



# Parent-Student Handbook 2025-2026

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## Welcome from the CFCA Head of School

Dear CFCA Families,

Welcome to a new school year at Central Florida Christian Academy! Whether you are a returning family or new to CFCA, we are so thankful to partner with you in Christ-centered education and the growth of your child. We are excited about what God will do at CFCA this year!

Each year, we unite around a theme that gives focus to our spiritual growth and campus culture. Last year, our theme was **Unwavering**—we remain unwavering in our faith in Jesus, our love for others, and our commitment to excellence.

This year, our theme is **Serve** and our theme verse is Mark 10:45:

*“For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”*

Jesus’ example is clear: greatness is not found in position, but in service. As a school community, we embrace that truth in both heart and action. We want our students not only to understand what it means to serve, but to actively *live it out*—at school, at home, in their churches, on the field or court or stage, and in the broader community.

At CFCA, we endeavor to educate students in practical ways, giving them opportunities to connect learning with life. We want them to do real work to meet real needs for real people — moving past theory and into action. We believe this kind of education forms not only strong minds, but strong character—and helps students become the world-changing Jesus-followers they are called to be.

Thank you for being a part of this mission. We are honored to walk this journey with your family. May this be a year marked by growth, unity, and joyful service.

Let’s serve well—together.

In Christ,

A handwritten signature in black ink, appearing to read 'Marc Stomprud', written in a cursive style.

Marc Stomprud  
Head of School

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## **1. SCHOOL INFORMATION**

### **1.1 School Verse**

“Those who trust in the LORD will renew their strength; they will SOAR on wings like eagles; they will run and not grow weary; they will walk and not faint.” Isaiah 40:31

### **1.2 Mission Statement**

The purpose of Central Florida Christian Academy, as a ministry of Church at the Cross, is to glorify God by partnering with families to educate, inspire, and equip every student to know and serve Jesus Christ among all nations by the power of the Holy Spirit.

### **1.3 Doctrinal Statement**

CFCA believes that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. CFCA is unbending in its dedication to providing the very best educational environment for students entrusted to its care. Its administration, faculty, support staff, and curriculum adhere to the precepts and principles of the Holy Scriptures, God’s inspired Word for this and every age.

### **1.4 Core Values**

- A. Every child is special.
- B. Every decision should be a win/win.
- C. Every day is for excellence.
- D. Every experience has to combine integrity, love, and truth.
- E. Everything is done with passion.

### **1.5 Statement of Faith**

#### **ARTICLE I – THE SCRIPTURE**

We believe the Bible to be the verbally inspired Word of God; the only infallible, authoritative Word of God. It is our supreme and final authority for faith and practice (II Tim. 3:15-17).

#### **ARTICLE II – GOD**

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Gen. 1:1; Deut. 6:4; John 4:24; Rom. 8:14-15).

#### **ARTICLE III – JESUS CHRIST**

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and his future personal return in power and glory (Isa. 7:14; John 1:1-18).

#### ARTICLE IV – HOLY SPIRIT

We believe that the Holy Spirit is the third person of the Trinity, one with the Father and the Son, the indweller of every believer, whereby each is sealed unto the day of redemption of the Body. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. We believe that the “Fullness of the Holy Spirit” is evidenced by the fruit of the Spirit (Gal. 5:22-23) and by power in witnessing (Acts 1:8; John 15:1-8).

#### ARTICLE V – SATAN

We believe in the existence and operating power of a real and personal being the evil one called Satan, or Devil, opposed to all righteousness and exalting himself against all that God is and desires (I Pet. 5:8-9).

#### ARTICLE VI – HELL

We believe in a literal Hell, the place of eternal punishment for those who have not trusted in the shed blood of Jesus Christ as atonement for their sin. (Luke 16:19-31; Matt. 25:46, II Thess. 1:9).

#### ARTICLE VII – HEAVEN

We believe in the literal place called Heaven where God’s immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from whence Christ descended and ascended again, where He makes intercession for the saints, and from whence He shall come to judge the quick and the dead (Heb. 12:22-23; John 3:5; II Pet. 1:10-11).

#### ARTICLE VIII – MAN

We believe that God created man in His own image, and in a state of innocence, but that after temptation, man willfully sinned. All mankind is born dead in trespasses and sins and under condemnation, having inherited a corrupt nature (Psa. 51; Rom. 1; Eph. 2:1).

#### ARTICLE IX – SALVATION

We believe that the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary Sacrifice; that He arose from the dead in His glorified body, ascended into heaven, and that, as our great High Priest and Advocate, He ever lives to make intercession for us. All who believe on His name are justified on the basis of grace through faith in Him. The believer is therefore eternally secure, kept by the power of God (Acts 16:30-31; Eph. 1:2-10, Rom. 5:8-10; John 3:16-18; I Peter 1:5).

#### ARTICLE X – REGENERATION

We believe that regeneration is a divine and instantaneous work of the Holy Spirit whereby God imparts life to one dead in trespasses and sin when he trusts Christ as personal Savior. (II Cor. 5:17-20; John 3; Gal. 2:20; 5:22-25).

## ARTICLE XI – SANCTIFICATION

We believe that sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the cross, His present intercessory ministry and His Divine Word, sets the believer apart and works out, in and through him, by means of a submissive will that which is well-pleasing to Himself, through Jesus Christ. This work culminates in the redemption of the body (Phil. 2:12-13; Eph. 5).

## ARTICLE XII – THE CHURCH

We believe in the one true Church, the mystical Body and Bride of the Lord Jesus, composed of believers from Pentecost to the Rapture, into which believers are baptized by the Holy Spirit. We believe that the local church is an organization composed of professing believers instituted for the purpose of fellowship, worship, and service. In matters of administration and policy, it is self-governing (Matt. 16:15-19; Acts 2:41-42; Eph. 1:22-23; I Tim. 3:1-15).

## ARTICLE XIII – BAPTISM

We believe that Christian baptism by immersion of a believer in water in the name of the Father, Son, and Holy Spirit, is the Bible mode of baptism and testifies of the believer's faith in and identification with the crucified, buried, and risen Savior (Matt. 3:13-17; 28:19-20; Rom. 6:3-5).

## ARTICLE XIV – THE LORD'S SUPPER

We believe that the Lord's Supper is an ordinance whereby believers "show forth the Lord's death until He comes" back for them (I Cor. 11).

## ARTICLE XV – THE SECOND COMING OF CHRIST FOR HIS CHURCH

We believe in the glorious hope of the premillennial, visible, and bodily return of Christ (I Thess. 4:13-18; John 14).

## ARTICLE XVI – SEPARATION

We believe that every child of God should demonstrate his separation unto God and the world system. This separation involves a fruitful, spirit-filled life of obedience to the commands of scripture and the refusal to associate with, or become involved in anything that would bring reproach upon the character and work of Christ and His church (11 Cor. 6:14-18; Eph. 1; Rom. 12:1-2).

## 1.6 Philosophy

### Purpose

The purpose of CFCA is to partner with parents in providing a sound education for their children through the integration of faith and learning. CFCA is committed to teaching a biblical view of God and the world through the development of basic spiritual, intellectual, physical, and social skills.

### Partnering With Parents

CFCA endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and a common commitment to the work of education. In order to serve these families with biblical instruction and godly examples, the school employs administrators, faculty, and staff who serve as role models in their Christian walk, their professional life, and their Christian faith.

### A Sound Education

CFCA provides students with an education that offers rigorous academic instruction, challenging athletic and extra-curricular activities, and creative expression through the fine arts. The school provides an environment for growth and development, where different learning styles are served in keeping with the resources God has provided at CFCA.

### Integration of Faith and Learning

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at CFCA. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

At CFCA we believe that we have the mission of enabling our students to live wholesome, Christian lives in a harsh and demanding world. In cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose.

CFCA provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and to strive to attain that goal.

We understand that the primary responsibility for raising children rests with the parents. With that in mind, CFCA believes that parents and the school should work in cooperation and harmony in nurturing, training, guiding, and expanding the child's mind and spirit. Such cooperation creates spiritually vital families and the foundation not only of our school, but also of our church, our community, and our nation.

## **1.7 Organizational Structure**

CFCA is an integral part of the ministry of CATC and operates under its Articles of Incorporation and under applicable federal, state, and local school policies. A School Committee, comprised of members of Church at the Cross, meets regularly; and although not involved in daily school operations, approves and oversees the appropriate implementation of policy and procedures. It is also an appellate body relating to disciplinary and personnel matters.

## **1.8 Non-Discrimination Statement**

CFCA will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students of the school. CFCA does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, financial assistance policies, and other school administered programs.

## **1.9 Accreditation**

CFCA is accredited by the Association of Christian Schools International (ACSI) and Cognia.

# **2. GENERAL SCHOOL INFORMATION**

## **2.1 Advertising**

Students, parents, or employees who wish to advertise any non-CFCA affiliated event must obtain prior approval from the Head of School and the Marketing Director.

## **2.2 After School (Extended Day)**

### **Grades K5 – 6**

Students remaining on campus during after school hours must be in one of two places:

- Participating in a teacher/adult supervised activity
- Enrolled or attending Extended Care

All other students must be picked up after school. Students that remain on campus that are not participating in a teacher/adult supervised activity will be escorted to Extended Care and the account will be charged \$25.00 per day.

The annual fee for registered Extended Day is \$2,000 for 5 days, \$1225.00 for 3 days, and \$825.00 for 2 days. This fee may be paid monthly or in a full installment prior to the beginning of school. Drop-in fees are billed at a daily rate of \$25 for the day. Extended Day times are from dismissal to 6:00 PM. Students picked up after 6:00 PM are charged \$1.00 per minute. There is no charge for Morning Care (7:00 – 7:30 AM).

## **Grades 7-12**

All Middle and High School students must depart campus by 3:45 PM.

### **2.3 Anti-Harassment Policy**

The environment at CFCA must be one in which all individuals are free to work, learn, and develop relationships without fear or intimidation or humiliation because of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity regarding race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers, and staff members treat each other with due respect for rights, individuality and personal dignity.

Students who choose to participate in social media trends that involve harassing, mocking, or making physical contact with another, or destruction of personal or school property, will be subject to the school's disciplinary policy.

### **2.4 Birthday Parties / Gift Giving**

A child's birthday is very special. Students may bring a birthday treat to share with their classmates. Teachers need to be informed at least 2 weeks in advance for celebrations. For birthday parties outside of school, invitations may not be distributed in school unless the entire class is invited. If invitations are brought to class to be distributed in school, they may be distributed only by a teacher at their designated time.

### **2.5 Campus – Definition and Closed Status**

The CFCA campus is encompassed within the boundaries formed by Good Homes Road to the East, SR 408 to the South, Frontage Road to the West and the fenced boundary to the North. All buildings, athletic facilities/fields, parking areas, and student lockers utilized by CFCA students and/or faculty within the above-mentioned perimeter are considered part of the CFCA Campus as it relates to any school-related activities.

CFCA maintains a closed campus. All visitors must enter the campus through the Building A Lobby and obtain a visitor's pass. All other doors leading into the buildings must remain locked from the inside during the school day to provide maximum security for all students. Guests are not allowed in the classroom or in the lunchroom without prior approval from the administration. Alumni are allowed to visit for lunch after signing in at the front office. Alumni are **not** allowed to visit during the 1<sup>st</sup> week of the school year. Visitor Badges must be worn while on campus.

During the Visitor Check-in process, all visitors must submit a government issued photo ID. Our visitor management system screens all visitors to ensure that they do not appear on the National

Sex Offender Database or internal disallowed lists. CFCA reserves the right to deny visitors entry to the campus for any reason.

CFCA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the School Committee, administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staff's welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

The Administration has developed detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures may include, without limitation:

1. Controlled access to campuses.
2. Additional staff training.
3. Increased communication to students, parents, and to the community.
4. Increased student and community awareness.
5. Physical inspections and monitoring using various means including canine detection dogs.
6. Additional industry practices, both seen and unseen, are at the discretion of Senior Staff.

## **2.6 Chapels / Assemblies**

Chapels and assemblies serve as a part of the CFCA curriculum and an extension of the Biblical Worldview Integration plan. Chapel is a time set aside each week that allows students and teachers to come together corporately and worship God and hear His Word proclaimed. Chapels will consist of presentations by pastors, teachers, and students, worship music, small groups, testimonies, and special groups. Chapels are topical and age specific. Chapel is one of the most important activities at CFCA. Please do not schedule appointments during Chapel.

Chapels will be separated by division. Parents are encouraged to attend and must sign in at the front reception desk.

## ALL SCHOOL

CFCA will host All-School chapels and assemblies. These chapels will be general in nature and appeal to the CFCA family as a whole. The following list contains the major assemblies/all-school chapels that CFCA hosts:

- Veterans' Chapel
- Christmas Chapel
- Graduation

### **2.7 Communication with Faculty**

CFCA faculty and staff welcome constructive communication from parents. The following method should be used to contact a staff member:

- Voicemail & Email - All CFCA staff and faculty have voice-mail extensions and email addresses. Every attempt will be made to respond to all voicemail and email messages within one business day during the school week.

If you would like to arrange a conference, please make your request in the form of an email so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns.

In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Principal. Any communication to reach the Principal should be by email. Any meeting or conference with the Principal needs to be scheduled in advance.

### **2.8 Complaint Resolution Procedure**

CFCA stakeholders are encouraged to follow the scriptural example in Matthew 18 for resolving conflicts.

*"If your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother." -- Matthew 18:15*

In accordance with God's Word, CFCA, its faculty, staff, parents, and students will follow these steps in resolving conflict:

- In all conflicts, I will seek to act in a Christ-like manner and not give in to my natural and human feelings and emotions.



- I will pray and seek the Lord's comfort and guidance in the matter. I will not share an offense with another person.
- I will not seek to find others who have been offended, nor will I seek to validate my hurt by finding potential mediators before meeting with the person who has offended me.
- I will go first to the person alone who has offended me and seek to resolve our differences and restore the relationship. I will value the restoration of the relationship above the exposing of that person's possible sin. I will listen to his/her point of view and seek to understand his/her perspective on the issue.
- If going to the person first does not resolve the conflict, I will seek the help of a third party to help both of us to see what we need to do to glorify God in our relationship. I will make sure that this third party is a spiritually mature person who is neutral in regard to this issue. I will keep an open mind to the advice of the third party and seek to change my attitude and actions as I am advised.
- If the third party cannot affect a resolution, and agrees with my concern, I will seek the help of two or three other witnesses who can intercede in the matter and seek God's glory in this conflict.
- I will not allow anyone to criticize another CFCA stakeholder without first following the scriptural guidelines in resolving conflict. In order to avoid gossip and hurt feelings, I will not discuss this matter without the offending party present.
- As a last resort, if the conflict cannot be resolved, I will act in a manner pleasing to God, even if it means removing myself from the source of the conflict.

In a practical setting, a parent or student who has grievances or complaints regarding CFCA policies, procedures or organizational structure issues must discuss these with his/her immediate teacher. If the parent/student feels his/her grievance or complaint is unresolved by his/her teacher, the parent/student should request a meeting with the teacher and the Principal. If resolution is not obtained, the parent/student can submit his/her concern in writing to the Head of School or School Administrator. He will review the matter and take the appropriate action. If the parent/student is still unsatisfied, he/she may write the concern to the School Committee at least two (2) weeks before the next scheduled Committee meeting. The Committee will review the matter and provide a response. The decision of the School Committee is final.

It is CFCA policy that a supervisor who receives a complaint or point of conflict about an employee will confirm that the complaint was first directed toward the offending individual before providing a solution.

## **2.9 Damage or Destruction of Property**

Any campus property or personal property that is destroyed, damaged, or lost by a student, their guardian, or other related individuals, will be replaced or repaired immediately with the cost of repair or replacement borne by the parent(s) or guardian(s) via charges to their account.

## 2.10 Disaster Drills

Disaster drills for a variety of emergencies that may occur on campus are held throughout the year, including fire, tornado, and lockdown. Emergency Procedures are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire and tornado drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures on the first day of school.

Pulling the fire alarm with undue cause will result in reporting to the county fire department and/or disciplinary action. Careless or malicious initiating of a false alarm is a criminal offense and may result in referral to law enforcement. The student and his/her family will be financially responsible for fees resulting from a false alarm.

The Crisis Management Plan adopted by CFCA is available in the Office of the Head of School.

## 2.11 Divorced / Separated Parents

As CFCA strives to partner with parents, it is the policy of the school to provide equal access to both parents unless a court certified legal injunction is on file that states otherwise. Teachers are to make every effort to keep both parents informed regarding their child's academic performance. It is the responsibility of the parent(s) to ensure that RenWeb has the most current information for all contacts, both phone and email.

## 2.12 Drug and Medication Distribution

All drug and medication distribution will be organized and controlled by the School Nurse.

### **Changes effective the first day of the academic year 2025-2026**

For the safety of the students and the staff, our school will no longer keep a basic medication stock for student use. We will only be providing students with **non-pharmacological symptom management** of daily/non-emergency issues such as headaches, stomach pain or menstrual cramping. These **comfort measures** include rest, hydration, ice packs, warm gel packs, non-medicated throat lozenges, as well as promotion of healthy daily choices that will help the student's overall wellbeing. If the student has issues that require over the counter or prescribed medication, then the parents/guardians will provide the medication along with a parental/provider consent form. That specific medication will be kept in the clinic and given as needed. If a student is known to have a condition that will require ongoing follow up (chronic migraines, dysmenorrhea, gastritis, seizures. etc.), then those medications can also be kept in the clinic for the student to access when needed. We will continue to keep all rescue medications (epi pens and rescue inhalers) in the clinic as we have in previous years. As a reminder, students are not allowed to carry any medication outside of rescue medications without parental/provider approval.

## **First Aid Care**

Care will be provided for issues such as/but not limited to insect bites, allergic reactions, cuts, swelling, eye irritation caused by debris, inflammation, injuries from falls or direct hits and nosebleeds. For these issues the clinic will have: Hydrocortisone cream 1%, Neosporin Ointment, sting relief prep pads, alcohol prep pads, sterile eye wash/rinse, Benadryl cream and wound cleanser. We will also provide finger splints and arm slings when needed. Our clinic also has Naloxone Spray available.

## **In the Absence of the School Nurse**

In the absence of the school nurses, daily prescribed medications can be administered by approved/trained personnel. These current designated team members are Mrs. Stephanie Antoine, Mrs. Kristi Laviolette, Mr. David Villaseñor.

## **What does the clinic offer?**

1. First aid care to students and staff.
2. Administration of daily prescribed medications in conjunction with a parental/provider consent form and the original medicine bottle with prescriber order.
3. Storage and management of individual rescue medications for safe student access.
4. Storage of over-the-counter medication for the CFCA /PATC staff.
5. Open communication with parents and guardians.
6. Yearly Scoliosis 6<sup>th</sup> grade screenings.
7. A quiet space for regrouping from overstimulation.
8. The clinic also maintains a small collection of uniforms that are available to be borrowed when accidents occur during the school day.

## **2.13 Drug Testing**

Upon reasonable suspicion, the administration of CFCA may require a student to submit to a drug test either on campus (with parents' permission) or within a 24-hour window at a facility to be determined by the administration of CFCA. Parents are responsible for all costs associated with the testing.

## **2.14 Elevators**

Unless accompanied by a medical pass, no student is to use the elevator located in the Joy Building. The unauthorized use of the elevator is considered a Level II Offense (as described at Sections 5.6 and 5.7).

Students with a medical need to use the elevator may be accompanied by one (1) student helper.

## **2.15 Emergency School Closings**

If CFCA needs to close for emergency situations not otherwise calendared (weather, utilities, etc), the school will communicate via email, text message, social media and the website all pertinent information regarding the situation. Since CFCA's operational needs are different than Orange County Public Schools, do not assume that our closings will be the same as OCPS's. CFCA will always communicate via official means as disclosed above.

## **2.16 Food / Drink / Gum**

Lower School Only-No food or drink (except for water in a reusable bottle with a closed, flip-top lid.) may be brought into the classroom or hallway unless it is a part of a teacher-supervised event or activity. Students may not chew gum at any time. Failure to abide by these guidelines may result in disciplinary action.

## **2.17 Grievances and Complaints**

A parent or student who has grievances or complaints regarding CFCA policies, procedures or organizational structure issues should follow the guidelines set forth by the Complaint Resolution Procedures (see 2.8).

## **2.18 Hall Passes**

Hall passes are to be issued to any student leaving a classroom for any reason. The faculty member issuing the pass is to include the student's name, destination, date and time. It is the student's responsibility to obtain the proper pass. Failure to do so may result in disciplinary action.

Students who have received permission to leave a classroom must sign out with their name and the time they are leaving class as well as the location to which they are going. Upon return to the classroom, the student must sign in with the time of arrival.

Student interns, yearbook, and other similar student activities will have a permanent student badge identifying the student, course assignment, and period for easy identification.

## **2.19 Health / Medical Information**

### COMMUNICABLE CHILDHOOD DISEASES

Communicable diseases can be very serious and must be dealt with swiftly and surely by school authorities. Frequently, children at school present symptoms of communicable diseases that are routine illnesses for children. However, when one of the communicable diseases is found on the list in Parent-Student Appendix 10.3, the Health Department is to be immediately notified. They are the lead agency for dealing with these serious communicable diseases. As such, they are responsible for notifying parents, conducting follow-up medical evaluations, or ordering any medical procedures. The role of administration is one of providing support to the Health Department.

The following guidelines will be followed in regards to the identification and handling of communicable diseases:

1. Students observed with symptoms of a communicable disease will be sent to the office and placed in a room for isolation.
2. The Principal or his/her designee will contact the parents and the student will be sent home. Parents should come to pick up within 30 minutes.
3. The student must be symptom-free for 24 hours without the assistance of medication before he/she is allowed to return to school. If the student is a confirmed positive for a disease, the student must remain at home for 10-14 days until symptom free.
4. The student will be questioned by the principal or his/her designee for those whom have been in “close contact” over the last 48 hours in order to carry out with contact tracing. Close contact is defined by the CDC.
5. Parents of those students who were in close contact 48 hours previously, will be contacted by the Principal or his/her designee.
6. If the school is informed of any communicable disease listed in Parent-Student Appendix 10.3, the Florida Department of Health will be contacted.

### IMMUNIZATION POLICY

The Florida Certification of Immunization, Form 680, must be used to document the immunizations required for entry and attendance in Florida schools. These forms are not available to the public and must be completed by a Florida physician or a Florida county health department. Non-compliance with the regulation will result in the referring the student to the proper authorities. The immunization program must be completed by the 15<sup>th</sup> day of school or the student will be removed from school activities until the requirements of immunization are fulfilled.

### PHYSICAL EXAMINATION

Students in grades K4 through 12th grade must present a record of a physical examination completed within the past 12 months. The exam record should be brought to the school upon

enrollment. Although a specific form is not required, it is recommended that Florida's standardized School Entry Exam form (DH 3040) or the FHSAA Physical Evaluation Form (EL-2 – available at [www.fhsaa.org](http://www.fhsaa.org)) be used to document completion of a physical examination. It must be completed by a health care provider licensed to perform physical examinations. *Note: Any student from 5th Grade through 12th Grade that wishes to participate in CFCA Athletics must first complete all applicable tasks and documentation required to be compliant. Information on how to complete this mandatory task is found at AthleticClearance.com.*

## **2.20 Inclement Weather**

Lightning is the primary cause for a delay in dismissal; however, other severe weather conditions could result in a need to delay or alter the dismissal process. CFCA uses the “30/30 Rule”. When lightning occurs within 6 miles of campus, all students will be moved to safety until the storm passes. Normal dismissal will not resume until 30 minutes after the last lightning strike within the 6-mile radius.

During the lightning delayed dismissal, parents/guardians are permitted to sign their student out from the lobby. Photo ID must be presented. Parents have the option to sign a waiver for students who drive to leave during a lightning delayed dismissal.

## **2.21 Legal Injunctions**

Any legal injunction that concerns a student’s educational activities must be submitted to CFCA and will be kept on file. Faculty will be informed of the stipulations and requirements of the injunction in a timely manner.

It is the policy of the school to provide equal access to both parents unless a court certified legal injunction is on file that states otherwise. If the final judgment and/or settlement agreement stipulates that the non-custodial parent should have restricted access to the student, the custodial parent must submit a copy of that judgment or agreement to the Principal if the school is to comply. Such documents shall be placed in the student’s regular file.

## **2.22 Lockers**

6<sup>th</sup> -12<sup>th</sup> grade students will be issued a student locker at the beginning of the school year. This locker is the property of CFCA and is subject to search by CFCA administration in accordance with CFCA’s Student Search policy (see 5.8). All items found within the student’s locker will be assumed property of the assigned student.

Students are encouraged to keep their assigned locker secure. Students will need to use their lockers to store their books and personal items as needed. Items left unattended will be taken to the lost & found and subject to search.

Athletes issued an athletic locker will also adhere to this policy.

### **2.23 Lunch Program**

Lunches will be offered during the 2025-2026 school year through Catering's Best. Students also have the option of bringing their lunches each day. There are no microwaves for student lunches.

Behavioral expectations during lunches will be enforced. Reinforcing appropriate dining room behavior at home will transition to school. The teachers will greatly appreciate parent's help in teaching proper dining etiquette.

**Parents or guardians will NOT be permitted to drop off lunches during the day.** Any student without a lunch will receive one from Caterings Best, and a \$8.00 charge will be added to the child's account. The use of Food Delivery Services (such as Uber Eats, DoorDash, Grubhub, etc.) are prohibited to students during school hours, and any food ordered via these methods will be disposed of. Each student can have up to an \$80 balance before they are refused lunch through the caterer. Parents will be notified of their balance due before their student is refused lunch.

Parents who wish to join their child(ren) for lunch in the cafeteria must check-in at the front desk (see section 2.5) and adhere to the following rules:

- Arrive early (at least 10 minutes before the student's scheduled lunch time),
- Check-in at the Joy Lobby – Only adults on the student's approved RenWeb list will be permitted to visit.
- Adults visiting during lunch must sit at a separate table with their student and cannot bring food for other students

### **2.24 Mediation and Arbitration**

CFCA believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private and within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. In response to this belief, disputes and disagreements between CFCA and its families should be handled directly and quickly to restore unity to the relationship.

For those times when the resolution of issues is not clear, disputes will be handled through biblically-based mediation and Complaint Resolution Procedure (Parent Student Policy 2.8). As supported by the enrollment contract between CFCA and its families, if resolution of the dispute and reconciliation does not result from the Complaint Resolution Procedure, families can then submit the dispute to a single independent and objective arbitrator for binding arbitration. If CFCA and a family are unable to reach an agreement as to the selection of the arbitrator, Peacekeeper Ministries shall be asked to select a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemakers Ministries booklet, Guidelines for Christian Conciliation.

Further information for this process is contained in the enrollment contracts for students, which indicates this is the sole remedy for any controversy or claim arising from the relationship between CFCA, students, families and staff.

### **2.25 Medical Authorization Form**

Prior to attendance at CFCA, all students must have a “Medical Authorization Form” on file. This form provides pertinent medical information to guide the school should a medical emergency arise. Copies of this form will accompany students on any CFCA off-campus trip or event.

### **2.26 Music and Dancing**

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, CFCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at CFCA. It is the desire of CFCA that students learn to make choices in the areas of music, drama, visual and literary art, and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. Dance, which in its style and purpose is done for beauty, recreation, or as an expression of cultural tradition, may be acceptable.

### **2.27 Office Hours**

The school office is open from 7:30 am to 4:00 PM. The office will be closed on official holidays. Administration will arrange the opening of the office during the summer weeks.

### **2.28 Parent Defined**

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term “parents” includes a parent, legal guardian, or other person having lawful control of the child.

### **2.29 Personal Property**

CFCA will not assume responsibility for any lost or stolen personal property or damage to personal vehicles. To help alleviate the risk of theft, students are advised to leave valuables at home and not carry cash amounts greater than \$20.

### **2.30 Photographs and Video – Use of Student’s Image and Likeness**

At times, CFCA will utilize photographs and videos of students and/or parents in promotional and school materials. Enrollment in CFCA allows CFCA unrestricted rights to use and publish the photographs or videos containing student or parent images in any editorial, trade, advertising or other medium at the sole discretion of CFCA. This publication may be accomplished by electronic means via the Internet and CFCA will not be able to prevent persons from gaining access to the



Internet and copying said material without consent. Refer to the signed Enrollment Agreement for the release of liability information.

### **2.31 Physical Restraint**

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous object.
- Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
- Control an irrational student.
- Protect property from serious damage.
- Purposes permitted under Florida Statute.

### **2.32 Playground/Chapel Park**

Safety is a great concern on the playground. Students are permitted to play in designated areas. No roughhousing or contact sports are permitted. Students are not allowed on the playground without adult supervision.

### **2.33 RenWeb**

RenWeb is CFCA's internet-based school management software. This program encompasses the needs of the administration, faculty, staff, parents, and students. Faculty will utilize RenWeb to post grades, homework and classwork assignments, tests and projects, announcements, handouts, and other pertinent class information. Faculty may also utilize other methods of communication such as syllabi and unit planners; RenWeb, however, remains the official source of communication. Should any discrepancy arise between a syllabus and RenWeb, please refer to the information on RenWeb.

Because of the utilization of RenWeb as a source of communication, it is vital that all parents keep their information current. This is accomplished using Family Portal, a private and secure website that is powered by RenWeb. This site allows the viewing of grades, lesson plans, assignments, and other class information in a real-time environment. It is the requirement of each student's parents/guardians to update contact information should a change arise. Correct information will ensure that important announcements, mailings, broadcasts, and emails are received promptly and correctly. All demographic information can be updated by clicking on "Web Forms" and completing the "Family Demographic Form" and the "Medical Authorization Update" form.

Information about logging on to RenWeb will be provided at the beginning of school.

### **2.34 Restricted Areas**

Restricted areas are defined as “off-limits” to all students during the school day. Violations of the restricted area policy will result in disciplinary action.

- Champions Building – Only students scheduled for PE and lunch are to be in the building.
- Parking Lots – Administrative permission is required for any student to be in the parking lot during the school day.
- Weight Room- Students are permitted to use the weight room during the assigned sports times and under the supervision of the coach.
- Grace Building Worship Center - Administrative permission is required for any student to be in the Worship Center during the school day.
- Classrooms During Lunch – All classrooms and buildings are closed to students during lunchtime unless a teacher is present and supervising. Students in hallways or walking in outside areas must be able to verify permission by supervising teacher.
- Athletic Fields – Only students scheduled for PE are to utilize the athletic fields. Consequences will be given to students who jump the gates to and from campus.
- Church Office Hallway – Only students with a scheduled purpose/meeting or during authorized weather events to change classes are permitted.

Under no circumstances is a student to be in a building, classroom, or other campus location without direct supervision or explicit written permission by a teacher or staff member.

### **2.35 Sexual Harassment**

CFCA is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and CFCA’s policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the CFCA community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal, or the administrative offices.

### **2.36 Solicitation**

See 2.1 Advertising

### **2.37 Student Elections**

During the course of the year, there will be at least three student elections run by the Student Government Association. The elections will determine the Homecoming Court (including King and Queen), Big Kahuna and SGA representatives for the upcoming school year. All SGA officers must be a Christian and approved by administration before running for office. Ballots are prepared that include all eligible candidates (each election has a different criteria for candidacy) and then distributed to the student body. Election results are either hand counted or electronically tabulated by the Student Government Advisor and presented to the Principal for certification. In the event of a

personal conflict of interest involving a relative on any ballot, another member of the Leadership Team will supervise the tabulation of the results and original ballots will be saved in the Principal's office until the next school year. In the case of a tie, weighted GPA will determine the winner. Upon written request, a parent or student may request to review the ballots in the presence of an administrator.

### **2.38 Student Interaction with Social Media**

As stated in the Student Code of Conduct (Appendix 10.2), CFCA students operate under a 24/7 behavior policy. As such, students may be held accountable for all activities associated with social media (including Facebook, Twitter, YouTube, Instagram, TikTok, Snapchat, or any relevant social media platform). Any interactions with social media by a CFCA student that are contrary to the standards set forth in the Student Code of Conduct may result in disciplinary action up to and including expulsion.

### **2.39 Student Pick-Up**

All students must be picked up immediately upon dismissal unless they are involved in a school-sponsored activity or sport. Any student in grades K-6 not picked up by 15 minutes after school is dismissed will be sent to Extended Day and charged the appropriate fees. Students' 7<sup>th</sup>-12<sup>th</sup> must leave campus by 3:45 PM.

Please reference After School (Extended Day) 2.2.

### **2.40 Student Recognition**

CFCA students are encouraged to strive to do their best and fulfill their God-given talents and abilities. CFCA realizes the importance of giving recognition to individuals who excel in various aspects of our curriculum and mission statement. The following list of awards and honors represents the varied ways that CFCA honors its students.

- Honor Roll
- Cum Laude Roll
- All A's Principal Honor Roll
- Christian Character
- Daniel/Esther Award
- Valedictorian/Salutatorian
- Homecoming King and Queen
- Subject Specific Academic Awards
- Male and Female Athlete of the Year

### **2.41 Tardy and Late Check in**

CFCA wants parents to partner with us as we strive to instill the value of being on time. Whether it is for an assignment, an appointment, work, or arrival at school, punctuality is important. Students are required to arrive at school between 7:45 AM and 7:55 AM. Any student arriving at CFCA after 8:00 AM is tardy. Classes will begin at 8:00 AM. Entrance into the classroom after 8:00 AM disrupts classroom routine and instruction. **Any student arriving on campus after 8:00 AM must be**

**signed in by a parent or guardian.** In the event of excessive tardies, an administrator will notify the parents. Parents may meet with the administrator to discuss parameters for continued enrollment of their child(ren).

Students will report to the School Receptionist to check in if they arrive after 8:00 AM and give a reason for their tardiness. The Receptionist will then determine the validity of the reason (e.g.: major accident that causes traffic backups may not result in disciplinary action being taken). Arriving at any class 15 minutes or more after it starts is considered an absence for that class period.

Upper School students are allowed 3 “grace” tardies in the first period class of the day. In all other classes, demerits will be assigned on the first tardy. Tardies reset every semester. Students with late arrival privileges **do not** receive 3 “grace” tardies in their first assigned class. Demerits will be assigned for every tardy that a student with late arrival receives.

## **2.42 Use of Third-Party Security Enforcement**

The school shall retain the right, but not the requirement, to utilize third party resources, including but not limited to, security guards, law enforcement, or canine units to further establish a secure zone on the CFCA campus.

## **2.43 Visiting Campus**

See Section 2.5.

## **2.44 Volunteers**

Parent involvement in the education of their children is directly correlated to achievement. CFCA welcomes parents to assist teachers in the classrooms and with various school activities and events. **All parents will need to go through a volunteer application and approval process before they can sign-up to volunteer in a classroom or at any school activity or event. Any costs associated with a background check or fingerprinting during the volunteer application process is the responsibility of the parent.**

### Volunteer Expectations

Please adhere to the following volunteer expectations

- Contact the teacher for areas in which to serve.
- Arrange your participation as a volunteer with the teacher.
- Be reliable; if you say you will help, be there!
- Dress appropriately. Conservative, modest attire is required.
- Check in through the Receptionist’s desk.

## Volunteer Options

Volunteers are needed in many areas at CFCA. Some of those are:

- Classrooms: Help with centers, projects, copying, sorting, room organization, and assembling.
- Cafeteria: Supervise your child's class at lunch and give the teacher a nice break.
- Office: Assist with copying, errands, sorting, and events.
- Admissions: Give tours to prospective families.
- Library: Work with the librarian in shelving and categorizing books and materials.
- Athletics: Helping in the concession stand or gate.

Note: Inquire about background checks and fingerprinting before volunteering for specific responsibilities. The cost of background checks and fingerprinting is the parent's responsibility.

### **2.45 Weapons**

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus.

### **2.46 Flex Fridays (Upper School only)**

Flex Fridays will occur several times throughout the school year and feature a modified schedule at the end of the day. These afternoons are designed to enrich the student experience through community-building and academic support. Middle School students will participate in House Meetings and events, while High School students will engage in Advisory periods focused on academic guidance, career exploration, college preparation, and may also include class competitions, club meetings, or pep rallies. Attendance during Flex Friday is required. Students may not sign out early unless they have a documented medical appointment or an approved Early Release. Any student who misses Flex Friday activities without prior approval from the Principal will not be permitted to participate in after-school or evening practices or events that day.

### **3. ACADEMICS**

#### **3.1 Ability Skills Grouping**

Students in grades 6-12 will be given individualized schedules based on academic skills grouping in the areas of math and language arts. Placement will be determined using each of the following criteria: Standardized Achievement Tests, skills assessment, yearly test average, and teacher recommendation. For students new to CFCA, information obtained during the admissions process will be used for placement.

#### **3.2 Academic and Behavioral Communication**

CFCA Faculty and Staff will document and record all official academic and behavioral communication via RenWeb. All grades, homework assignments, tests, projects and major announcements will be updated on RenWeb on a weekly basis.

#### **3.3 Academic Honesty Policy (CHEATING AND PLAGIARISM)**

Central Florida Christian Academy expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating, utilizing AI generators or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited.

CFCA's Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of CFCA's Academic Integrity Policy is to prepare students for the reality created by the explosion of technology, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is acceptable if the work being presented is clearly relayed. Collaboration is to work together (with permission) in a joint intellectual effort.

Plagiarism is to commit literary theft; to steal and pass off one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas, you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

Cheating includes, but is not limited to, copying, or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators,

computers, or other unauthorized technology, during an exam or project. Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

### **3.4 Academic Probation**

#### Lower School

Students are placed on academic probation if they receive a “D” or “F” at the end of a Quarter in Math, Reading, or Composition. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, CFCA faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive any grade below 70% for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who do not average 60 or above for the year in Math, Reading, or Bible, and do not meet their academic plan goal will not be promoted. Students who are asked to leave CFCA for academic reasons may re-apply after one calendar year. A student desiring to return to CFCA after a one year academic absence must apply through the Admissions Office and follow normal admissions procedures.

#### Upper School

Students are placed on academic probation if they receive a failing grade at the end of a semester grading period. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, CFCA faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive another F for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave CFCA for academic reasons may re-apply after a calendar year. If they choose to return to CFCA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### **3.5 Add/Drop Course Procedures (Grades 6-12)**

Students may add/drop a class within the first two weeks of a semester. An add/drop form must be filled out and approved by teacher, parents, and Principal. Any change after the first two weeks of a semester must be done by recommendation of the teacher.

### **3.6 Admission Requirements**

CFCA will admit students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. We do not discriminate

on the basis of race, color, nationality or ethnic origin in administration of our admissions policies, educational programs, financial aid, athletic or other school-administered programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

Probationary Acceptance: School records or admission data that indicate a significant academic or behavioral problem may result in the student being admitted under probation. If the student shows the ability to be successful at CFCA (defined as maintaining a grade of at least 70% in all classes), the probation status may be lifted. If the student is not able to be successful at CFCA, another placement may be recommended.

### **3.7 Advanced Placement Courses**

Students enrolled in AP courses are expected to take the AP Exam in the spring. In the spring, any student that is determined by administration not eligible to take the exam will be given Honors Credit and GPA points for the coursework.

### **3.8 Attendance Procedures**

#### **Lower School**

When your child is absent from school, please email the classroom teacher and their principal. Any pre-planned or emergency absence resulting in 2 or more consecutive days out of school require an email to be sent to the principal and the classroom teacher.

#### **Upper & Lower School**

The following procedures apply to absences:

1. Teachers will maintain an accurate record of attendance and tardiness. The attendance record will appear on report cards.
2. Attendance is recorded daily.
3. Students who are not present for a minimum of 50% of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
4. If an absent student needs homework assignments, the best method of obtaining the homework assignments is via RenWeb. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always have time to check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
5. Make-up work is only permitted with excused absences. Students will have one day for each **day** absent to make up work. A plan for making up work for an extended absence should be arranged with each teacher.
6. If a student is absent the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return to that class.



7. An absence that is school-related and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. *Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return.*

### **3.9 Challenged Materials**

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the CFCA Curriculum, Library, and Media Center. Concerns should be handled in a scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the Media Center. Any parent, faculty, or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

CFCA supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view, or hear. The school retains the right for students to have availability to materials which have gone through the selection policy and chosen by the professionals as acceptable use.

When materials are challenged, the following procedure is to be followed:

1. Formal objections to library materials are initiated by filling out a Request for Reconsideration Form. The Request for Reconsideration Form must be signed by the complainant and filed with the administrator or teacher in charge.
2. The form will then be referred to the Leadership Team.
3. The Leadership Team will then review the challenged materials based upon the objections set forth in the Request for Reconsideration Form. Based upon that review, the Leadership will decide whether to keep or remove the material from the curriculum.
4. The Leadership Team will send written notice to the complainant regarding their decision.
5. All challenged materials shall remain in circulation during the challenge process period.

### **3.10 Computer Use/Technology Acceptable Use Policy**

CFCA provides technology resources for its students and employees for educational and administrative purposes. The use of these technological resources is a privilege, not a right, which may be revoked at any time for misuse. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with the policies stated in the Student or Employee Handbook.

### **Definition of CFCA Technology Resources**

CFCA retains all rights and ownership to all technology resources. CFCA computer systems and networks are any configuration of hardware and software purchased or otherwise owned by the school. The systems and networks include all the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail (CFCA email accounts), local databases, externally accessed databases (such as the Internet), CD/DVD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. CFCA reserves the right to monitor all technology resource activity.

### **Monitored Use**

Technology use by students and employees is not private and may be monitored at any time by CFCA to ensure appropriate use. CFCA reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. Such files are subject to removal when found. Additionally, CFCA reserves the right to monitor access to and use of email, the Internet, or other network or computer-related activities, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities. CFCA reserves the right to confiscate and analyze any electronic device that may connect or utilize CFCA network resources.

Any computing device used at school, even if privately owned, is subject to all policies and consequences of the Authorized User Policy (AUP) including the right to view the content of the device at any time. A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, it will be necessary for a parent or guardian to reclaim the device from school administration. Parents are encouraged to monitor all forms of their child's technology use.

### **Acceptable Use**

CFCA's technology resources will be used only for learning, teaching, and administrative purposes consistent with CFCA's mission statement and goals. Commercial use of CFCA's technology resources is strictly prohibited.

Software or external data may not be loaded on any computer, whether stand-alone or networked to the CFCA network. Only personnel from the Technology Department are authorized to load software.

Other issues applicable to acceptable use are:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each technology lab. Unauthorized duplication of data or software is prohibited.

- Supervision and permission: Student use of the computers and computer network is only allowed when supervised and granted permission by a faculty member.
- Attempting to log on or logging on to a computer by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
- Improper use of any computer or the network is prohibited. This includes the following:
  - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
  - Using any social networking, instant messaging, blogging, chatting or other collaboration method to communicate during school time unless a teacher or administrator expressly authorizes such behavior for educational purposes.
  - Accessing faculty, administration, and staff computers as well as restricted file servers for any reason without the explicit permission from the user or administrator of that computer.
  - Using the network for financial gain, political, or commercial activity.
  - Attempting to or harming equipment, materials, or data.
  - Attempting to or sending anonymous messages of any kind.
  - Using the network to access inappropriate material.
  - Knowingly placing a computer virus on a computer or the network.
  - Using the network to provide addresses or other personal information that others may use inappropriately.
  - Accessing of information resources, files and documents of another user without authorization.
  - The use of AI generators such as ChatGPT, etc.

### **System Access**

Access to CFCA's network systems will be governed as follows:

- Students will have access to the STUDENT server for class assignments and research with their teacher's permission and/or supervision.
- Students and employees with accounts will be required to maintain password confidentiality by not sharing the password with others.
- With a completed AUP signed by the student and parent / guardian, a network account will be created for each student.
- Any network user identified as a security risk or having violated the AUP may be denied access to the system. Other consequences may also be assigned.

### **Individual User Responsibilities**

The following standards will apply to all users of CFCA's network systems, computers and other electronic devices, both personal and CFCA property:

- The individual in whose name a network account is issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by CFCA.
- Network users may not use another person's network account without written permission from the Director of Marketing and Technology.
- Network users are responsible for making sure they do not violate any copyright laws.
- Audio or video recording may not be conducted without the approval of CFCA administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.
- Students are responsible for providing their own storage media, such as CD's, DVD's, video tapes and flash drives. All removable devices must be scanned for viruses before use in a computing device connected to CFCA's wired network.
- Violent games and computer images containing violence or pornographic material are not allowed on school grounds in any format. This includes music with vulgar lyrics to titles, pictures, text documents, PowerPoints, etc. Any file found on a student's device that is considered violent, obscene, vulgar, or pornographic will result in immediate disciplinary action.
- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or the Director of Marketing and Technology as quickly as possible so that such sites can be blocked from further access within the CFCA firewall.
- Any deliberate damage to a school computer will be the responsibility of the parent/guardian and the student account will be charged for any damage or replacement fees.

### **Network Etiquette**

Network users are expected to observe the following network etiquette (also known as netiquette):

- Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is prohibited.
- Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
- Revealing such personal information as addresses or phone numbers of users or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

### **Consequences (All included parent notification)**

- Temporary loss or restriction of technology privileges.
- Detention, ISS, OSS or Expulsion from CFCA.

### **Liability Disclaimer**

CFCA shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and financial obligations incurred by users. CFCA shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. Students are subject to a random check of the history and activity on school-owned devices that they have used. Decisions of the CFCA administration regarding unacceptable computer use are final.

### **3.11 Correspondence Courses/FLVS Courses (Upper School Only)**

All core curriculum classes must be taken at CFCA. If a student wishes to take a correspondence course for Upper School credit, written permission must first be obtained from the Guidance Office. Grades must be turned in to the Guidance Office upon completion of the course.

### **3.12 Dual Enrollment/Dual Credit (Upper School Only)**

CFCA is partnering with Southeastern University to provide both online Dual Enrollment and on-campus Dual Credit courses. Students may be allotted time during the academic day to participate in online Dual Enrollment courses. All Dual Enrollment courses must be approved through the Guidance Office. Classes with grades of a "C" or higher will be included in the student's GPA.

### **3.13 Field Trips**

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of CFCA. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. CFCA activities are for current CFCA students only. Neither siblings nor other students are allowed to attend without administrative approval.

- Any student on disciplinary or academic probation may be excluded from the field trip.
- School rules, regulations, and policies are in effect on all field trips on or off campus.
- The sponsoring teacher will communicate the dress code.
- If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
- Parent chaperones are secured in advance for all field trips. Parents must be a current approved volunteer to chaperone.
- Students who have a pattern of not following school rules or have demonstrated inappropriate behavior may lose the field trip privilege.

- Students with any behavior concerns may not be allowed to attend a field trip.
- Any details regarding transportation will be communicated to parents prior to field trip.

#### Guidelines for field trips

- Field trips are an extension of the campus of CFCA. Therefore, all actions and activities will be guided by the CFCA Handbook unless explicitly stated in the trip guidelines and students in violation will be subject to disciplinary action.
- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, CFCA, our families, ourselves, and Church at the Cross.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct student behavior.
- Students are expected to follow the directions of the adult leaders.
- Students are required to be under age-appropriate levels of supervision at all times.
- Students are not allowed to leave early without a CFCA staff member approval.
- Students can only be picked up and dropped off from school and not the field trip venue unless otherwise stated or a parent chaperone has prior administrative approval and is attending the field trip.

### **3.14 Grade Point Average**

Grade points are assigned to each letter grade that a student in grades 6-12 receives for a course. The sum of these grade points divided by the number of courses completed gives a student's grade point average (GPA). The actual number of grade points assigned to a letter grade is determined by the type of course in which the grade was received. Grade points awarded for grades in Honors and Advanced Placement courses are higher than those awarded for grades in regular courses. Refer to Grading Policy 3.15 below for a chart outlining how grade points are assigned.

### **3.15 Grading**

#### **Lower School**

The grading scales used by CFCA for grades K5 – 5<sup>th</sup> are as follows:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 0 - 59

## **Upper School**

The grading scales used by CFCA for grades 6<sup>th</sup> – 12<sup>th</sup> are as follows:

Grade	Regular Course	Pre-AP/Honors Course	AP Course
A 90 – 100	4.00	4.50	5.00
B 80 – 89	3.00	3.50	4.00
C 70 – 79	2.00	2.50	3.00
D 60 – 69	1.00	1.50	2.00
F 0 - 59	0.00	0.00	0.00

The Semester Grade will be determined according to the following calculations:

	6 <sup>th</sup> – 8 <sup>th</sup> Grade	9 <sup>th</sup> – 12 <sup>th</sup> Grade
1 <sup>st</sup> Quarter of Semester	45%	40%
2 <sup>nd</sup> Quarter of Semester	45%	40%
Semester Exam	10%	20%

### **3.16 Graduation Requirements**

CFCA requires a specific program of study for Upper School students. The Required Program consists of courses students must take to graduate from CFCA.

#### **FOR STUDENTS ENTERING 9<sup>TH</sup> GRADE IN FALL 2022 OR AFTER REQUIRED PROGRAM**

- 4 Bible
- 4 English
- 4 Math (Must include Algebra I, Geometry, and Algebra II)
- 4 Science (Must include Biology and Chemistry)
- 3 History (Must include World History, American History, Government and Economics)
- 1 Health Opportunity through Physical Education
- 2 Fine Arts
- 2 Foreign Language
- 1 Finance
- 2 Electives

TOTAL: 27 CREDITS

## **Honors Graduates**

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

- Cum Laude 3.0 GPA to 3.49 GPA
- Magna Cum Laude 3.5 GPA to 3.99 GPA
- Summa Cum Laude above 4.0 GPA

## **Required Community Service Hours**

The purpose of the community service hours is to provide high school students the opportunity to have a positive impact on our local churches and community while learning that service to others is an on-going part of the Christian life.

High school students must perform seventy-five (75) service hours between ninth grade and twelfth grade for graduation. It is recommended to complete about twenty (20) service hours each year. Students can complete up to (25) service hours through paid work hours with proper documentation from the student's employer. Students must complete a Community Service Verification Form for each organization where he/she volunteers. A supervisor's signature is required on each form. The parent of the student may not sign as the supervisor. Verification forms are located on the school website and are available in the Guidance Office. Completed forms must be submitted to the Guidance Office. Hours earned over summer should be turned in at the beginning of the school year in August.

### **3.17 Help Sessions (Grades 6-12)**

Middle School and High School teachers will provide a weekly 30-minute help session that students may attend for extra instruction and support. This help session will be documented on the teacher syllabus.

### **3.18 High School Credit in 8<sup>th</sup> Grade**

High school courses taken in 8<sup>th</sup> grade will not be counted toward graduation requirements. The numeric grade will be included in the student's high school GPA. These classes, however, will enable those students to progress toward Advanced Placement level classes when in High School.

### **3.19 Home School Opportunities**

#### **Academics**

On a limited basis, CFCA offers home school students the opportunity to take certain classes for credit. A completed application form, financial worksheet, two years of report cards and two years of standardized test results are required for consideration of eligibility. Before the student begins classes, all registration fees must be paid with the Business office.



## **Extracurricular**

In order for students to participate in school activities as a home school student (Homecoming Dance, Prom, Graduation, etc.) the student must be taking at least three courses on campus at CFCA, which include Bible.

## **Athletics**

Home School Students in grades 6<sup>th</sup> -12<sup>th</sup> may participate in athletics. A completed application form, financial worksheet, registration fees, medical authorization, and all required FHSA paperwork must be submitted to the Director of Athletics. All paperwork must be completed and approved before the student may participate with the team. Any student from 5th Grade through 12th Grade that wishes to participate in CFCA Athletics must first complete all applicable tasks and documentation required to be compliant. Information on how to complete this mandatory task is found at [AthleticClearance.com](http://AthleticClearance.com).

### **3.20 Homework**

#### **Lower School**

Homework reinforces and extends learning. The time a student requires to complete homework assignments is determined by a variety of variables: attention to task, environment, ability level and learning exceptionalities. The following is a guideline for homework “time on task”. These are time allotments for the average student working uninterrupted with focused attention on the tasks.

**Reading/studying is not included in these time frames.** Encourage as much reading as possible; it directly relates to children’s success in school.

- K5 – 1<sup>st</sup>      20 minutes or less a night on average
- 2<sup>nd</sup> –3<sup>rd</sup>      30 minutes or less a night on average
- 4<sup>th</sup> – 6<sup>th</sup>      1 hour or less a night on average

Parents are expected to provide guidance and accountability for homework assignments and reading.

#### **Upper School**

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Please be aware we do not give homework on Wednesday due the following Thursday. Some assignments are given days or weeks in advance, and students may use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework environment and other factors. For good communication and to avoid late homework, we ask that you review your child’s daily

assignments on RenWeb. If at any time there is a question or concern regarding an assignment, please contact your child's teacher via RenWeb.

The following is a guideline for homework "time on task". These are time allotments for the average student working uninterrupted with focused attention to the tasks. Reading is not included in these time frames. Encourage as much reading as possible; it directly relates to children's success in school.

- 6<sup>th</sup> – 8<sup>th</sup> 20-25 minutes per scheduled class (depending on level of courses)
- 9<sup>th</sup> – 12<sup>th</sup> 25-30 minutes per scheduled class (depending on level of courses)

Advanced Placement courses, because they are given college credit, may require more average time for homework than other courses.

### **3.21 Honor Roll – Upper School**

Honor roll calculations are based on semester averages for the current school year and do not reflect the cumulative GPA.

- Cum Laude 3.0 GPA to 3.49 GPA
- Magna Cum Laude 3.5 GPA to 3.99 GPA
- Summa Cum Laude Above 4.0 GPA

### **3.22 Late Work**

A student will have **one day** for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.

#### **Lower School (K5 – 5<sup>th</sup>)**

Completed homework packets turned in one day late can receive up to a 70% credit. Any completed homework packet turned in two or more days late will receive a zero.

#### **Upper School (6<sup>th</sup> – 12<sup>th</sup>)**

The following policies will govern any assignment that is not turned in by the assigned date as documented by the teacher:

- 15% will be taken off an assignment that is one class period late.
- After the second class period, 30% will be taken off the assignment
- After two class periods late, the highest grade the student can receive is a 50%.

### **3.23 Library Hours**

The Library will be open after school on designated days. Any student that wishes to utilize the library during instructional time must have the permission of both the librarian and the student's respective teacher.

### **3.24 SERVE Days and Ends of the Earth Trips (Grades 6-12)**

During the year, school will be taken outside of the classroom for SERVE Days. These days will be both on and off campus service activities that align with the school's mission statement, "*...to educate, inspire, and equip every student to know and serve Jesus Christ among all nations...*" In addition to these mandatory SERVE Days, CFCA will offer Ends of the Earth SERVE Trips the week before Spring Break each year. During that week, participating students spend five to seven days serving in another state or in another country. Since this is still a school week, all students are required to be in attendance to either a trip OR regular school days.

For those who take End of the Earth Trips - because each itinerary differs, it is important to check with the trip leaders before making vacation plans for Spring Break. Some trips return by the weekend before Spring Break and others do not return until sometime during Spring Break. Students receive a SERVE Week brochure when school begins. Students complete and submit a registration form by the middle of September. There is a parent cost assigned to each itinerary with a payment schedule spread over time if needed.

### **3.25 Promotion to the Next Grade**

#### **K5 – 5<sup>th</sup> Grade**

Students are expected to meet specific academic requirements. Lower School language arts and mathematics advance along a continuum. Each grade level provides the foundation for the next level's expectations. The culmination of Lower School study is after the completion of fifth grade at which time attainment of grade level goals and objectives will enable the student to be promoted to Middle School.

CFCA will conduct academic reviews at the end of each grade level to determine whether promotion and continued enrollment is recommended. Students who do not meet their academic plan goal will not be promoted. For promotion and continued enrollment students must:

- Exhibit mastery of grade level knowledge and skills.
- Pass ELA, Math, and Bible with a 60% for the year average.
- Primary grades (K5 – 2<sup>nd</sup>) must demonstrate 70% in conduct and work habits in all areas.

#### **6<sup>th</sup> - 8<sup>th</sup> Grade**

6<sup>th</sup> - 8<sup>th</sup> grade students will not be promoted to the next grade for any of the following reasons:

- Student has failed math for the school year.

- Student has failed English for the school year.
- Student has failed Bible for the school year.
- Student has failed a combination of any two subjects other than math or English for the school year.

### **3.26 Receiving Course Credit (Grades 6-12)**

If a student fails the first semester of any full credit class, the student may proceed to the 2<sup>nd</sup> semester of the class. If the average of the two semester grades equals or exceeds 60%, then the student will receive credit for the entire class. However, if the student receives a passing grade for the 1<sup>st</sup> semester of a full credit class but then receives a failing grade for the 2<sup>nd</sup> semester, the student has not demonstrated content mastery and must therefore repeat the class to earn credit. All students must pass Bible for the school year.

### **3.27 Report Cards**

Report cards can be accessed on RenWeb the first Wednesday following the completion of the quarter. All outstanding tuition and fees must be paid before a student's final report card is issued. Middle school and high school students leaving the school for any reason must have all applicable tuition, fees, and fines paid in full prior to report cards being distributed or having permanent records transferred to another institution.

### **3.28 School Calendar**

CFCA follows the guidelines established by the State of Florida, which require schools to be in session for at least 170 school days. Half-days of school are counted toward the required number of days. The school calendar is designed to maximize learning and minimize absenteeism. Early dismissals are listed on the calendar. Days off for holidays and other events are strategically placed to provide rest for the students, families, and teachers.

Because absence from class is detrimental to a student's academic performance, families are encouraged to align any school year vacations with the scheduled days off. The school calendar for the coming year will be finalized during the spring semester.

The school calendar is available on our website at [www.CFCAEagles.org](http://www.CFCAEagles.org). Parents and students can click on the "Calendar" link and bring up a two-page Summary Calendar, which will provide you with the highlights and most important days to note for the current school year. In addition, The Eagle's View, CFCA's weekly email update, will provide you with the most recent school newsletter which contains a detailed calendar for the upcoming week.

### **3.29 Semester Examinations (Grades 7-12)**

The following guidelines will govern semester examinations:

- Seniors will be exempt from finals in all classes in which a 90% or above average is obtained.
- Juniors will be exempt from finals in three classes in which a 90% or above average is obtained.
- Sophomores will be exempt from finals in two classes in which a 90% or above average is obtained.
- Freshmen will be exempt from a final in one class in which a 90% or above average is obtained.
- Students can be absent (excused or unexcused) no more than two times in a 45-minute class in order to be eligible to be exempt from the final. School related absences will not count towards Final exam eligibility.
- Students suspended during a semester will not be allowed to exempt any finals.
- Students in AP classes may not be exempt from first semester AP exams.
- Students must fill out the appropriate forms to participate in the exemption program.

### **3.30 Standardized Testing Programs**

CFCA utilizes the following standardized tests:

- Iowa Assessments (K-9)
- Cognitive Skills Assessment (K-9)
- PSAT Test (Grades 9-11)
- ASVAB Test (Grades 10-12)
- Advanced Placement (AP) Tests (Grades 10-12)
- SAT (CollegeBoard) (Grades 11, 12)

### **3.31 Student Records**

CFCA maintains complete student records, including a cumulative academic record. All material in these records is treated confidentially in accordance with the Family Educational Rights and Privacy Act and is available only according to the following policy:

- All applicable tuition, fees, and fines must be paid in full prior to report cards being distributed or having permanent records transferred to another institution.
- Parents and guardians have the right to inspect and review all official records, files, and data directly related to their child's academic progress. All requests shall be made in writing to the Principal, and the records will be viewed in the presence of the Principal or his/her designee.
- There will be no release of a student's personal records, files, or associated data without written consent from a parent or guardian to any agency, individual or organization with the following exceptions:
  - Staff members of the school operating under a legitimate educational interest.

- Court or law enforcement officials operating under a subpoena or court order, or during an active investigation at the discretion of school administration.
- Contract law enforcement or security services performing services for CFCA.
- Paramedics, fire rescue, and other emergency services personnel where necessary to provide treatment and ensure the well-being of the student.
- Trusted partners, such as uniform, lunch, photography, and similar providers to the extent necessary to carry out their agreement with CFCA.
- Technology partners to the extent necessary to support the learning, safety, and well-being of the student.
- Florida Department of Children and Families or other agencies while reporting or during and investigation of an allegation or child abuse or other matters.
- Certain federal, state, and local authorities performing functions required by law.
- Officials of other schools in which the student intends to enroll.
- Other agencies or organizations during the necessary operations of CFCA.
- As CFCA strives to partner with parents, it is the policy of the school to provide equal access to both parents unless a court certified legal injunction is on file that states otherwise. If the final judgment and/or settlement agreement stipulates that the non-custodial parent should not have equal access to report cards, teacher conferences, and other academic information, the custodial parent must submit a copy of that judgment or agreement to the Principal if the school is to comply. Such documents shall be placed in the student's regular file. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.
- Video recordings obtained from surveillance cameras that contain images of students are considered student records and will be protected as such.

### **3.32 Summer Assignments (Grades 6<sup>th</sup> – 12<sup>th</sup>)**

Certain classes at CFCA will require summer assignments. The list of assignments will be sent home with students and posted online at [www.CFCAEagles.org](http://www.CFCAEagles.org). All assignments are to be completed and turned in by the posted and advertised due date.

### **3.33 Summer School**

If the desired summer course is being offered at CFCA or through the online credit classes, students must enroll in this course at CFCA. Students who wish to take courses not offered at CFCA must first receive written permission from the Guidance Office. Grades must be turned in to the Guidance Office upon completion of the course.

### **3.34 Test Days – Upper School**

Administration will work with teachers to coordinate that a student has no more than two (2) tests in one school day. In the case that a student has more than two (2) regularly scheduled tests documented in RenWeb, a student may request a Test Date Change Form. Students must start

this process five (5) academic days prior to the day the tests will be taken. Each teacher must sign off saying the student has a test. Once the student has all the signatures of teachers that are giving tests that day, the student may ask for one test to be moved. The student is to schedule directly with the teacher to move the test to an earlier date. No tests may be changed to be taken after the regular scheduled time. A copy of the form must be given to the Upper School Office for documentation prior to taking the test.

### **3.35 Testing Integrity**

In order to encourage student's integrity, administration must insist that whenever a quiz, test, or exam is given,

- The teacher is to be circulating and observing.
- Students must use a cover sheet, with everything removed from his/her desktop.
- When possible, students are to be spread out.
- The teacher is not to accept quiz, test, or exam grades called out by students in class.
- Students are not allowed to grade their own quizzes, tests, or exams nor those of other students.

### **3.36 Textbooks**

Any non-consumable textbook is the property of CFCA. The following guidelines will be enforced regarding textbooks:

- No writing or marking is to be done in any textbook unless the textbook is purchased in advance.
- Students will pay for damages done to a textbook because of abuse, neglect, or misuse.
- Students will pay for lost textbooks. Report cards will be held until such fines are paid.
- All hardback textbooks should have a cloth or paper cover on them. All soft back textbooks should be covered with clear contact paper.

Parents wanting to purchase a digital or hardback textbook should consult with their student's teacher to obtain the textbook title, author, edition, and ISBN.

### **3.37 Valedictorian / Salutatorian**

Senior class valedictorian and salutatorian are determined based upon the cumulative eight semester grade point averages (GPA) from grades 9 – 12 and will be finalized at a designated cut-off date in May. Students must have attended CFCA for their junior and senior years to be eligible for this honor. The 8th semester final grades for class rank will conclude on the Friday prior to senior final exams. Only classes taken at CFCA will count toward GPA and be figured into the final results for Valedictorian and Salutatorian.

### **3.38 Wednesday Exceptions**

To facilitate church activities on Wednesday night, CFCA will adopt the following policies:

- No homework will be assigned Wednesday that requires a 24-hour turn around and is due the following day. A teacher may assign homework on Wednesday that is due on Friday or any day after that.
- No major projects will be due on a Thursday of the same week scheduled, but tests and quizzes can be given with advanced notice.
- All extra-curricular activities will end at 6:00 PM on Wednesday.

### **3.39 Weekly Planners/Test Folders**

Parents in the Lower School (K5 – 5<sup>th</sup>) receive a Tuesday Test Folder from the classroom teacher on a weekly basis. Primary (K5 – 3<sup>rd</sup>) teachers will also include updates on their child's behavior and academic status in their student planner. Parents are encouraged to communicate with the teachers.



## **4. ATTENDANCE**

### **4.1 Summary Statement**

As partners in your child's education, we expect all students to be present each school day. Written work and assignments can be made up but class discussions and projects cannot be replicated. Therefore, it is important that students be at school unless for reasons of illness or unusual circumstances. The following guidelines are established to help all students achieve their full potential in each class. It is our desire to also help students take responsibility for their work and be accountable for their academic achievement. Any extenuating circumstances related to class attendance will be reviewed by the school principal.

### **4.2 Absences**

The following guidelines are in place to help in the case of a student's absence.

- 1. Parents are required to email their child's Principal and teacher (Lower School only) by 9am the same day to explain why a student is absent from school.**
- 2.** Students must not leave campus for any reason unless a parent signs them out or permission has been given. With or without parental permission, if a student leaves campus for an unexcused reason and misses class time, such absence will be counted as unexcused.
- 3.** If a student is absent, the student must make up work missed due to absences within the same number of days missed from school. The student is responsible for making the arrangements with the teacher for the make-up work. Please check RenWeb to get assignments when your child is absent (for students in Grade 6<sup>th</sup> – 12<sup>th</sup>).
- 4.** When children are absent due to illness, they must be free of fever and/or vomiting at least twenty-four hours before they return, for their health and safety and that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.
- 5.** If a student will be absent from school for more than one day for any reason other than illness, prior approval must be given by the principal.
- 6.** Students who are absent more than seven (7) days in a semester in any given class may be in jeopardy of losing credit for that class. (Upper School Only) Students who exceed seven absences may be required to attend Saturday School for a \$50 fee.
- 7.** Students must be present a minimum of 50% of academic time each day in order to participate in after-school activities.
- 8.** All school days on the school calendar are considered full school days unless otherwise specified. All days, finals and special activity days, are considered compulsory attendance days.

**Any absence will be considered unexcused unless an absence is for the following reasons:**

- Illness
  - Death in the immediate family
  - A doctor or dental appointment that could not be scheduled outside of school hours
  - Out-of-town trips with prior approval
  - Unusual hardships
  - Exemption from semester exam
  - Excused absences will still count towards days absent for a student and may need to be made up with Saturday School.
- 9.** If a student is absent more than 10 days in one semester, the Administration will assess the absences to determine continued enrollment. The administration may also be required to report student absences to the State Truancy Office.
- 10.** Cases of extended illness or family tragedy will be considered.

If a family emergency happens, parents should contact the school principal, and a decision about the absence will then be made. Parents are asked to do everything possible to help us protect instructional time by making sure students are in attendance and on time. Please try and schedule appointments so that students will not miss class.

Unexcused absences are given for missing class for reasons other than those stated above. Students will also receive an unexcused absence for missing a class for disciplinary reasons such as excessive tardies to school or a class, dismissal from class for misbehavior, or suspension from school.

Parents are discouraged from checking out students for the following reasons: after field trips or activities of older or younger siblings, to avoid the dismissal line traffic, doctor or dentist appointments that can be scheduled outside of school hours. Student Checkouts will not be allowed after 2 PM each day. This helps with the number of people in the Joy Lobby right at the end of the day. Please schedule to check out your child before 2:00 PM or pick up at car line. All parents or guardians checking out a student are required to present a government-issued photo ID to the receptionist at the time of checkout. If the individual checking out the student is not listed as an authorized pickup contact, authorization will be verified before releasing the student.

#### **4.3 Procedure for Students During Drop Off and School Hours**

All students must be present on campus during regular school hours, as specified by the school schedule. Once the student is dropped off and/or enters campus, they will not be allowed to leave the premises except under specific circumstances and with proper authorization. This includes before school begins and lunchtime.

Students who need to leave campus temporarily for authorized reasons must follow the designated sign-out procedures, including obtaining permission from a designated staff member, signing out in the school office, and signing back in upon return. Unauthorized departure from campus during school hours may be subject to disciplinary consequences.

If it becomes necessary to check your student out of school before school is dismissed, please follow the checkout procedures:

#### **Lower School**

- If you know ahead of time, present a note detailing your reason to the classroom teacher.
- A parent or guardian must sign the student out at the front desk before leaving school. The student will be called from class to meet the parent in the School Lobby. Parents are not permitted to go to the child's classroom to pick up the student. If returning to school after an early checkout, a parent or guardian must sign the student in at the front desk.
- Students must be in attendance for the majority of the day to be counted as present.

#### **Upper School**

- Bring a note from a parent/guardian stating the time needed to leave school and a phone number where the parent can be reached. With the parental note, students who drive may sign out at the front desk.
- Students may not sign out of school unless the School Receptionist is there to verify their departure via note.
- For students who do not drive, a parent or guardian must sign the student out at the front desk before leaving school. The student will be called from the classroom to meet the parent in the office. Parents are not permitted to go to the student's classroom to pick up the student.
- Students are not allowed to sign out early on the days of special programs without parental permission.
- The dismissal of students traveling on athletic teams or field trips will be handled by their coaches/teachers.

Any student leaving campus for ANY REASON without following appropriate procedure will be considered truant and subject to disciplinary action.

#### **4.4 Make Up Work**

Any work assigned prior to an absence will be due upon the student's return to class. Failure to turn in assignments on time may result in a lowered grade.

Work assigned during an absence, including tests and quizzes, is to be made up within a maximum of **one day** for each day absent from class. Students are responsible to meet with the teacher on the day that he/she returns to class and schedule a time to make up any missed work. Failure to

schedule make-up work or failure to make up work according to the agreed upon time limit will result in a lowered grade.

#### **4.5 Tardies and Late Check In**

CFCA wants parents to partner with us as we strive to instill the value of being on time. Whether it is for an assignment, an appointment, work, or arrival at school, punctuality is important. Students are required to arrive at school between 7:45 AM and 7:55 AM.

##### **Lower School**

Any student not in the Chapel building for assembly at 8:00 AM is tardy. Assembly will begin promptly at 8:00 AM and then students transition to their classroom. Entrance into the classroom after 8:00 AM disrupts classroom routine and instruction.

##### **Upper School**

Any student not in class by 8:00 AM is tardy. Classes will begin at **8:00 AM**. Entrance into the classroom after 8:00 AM disrupts classroom routine and instruction. Upper School students are allowed 3 “grace” tardies in the first period class of the day. In all other classes, demerits will be assigned on the first tardy. Tardies reset every semester. Students with late arrival privileges **do not** receive 3 “grace” tardies in their first assigned class. Demerits will be assigned for every tardy that a student with late arrival receives.

**Any student (K-12<sup>th</sup> grade) arriving on campus after 8:00 AM must be signed in by a parent or guardian, unless they are a registered student driver.** In the event of excessive tardies, an administrator will notify the parents and request a mandatory meeting. Parents may meet with the administrator to discuss parameters for continued enrollment of their child(ren).

Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one absence.

**Any student entering the building tardy will not be allowed to bring any food or drink with them into the classroom. All food/drink must be disposed of in the lobby.** Arriving at any class 15 minutes or more after it starts is considered an absence for that class period.

## 5. DISCIPLINE

### 5.1 Purpose

The purpose of our discipline plan is to reiterate obedience, respect, and responsibility to create a learning environment where students can attain their highest spiritual and academic potential (Luke 2:51; Heb. 5:8; John 8:32; Luke 10:36, 37; Rom. 12:18; 1 Cor. 10:31; Ecc. 9:10; Romans 14:12). As we seek to provide a balanced and disciplined learning environment for the students at CFCA, we realize that man's wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do endeavor to help students understand the consequences of their decisions. Each student will be treated as a unique individual, each having responsibilities, and each enjoying the privileges given to CFCA students. If a student makes decisions that merit a consequence, it is crucial that parents work cooperatively with the school for the good of the student. Since the school supports the home by encouraging students to lovingly obey and submit to their parents, it is imperative that the parent maintain that continuity by upholding and supporting the principles taught at school. Decisions of consequences are for the good of the student, the good of the school community, and the fulfillment of the mission of CFCA. In alignment with scriptural principles, students will always be forgiven, but forgiveness does not mean that consequences will not be present. In support of the mission of the school and the school community environment, students who self-report will be given consideration for a lighter consequence.

CFCA Student Expected Behavior – Be at the right place, at the right time, with the right materials, with an expectant positive mind, heart and attitude.

### 5.2 General Guidelines

CFCA provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of all CFCA Staff to define behavioral boundaries consistent with Biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of each quarter throughout the academic school year. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. **In all cases, the administrator reserves the right to make the final decision for any disciplinary action.**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes and we desire to partner with parents to support them in their efforts to raise Christ-like children. Clear and concise guidelines will be presented to the student

and parents by the administration. Each teacher may have his or her individual classroom rules that will be communicated to the students and parents at the beginning of the school year. Students who do not follow the classroom and school rules may lose privileges and receive consequences due to their behavior. **Students violating the student code of conduct, per the admission process agreement, outside of the school campus or in school activities will be subject to disciplinary action.**

School personnel shall adhere to the following general guidelines when imposing discipline:

- A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect the student, other students, school employees, or property.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - The seriousness of the offense
  - The student's age
  - The frequency of misconduct
  - The student's attitude
  - The potential effect of the misconduct on the school environment.
- While investigating actions and events concerning possible student incidents, the school may question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events may conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the student's needs and communicate expectations and findings to parents promptly.
- Attending CFCA is a privilege that is extended on the condition that students and parents accept and support school policies. The school, in its sole discretion, will make the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

CFCA reserves the right, based upon the specific facts and circumstances, nature of the offense, history of prior misconduct, student attitude, and other factors, in its sole discretion, to by-pass these general guidelines and proceed to more severe discipline up to and including suspension and expulsion. Parents operating under the guidelines of the "Complaint/Resolution Procedure" policy may appeal the decision of CFCA Administration.

### **5.3 24/7/365 Policy**

Students and parents are expected to represent CFCA positively, including when attending extracurricular activities and/or when off campus. Students and their parents acknowledge and understand that students are subject to discipline up to and including expulsion for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to CFCA negatively, which may result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365.

### **5.4 Primary Division (Grades K5-2nd) & Intermediate Division (3<sup>th</sup>-5<sup>th</sup>) Guidelines**

At CFCA, K5 to 5<sup>th</sup> grade is a community of primary and intermediate age learners. A fundamental principle behind all behavioral expectations is that students will honor God and respect other people, their property, and their learning opportunities. Anything that hinders learning is unacceptable. As children go through the grades, it is important for parents and teachers to use experiences as a basis for understanding right and wrong choices. Aligned with Biblical truths, CFCA will endeavor to be in partnership with parents to grow students in understanding the impact of their behavioral choices. For primary grades, student's infractions and consequences consider child development and allow learning time before advancing to consequences which will require visits to the principal and/or parent conferences.

#### **LEVEL I (1-2 demerits)**

Level I offenses are to be handled within the classroom by the teacher. Teachers set the guidelines for their individual classrooms in alignment with the school expectations. Primary teachers use color changes and Intermediate teachers will use their Classroom Management Plan to denote levels of misbehavior in the classrooms. Teachers will contact parents concerning any behavior redirecting, concerns or repeated misconduct. If student misbehavior does not show improvement, the continued Level I offenses will result in a mandatory Parent/Teacher Conference. Once a Level I offense becomes a Level II offense due to repetition, the student will no longer receive warnings for the same behaviors but will begin receiving consequences in accordance with a Level II violation.

A warning will be documented with zero demerits and communication sent to parents.

#### **Level I discipline infractions include, but are not limited to, the following:**

- Not following a teacher's instructions
- Not following classroom/school rules or procedures
- Inappropriate language: profanity, rudeness

- Name calling or teasing
- Minor physical misconduct (pushing, poking, kicking, bumping etc. causes no injury)  
**(addressed according to student age and grade)**
- Disrespect
- Inappropriate and/or disruptive behavior during lunch period, chapel, enrichment, pep rallies, and assemblies
- Dress code violations
- Horseplaying
- Public Display of Affection
- Gossiping/ Spreading Rumors
- Electronic Device Violation
- Other misconduct

**Level I consequences may include the following:**

*(Parents will be contacted for any concerns and consequences)*

- Verbal redirection
- Loss of privilege
- Alternate learning environment for a specific amount of time
- Think time
- Student conference
- Change seat

**LEVEL II (3-5 demerits)**

Level II offenses may require a visit to the Principal. Parents will be required to attend a conference with administration if no progress is made. The student will be actively involved in the resolution of the infraction and will receive a commensurate consequence.

**Level II offenses include, but are not limited to, the following:**

*(All Level II offenses will be added in RenWeb as demerits)*

- Repeated Level I offenses
- Disrespectful behavior: words (written or oral), pictures, actions, body movement.
- Lying or cheating
- Inappropriate language
- Inappropriate writing and pictures: defamation, profane, sexual, violent
- Public Display of Affection
- Disruption of instruction requiring the teacher to stop instruction to address the student's behavior
- Destroy Property/Vandalism (appropriate fee will be added to student account for this offense)



- Insubordination/ Open Defiance
- Threat/Intimidation
- Unauthorized Assembly
- Other Serious Misconduct

**Level II consequences may include the following:**

*(All Level II will be added in RenWeb as demerits)*

*\*Parents will be contacted for any concerns and consequence through RenWeb\**

- Lunch Detention.
- Field trip restrictions: parent's attendance required or no participation.
- After School Detention
- Behavior Plan
- Loss of Leadership roles and/or independent privileges.
- Restitution actions determined administration.

**LEVEL III**

Level III offenses require a visit to the Dean of Students and a Parent conference. Level III infractions are serious and will require the student to be placed on Disciplinary Probation. If the inappropriate behavior continues and/or the Probation is violated, the student will be in danger of receiving ISS, OSS, or possible Expulsion.

**Level III offenses include, but are not limited to, the following:**

- Repeated Level I and Level II offenses.
- Bullying (verbally, physically, internet).
- Fighting or physical aggression.
- Vandalism: defacing or damaging property.
- Stealing.
- Causing another injury.
- Explicit sexual activity, conversation, writing, or pictures.
- Insubordination/Open Defiance

**Level III consequences advance along the following continuum.** Counseling may be required: it will be the responsibility of the parents to secure a professional counselor. Reenrollment status will be impacted when students reach this discipline continuum. If a student is at Level III offenses, all leadership responsibilities will be relinquished (safety, worship team, CFCA ambassador, etc.). Level III consequences will be determined by the Level III offense.

- Behavior Plan
- Disciplinary Probation
- One day in-school suspension (\$125.00 for supervision).

- One day out-of-school suspension (becomes part of student's official permanent cumulative record).
- Three day out-of-school suspension (becomes part of student's official permanent cumulative record).
- Expulsion (becomes part of student's official permanent cumulative record).

#### **LEVEL IV**

**Level IV offenses are “no tolerance” and will result in immediate out of school suspension or expulsion.**

- Intimidation towards CFCA Staff.
- Weapons: possession, use, threat of use, distribution or attempted distribution of any type of operable or inoperable weapon such as firearms, knives, switchblades, tear gas, bullets, fireworks, and other explosives. Items used as a weapon will be regarded as a weapon.
- Threat to kill verbal or written.
- Physical aggression towards CFCA Staff.
- Bullying resulting in injury or evidence of ongoing pervasive words and actions against another student.

#### **DISCIPLINARY ACTIONS**

Consequences for demerits received per quarter are as follows:

***\*\* Any physical altercation is an automatic Out-of-School Suspension. Days to be determined by Administration. \*\****

<b>K5-5<sup>th</sup></b>	<b>Consequence</b>
5 Demerits	1 <sup>st</sup> Teacher Choice Consequence
6 Demerits	Lunch Detention
7 Demerits	Student meets with Administration
8 - 10 Demerits	One Day In-School Suspension
11 - 13 Demerits	One Day Out-of-School Suspension/Conference with Administrator/Probation

***Certain disciplinary infractions will be referred to the Administrator for review. Regardless of the offense and the number of demerits received, the consequence may be any consequence listed above or additional disciplinary penalty. A Discipline Committee exists to address serious discipline issues.***

## 5.5 Upper School Guidelines 6-12<sup>th</sup> Grade

At CFCA, 6<sup>th</sup> to 12<sup>th</sup> grade is a community of Middle and High School learners. A fundamental principle behind all behavioral expectations is that students will honor God and gain self-respect, self-confidence, respect for other people, and their learning opportunities. Anything that hinders the learning environment is unacceptable. As our scholars go through the Pre-teen years and prepare for adulthood, it is important for parents and teachers to use experiences as a basis for understanding right and wrong choices that will influence, challenge and test their faith and opportunities in the real world. Aligned with Biblical truths, CFCA will endeavor to be in partnership with parents to grow students in understanding the impact of their behavioral choices. For upper school, student expectations, infractions and consequences are communicated and given time to change before advancing to consequences. Students will be held to a high expectation of representing excellence because we believe they are more than capable of exceeding these guidelines.

Demerits are issued for violation of acceptable behavior. Demerits accumulate per semester and will be given for various violations as outlined below. The accumulation of demerits up to a designated level will result in consequences.

### **LEVEL I (1-2 Demerits)**

Level I offenses are to be handled within the classroom by the teacher. Teachers set the guidelines for their individual classrooms in alignment with the school expectations. Middle and High School Teachers will use their Classroom Management Plan to denote levels of misbehavior in the classrooms. Teachers will contact parents concerning any behavior redirecting, concerns or misconduct. If student misbehavior does not show improvement, the continued Level I offenses will result in a mandatory Parent/Teacher Conference. Once a Level I offense becomes a Level II offense due to repetition, the student will begin receiving consequences in accordance with a Level II violation. **Students must be provided a verbal warning prior to giving additional demerits.**

**Level I discipline infractions include, but are not limited to, the following:**

- Not following a teacher's instructions
- Not following classroom/school rules or procedures
- Failure to report to lunch duty
- Name calling or teasing
- Repeated dress code violations.
- Horseplaying
- Tardies (2<sup>nd</sup> -7<sup>th</sup> Period)
- Gossiping / Spreading Rumors
- Electronic Device Violation
- Other misconduct

**Level I consequences may include the following:**

***\*Parents will be contacted for any concerns and consequence through RenWeb\****

- Verbal Warning
- Demerits (1-3)
- Student Reflection Form
- Student Conference
- Change Seat
- Assigned Classroom/Lunch Seat
- Lunch Detention (Repeated Offense\*)
- Parent Phone Call

**LEVEL II (3-5 Demerits)**

Level II offenses may require a visit to the Dean or Principal. Parents will be required to attend a conference with administration if no progress is made after the Parent/Teacher conference. The student will be actively involved in the resolution of the infraction and will receive a commensurate consequence.

**Level II offenses include, but are not limited to, the following:**

- Repeated Level I offenses.
- Disrespectful behavior: words (written or oral), pictures, actions, body movement.
- Lying or cheating. (communication with parents/teacher/staff; classwork, copying assignments)
- Inappropriate and/or disruptive behavior during lunch period, chapel, pep rallies, and assemblies.
- Failure to report to detention
- Inappropriate language: profane, abusive, sexual innuendos, insolent.
- Inappropriate writing and pictures: defamation, profane, sexual, violent.
- Disruption of instruction requiring the teacher to stop instruction to address the student's behavior.
- Unapproved electronic devices
- Destroy Property/Vandalism (appropriate fee will be added to student account for this offense).
- Insubordination/ Open Defiance
- Threat/Intimidation
- Other Serious Misconduct

**Level II consequences may include the following:**

***\*Parents will be contacted for any concerns and consequence\****

- Lunch Detention

- Loss of Field Trip Privilege
- After School Detention
- Loss of Leadership roles and/or independent privileges
- Teacher Choice
- Restitution actions determined administration.

### **LEVEL III**

Level III offenses require a visit to the Dean of Students and a Parent conference. Level III infractions are serious and will require the student to be placed on Disciplinary Probation. If the inappropriate behavior continues and/or the Probation is violated, the student will be in danger of receiving ISS, OSS, or Possible Expulsion.

**Level III offenses include, but are not limited to, the following:**

- Repeated Level I and Level II offenses
- Bullying (verbally, physically, internet)
- Lying (misleading information during investigation)
- Fighting or physical aggression
- Unauthorized Assembly
- Cheating/Plagiarism (Test, Exams, Using AI, 85% higher detection)
- Vandalism: defacing or damaging property
- Stealing
- Physical Altercation
- Causing another injury
- Explicit sexual conversation, writing, or pictures
- Insubordination/Open Defiance
- Leaving campus without permission
- Reckless Driving on Campus

Level III consequences advance along the following continuum. Counseling may be required; it will be the responsibility of the parents to secure a professional counselor. Reenrollment status will be impacted when students reach this discipline continuum. If a student is at Level III offenses, all leadership responsibilities will be relinquished (safety, worship team, CFCA ambassador, etc.). Level III consequences will be determined by the Level III offense.

- Disciplinary Probation
- One day in-school suspension (\$125.00 for supervision).
- One day out-of-school suspension (becomes part of student's official permanent cumulative record).
- Three day out-of-school suspension (becomes part of student's official permanent cumulative record).
- Expulsion (becomes part of student's official permanent cumulative record).

#### **LEVEL IV**

**Level IV offenses are “no tolerance” and will result in immediate out of school suspension or expulsion.**

- Intimidation towards CFCA Staff.
- Drug/substance abuse: possession, use or distribution of drugs or alcohol.
- Weapons: possession, use, threat of use, distribution or attempted distribution of any type of operable or inoperable weapon such as firearms, knives, switchblades, tear gas, bullets, fireworks, and other explosives. Items used as a weapon will be regarded as a weapon.
- Threat to kill verbal or written.
- Bullying resulting in injury or evidence of ongoing pervasive words and actions against another student.

#### **DISCIPLINARY ACTIONS**

Consequences for demerits received per semester are as follows:

\*Students will need to complete and submit a written assignment. Details will be provided when the consequence is given.

<b>6<sup>th</sup> – 12<sup>th</sup> Grade</b>	<b>Consequence</b>
5 Demerits	1 <sup>st</sup> Lunch Detention
10 Demerits	2 <sup>nd</sup> Lunch Detention
15 Demerits	3 <sup>rd</sup> Afternoon Detention
20 Demerits	4 <sup>th</sup> Afternoon Detention
25 Demerits	One Day In-School Suspension
30 Demerits	One Day Out-of-School Suspension/Conference with Administrator/Probation
35 Demerits	Possible Expulsion

Certain disciplinary infractions will be referred to the Administrator for review. Regardless of the offense and the number of demerits received, the consequence may be any consequence listed above or additional disciplinary penalty. A Discipline Committee exists to address serious discipline issues.

- **Disciplinary Probation**

When students reaches 25 demerits per semester, that student may be placed on disciplinary probation. At the end of the probationary period, Administration may recommend one of three things: 1) that the probation be lifted; 2) that the probation be extended; or 3) a recommendation be made that the student be expelled or not allowed to re-enroll.

- **Lunch Detention**

Lunch Detention will be served at lunchtime. Failure to arrive to the detention location on time will result in After School Detention. Additionally, the parents will be contacted by the office of the Dean.

- **In-School Suspension**

The cost of In-School Suspension will be \$ 125.00. Additionally, the parent will be notified by phone and in writing from the Dean regarding the reasons for the In-School Suspension. Students subject to In-School Suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum, at the discretion of the extracurricular activity sponsor. Students will be given work from each of their teachers to be completed that day, and their work is eligible for credit in accordance with this handbook.

- **Out of School Suspension**

The Dean will notify the parents personally, and always in writing, of the reasons for the suspension. Students subject to Out-of-School Suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum, at the discretion of the extracurricular activity sponsor. A suspended student will be reinstated to class after consultation with both the student and parent or guardian, preferably in person, with assurance from them that such behavior and/or attitudes will be discontinued, and that the student will assume his/her place in the school community with a cooperative and willing spirit. Students will be required to complete all missed work and turn it in on the day he/she returns to be given ½ credit. Tests, quizzes, and labs must be completed within 3 school days of returning to school from the suspension. Students who do not make up this work within 3 school days will receive zeros.

- **Recommendation for Expulsion**

The accumulation of 35 (Elementary, Middle & High School) demerits will result in consideration for expulsion.

CFCA understands that detentions and suspensions may cause an inconvenience, both personally and financially, for the family; it is the inconvenience, however, that serves as part of the discipline for the student, and hopefully it will serve as the mechanism to thwart his/her less than ideal behavior. Any disciplinary consequences at the end of a semester may be carried over to the following semester and/or school year.

## **Restoration Plan**

It is always the intention of CFCA to lovingly restore students after a period of suspension. “Loving them back onto the team” is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, CFCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student’s teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, CFCA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of his/her importance in the CFCA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.

In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

## **5.6 Student Searches**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including but not limited to students outer clothing, pockets, locker, or belongings. The School Administrator, with a corroborating school employee present, will ask for the student to empty his/her pockets and remove shoes and socks, empty and separate the contents of his/her book bag or other items in the student’s possession, and locker. If the student is unwilling to do so, the administrator will contact the parent. If the student is still unwilling to do so, after having spoken with the parent, other discipline action including expulsion may be taken.

Students also understand and agree that CFCA shall have the right to monitor or examine any electronic device at the school or any CFCA activity. Additionally, CFCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, e.g. “Twitter” or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves.



## **5.7 Threat of Violence/ Bullying**

CFCA seeks to promote a healthy and safe learning environment. CFCA does not tolerate threats of violence to oneself, others, threatening behavior or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or serious, whether in school or out of school, whether in person or through some other form of communication (email, IM, message board, Internet posting, letter, picture, etc.) will be taken seriously by CFCA and may be grounds for immediate discipline, including suspension or expulsion. Following any such events, CFCA may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria, which could include certification from a mental health professional and consistent monitoring by a mental health professional. Nothing contained herein, however, shall in any way limit or prohibit CFCA, in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

### **Bullying**

Unkind behavior, bullying, and/or cyberbullying exhibited by students will be addressed in a fair and balanced manner. Not all unkind behaviors rise to the level of bullying.

CFCA defines bullying as systematically and chronically inflicting physical hurt or psychological distress on someone. Bullying is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Bullying may also occur using technology. Students may not write, publish, post, or text anything that would be considered bullying or harassing in nature.

Any incident of bullying or misconduct that occurs within, or is furthered by, electronic communication should be reported. It is important for students who see bullying or who are bullied to report it immediately. CFCA desires to maintain an environment in which every student feels safe.

Once the school is made aware of such behavior, the situation will be evaluated using the guidelines below:

#### **Bullying Behavior:**

- Unwanted, targeted aggression which is used to coerce, harm, or intimidate others
- Repeated behavior
- Intentional (done on purpose with the intent to hurt or harm)

- An imbalance of power (a student feels like they cannot make it stop)

**Immature Behavior (not considered bullying):**

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and /or their property

**Unkind Behavior (not considered bullying):**

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsiveness and is infrequent
- Behavior duration is short

Parents and others will be encouraged to report any such incidents or information to the appropriate official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

In the event of violation of this policy, CFCA may impose disciplinary action, in its sole discretion, including but not limited to, suspension or expulsion. CFCA also may make a referral or report to appropriate law enforcement for any violation of this policy or take any other action which it deems necessary in the best interest of CFCA or to protect the safety of its students, staff and visitors.

## **5.8 Electronic Devices (CELL PHONES/HEADPHONES/ELECTRONIC DEVICES)**

### **Lower School**

**No cell phones, smart watches or other personal electronic devices are allowed to be used on school campus between the hours of 7:00am – 2:45 PM. The same electronic device policies apply to students attending extended day at CFCA.**

Students are responsible for ensuring that their cell phones are in silent mode or turned off and out of sight (cell phones cannot be kept in pants or top pockets).

Students causing a disruption to the learning environment by using personal electronic communication devices are in violation of school policy and shall be subject to disciplinary measures according to the code of student conduct.

## **Upper School**

**No cell phones or other personal electronic devices are allowed to be used on school campus between the hours of 7:00am – 3:00 PM. The same electronic device policies apply to students attending extended day at CFCA.**

Students are responsible for ensuring that their cell phones are in silent mode or turned off and out of sight (cell phones cannot be kept in pants or top pockets). Smart watches can be used only as time-keeping devices.

Students causing a disruption to the learning environment by using personal electronic communication devices are in violation of school policy and shall be subject to disciplinary measures according to the code of student conduct.

## **US Offenses**

**If a student has their cell phone or headphones out during school hours, the consequences will be as follows:**

- **First Offense (Verbal Warning)** - The cellphone/headphones will be taken by the student's teacher until the end of the school day. The parent will be notified via RenWeb.
- **Second Offense** - The cellphone/headphones will be given to the Dean/Principal until the end of the school day. () 1 Demerits will also be given for this violation.
- **Third Offense** - The cellphone/headphones will be given to the Dean/Principal. The parent will need to plan to pick up the device from the school office after 3:30 PM. The phone WILL NOT be given back to the student. The student will be issued 3 demerits and detention. **(Admin meeting required)**
- **Fourth Offense** - The cellphone/headphones will be given to the Dean/Principal. The student will need to check in their device with the dean/principal every day before school and check it out after school. They will no longer be able to access their device while on campus (lunch, snack time, etc.). The student will be assigned to ISS, and this will be a \$125 charge to the parents, billed through the Renweb system. Any subsequent device violation that follow will result in OSS.

If the student refuses to give the device to the teacher this will be addressed as insubordination and disrespect for authority and will be treated as follows:

- The student will immediately be sent to the Dean, and the device will be turned over to the Dean.
- The first refusal will warrant an automatic after school detention. The parents will need to plan to pick up the device from the school Front Office between 3:00-4:00PM.
- The second refusal will warrant an ISS at the cost of \$125.00, and the student may lose their privilege to have a device on campus. The parents will need to plan to pick up the device from the Front Office between 3:00-4:00 PM.

- The third refusal will warrant an immediate mandatory student pick up by parent/guardian, followed by an OSS.

At no time shall Central Florida Christian Academy be responsible for theft, loss, or damage to cell phones or other electronic devices brought onto its property.

In the case of an emergency, parents are welcome to contact their students or leave a message by contacting the CFCA school administrative office at 407.850.2322.

Due to privacy issues, **students are not allowed to take photographs or make video and/or audio recordings while on campus**, unless approved by administration and done with supervision of a teacher. Students are subject to disciplinary action for any violations of this guideline.

## 6. DRESS CODE

### 6.1 Summary Statement

There are two primary reasons for a dress code. The first is to ensure modesty that the Bible encourages. The second is to encourage a dignity that is appropriate for the Academy setting. The dress code of CFCA impacts our academic environment every day. The appearance of our students communicates the Christ centered focus of CFCA and should be a valuable testimony in establishing our reputation as an outstanding school with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed, attractive student should come to CFCA with an attitude that prepares him or her for neat, conscientious work. The student's attire should convey respect for him or herself, fellow students, and teachers. All uniforms must be purchased through Educational Outfitters LLC, CFCA used uniform sale, or CFCA spirit wear. Uniforms cannot be altered.

The dress code applies to the school day and all events on or off campus in which CFCA participates unless otherwise stipulated. Students must always be neatly and modestly dressed. The staff is responsible for monitoring the dress code to assure reasonable fashions can be accommodated while minimizing as much as possible an over-emphasis on clothes. Suggestions concerning the dress code may be addressed to the Dean in writing. When a student is in violation of the dress code, the parents or legal guardian may be called, and the student may be sent home to make any needed alterations. **If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day.** The student's grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal. Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress daily. If a student is judged in

noncompliance, complaints or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. CFCA reserves the right to determine the acceptability of clothing and hairstyles.

## **6.2 Extracurricular Guidelines (Athletics, Fine Arts, etc.)**

Students who participate in after school and weekend extracurricular activities must maintain a modest standard of dress. This includes on- and off-campus activities. Please note the following specifics regarding such activities:

- On the day of HOME games, students involved in athletic events may wear their approved team jersey/polo with coach and administrator approval.
- Boys should always wear shirts during all athletic practices.
- Shorts for any after school activities must be no shorter than the length of the student's longest finger when the arms are fully extended down the sides of the body.
- Biker shorts are NOT permitted in practices or rehearsals of any kind.

## **6.3 K – 12<sup>th</sup> Grade Dress Code Guidelines**

**All students 6–12th grades will be required to wear a school issued ID Badge on their person during school hours. This badge must be visible to teachers and staff. If a student loses or breaks their badge, they will be required to pay for a replacement.**

Students must be in the appropriate school polo during school hours on Monday-Friday unless otherwise noted. All CFCA approved uniform polo and hoodie purchases must be from the CFCA-approved company – LEAD DOGS. However, any questions regarding whether an item is approved should be directed to the CFCA administration, not the uniform company.

Slacks, skirts, skorts, uniform dresses (Lower School only), and shorts may be purchased from anywhere following these guidelines:

- It must be light/original color khakis or black.
- No olive colored, faded, suede, joggers, sweat, cargo or workout pants are permitted.
- Must follow the gender specific clothing guidelines in the handbook (see pages 71-72).

### Personal Grooming:

- Must be maintained in modesty and good taste.
- Neatly trimmed beards and mustaches will be permitted.
- For girls, excessive amounts of make-up and/or jewelry are not to be worn.

#### Hair:

- Hairstyles cannot be distracting. Hair color must look natural. Some unacceptable examples include, but are not limited to, mohawks, blue/pink/purple hair, etc.
- Girls' hair may not cover their eyes.
- Girls may not wear bonnets or bandanas but may wear hair accessories that are in school colors.
- Boys' hair must be well-groomed and cannot cover the face.
- Boys' hair may not be adorned with any items, but may, with administrative approval, include a tie to hold back hair from eyes.

#### Footwear:

- Dress shoes, casual shoes, boots and tennis shoes are acceptable. Shoes/Sandals with a back strap may be open-toed. Upper School closed-toed shoes do not have to have a back strap.
- Lace-up athletic shoes are required for PE classes.
- No Crocs or Croc type shoes are now allowed.
- Flip-flops, slides, bubble shoes and bedroom slippers are not acceptable.

#### Outerwear:

- Students may only wear CFCA approved and/or issued outerwear. CFCA club/sports-sponsored hoodies and jackets will be acceptable if approved by the Athletic Director.
- With all CFCA outerwear, **a school polo shirt must be worn underneath.**
- Hoods must not be worn while inside buildings (including chapel).
- Outerwear that violates the dress code policy will be taken to the office for a parent or guardian to pick up.
- Hats and sunglasses are not permitted to be worn while on campus (unless for a special event).

#### Body Markings:

- Body markings (permanent) can be visible during the school day or at any school function if they are subtle and not offensive. At the school's discretion, the student may be asked to cover the tattoos if the body marking is deemed offensive.

#### Athletic Events and School Activities:

At all times, general dress code standards regarding modesty and jewelry will be enforced. This applies at athletic and co-curricular events both on campus and away.

The following displays are prohibited at any school function:

- Visible midriff or cleavage
- Strapless tops
- Immodest skirts or dresses (no shorter than 2" above the middle of the knee cap in front and back)

- Excessively tight-fitting clothing
- Inappropriate or offensive messages/symbols on clothing or hats
- Shorts worn at athletics and after-school events must be no shorter than the length of the student's longest finger when the arms are fully extended down the sides of the body.

**\*\*Students will be asked to leave any event if inappropriately dressed.**

#### Formal Attire:

Please follow the guidelines that will be provided by the administration before the scheduled event. Formal dresses may be strapless or halter. Prior approval by the Administration of all dresses is required before attendance at a CFCA formal event.

#### Gender Specific Clothing Guidelines:

##### **GIRLS:**

- All skirts, slacks and shorts must be worn at the natural waistline.
- Skirts, skorts, and uniform dresses (Lower School Only) must be no more than 2" above the top of the kneecap in the front and back.
- Slacks must be appropriately sized. Slacks that are torn, stained, faded, or slit at the bottom are not acceptable. Capris are approved.
- Shorts must be appropriately sized and no shorter than 3" above the knee cap.
- No tights or leggings are allowed as bottoms.
- Collared polo shirts must be appropriately sized. These shirts will have a CFCA monogram.
- All undershirts must be school colors.
- Jackets and sweatshirts are not to be worn around the waist.
- Upper School students in physical education class are to wear the approved physical education uniform or CFCA t-shirt (Athletic shorts cannot be shorter than the length of the student's longest finger when the arms are fully extended down the sides of the body). Upper School students must change into school uniform after physical education class. Lower School students must wear appropriate athletic shoes for PE.
- Piercings of any kind, other than ear piercing (maximum of two per ear) are not allowed.
- If a female student has a nose piercing previous to enrollment, they will have to have a plain, clear spacer in place while on campus. While enrolled at CFCA, no new nose piercings are acceptable (and no spacers can be worn in their place).
- Bathing suits for school-related events must be of modest covering. 2 pieces with a cover-up will not be considered acceptable. Tankini suits must provide full coverage, both front and back. If there are questions about a suit, prior approval must be obtained before the event.
- Knee-high socks must be solid in school colors (white, black, or grey)

### **BOYS:**

- All slacks and shorts must be worn at or above the hip. Baggy pants that are pulled down past the hip will not be permitted.
- Slacks that are torn, stained, faded or slit at the bottom are not to be worn.
- Shorts must be appropriately sized (not too tight and not too loose) and no shorter than 3" above the knee. The waistband must be worn at or above the hips.
- Collared polo shirts must be appropriately sized.
- All undershirts or long sleeve undershirts must be in solid colors (white, black, or gray). No sweatshirts will be allowed underneath the school uniform shirt.
- One single strand necklace may be worn under the shirt.
- Body piercing which includes ears, nose, eyes, tongue or any other body part, is not to be worn. The school is not liable for any injury, whether accidental or intentional, resulting from piercings.
- Boys are not permitted to wear earrings during the school day or when participating in school-sponsored events. Spacers are considered earrings and cannot be worn during school hours.
- Students in physical education class are to wear the approved physical education uniform or CFCA t-shirt. Upper School students must change into school uniform after physical education class. Lower School students must wear appropriate athletic shoes for PE.
- Boys must always wear a shirt while on campus, even during/after athletic events.

Dress Code violations will be handled in accordance with the discipline system. Habitual violations may result in suspension and/or expulsion.

#### **6.4 Field Trips**

Lower School students must wear the CFCA Spirit shirt and uniform bottoms unless otherwise specified by the classroom teacher for all Field Trips. Upper School students are to be in blue jeans and school polo unless otherwise stipulated.

#### **6.5 Spirit Day**

On spirit days, students may wear any CFCA t-shirt with uniform shorts, pants or appropriate denim pants (blue jeans only, no colored jeans) and appropriate shoes. No baggy jeans, jeans with holes or non-uniform shorts. CFCA polos are also acceptable.

#### **6.6 Dress Down Days**

Other special dress down days may be designated throughout the school year. Students must bring uniform shorts/pants to school on specially designated jean days in case jeans are deemed to be out of dress code. Students who violate the requirements of jean and t-shirt days will lose the privilege of future participation in dress down activities.



## **7. EXTRACURRICULAR ACTIVITIES**

### **7.1 Extracurricular Activities Defined**

Extracurricular activities are activities sponsored by CFCA that occur outside the traditional classroom. These may involve before or after school requirements such as practices, games, and performances. Primary examples include athletic activities, drama productions, and field trips.

### **7.2 Eligibility**

Competitive sports and other extra-curricular activities can contribute to a well-rounded education; however, such activities are extra-curricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

CFCA adheres to the official bylaws of eligibility compliance mandated by the Florida High School Athletic Association. An athlete at the Middle School or High School level must complete each semester carrying AT LEAST a 2.0 GPA to be eligible for the following semester of athletic play. In the same way, any student participating in Fine Arts or other extra-curricular activities must maintain the same GPA requirements.

For example, a student-athlete or student-performer confirmed to have made a 1.75 GPA in the Fall Semester forfeits their eligibility to participate in the Spring Semester. Also, a student-athlete that does not carry a 2.0 GPA in the Spring Semester will not be allowed to participate in athletics in the Fall Semester, unless remedial work is performed with a passing grade.

Additionally, throughout the year, it is the responsibility of each athletic coach to have their own grade checks, and academic threshold that will hold the students on their teams or in their groups

to a higher standard, and push them to perform at a higher level in the classroom. It is the expectation that each coach may have a probationary status, and consequence for students that are underperforming in the classroom, until grades reach an acceptable level.

### **7.3 Athletic Forms**

Prior to the first attended practice, all CFCA student-athletes must have the mandatory eligibility forms turned in to the Athletics Office. These specific forms (Participation Physical Form – EL-2 and the Consent and Release Form – EL3) can be found on the FHSAA website at [www.fhsaa.org](http://www.fhsaa.org) or CFCA's website at [www.cfcaeagles.org](http://www.cfcaeagles.org).

### **7.4 Sportsmanship Code of Conduct**

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players, and students to represent CFCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our

students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards may face disciplinary action and/or be removed from athletic participation.

## **7.5 FHSAA Appeals and Parent Communication**

CFCA is a member of the Florida High School Athletic Association (FHSAA). As such, all communication regarding CFCA to the FHSAA is to go through the Athletic Director. *At no time* are parents and/or students to contact the FHSAA.

In the occasion that a parent and/or school feels that an appeal of an FHSAA ruling or decision is necessary, the Athletic Director will work with the student and parent(s) in the official appeals process. All communication to the FHSAA regarding the appeal will be generated from the Office of the Athletic Director. In the event of a parent/student request for appeal, the parent(s) or guardian(s) of the student will be responsible for all costs associated with the appeal borne by CFCA, including but not limited to FHSAA fees and transportation to appeals hearings. These costs will be added to the student's financial account.

## **8. FINANCE**

### **8.1 Accident Insurance**

CFCA carries supplemental accident insurance for its students. In the event of an injury during a CFCA event, parents have the option of filing a “Notification of Injury” form, available in the Business Office. This form must be sent directly from the parent/guardian to the insurance agency no later than 90 days from the date of the accident. In addition, to be eligible for this insurance treatment for the injury must commence within 90 days from the date of the accident.

### **8.2 Fines/Debts**

During the course of the school year, students may accumulate various fines. Fines include, but are not limited to:

- Overdue library books
- Damaged or lost textbooks
- Damage to church or school property
- After Care fees
- Suspension/Discipline costs
- Swipe card replacement
- Computer damage

Report cards will be held by CFCA Administrative for all delinquent accounts. Grades, testing results, diplomas, and transcripts of any student with an outstanding balance will not be released until all tuition, fees, fines, and charges are paid in full. There is a \$35 service fee for all NSF checks.

### **8.3 Refund of Tuition and Fees**

At CFCA, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed and returned contract guarantees your child a spot. When you execute the contract, you pledge to CFCA that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay the teacher contracts whether or not a student drops out.

If you find it necessary to withdraw your child after enrollment, please contact Student Accounts ([studentaccounts@cfcaeagles.org](mailto:studentaccounts@cfcaeagles.org)) as soon as possible. There are certain financial obligations for families who choose to withdraw as outlined in the Admission Contract. Application, matriculation, and admission fees are not refundable under any circumstances.

#### **8.4 Tuition Assistance**

The tuition at CFCA is among the best values for parents in the Central Florida community. Yet for a number of families, it is still an unreachable challenge without assistance. A Tuition Assistance program provides financial assistance to some families who need help managing tuition. To be considered for tuition assistance, a student must first apply for admission to the school, be accepted for admission, and pay the enrollment deposit. The family may then apply for financial assistance. All grants are awarded on the basis of the family's financial need as determined by an independent third-party assessment service. All eligible funds are distributed on a first-come, first-served basis. Information regarding Tuition Assistance may be found in the Business Office or Office of the Director of Admissions.

#### **8.5 Tuition and Fees**

Unless paid in advance, tuition payments are automatically debited from your bank account through FACTS Tuition Management. If an account becomes more than 30 days delinquent, a letter from CFCA will be mailed advising that the student may be dismissed if the account is not made current. Report cards, testing scores, and diplomas will be held by CFCA Administrative for all delinquent accounts. Grades, testing results and transcripts of any student with an outstanding balance will not be released until all tuition, fees, fines, and charges are paid in full. There is a \$35 service fee for all NSF checks. CFCA may require a cashier's check or money order as payment at its discretion.

#### **8.6 Withdrawal Procedures**

To withdraw a student, a parent should notify the administrative offices in your child's division and complete a Student Withdrawal Form. All textbooks and school-purchased materials must be turned in to the classroom teacher. Withdrawal fees are calculated in accordance with your enrollment agreement, reference number 9 under Terms and Conditions for details. No official records, test scores, or diplomas will be released until all forms are completed and financial matters are cleared.

## **9 TRANSPORTATION**

### **9.1 Accident Insurance**

See Section 8.1

### **9.2 Bus/Van Guidelines**

In order to provide safe transportation for all students, whether for a field trip, athletic function, or similar activity, students are expected to abide by the following standards of school bus behavior, in addition to the Code of Student Conduct which includes, but is not limited to: obeying the driver at all times, giving your proper name when requested by the driver or monitor, remaining seated at all times when the bus is moving, remaining silent when the dome lights are on, remaining silent at railroad crossings, refraining from bringing food, drink, and gum on the bus, refraining from using profane language or gestures, refraining from throwing objects from the windows of the bus, refraining from sticking arms and head out of the windows of the bus, refraining from any conduct or behavior that interferes with the orderly, safe, and expeditious transportation of you or other riders.

### **9.3 Parking / Driving on Campus**

Students and parents are required to follow all traffic signs while on the CFCA campus. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked.

- Students who drive without a valid driver's license may have their key confiscated and the vehicle towed. This action may result in suspension or expulsion.
- Students who drive to school must register their vehicle with the Receptionist by the end of the second week of school or immediately upon receiving their license.
- One Parking Permit will be issued to each student free of charge. Additional permits are \$10. Parking permits must be displayed on all student driven vehicles.
- All student vehicles must have a valid vehicle registration, and an appropriate license plate displayed. Vehicles with expired tags will not be permitted on campus and may be towed at the owner's expense.
- Students must park in the East lot. No students may park in the lot between the Champions gym and the C Building.
- Reckless or careless driving will not be tolerated.
- Vehicles are not to be moved during the school day without administrative approval.
- The speed limit is 7 mph on school property.
- Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
- No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of CFCA.

- No loud music will be permitted in the vehicles while on school property or at school activities.

Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period and/or other disciplinary action.

#### **9.4 Ride Sharing**

CFCA recognizes that some ride share apps offer transportation options for teenagers. The use of the applications is at the parent's risk and CFCA is not responsible for monitoring or controlling the use of these services. Additionally, CFCA is not liable for any claim associated with the use of a ride share app. Students utilizing ride share are expected to arrive on time for school and activities and are expected to be picked up within the allowed time schedules.

#### **9.5 Traffic Plan – Arrival / Dismissal**

##### **Drop-Off Protocol**

Over 500 students and their families will be converging upon our campus during the same timeframe and the more you know about our expectations and our process, the SAFER everyone will be.

Students may not be dropped off prior to 7:00 am. Students are not permitted to be dropped off in front of Building A/J between 7:30 am and 8:00 am.

Any K5-5<sup>th</sup> grade student not picked up 15 minutes after school dismissal will be sent to Extended Day and a drop-in charge will be added to the student's account. Students in grades 6-12<sup>th</sup> not picked up 30 minutes after school dismissal and are not involved in a CFCA extracurricular activity will not be allowed to stay on campus.

##### **Car Line Times:**

- **K5 Car Line** is open on Monday, Tuesday, Thursday, and Friday from 2:30 pm – 2:45 pm; and Wednesdays from 2:00 pm – 2:15 pm. On Early Release Days dismissal is from 11:00 am – 11:15 am.
- **1<sup>st</sup> – 5<sup>th</sup> Grade Car Line** is open on Monday, Tuesday, Thursday, and Friday from 2:45 pm – 3:00 pm; and Wednesdays from 2:15 pm – 2:30 pm. On Early Release Days dismissal is from 11:15 am – 11:30 am.
- **6<sup>th</sup> – 12<sup>th</sup> Grade Car Line** is open on Monday, Tuesday, Thursday, and Friday from 3:00 pm – 3:15 pm; and Wednesdays from 2:30 pm – 2:45 pm. On Early Release Days dismissal is from 11:30 am – 11:45 am.

##### **Anyone picking up a student is to:**

- End all cell phone use prior to entering the drop-off/pick-up lanes.

- **Slow down** upon entering the drop-off/pick-up lanes and watch for the directions of the traffic coordinator.
- Pull their vehicles completely forward before allowing children to exit the car.
- Remain in their vehicles in order to expedite the arrival/dismissal process. Walk-ups should park in a designated parking spot in order to escort their child to school.
- Wait for the signal to move from the traffic coordinator before pulling out of the drop-off/pick-up lanes.

## **10. APPENDICIES**

### **10.1 Parent/Guardian Statement of Support**

#### **Central Florida Christian Academy PARENTS/GUARDIAN SUPPORT AGREEMENT**

1. We have read the “Statement of Faith” in the Parent/Student Handbook and are willing to have our child educated in accordance with them.
2. We will regularly and earnestly pray for CFCA (1 Thessalonians 5:17).
3. We will aim to worship the Lord regularly at a Bible-believing church (Hebrews 10:25).
4. We understand that it is a privilege for our child to attend CFCA and that the school reserves the right to dismiss any student who does not cooperate with the ideals and educational process of CFCA (Ephesians 5:15-16).
5. We will fully cooperate in the educational activities of CFCA by doing our best to make Christian education effective in the lives of our child.
6. We understand it is our responsibility to pay our financial obligations to the school regularly and on time.
7. We understand that we are to read, understand, and follow the Financial Agreement that was signed upon enrollment. Further, we understand that if our financial account is 30-60 days overdue, we could be subject to our child having to sit out of class, and potentially dismissed from school. No report cards or school records will be released until all financial responsibility to the school is paid in full.
8. We understand students enrolled in grades 6th – 12th are required to have a CFCA issued computer with them in class daily to connect to the internet for the purpose of accessing class information, note taking, completing classwork, homework and projects. Phones and personal devices are not acceptable to use for this purpose.
9. We will require our child to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.)
10. We will volunteer for duties and responsibilities for CFCA as opportunities arise and God provides the time and strength.
11. To the best of our ability, we will faithfully attend parent meetings, musical and theatrical performances, athletic events, and other school activities.
12. We understand that the school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
13. We understand the school adheres to biblical discipline according to Prov. 23:13-14, 29:15 and has discretion in the discipline of our child in accordance with the dress code and discipline policies. Furthermore, we understand detention may be used for various offenses including non-completion of work at home and school (Proverbs 3:11-12).
14. We understand that failure to disclose information about our student including, but not limited to, disciplinary and academic issues may result in our application being revoked.



15. We understand it is the policy of CFCA to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information about school events. In the event of joint custody, communication will be made with the enrolling parent(s). In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.
16. We understand it is my responsibility to provide documentation (court records) of any custodial regulations or judgments registered with any state court system. Furthermore, we understand the need to keep the school informed of any changes regarding custodial issues so the care and safety of our child is maintained.
17. We agree to pay reasonable assessments to cover damage to the school or personal property of others caused by our child.
18. We give our permission for our child's photograph or video image to be taken while he/she is in the care of CFCA personnel. Such images may be used in newspapers, brochures, flyers, websites or posters to promote the school. Pictures may be posted in classrooms or other appropriate areas within CFCA, used in CFCA presentations or promotional materials, or distributed to staff or clients. We understand that we may terminate this permission at any time in the future.
19. We have read and understand the entire contents of the Parent/Student Handbook, including the Student Agreement of Conduct, and the Internet Acceptable Use Policy, and are willing to abide by all the principles stated therein.
20. We understand any student will be subject to dismissal from school for violation of the discipline code in regard to the use of drugs (including tobacco and alcohol), immorality or for possession or distribution of pornography or lewd materials.
21. We will cooperate fully with the school. We will be careful to support teacher, school, and church policies in front of our children and others.
22. We will bring any and all questions and criticisms directly to the appropriate staff member so that they may be properly resolved with discretion. (Matthew 18:15-20).
23. If we become dissatisfied with CFCA in any way we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativity on the internet (social media sites, emails, etc), in a public forum, or in general conversation (Mat 18:15-17; 5:23-24).
24. We understand that we choose binding arbitration instead of litigation to resolve any disputes between us and Central Florida Christian Academy.
25. We understand that the school may request withdrawal at any time if in the opinion of the administration that the student does not fit into the spirit of the institution regardless of whether or not he/she conforms to the specific rules and regulations.
26. We understand Central Florida Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to CFCA students. Central Florida Christian Academy does not discriminate on the basis of sex (as determined at birth and not subject to change), race, color, national or ethnic origin in the administration of our educational policies, admissions

procedures, scholarship awards, athletic and other school administered programs CFCA does, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying handicap, doctrinal beliefs, or whose personal life-style is not in harmony with the stated philosophy and purpose of Central Florida Christian Academy.

A covenant is a binding agreement between two parties. It signifies a solemn oath and sincere pledge of mutual respect and cooperation. CFCA covenants to provide the best it can for your child in the facilities, curriculum, faculty, athletics, social functions and instructions. We further pledge to fully support your home in growing every student in the nurture and admonition of the Lord. Having read the above, it is our desire to enroll our child in CFCA for the upcoming school year.

As the legal parents (guardians) of our child, we covenant to support CFCA in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of this "Parent's Cooperation Agreement" as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek a school in alignment with our personal convictions. Together, as a school and as parents (guardians), we pledge to submit our lives to one another and to the final authority of the Word of God.

*Central Florida Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, athletic and other school administrative programs.*

**SIGNED BY PARENT(S) IN ENROLLMENT AGREEMENT**

## **10.2 Student Agreement of Conduct (Grades 6-12)**

### **Central Florida Christian Academy STUDENT CODE OF CONDUCT AND AGREEMENT**

CFCA desires that every student reflects a lifestyle pleasing to Jesus Christ both at and away from the School. Because of this, who the student is and what the student does at all times, both on and off campus are extremely important. Since the testimony of our lives is so important, I/we and the student(s) have read and agree to the following section which pertains to student's conduct both on and off campus, during and after school and at all times and places.

No student or adult can live life from two differing sets of standards and values. The choices one makes give evidence of the values one holds. The School requires that students sign the Student Code of Conduct and Agreement when entering the Middle School, indicating that they understand and will honor these standards on and off campus, upholding CFCA's highest commitment to Biblical principles. Character and moral absolutes do not stop when students are dismissed at the end of the school day. Twenty-four hours a day, seven days a week, everyone is challenged to honor Christ. The School has been, and always will be, concerned about the behavior of students both on and off campus. In no way does the School want to usurp the parental authority or create a legalistic atmosphere; the School wants to unapologetically advance Biblical standards, moral absolutes, and a personal commitment to our Savior and Lord. The School wants students to internalize these Biblical principles.

1. The student agrees to obey the Bible in speech and conduct.
2. The student agrees to strive for excellence as a student in all that he/she says and does.
3. The student agrees to respect and cooperate with those in authority at the School.
4. The student agrees to abstain from alcohol, illegal and/or un-prescribed drugs and tobacco in any form.
5. The student agrees to abstain from cursing, sexual immorality, dissension, stealing, lying and cheating.
6. The student agrees to the dress code that has been set by the School.
7. The student agrees to submit to the discipline policies of the School.
8. The student understands that once he/she enrolls at the School, he/she is a part of the School family wherever he/she is. Therefore, the student agrees to abstain from behavior, both on and off campus, which violates school policies and/or which would dishonor Jesus Christ, the School, the church, his/her family, and himself/herself.
9. The student understands that the School can hold him/her accountable for any negative behavior, both on and off campus, at any time during the year.

If the parents/guardians and student do not agree and cannot support these standards, then CFCA may not be the right choice as a school. Of course, the School realizes that there will be differences of opinion on certain issues of minor import, but the School expects and desires parent and student support. CFCA is grateful to partner with families to advance an educational training center based on Biblical principles.

**SIGNED BY PARENT(S) AND STUDENTS IN GRADES 6-12 IN ENROLLMENT AGREEMENT**

### 10.3 List of Communicable Diseases

#### Report Within 24 Hours

- Anthrax
- Botulism
- Campylobacter Infection
- Cholera
- COVID-19
- Diphtheria
- E. Coli 157-H7 Infection
- Food Borne Diseases
- Hemophilus Influenzae
  - Invasive Disease
- Hepatitis A
- Hepatitis B, Acute
- Measles
  - (Rubeola-Red Measles)
- Meningococcal Disease
- Plaque
- Polio, Paralytic
- Rabies, Human
- Rubella (German Measles)
- Salmonellosis
- Shigellosis
- Tularemia
- Typhoid, Acute
- Whooping Cough (Pertussis)
- Syphilis
- Gonorrhea
- Chancroid
- Granuloma Inguinale
- Tuberculosis (all forms)

#### Report Within 7 Days

- AIDS (Acquired Immuno-Deficiency Syndrome)
- Amebiasis
- Blastomycosis
- Brucellosis
- Dengue
- Encephalitis
- Hepatitis B Carrier
- HIV Infection
- Kawasaki Syndrome
- Legionellosis
- Leprosy
- Leptospirosis
- Lyme Disease
- Malaria
- Meningitis, Pneumococcal
- Mumps
- Psittacosis
- Q Fever
- Rocky Mountain Spotted Fever
- Rubella Congenital Syndrome
- Rye's Syndrome
- Tetanus
- Toxic Shock Syndrome
- Trichinosis
- Typhoid Carrier
- Typhus, Epidemic (Loose-borne)
- Yellow Fever
- Other Sexually Transmitted Diseases
  - Chlamydia
  - Lymphogranuloma Venerem
  - Nogonococcal Urethritis