Cornerstone Classical Academy follows the Duval County Public Schools Code of Conduct and the DCPS Bullying and Harassment Policy.

The Duval County School Board adopted a policy that prohibits bullying and harassment. The policy defines harassment as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a scholar or employee that places a scholar or employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a scholar's educational performance, opportunities, or benefits, has the effect of substantially disrupting the orderly operation of a school.

Parents, please contact the academy's administration if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying, remember bullying behavior is defined as repeated, intentional, and involves an imbalance of power. If you think your child has been the victim of bullying or harassment, please contact the academy administrators.

## Uniforms and Dress Code

### Uniforms and Grooming

At Cornerstone Classical Academy, scholars wear uniforms to eliminate distractions, level the playing field, and to remind themselves that they are doing important work.

Scholars will dress and groom themselves in a manner that it is traditional and not distracting.

Scholars must be in uniform to attend class. Any scholar not in uniform will be sent to the office to call their parent or guardian and will receive a level 1 referral.

A level 1 referral will not stay on their permanent record, but receiving more than 4 referrals may result in dismissal from the academy.

Scholars will dress according to the board-approved uniform policy for boys and girls, plus the following series of directives:

- Scholars may wear their own outerwear (coats, sweaters, vests) outside of the school building and on the playground. However, if they are cold in the classroom, they should wear one of the long sleeve uniform items, or one of the uniform outerwear items.
- Scholars must always be in uniform (unless approved by administration). Clothing other than uniform tops and bottoms is not permitted except for administration-approved spirit days.
- Scholars will wear closed-toe shoes with a back to cover the heel. Sandals and flip flops are not permitted.
- Shirts must always be tucked in.
- Skirts and shorts shall fall no higher than the top of the knee as measured when the scholar is standing.
- Pants must not be too tight and must be hemmed properly over the shoe. Capris are not permitted.
- Scholars may use any backpack if it is clean and tasteful. Rolling bags are not permitted unless approved by administration.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. Neat bows, barrettes, headbands, and scrunchies are permissible as long as they coordinate with the uniform and are smaller than 2" in diameter. Hair must be natural looking in its color and style (no feathers or threads, bleaching or unnatural streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, and no unnatural colors).
- Shirts must be properly buttoned. Polo shirts may be worn with the top button unfastened.
- Modest jewelry is allowed, including a watch or one small necklace, limited in length to the neckline so that it will not get caught on anything and become a hazard. An object that has a purpose other than jewelry may not be worn as jewelry (i.e., chains or collars). Girls may wear two earrings per ear on the earlobe, and the earrings must not be larger than a dime. No stretched piercings (gauge) or holes may be visible. Boys are not permitted to wear earrings.
- Tattoos must always be covered.
- Makeup is not permitted in grades K-6.
- Nail Polish: Girls may wear clear or light-colored nail polish (no dark or neon colors).
- Hats and sunglasses are not permitted in class (this includes visors and bandanas) unless approved for medical reasons by administration. Religious headgear is permitted.
- Good personal hygiene is always required. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.
- Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- All items should be labeled with the scholar's first and last name.
- Lost and Found- It is the scholar's/parent's responsibility to search for items in the Lost and Found. These items are donated quarterly.

### Toileting

All scholars of Cornerstone Classical Academy must be independent in toileting unless there is a documented medical condition. On occasion, scholars may have "accidents." When an "accident" occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

If there are repeated “accidents,” a meeting with the parents and the assistant principal will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all scholars and the school.

Any scholar that is uncomfortable using a group bathroom may make a request to their teacher to use a designated private restroom. A private restroom is available near the CCA clinic.

### Uniforms and Financial Assistance

The school will not allow financial need to limit access to Cornerstone Classical Academy, and this includes access to uniforms. At a minimum, the academy will facilitate the use of CCA’s used uniform exchange. Please contact administration if you need financial assistance with uniforms.

### Used Uniform Exchange

When it is practicable, the school will facilitate a used uniform store/exchange.

### Formal Uniform Requirements

All uniform items must be purchased from [Poindexter’s Uniform Company](#) (with the exception of boys’ white button-down shirts and khaki bottoms). All pieces of the formal uniform are required for Formal Dress Uniform Day. Formal Dress Uniform Days are every Wednesday. There may be other events requiring formal uniforms during the year with advanced notice (e.g., fall pictures for the yearbook).

### Rules for All Grades

- Socks for girls – navy blue ankle socks and knee-length socks or navy stockings; white ankle socks or knee-high socks.
- Socks for boys – black or navy crew-length socks on non-PE days; white socks for PE
- A solid colored black or brown belt must be worn with pants (K-1st grade excluded).
- Skorts/skirts/dresses must be to the knee – we recommend purchasing below the knee for longer use.
- Shoes – NO canvas for formal days; closed-toe solid black or dark brown, solid black or brown soles – the soles may be slightly lighter, but they must be the same color.
- Navy blue or black shorts should be worn under all skirts and dresses.

### Girls

- K-2<sup>nd</sup> grades - white button-down, short-sleeve shirt- Peter pan style collar (should be worn under the plaid jumper dress).
- K-2<sup>nd</sup> grade - plaid jumper dress
- K-6<sup>th</sup> - plaid skort
- K-6<sup>th</sup> – polo shirt with logo (navy blue or evergreen)

### Boys

- White button-down short-sleeve or long-sleeve shirt- Oxford style
- Khaki pants
- Vest with logo
- Solid black or brown belt
- Solid black or brown dress shoes

## Everyday Uniform Requirements

All uniform items must be purchased from the [Poindexter's Uniform Company](#). If the item is shown for your scholar's grade level, it is grade-appropriate for the scholar.

### RULES FOR ALL GRADES

- Socks – Navy blue or black crew-length 3" (or higher) socks or stockings – no leggings or "no show" socks. White socks permitted on P. E. days.
- A solid colored black or brown belt must be worn with pants or shorts (K-1st grade excluded).
- Skorts/skirts/dresses must be to the knee – we recommend purchasing below the knee for longer use.
- Shoes – solid black or brown, leather/canvas, solid black or brown soles – the soles may be slightly lighter, but they must be the same color. White or black tennis shoes are permitted on P.E. days
- Navy blue or black shorts should be worn under all skirts and dresses.

### GIRLS

- Light blue, navy blue, or evergreen polo shirt with logo
- Plaid skort
- Khaki bottoms – pants, or shorts
- K-2<sup>nd</sup> grade- plaid jumper dress
- K-3<sup>rd</sup> grade- evergreen polo knit dress
- Closed-toe flat (no heels) shoes- solid black, brown, or navy. No open back shoes are permitted.
- Solid brown or black belt must be worn with pants or shorts.
- Solid black or white tennis shoes are permitted on P.E. days along with white socks. Only the logo of the shoe brand can be a different color.

### BOYS

- Light blue, navy blue, and evergreen polo shirt with logo
- Khaki bottoms – pants or shorts
- Belt- solid brown or black
- Solid navy blue or black crew-length socks. White socks are permitted on P.E. days.
- Closed-toe solid brown or black shoe without laces. Sperry's and faux lace type shoes are allowed. Tennis shoes for P.E. days should be solid black or solid white. Only the logo of the shoe brand can be a different color.

## General Policies

### Bus Riding

Scholars will use buses for field trip purposes. On the bus, scholars should behave with the same decorum as they would in school. Misbehavior on the bus will be reported to the school and may result in disciplinary action and loss of bus privileges.

## Scholar Publications

Scholar publications must uphold CCA's mission, philosophy, code of conduct, and board policies. The purpose of such publications is to inform the CCA community of school-related events, achievements, and business. In addition, scholarly publications are a way for scholars to learn and to practice responsible writing and journalism. Scholar editorials are permitted in the scholar newspaper subject to prior review of the principal. Employees of the school or parents may not use scholarly media to proselytize their own views on controversial issues. The principal acts as the final editor in all cases.

## Scholar Fees and Supplies

From time to time, the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, band, orchestra, art, elective courses, activities, field trips, etc.

## Off-site Extracurricular Activities

The logistics of all CCA's off-site extracurricular activities must be approved by the assistant principal. All adults helping with these activities must be registered CCA volunteers. A list of all sanctioned CCA off-site extra-curricular activities will be maintained and updated by the assistant principal, and copies will be made available for CCA parents.

## Chaperone Policy

CCA will conduct field trips and off-site events and, in so doing, will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individual(s) other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the scholar's fee for the event. If fees are not submitted by the date due, another chaperone will be chosen to fill the vacancy. All designated chaperones are required to travel with the scholars and may not travel in private transportation for liability purposes. Chaperones must attend to assigned duties and must model the Cornerstone Classical Academy Standards of Virtue. All chaperones must be screened through the visitor management system on campus. Violators of any portion of this policy may not be allowed to chaperone future events.

## Health and Medications

### Administration of Medications

Cornerstone Classical Academy is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, their designee, or self-administered by the scholar per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. The office will make this form available to parents/guardians. School certified employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the scholar, whether such scholar has a prescription for epinephrine. Any school employee who in good

faith administers or chooses not to administer auto-injectable epinephrine to a scholar in such circumstances shall be immune from civil liability, pursuant to Florida statute.

### Scholar Medical Records

Scholar health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the assistant principal and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by DCPS and state regulations.

### Medical Operations

CCA provides a clinic area for first aid.

CCA will:

- Participate in workshops, in-services and/or training offered by DCPS regarding scholar health.
- Use DCPS forms for health services.
- Require part-time volunteer nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a scholar reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

### Medical Records and Enrollment

In order to complete the enrollment process, parents shall submit all required immunization records and health forms.

### Food Allergies

Cornerstone Classical Academy is not a peanut-free school. The school will, however, establish a peanut-free zone at the end of tables in the cafeteria, and teachers/monitors will ensure that this peanut-free zone is enforced.

### Scholar Illness

Sick children should not be in school. Any child who has a fever 99 degrees and above or is contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a scholar may return to school, fevers must resolve and be symptom-free without medication for 24 hours from the onset.

## Parents and the CCA Community

### Parent Involvement

Knowing that parents are a major influence in their scholar's lives and education, the academy asks parents to sign a Parent Agreement containing the following three components: acknowledgement and agreement with our Family and Scholar Handbook, commitment to volunteer five (5) hours per school year (per family), and a commitment to support their student in pursuing academic excellence. The

Academy readily grants exemptions to this provision in cases of hardship. Before volunteering, individuals must receive appropriate training and successful background checks. Examples of volunteer opportunities follow:

- Lunchroom/recess monitor
- Volunteering in the classroom
- Chaperoning on a field trip
- Sponsoring or volunteering in extracurricular activities
- Assisting with plays, programs, or exhibits
- Volunteering/chaperoning at school functions
- Assisting teachers/staff with administrative tasks
- School beautification and improvement projects
- Helping with fundraisers

### Campus Security

The administration will maintain accurate records to confirm security requirements are met.

Cornerstone Classical Academy will utilize a visitor check-in system to add additional security to our campuses. All visitors to the campus are required to check-in at the front desk and present a valid Florida driver's license or Florida identification card. Visitors will be screened, and a background check will be run for each visit.

### Parent Communication

Cornerstone Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation should follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with administration, faculty, and staff of Cornerstone Classical Academy:

- Email faculty and staff members via Academy email accounts, which are posted on the academy's faculty and staff webpage.
- Leave a message with the school receptionist.
- Leave voicemail.
- Hold a face-to-face meeting (which must be scheduled in advance using one of the means above).

Cornerstone Classical Academy employees will not use social media to communicate with parents or scholars about an individual child's needs.

During the school day and both immediately before and after school, teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu "five-minute" chat. Parents who are in the building for another reason should not use their access to faculty in order to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

CCA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or the principal within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

## Expectations for Parents

We believe parents own the fundamental responsibility for their children's education and that the academy's role should be viewed as a supportive one. CCA expects parents to:

- Model good character and insist that their children cultivate good habits and virtues.
- Help their children develop effective study skills.
- Read to their children, especially those in the early grades.
- Oversee regular reading and writing and mathematics skill development.
- Stimulate discussion and exploration of ideas and events with scholars.
- Support the academy goals through familiarity with this handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the scholar's success.
- Carline rules and procedures must always be followed. Violation of the procedures will be considered a major violation of the safety of others.
- Any parent that violates the safety of others while on campus will be issued a No Trespass Warrant by the Duval County Sheriff's Office or via certified mail from the administration.
- Parents should display the CCA virtues while on campus and in the presence of scholars. Failure to do so will result in the parent being excluded from volunteering.

## Operations

### Emergency Operations Plan

The administration shall maintain a stand-alone Emergency Operations Plan.

### Security Checks

The academy may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

### Use of the Production Color Printer/Copier

Academy resources, the resource room, and the equipment therein are to be used solely in support of the principal and faculty.

### Carpool Drop-off/Pick-up

The principal and assistant principal will establish and communicate drop-off and pick-up (carpool) procedures, giving priority to the safety and security of all scholars. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

The academy will release scholars only to parents, legal guardians, or adult designees. Adults should always have a valid ID or placard when picking up scholars as those unrecognized by staff will be required to produce identification before scholars are released.

### Designated Parking Spaces

The academy will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan, digitally provided maps, and/or posted signs.



## Communicating With Parents Who Have Joint Custody

CCA will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the academy encourages one of the parents to complete the forms so that the school does not receive conflicting information.

## Mass Communications

The principal or designee must approve all letters and bulletins, including email (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

Each communication must be submitted to the office in an electronic format, print-ready, three days prior to the date it needs to be communicated.

## Information Technology and Security

The academy takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. If you have records or information of a sensitive/private nature, please do **not** send it by email.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Computers that store personally identifiable information are kept in a secure environment.

## Privacy

### Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age certain rights with respect to the scholar's education records. These rights are:

- The right to inspect and review the scholar's education records within 45 days of the day the school receives the request for access. Parents or eligible scholars should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
- The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate or misleading. Parents or eligible scholar may ask the academy to amend records that they believe is inaccurate or misleading. They should write to the CCA principal or appropriate official and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the academy decides not to amend the record as requested by the parent or eligible scholar, CCA will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to academy

officials with legitimate educational interests. An academy official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another academy official in performing his or her tasks. An academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the academy discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

### Personally Identifiable Information (PII)

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as social security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of Cornerstone Classical Academy that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). Physical PII (e.g., paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, academy-related duties.

### Scholar Information Release

Certain "directory information" including the scholar's full name, address, and telephone number, will not be released without parental consent.

Scholars' names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by the academy occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you do not wish to have your scholar(s) photographed or video-recorded for these purposes, you must notify the office in writing.

Scholar names and pictures will be included in the school yearbook unless permission is revoked in writing. Scholar names will not be listed with their pictures on the school website or in CCA advertising publications.

No identifying information regarding a scholar will be given via any avenue of communication without parent permission unless required by law.

## General Handbook Acknowledgement

This Family and Scholar Handbook is an important document intended to help you become acquainted with CCA. This document is intended to provide guidelines and general descriptions only. It is not the final word in all cases. Individual circumstances may call for individual attention.

Because CCA's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of administration.

Please read the following statements and sign below to indicate your receipt and acknowledgement of this Family and Scholar Handbook.

**I have received and read a copy of CCA's Family and Scholar Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of CCA at any time.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of CCA's Family and Scholar Handbook.**

Scholar's Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Scholar's Signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The signed original copy of this acknowledgement should be given to the assistant principal; it will be placed in your file.*