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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 provide 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 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 assist 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.

Assisting 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 are well aware 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 the Southern Association of Colleges and Schools (SACS) (AdvancED).

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 Principal and the Marketing Director.

2.2. After School

GRADES 7-12

All students must either depart campus or participate in a school sponsored activity. Students that remain on campus may face disciplinary action.

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 as a result 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 with regard to 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.

2.4. Birthday Parties / Gift Giving

A child's birthday is very special. Students may bring a birthday treat to share with their classmates at the end of the day. There are no birthday parties during the school hours. For birthday parties outside of school, invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.

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 building at the main entrance. 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 lunch room without prior approval from administration. Alumni are allowed to visit for lunch after signing in at the front office. Alumni are not allowed to visit during the 1st week of the school year.

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 security units.

2.6 Electronic Devices

CFCA understands that we live in the age of technology, and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements, it is increasingly difficult to monitor the activities of cell phones (and other forms of technology, including but not limited to iPads, tablets, PSP's, and other forms of communication technology) with text messaging and cameras, and game systems. At times, upper school students may use their phones for instructional purposes with teacher supervision. Any electronic device seen or heard during classroom or chapel time, will be confiscated. We have established the following consequences when these guidelines are not followed:

- 1st offense- Student warning (student will be asked to put phone away)
- 2nd offense-Phone brought to the office and picked up by student at the end of the day.
- 3rd offense -Phone brought to the office and picked up by parent at the end of the day.
- 4th offense- Phone turned in daily on student arrival and picked up at the end of the day. (For a week)

- 5th offense-Phone turned in daily on student arrival and picked up at the end of the day. (For two weeks)
- 6th offense- Phone turned into office (Parent/Admin Conference to discuss further actions)

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

2.7. 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.

UPPER SCHOOL

All upper school chapels will be held in the Student Room in the Grace Worship or Chapel from 9:20 am – 10:30 am.

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. All All-School chapels will be held in the Grace Auditorium. The following list contains the major assemblies/all-school chapels that CFCA hosts;

- Veterans' Chapel
- Christmas Chapel
- Graduation

2.8. Communication with Faculty

CFCA faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

- Staff Mailboxes - Notes or letters may be left with the school receptionist for placement in the staff mailboxes.
- Voice-mail & E-mail - All CFCA staff and faculty have voice-mail extensions and e-mail addresses. A directory of all CFCA staff and faculty is provided at the beginning of the year with directions for reaching staff voice-mail boxes. Every attempt will be made to respond to all voice-mail and e-mail 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 a note, voice-mail or e-mail 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. Teachers and administrators have conference times built into their schedules at which time they would be happy to meet with you.

Our staff's family time is precious. We ask you communicate with staff during school hours.

The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.

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.

2.9. Complaint Resolution Procedure/ Grievances and Complaints

CFCA stakeholders are encouraged to follow the scriptural example in Matthew 18 for resolving conflicts. *ALL parents/guardians are required to read and sign a Code Of Civility form before meeting with any CFCA staff member.*

"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 regards 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 Headmaster. He will review the matter and take the appropriate actions. If the parent/student is still not satisfied, he/she may place the concern in writing to the School Committee at least two (2) weeks prior to 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.

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.

2.10. Damage or Destruction of Property

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

2.11. Disaster Drills

Practice drills will be provided for fire and tornado safety precautions. Fire drill charts 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 an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

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

2.12. 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.

2.13. Drug and Medication Distribution/Medical Authorization Form

All drug and medication distribution will be organized and controlled by the School Receptionist. A Medication Administration and Prescription Release form must be completed prior to the distribution. Drugs and medication must be in their original packaging. Prescription drugs must be delivered to the school in the pharmacy issued container with the pharmacy label affixed to the container. Any over the counter medication must be in its original unopened packaging.

Under no circumstances is a student to receive or dispense pharmacological drugs or medication on campus outside of this procedure. Violators of this procedure will be subject to disciplinary action up to and including expulsion.

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.

2.14. Drug Testing

Upon reasonable suspicion, the administration of CFCA may require a student to submit to a drug test 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.

2.15. 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.

2.16. Emergency School Closings

If CFCA needs to close for emergency situations not otherwise calendared (e.g. – weather), the school will communicate via email, text message and the website all pertinent information regarding the situation. CFCA will also make every effort to communicate via public platforms (Z88, TV News Stations, Renweb Parent-Alert, Facebook, and Twitter) regarding the closing or opening of the school. 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.

2.17. Facility Usage

All school events taking place on or off the CFCA campus must be approved by the CFCA administrative office. Event Request Forms may be obtained from the Reception Desk. Only when the event is approved will it be placed on the school calendar.

2.18. Food/Drink

No food or drink (except for water in a clear bottle) may be brought into the classroom or hallway unless it is a part of a teacher-supervised event or activity.

2.19. 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.

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

2.20. 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 10.5, 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. If the parent(s) cannot be contacted, the student will remain in the isolation room apart from the general student population until contact is made. 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 10.5, 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 15th 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) 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 who wishes to participate in CFCA's athletic program MUST have an EL-2 on file with the school. No other form will be accepted to fulfill the FHSAA requirement.*

2.21. Inclement Weather

It may be necessary to close or delay the start of school because of ice, snow or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. It is important that you tune in to a local radio or TV station when there is a question regarding inclement weather or dangerous road conditions. We will update the CFCA web site and notify most major area radio and

televisions of any delays, closures or early dismissals. It is, however, the decision and responsibility of the area radio and television stations to air such notices.

We will also amend our voice-mail announcement on our main phone number, which is 407-850-2322. This amended voice-mail announcement would include any up-to-date information on delays, closures or early dismissals. Closings and delays may also be posted on our web site.

Additionally, in the rare case of a weather emergency, CFCA will also correspond by Parent Alert text messaging in order to communicate in an urgent manner.

2.22. Legal Injunctions

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

2.23. Lockers

6th- 12th 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 Search and Seizure policy (Parent Student Policy 5.14).

Students are encouraged to keep their assigned locker secure at all times.

2.24. Lunch Program

Lunches will be offered during the 2012-2022 school year. Students also have the option of bringing their lunches each day. Upper school will eat lunches in the Champions Gym. Students will remain socially distanced during lunch. 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.

No lunches will be allowed to be dropped off at the reception desk during the day. The use of Food Delivery Apps, (such as Uber Eats, DoorDash, Grubhub, etc.) are prohibited to students during school hours.

2.25. 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.

2.26. 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.

2.27. 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.

2.28. 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.

2.29. 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.

2.30. 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 in order 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.

2.31. 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.

2.32. Re-enrollment

The spring semester is the time for re-enrollment for CFCA. Details and exact dates will be broadcast from the Director of Admissions. There is a tuition discount for early re-enrollment as defined by the dates set by the Headmaster.

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 ParentsWeb, 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 e-mails 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.
- Grace Building – Students are permitted to use the locker room during the assigned sports times and under the supervision of the coach.

- Classrooms During Lunch – All classrooms and buildings are closed to students during lunchtime unless a teacher is present and supervising. Students in hallways or walk areas must be able to verify permission by supervising teacher.
- Athletic Fields – Only students scheduled for PE are to utilize the athletic fields.

It is the responsibility of the student to be supervised at all time. 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.

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

Students, parents, or employees who wish to advertise any non-CFCA affiliated event (including but not limited to the selling of merchandise or promotion of an event or product) must obtain prior approval from the Principal and the Marketing Director.

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 passed out 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, CFCA students operate under a 24/7 behavior policy. As such, students may be held accountable for all activities associated with social media (including but not limited to Facebook, Twitter, YouTube, Instagram and Snapchat). 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.

Please see the dismissal and pick up traffic pattern in Parent Student Appendix 10.4.

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.

- Perfect Attendance
- Honor Roll
- Cum Laude Roll
- All A's Principal Honor Roll
- Nehemiah Kids
- 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 to the classroom after 8:00 A.M. is tardy. Classes will begin at **8:00 AM**. Entrance into the classroom after 8:00 am disrupts classroom routine and instruction. In the event of excessive tardies, an administrator will notify the parents. Eight unexcused tardies are deemed excessive tardiness. If a student is tardy eight days a parent/admin contact will take place in order to find the best measure of action for the student.

Students will report to the School Receptionist to explain the reason for being late when arriving 15 minutes or more after school begins. 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 to any class 15 minutes or more after it starts is considered an absence for that particular class period.

2.42. Student Drivers

All student drivers must complete a student-driver registration form prior to parking on school grounds.

As a student driver you must be responsible enough to arrive to school on time. Three tardies are equivalent to one absence. After seven tardies a student driver will lose their on-campus driving privileges for one week. If tardies become excessive parents will be required to schedule a meeting with admin before driving privileges are reinstated.

2.43. 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, police departments, or canine units to further establish a secure zone on the CFCA campus.

2.44. Visiting Campus

All visitors to the school campus must sign in and out at the reception area. Upon signing in, each visitor will receive a visitor badge to be worn at all times while on campus. Before leaving the campus, each visitor must sign out and return their badge to the reception area.

2.45. 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.

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 before volunteering for specific responsibilities. The background check cost is the parent's responsibility.

2.46. 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. Upon administrative approval, exemptions for this may be granted for school projects.

3. ACADEMICS

3.1. Ability Skills Grouping

Students in grades 7-12 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 Probation

UPPER SCHOOL

Students are placed on academic probation if they receive two F's 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.

3.4. Add/Drop Course Procedures (Grades 7-12)

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.

3.5. 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.

Probation 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 a 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.

3.6. 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.

3.7. Attendance Procedures

When your child is absent from school, please call or email the school receptionist. The following procedures apply to absences:

1. Teachers and the receptionist will maintain an accurate record of attendance and tardiness. The attendance record will appear on report cards.
2. Please call (407-850-2322) the School Receptionist by 9:00 a.m. on the day of the absence.
3. Attendance is recorded daily.
4. 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.
5. 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.

6. Students will have one day for each **day** absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
7. 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.
8. An absence that is initiated from the school 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.*
9. Students are expected to arrive to school on time. Students will report to the School Receptionist to explain the reason for being late when arriving 15 minutes or more after school begins. 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).
10. Arriving to any class 15 minutes or more after it starts is considered an absence for that particular class period. (Upper School only).

3.8. 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 make a decision 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.

3.9. Computer Use/Technology Acceptable Use Policy

CFCA provides technology resources to its students and employees for educational and administrative purposes. The goal in providing these resources to students is to promote educational excellence consistent with CFCA's mission statement and curriculum. The goal in providing these resources to employees is to promote access to a multitude of instructional and administrative resources. The use of these technology 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.

Students will be given the opportunity to have access to laptop computers during and after school hours. These computers will be used for school purposes only, and are the responsibility of the student to uphold the technology user contract/agreement that all students are required to sign, and turn in before given access to a CFCA device.

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 of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail (employees only), 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 e-mail, 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 maybe 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.

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.

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

- Conference with an administrator
- Loss or restriction of technology privileges, including the privilege to use personally-owned devices at school.
- Detention or suspension
- Parental notification
- A serious infraction could lead to expulsion from CFCA.
- Students are subject to a random check of the history and activity on school-owned devices that they have used.
- Students are to report any known violations of the AUP to appropriate administrative staff members.
- Decisions of the CFCA administration regarding unacceptable computer use are final.

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.

3.10. Correspondence Courses

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. Credit will be granted to the student but the numeric grade will not be included in the student's Upper School GPA.

3.11. Dual Enrollment

Students may be allotted time during the academic day to participate in Dual enrollment courses. All dual enrollment courses must be taken on the student's own time outside of the CFCA academic day. Classes will not be included in the student's Upper school GPA.

3.12. CFCA Flex

CFCA Flex Learning option will not be offered during the 2021-2022 school year.

3.13. Duke Talent Identification Program

Students in grades 4th, 5th, and 7th who have scored at the 95th percentile or higher on an accepted subtest or total battery/composite of a grade-level standardized achievement test, or have a standard score at or above 125 on Cognitive Ability Test will be identified for The Duke Talent Identification Program (Duke TIP). A recognition and informational meeting will be hosted by the Lower School Principal in the first semester.

3.14. Extra Credit

In order to promote grade integrity, no extra credit, curving or other methods of artificial grade inflation will be incorporated or tolerated at CFCA.

3.15. 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 deciding to attend a field trip at the last minute will require approval from the CFCA administrative office.
- Students who have a pattern of not following school rules or have demonstrated inappropriate behavior may lose the field trip privilege.

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.

3.16. Grade Point Average

Grade points are assigned to each letter grade that a student in grades 7-12 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 Parent-Student Policy 3.16 below for a chart outlining how grade points are assigned.

3.17. Grading

UPPER SCHOOL

The grading scales used by CFCA for grades 7 – 12 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:

Participation	10%
Formative Assignments	20%
Small Summative	20%
Large Summative (Tests, Projects)	40%
Quarter Exams	10%

3.18. 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 9TH GRADE PRIOR TO 2016 REQUIRED PROGRAM

Upper School Handbook

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

TOTAL: 28 credits

FOR STUDENTS ENTERING 9TH GRADE AFTER TO 2016 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
- 3 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 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 RenWeb. Completed forms must be submitted at the front desk. Hours earned over summer should be turned in at the beginning of the school year in August.

3.19. Help Sessions (Grades 4-12)

Intermediate, 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.

3.20. High School Credit in 8th Grade

High school courses taken in 8th 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.

3.21. 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.

ATHLETICS

Home School Students in grades 6th -12th may participate in athletics. A completed application form, financial worksheet, registration fees, medical authorization, and all required FHSAA paperwork must be submitted to the Director of Athletics. All paperwork must be completed and approved before the student may participate with the team.

3.22. Homework

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 that we do not give homework on Wednesday that is due the following Thursday. Some assignments are given days or weeks in advance and students may choose to 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.

- 7th – 8th 20-25 minutes per scheduled class (depending on level of courses)
- 9th – 12th 25-30 minutes per scheduled class (depending on level of courses)

3.23. Honor Roll

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

3.24. Late Work

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

- 30% will be taken off of an assignment that is one class period late.
- After the second class period, 50% will be given on the assignment.
- After the third class period, no credit will be given on the assignment.
- 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.

3.25. 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.

3.26. Minimester

Minimester is the week before Spring Break each year. During this week, the academic schedule for the entire Upper School is altered. Aligning with the school's mission statement, *"...to educate, inspire, and equip every student to know and serve Jesus Christ among all nations..."* school is taken outside the classroom. During that week all students spend five to seven days serving in our local community, in another state, or in another country. Since this is still a school week all students are required to be in attendance. 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 minimester 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 four months if needed.

3.27. Promotion to the Next Grade

7th & 8th GRADE

7th and 8th 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.

3.28. Receiving Course Credit (Grades 7-12)

If a student fails the first semester of any full credit class, the student may proceed to the 2nd 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 1st semester of a full credit class but then receives a failing grade for the 2nd 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.

3.29. 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.

3.30. School Calendar

CFCA follows the guidelines established by the State of Florida, which requires school to be in session for 177 days. Half-days of school are counted toward the required 177 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 in order 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. 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.

3.31. 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.

3.32. Standardized Testing Programs

CFCA utilizes the following standardized tests:

- Iowa Assessments (K-8)
- Cognitive Skills Assessment (K-8)
- PSAT Test (Grades 9-11)
- ASVAB Test (Grades 10-12)
- Advanced Placement (AP) Tests (Grades 10-12)
- SAT (CollegeBoard) (Grades 11, 12)

3.33. 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.
 - Certain federal, state, and local authorities performing functions required by law.
 - Officials of other schools in which the student intends to enroll.
- 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.

3.34. Summer Assignments

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. All assignments are to be completed and turned in by the posted and advertised due date.

3.35. 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.

3.36. Test Days – Upper School

Administration will work with teacher 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.

3.37. 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.

3.38. 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 home textbook should consult with their student's teacher to obtain the textbook title, author, edition, and ISBN.

3.39. 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.

3.40. 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, but tests and quizzes can be given with advanced notice.
- All extra-curricular activities will end at 5:30 PM on Wednesday.

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 have been established to help all students achieve their full potential in each of their classes. 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 absence.

1. **Parents are required to call in and explain why a student is absent from school.** Parents need to call 407-850-2322 or email the School Receptionist **by 8:30 AM** to report an absence.
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, or according to arrangements reached by the teacher and student. 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.
4. Upon returning to school, parents should provide the school with a note that includes the date of absence and reason for the absence.
5. 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.
6. If a student will be absent from school for more than one day for any reason other than illness, prior permission must be given by the principal.
7. 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)
8. Students must be present a minimum of 50% of academic time each day in order to participate in after-school activities.
9. 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

10. If a student is absent 20% in one semester. Administration will assess the absences to determine continued enrollment.

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. If a student receives an unexcused absence for any class, the following actions will be taken:

- The student will receive a zero for class participation since he/she will not be able to make up missing class instruction.
- All work missed must be made up within the established time limits but will be lowered 30 percentage points.

4.3. Early Checkout

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

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, the student may sign out at the attendance office
- Students may not sign out of school unless the School Receptionist is there to verify their departure via note.
- If a note is not presented, a parent or guardian must sign the student out at the attendance office before leaving school. The student will be called from the classroom to meet the parent in the office. Parents are asked not 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.
- Students traveling on athletic teams or field trips do not have to follow the early dismissal procedures. Their dismissals 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.

5. DISCIPLINE

5.1. 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 the teacher 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 the 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. We understand that there is no perfect system but we have established the following guidelines to help encourage the correct behavior and actions of each student. Clear and concise guidelines will be presented to the student 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 disobey 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; and
 - The potential effect of the misconduct on the school environment.
- In the ideal structure of Kingdom Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with Biblical worldview. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CFCA.
- During the course of investigating actions and events concerning possible student incidents, the School may seek to 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 needs of the student, and communicate expectations and findings to parents in a timely manner.
- 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" or "Expulsion" policy may appeal the decision of CFCA Administration.

5.2. 24/7/365 Policy

Students are expected to represent CFCA in a positive manner, including when they are attending extracurricular activities and/or when they are 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 in a negative manner 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.

5.3. Corporal Punishment

CFCA prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of the Student Code of Conduct.

5.4. Discipline Non-negotiable Items

To foster an atmosphere conducive to academic progress, the teachers, with the support of the administration, cooperate in the enforcement of undisputable, automatic “Non-Negotiable” rules. This program introduces no new rules; it simply supports consistent and uniform application. The goal of the Non-Negotiables is to make following the rules easier. The Non-Negotiables are posted in every classroom as reminders to the students. The explanation of the Non-Negotiables the first day of school serves as adequate communication and activates their implementation.

CFCA Non-Negotiables are as follows:

- Students will be on-time and ready to learn when the bell rings and class begins.
- Food and drink (with the exception of water) is not permitted in classrooms or hallways except for teacher allocated activities and snack periods.
- Dress code must be followed.
- There will be no running in the classrooms or hallways.

5.5. Upper School Guidelines- 7th – 12th Grade

Each student will have three minor infractions within a classroom before receiving an office referral. After the fourth minor infraction students are sent to the dean’s office for additional consequences and parent contact from the deans. Prior to receiving their fourth minor infraction, the classroom teacher will communicate the behavior that took place during the previous minor infractions.

If a major infraction occurs within the classroom that student will automatically be sent to the dean’s office, and disciplinary actions will take place.

DISCIPLINARY ACTIONS

Disciplinary actions may include, but are not limited to the following:

Lunch Detention
ISS- One Day In-School Suspension
OSS- Out of School Suspension
School Clean Up
Friday Detention
Morning Detentions
Possible Expulsion
Saturday School

- **Disciplinary Probation**

When a student is given excessive disciplinary actions due to constant behavior issues, that student will be placed on disciplinary probation. At the end of the probationary period, the Dean 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 additional disciplinary consequences. Additionally, the parent will be contacted by the office of the Dean.

- **In-School Suspension**

The cost of In-School Suspension will be \$ 105.00 to cover the cost of a faculty monitor. 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. This is an attempt to allow students to review their poor choices and rethink their alternative choices. 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.

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.

5.6. Example of Minor Offenses

<ul style="list-style-type: none"> - Excessive noise - Grooming - Minor Classroom Disruption - Not following instructions - Inappropriate hallway behavior - Inappropriate cafeteria or assembly behavior - Abuse of vehicle parking privileges - Not following carpool, before school or after school procedures 	<ul style="list-style-type: none"> - Moderate Class disruption - Teasing - Excessive roughhousing - Traffic violation on campus
-	

5.7. Definition of Major Offenses

Certain disciplinary infractions will be referred to the Administrator for review. Regardless of the offense, the consequence may be in In-School Suspension or additional disciplinary penalty. A Discipline Committee exists to address serious discipline issues.

Abusive or Profane Language and Disrespect: Using abusive or profane language, which includes threatening, intimidating, or causing bodily harm to any person or property. Non-directed profanity will result in disciplinary action.

Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of a single individual. Cheating also includes lying, plagiarism, or forgery.

Drug/Substance Abuse: The possession, use, or distribution of drugs, alcohol, and tobacco product(s) is prohibited. Students associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus.

Electronic Devices (including cell phones and pagers): These items are not allowed to be on or used during the school day. Any cell phone or electronic device seen or heard during the school day by an administration or staff member will be confiscated. On the first offense, the electronic item will be confiscated and returned to the parent. On the second offense and every subsequent offense, the electronic item will be confiscated and returned to the parent and the student will be assigned a Level II offense.

Excessive Minor Infractions: If a teacher has given a student multiple warnings due to the minor infractions listed above. That student will be given an office referral and asked to see the Dean.

Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated.

Fire Safety: Violations of fire regulations, including tampering with fire alarms, using matches, or lighters.

Gambling: Any form of gambling is forbidden.

Immorality: Unacceptable sexual behavior to include inappropriate contact, whether on or off campus. This includes any issue associated with pornography.

Insubordination/Disrespect: Insubordination or disrespect will result in a minimum detention, with possible suspension. Major classroom disruptions, repeated failure to complete assignments and sleeping in class will be classified as disrespect.

Stealing: Being in possession or use of property that does not belong to you without the owner's permission or hiding property that does not belong to you.

Truancy: Missing school without parent permission or leaving school property without permission from the Upper School office is equivalent to skipping school. The penalty for skipping is a zero for all work missed and possible suspension or expulsion from the school. Students must also obtain permission before leaving campus for lunch or leaving a classroom.

Vandalism: Destruction or defacing of school property, including textbooks. Full restitution of damage will take place.

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 is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

5.8. Drugs / Substance Abuse / Alcohol / Tobacco / Vaporizers

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products are prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CFCA is considered a drug, alcohol, and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

5.9. Suspension

There are two types of suspensions:

In-School Suspension: Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school. Students will not be allowed to participate in after school activities. Students will be required to pay \$105.00 per day for in school suspension supervision.

Out of school Suspension: A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to re-admission. A restoration meeting is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to CFCA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be determined by the administrator.

Students who received suspension may have privileges or leadership roles revoked. Students are not allowed on campus for any co-curricular event during suspension period.

5.10. Expulsion

Attendance at CFCA is a privilege. Any student whose conduct is contrary to the basic principles and purposes of CFCA, whether in or out of school, may be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation.

CFCA has the authority to expel a student and may expel a student for any reason it deems necessary, with or without the consent and/or agreements of the parent(s). Parents are responsible to pay the full tuition for the academic year in which the student is dismissed.

Expulsions may be reviewed by the Headmaster and a written request of review must be presented to the Headmaster within three (3) days of the expulsion. The School Committee may review the request at the behest of the Headmaster. All decisions made by the School Committee are final.

5.11. Contrition

When a student's choices/behavior may have risen to the level of expulsion or suspension, the student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's "recognition of, and repentance of sin." CFCA cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is contrite by confessing wrongdoing **before** being called to the office or called upon by Administration in any way to account for behavior. Any student confession **must** be made to the principal and/or Dean by the student alone or with an accompanying teacher, coach, sponsor, or parent. Telling a teacher, coach, or other school representative alone does not qualify.

5.12. 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.

5.13. Student Code of Conduct

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct and Discipline Guidelines shall be made available on the school’s web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.

Revisions to the Student Code of Conduct and Discipline Guidelines included in the Parent/Student Handbook shall be made as needed and are approved by school administration. Revisions made during the year will be communicated electronically.

5.14. 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, the student may be expelled from school.

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.

5.15. Threats 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 (e-mail, 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.

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.

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.

6.2. Athletics

Students involved in athletic events may wear their approved team jersey/polo with administrator approval.

6.3. Discipline Policy

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 on a daily basis. 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.

6.4. K4 – 12th Grade Dress Code Guidelines

ALL CFCA APPROVED UNIFORM PURCHASES MUST BE FROM CFCA APPROVED COMPANY, EDUCATIONAL OUTFITTER. HOWEVER, ANY QUESTIONS REGARDING WHETHER AN ITEM IS APPROVED SHOULD BE DIRECTED TO THE CFCA ADMINISTRATION, NOT THE UNIFORM COMPANY.

GIRLS

- All students will be in CFCA uniform (including outerwear) every day except on specified occasions. Only CFCA outerwear may be worn inside the buildings.
- All skirts, slacks and shorts must be worn at the natural waistline.
- Skirts must be no more than 2" above the top of the knee cap.
- 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 2" above the knee.
- Shorts may not have a rolled cuff.
- Collared polo shirts must be appropriately sized. These shirts will have a CFCA monogram.
- School approved hoodie may be worn in the classroom. However, hoods are to remain down. With all CFCA outerwear, a school polo must be worn underneath.
- All undershirts must be school colors.
- Hairstyle is to be conservative. Color is to be in the natural range. **The administration reserves the right to make authoritative rulings on trendy or fad haircuts or styles.**
- Appropriate footwear is required. Shoes/sneakers/sandals may be worn. Shoes with laces must be properly tied. Shoes / Sandals with a back strap may be opened-toed. Upper School closed-toed shoes do not have to have a back strap. House shoes/slippers, and flip-flops are not permitted.
- The maximum number of earrings allowed is two per ear. Piercings are not to be worn on any other part of the body (nose, eyes, tongue, etc.) Body markings, temporary or permanent, are not permitted. Students enrolled with body markings must keep them covered at all times, including co-curricular events.
- Upper School only: Make-up, if worn, is to be light and conservative.
- Caps, hats, visors, sweatbands, hoods, other head coverings, or sunglasses are not to be worn indoors.
- Upper School 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.
- Jackets and sweatshirts are not to be worn around the waist.
- No halter tops, tube tops, backless tops, or short-shorts will be permitted on campus or at any school function on or off campus at any time. Girls are to dress appropriately for athletic and/or school activities. EXCEPTION: Formal dresses may be strapless or halter. Prior approval of all dresses is required before attendance at a CFCA formal event.

- 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 and leggings must be solid in school colors (white, crème, black, grey or green)

BOYS

- All students will be in CFCA uniform (including outerwear) every day except on specified occasions. Only CFCA outerwear may be worn inside the buildings.
- 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 must be appropriately sized (not too tight and not too loose). The waistband must be worn at or above the hip. 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.
Upper School; A belt must be worn. No studs or spiked emblems on belt. Lower School does not require a belt.
- Collared polo shirts must be appropriately sized. Shirts must be tucked in so that the belt is visible at all times.
- School approved hoodie may be worn in the classroom. However, hoods are to remain down. With all CFCA outerwear, a school polo must be worn underneath.
- All undershirts must be school colors. No sweatshirts will be allowed underneath the school uniform shirt.
- Hair must be above the eyebrow, may come to the middle of the ear and at the collar. Hair may be highlighted or colored with natural hair colors. **The administration reserves the right to make authoritative rulings on trendy or fad haircuts or styles.**
- Students must present a well-groomed appearance at all times.
- Appropriate footwear is required. Athletic shoes/sneakers/sandals may be worn. Shoes with laces must be properly tied. Shoes / sandals with a back strap may be opened-toed. Closed-toed shoes do not have to have a back strap. House shoes/slippers, and flip-flops are not permitted.
- One single strand necklace may be worn under shirt. Body piercing which includes ears, nose, eyes, tongue or any other body part is not to be worn. Body markings, temporary or permanent, are not permitted. Students enrolled with body markings must keep them covered at all times, including co-curricular events.
- Caps, hats, visors, sweatbands, hoods, other head coverings, or sunglasses are not to be worn indoors.
- Students in physical education class are to wear the approved physical education uniform or CFCA t-shirt. Students must change into school uniform after physical education class.

If a student is out of uniform, parent will be given the opportunity to bring a uniform to school for their student. If a parent is not able to bring a uniform, the school will provide a loaner uniform for that student. The student will have 3 days to return the loaner uniform, or the student's account will be charged.

6.5. 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.

6.6. Outerwear

Only CFCA approved outerwear is to be worn in the buildings. This includes approved Uniform Options (see 6.4) or a CFCA issued sweatshirt or jacket. If the weather is cold, other outerwear may be worn but must be removed upon entering a building.

6.7. 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.

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. Examples include drama productions and athletics.

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 insure 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. For example, a student-athlete 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 student-athletes on their teams to a higher standard, and push them to perform at a higher level in the classroom. Each coach may have a probationary status, and consequence for student-athletes that are underperforming in the classroom, until grades reach an acceptable level.

7.3. Athletic Forms

Prior to the first attended practice, all CFCA athletes must have turned in a Physical and Consent Form to the Athletic Director. These specific forms (Physical – EL-2; Consent Form – EL-3) can be found on the FHSAA website at www.fhsaa.org or CFCA's website at www.cfcaeagles.org. In addition, they may be picked up at the Athletic Office.

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 times 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 a 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 \$25 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 the Principal 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 \$25 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 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 bus driver at all times, giving your proper name when requested by the bus 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 bus riders.

9.3. Parent Drivers

Parents who wish to drive other students for CFCA events may be subjected to a background check and a motor vehicle records review prior to the transporting of students.

9.4. 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 Divisional Principal by the end of the second week of school or immediately upon receiving their license.
- 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 15 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 of time and/or other disciplinary action.

9.5. Ride Sharing

Unless accompanied by a guardian, the use of Ride Sharing Apps and services such as Uber and/or Lyft are prohibited to students at CFCA.

9.6. Traffic Plan – Arrival / Dismissal

Drop-Off Protocol

Each morning, nearly 400 students and their families will be converging upon our campus during the same timeframe and that the more you know about our expectations and our process, the SAFER everyone will be.

7th-12th Grade

- Using the map (**10.5 in the appendix**) as a reference, please direct your attention to the “Yellow Star” located directly in front of the Grace Building. This “star” is where all Upper School drop-off and pick-up will happen, unless otherwise noted (see rainy day dismissal).
- Once a vehicle enters Upper School Car Line, notice it is a ONE-WAY flow of traffic. For the safety of students and teachers being dropped off and walking through the Parking Lot, it is imperative that you operate as if this is a ONE-WAY Street!
- Notice that once a vehicle enters campus, Upper School students are immediately within the proper flow of Car Line. If your student will not be prepared to exit the vehicle once your drop-off area is reached, please pull into the area that is labeled as our 7th-12th Grade Parking Lot until they are.
- Please note that since the Lower School drop-off and pick-up areas have been moved to the other side of campus, the congestion and flow that were problematic last year will no longer be. This should encourage you to move slowly and take your time, as your process of dropping off and picking up have been made much simpler.

Pick-Up Protocol

- Refer to the map (**10.5 in the appendix**) as a reference, please direct your attention to the “Yellow Star” located directly in front of the Grace Building. This “star” is where all Upper School pick-up will happen, unless otherwise noted (see rainy day dismissal).
- Upon entering campus, families are encouraged to stage vehicles along the fence line until school is dismissed and you reach the pick-up zone.
- A reminder that once a vehicle enters Upper School Car Line, notice it is a ONE-WAY flow of traffic. For the safety of students and teachers being dropped off and walking through the Parking Lot, it is imperative that you operate as if this is a ONE-WAY Street!

10. APPENDICIES

10.1. Parent/Guardian Statement of Support

Central Florida Christian Academy PARENTS/GUARDIAN STATEMENT OF SUPPORT

1. I/We have received and read the “Statement of Doctrinal Beliefs” of the School and desire to have our student educated in accordance with them.
2. I/We agree to abide by and support the terms and conditions outlined in the Parent-Student Handbook as published at the School’s website and as amended from time to time.
3. I/We will regularly and earnestly pray for Central Florida Christian Academy and its staff.
4. I/We will worship the Lord regularly at a Bible-believing church.
5. I/We will fully cooperate in the educational activities of Central Florida Christian Academy by doing my/our best to make Christian education effective in the life of our student.
6. I/We will require the student to support the spiritual activities of the School (chapel, bible classes, Scripture memory, etc.).
7. I/We will pay all of our financial obligations to Central Florida Christian Academy by the date due, and if I/we are ever unable to do so, I/we will immediately contact the School’s Finance Office to make arrangements for payment which are satisfactory to me and to the School.
8. I/We understand that the School has full discretion in the discipline of the student in accordance with the “discipline policy” as published.
9. I/We understand that the School reserves the right to place the student at the appropriate grade level and designate the appropriate teachers, coaches and other staff.
10. I/We understand that the School reserves the right to dismiss the student when either the parents/guardians or the student does not cooperate with the policies of the School.
11. I/We will volunteer for duties and responsibilities for Central Florida Christian Academy as opportunities arise and God provides the time and strength.
12. I/We will be faithful to attend all parent functions at Central Florida Christian Academy as best we can.
13. If I/we become dissatisfied with Central Florida Christian Academy in any way, I/we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)
14. I/We will seek to support and advance Central Florida Christian Academy in every area possible – spiritually, academically, physically, and financially.

The School agrees to provide the best it can for the student in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. The School further pledges to do all possible to support our home in growing our student in the nurture and admonition of the Lord. As the parents/guardians of the student, I/we covenant to support the School in its efforts at Christian education. I/We agree that it is my/our responsibility to strive diligently toward the observance of the “Parent/Guardian Statement of Support” as God enables me/us by the power of the Holy Spirit. If for some reason I/we become dissatisfied, I/we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, I/we recognize it is my/our responsibility to leave the School and seek a school in alignment with our personal convictions. Together, as a school and as parents/guardians, I/we pledge to submit our lives to one another and to the final authority of the Word of God.

As it is imperative that the School know the backgrounds of parents who volunteer to work with our students, I/we understand and agree that the School shall have the right to perform a background review or check on me/us at any time and the right to perform a motor vehicle records review if I/we am/are required to transport students.

SIGNED BY PARENT(S) IN ENROLLMENT AGREEMENT

10.2. Student Agreement of Conduct (Grades 7-12)

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 strive for excellence as a student in all that he/she says and does.
2. The student agrees to obey the Bible in speech and conduct.
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.

10.3. Internet Acceptable Use Policy (Grades XX-12)

Student Application for Internet Access

Student Name: _____ Grade: _____

Parental Consent Form for Student Internet Access

I have read and understand the CFCA Internet Acceptable Use policy. I understand the benefits, as well as the concerns and limits of responsibility contained therein.

_____ I do not want my child to have access to the Internet.

_____ My child has my permission to have access to the Internet.

I hereby release CFCA and CATC, its administration, teachers, and staff from any and all claims, damages, infringements, or financial liabilities incurred by my child's use of the network. I and my child assume any and all responsibility for any misuse or claims related to my child's misuse of the computer facilities.

I also agree to explain the terms of the Acceptable Use policy to my child and will assist the school in helping him/her understand both its benefits and potential dangers, as well as in providing moral instruction concerning the access of its materials.

Signature

Date

Student Consent

I have read and understand the CFCA Internet Acceptable Use Policy. I agree to abide by the rules and conditions of use stated in the policy, and I recognize that failure to comply may result in the administration of disciplinary actions stated in the policy.

Signature

Date

For Technology Department use:

Assigned user name: _____

Assigned user password: _____

10.4. Out of Uniform Protocol Agreement Form

Out of Uniform Protocol Agreement Form

In the case that your student is out of uniform (dress code violation), and parent/guardian is unable to bring appropriate uniform to school, students will have the opportunity to obtain a loaner uniform.

Student/parent must return loaner uniform (washed/cleaned) within four days or student accounts will be charged as purchase for the loaned uniform.

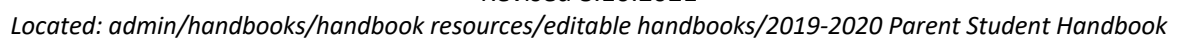
Parents/Guardians, understand their responsibility that their student has agreed to attend CFCA and adhere to the uniform policies in the Student Handbook.

Student Name

Date

Parent/Guardian Name

Parent/s/Guardian Signature



10.6. Student-Driver Agreement Form

CFCA Student Driver Agreement Form

2020-2021

CFCA allows students to use the parking lot with the approval of the admin staff. School officials, security, or law enforcement have the right to search any vehicle on school property.

Student Information:

Last Name _____ First Name _____

Grade: 10 11 12 Driver's License # _____

Vehicle Information:

Plate# _____

Make _____ Model _____

Color _____ Year _____

Parent/Guardian Contact Information:

Last Name _____ First Name _____

Rules and requirements for maintaining parking privileges at CFCA:

- No student may park on school grounds until he/she has registered their car with the front office.
- If a student is excessively tardy (7 tardies), as a driver their driving privileges may be revoked for a certain number of days/weeks.
- Reckless driving will not be tolerated. Reckless driving of any type by a student which creates endangerment when entering, leaving or while on campus may result in driving privileges being revoked.
- Students are asked to park in the front parking lot area across from the Grace Building
- Any student who uses their vehicle for unauthorized departure from campus is in violation of school policy.
- Students are not to congregate in the parking lot, sit in or on their vehicles, or play loud music while in the parking lot prior to, during or after school.

I have read and understand the above statement and parking rules. I understand that failure to comply may result in loss of parking privileges.

Student Signature

Date

I have read and understand the above statements and parking rules for my child. I understand that his/her failure to comply may result in loss of parking privileges.

Parent Signature

Date

10.7. 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
 - Nongonococcal Urethritis