



Parent-Student Lower School Handbook 2026-2027

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Welcome from the CFCA Head of School

Dear CFCA Families,

I am so excited about this new school year at Central Florida Christian Academy! It is truly an honor to partner with such amazing families as we pursue Christ-centered education and the growth of your child(ren). Thank you for trusting us to be part of your student(s) educational journey.

Each year, we unite around a theme that gives focus to our spiritual growth and campus culture. Last year, we focused on the idea of serving one another. For the 2026-2027 school year, our theme verse is Ephesians 2:10, which says, “FOR we are his workmanship, created in Christ Jesus FOR good works, which God prepared ahead of time FOR us to do.”

God created each of us in His image. We are relational, creative, intelligent beings who are capable of loving others. And God has given each of us talents, abilities, and passions that we should leverage to glorify Him and help others. I look forward to emphasizing and exploring these ideas across the CFCA Family this school year.

I invite you to truly dive in this year. Dive into growing closer to Jesus. Dive into getting involved on campus. We were made FOR greatness. Let’s dive into all that God has made us FOR this year.

FOR His honor and glory,

A handwritten signature in black ink, appearing to read 'Marc Stomprud', with a stylized, cursive script.

Marc Stomprud
Head of School

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1. SCHOOL INFORMATION

1.1 School Verse

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

1.2 Mission Statement

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

1.3 Doctrinal Statement

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

1.4 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).

Our Beliefs (Church at the Cross)

Church at the Cross is a community of believers from diverse backgrounds joined together by faith in the gospel of Jesus Christ. While there are many different view points represented within our church, what we do agree on is that the Word of God is inerrant and infallible. Our views related to a few subject matters that the Church holds in high regard are reflected from the [Baptist Faith and Message 2000](#). CATC Beliefs: <https://catcorlando.com/beliefs>

1.5 Philosophy

Purpose

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

Partnering With Parents

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

A Sound Education

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

Integration of Faith and Learning

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

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

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

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

1.6 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.

1.7 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.

1.8 Accreditation

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

2. GENERAL SCHOOL INFORMATION

2.1 Advertising

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

2.2 After School (Extended Day)

Grades K5 – 6

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

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

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

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

Extended Day is not available on early-release days or on days with special evening events or school programs. Please refer to the CFCA school calendar for dates when Extended Day is not offered.

2.3 Anti-Harassment Policy

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

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

2.4 Birthday Parties / Gift Giving

A child's birthday is very special. Students may bring a birthday treat to share with their classmates. Teachers need to be informed at least 1 week in advance for celebrations. For birthday parties outside of school, invitations may not be distributed in school unless the entire class is invited. If invitations are brought to class to be distributed in school, they may be distributed only by a teacher at their designated time.

2.5 Campus – Definition and Closed Status

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

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

During the Visitor Check-in process, all visitors must submit a government issued photo ID. Our visitor management system screens all visitors to ensure that they do not appear on the National Sex Offender Database or internal disallowed lists. CFCA reserves the right to deny visitors entry to the campus for any reason.

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

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

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

The routine campus security measures may include, without limitation:

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

2.6 Chapels / Assemblies

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

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

ALL SCHOOL

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

- Fall Chapel
- Christmas Chapel
- Easter Chapel

2.7 Communication with Faculty

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

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

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

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

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

2.8 Complaint Resolution Procedure

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

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

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

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

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

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

2.9 Damage or Destruction of Property

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

2.10 Disaster Drills

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

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

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

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

2.11 Divorced / Separated Parents

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

2.12 Drug and Medication Distribution

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

For the safety of the students and the staff, our school will not keep a basic medication stock for student use. We will only be providing students with **non-pharmacological symptom management** of daily/non-emergency issues such as headaches, stomach pain or menstrual cramping. These **comfort measures** include rest, hydration, ice packs, warm gel packs, non-medicated throat lozenges, as well as promotion of healthy daily choices that will help the student's overall wellbeing. If the student has issues that require over the counter or prescribed medication, then the parents/guardians will provide the medication along with a parental/provider consent form. That specific medication will be kept in the clinic and given as needed. If a student is known to have a condition that will require ongoing follow up (chronic migraines, dysmenorrhea, gastritis, seizures. etc.), then those medications can also be kept in the clinic for the student to access when needed. We will keep all rescue medications (epi pens and rescue inhalers) in the clinic as we have in previous years. As a reminder, students are not allowed to carry any medication outside of rescue medications without parental/provider approval.

First Aid Care

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

In the Absence of the School Nurse

In the absence of the school nurses, daily prescribed medications can be administered by approved/trained personnel.

What does the clinic offer?

1. First aid care to students and staff.
2. Administration of daily prescribed medications in conjunction with a parental/provider consent form and the original medicine bottle with prescriber order.
3. Storage and management of individual rescue medications for safe student access.
4. Storage of over-the-counter medication for the CFCA /PATC staff.
5. Open communication with parents and guardians.
6. Yearly Scoliosis 6th grade screenings (with parent approval).

7. A quiet space for regrouping from overstimulation.
8. The clinic also maintains a small collection of uniforms that are available to be borrowed when accidents occur during the school day.

2.13 Drug Testing

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

2.14 Elevators

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

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

2.15 Emergency School Closings

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

2.16 Food / Drink / Gum

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

2.17 Grievances and Complaints

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

2.18 Hall Passes

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

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

2.19 Health / Medical Information

COMMUNICABLE CHILDHOOD DISEASES

Communicable diseases can be very serious and must be dealt with swiftly and surely by school authorities. Frequently, children at school present symptoms of communicable diseases that are routine illnesses for children. However, when one of the communicable diseases is found on the list in Parent-Student Appendix 10.2, 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 school clinic for isolation.
2. The Principal or his/her designee will contact the parents and the student will be sent home. Parents should come to pick up within 30 minutes.
3. The student must be symptom-free for 24 hours without the assistance of medication before he/she is allowed to return to school. If the student is a confirmed positive for a disease, the student must remain at home until symptom free and cleared by a doctor to return to school.
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 10.2, 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 from 5th Grade through 12th Grade that wishes to participate in CFCA Athletics must first complete all applicable tasks and documentation required to be compliant. Information on how to complete this mandatory task is found at AthleticClearance.com.*

2.20 Inclement Weather

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

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

2.21 Legal Injunctions

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

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

2.22 Lunch Program

Lunches will be offered during the 2026-2027 school year through Catering's Best. Students also have the option of bringing their lunches each day. There are no microwaves for student lunches.

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

Lunch Drop-Off Policy

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

Lunch Visitation

Parents who wish to join their child(ren) for lunch in the cafeteria are permitted to do so after Labor Day. All parents must check-in at the front desk (see section 2.5) and adhere to the following rules:

- Arrive early (at least 10 minutes before the student's scheduled lunch time),
- Parents who arrive after their student's scheduled lunch time has begun may not be permitted to attend lunch with their student.
- Check-in at the Joy Lobby – Only adults on the student's approved RenWeb list will be permitted to visit.
- All parents must be escorted to/from the cafeteria by a school security officer or staff member.
- Parents visiting during lunch must sit at a separate table with their student and cannot bring food for other students.
- Parents may bring non-enrolled siblings (under 18) when joining their student for lunch. Parents are responsible for supervising and managing the sibling's behavior at all times while on campus. The administration reserves the right to deny future sibling visits if a sibling has demonstrated disruptive or inappropriate behavior.
- No celebrations (cakes, goodie bags, gifts etc.) are permitted in the cafeteria. Parents should arrange any birthday celebrations with their student's teacher in advance (see Section 2.4 Birthday Parties)

2.23 Mediation and Arbitration

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

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

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

2.24 Medical Authorization Form

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

2.25 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 8:00 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 to:

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

2.31 Playground/Chapel Park

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

2.32 RenWeb

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

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

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

2.33 Restricted Areas

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

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

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

2.34 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.

2.35 Solicitation

See 2.1 Advertising

2.36 Student Interaction with Social Media

As stated in the **24/7/365 Student Conduct Policy (Section 5.5)**, CFCA students operate under a 24/7 behavior policy. As such, students may be held accountable for all activities associated with social media (including Facebook, X, YouTube, Instagram, TikTok, Snapchat, or any relevant social media platform). Any interactions with social media by a CFCA student that are contrary to the standards set forth in the **24/7/365 Student Conduct Policy** may result in disciplinary action up to and including expulsion.

2.37 Student Pick-Up

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

Please reference After School - Extended Day (Section 2.2).

2.38 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 K5 – 5th grade students.

- Enrichment Awards
- Honor Roll
- All A's Principal Honor Roll
- Christian Character
- Subject Specific Academic Awards

2.39 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 7:30 AM and 7:55 AM. Any student arriving at CFCA after 8:00 AM is tardy. Classes will begin at 8:00 AM. Entrance into the classroom after 8:00 AM disrupts classroom routine and instruction. **Any student arriving on campus after 8:00 AM must be signed in by a parent or guardian.** In the event of excessive tardies, an administrator will notify the parents. Parents may meet with the administrator to discuss parameters for continued enrollment of their child(ren).

2.40 Use of Third-Party Security Enforcement

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

2.41 Visiting Campus

See Section 2.5.

2.42 Volunteers

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

Volunteer Expectations

Please adhere to the following volunteer expectations

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

Volunteer Options

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

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

Note: Inquire about background checks and fingerprinting before volunteering for specific responsibilities.

2.43 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.

3. ACADEMICS

3.1 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.

3.2 Academic Integrity Policy (CHEATING AND PLAGIARISM)

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

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

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

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

Cheating includes, but is not limited to, copying, or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, or other unauthorized technology, during an exam or project. Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

3.3 Use of Artificial Intelligence (AI) Tools

Central Florida Christian Academy recognizes the growing presence of artificial intelligence (AI) tools such as ChatGPT, Copilot, Grammarly, and other emerging technologies in our 21st-century learning environment. These tools can be valuable resources when used responsibly; however, they should support student learning—not replace it.

Students are expected to engage in original thinking, problem-solving, and academic work. AI may be used to assist with research, organization, skill development, and understanding course material, but it should never complete assignments on behalf of a student.

As a Christian school, we believe that every person is created in the image of God (*Genesis 1:27*). Just as God is the ultimate Creator, He has given human beings the unique ability to think, create, reason, and innovate as reflections of His character. Artificial intelligence is a powerful tool, but it is not a creator in the same sense that people are. Therefore, students should use AI as a resource that assists their learning and creativity rather than allowing it to replace their own thinking, writing, problem-solving, or original work. The goal is for AI to serve the student as a tool in the hands of a creator, not for the tool to become the creator. By engaging their God-given gifts of wisdom, discernment, and creativity, students honor both the learning process and the One in whose image they were made.

Permitted Use (With Teacher Approval)

Students may use AI tools for academic purposes only when:

- The teacher has explicitly permitted their use.
- The tool is used to support, not replace, the student's own work and thinking.
- The student is transparent about how AI was used in the learning process.
- Any AI assistance is acknowledged if required by the teacher.

Examples of Acceptable Use

With teacher approval, students may use AI to:

- Brainstorm topic ideas for a paper or project.
- Create an outline before writing.
- Explain difficult concepts or provide additional examples for practice.
- Review class material or serve as a tutoring aid.
- Check grammar, spelling, punctuation, and sentence structure.
- Suggest ways to improve clarity or organization while keeping the student's ideas intact.
- Translate source materials for comprehension and understanding (but not to generate answers for submission).

Examples:

- Asking ChatGPT for possible research topics about the Civil Rights Movement.
- Using Grammarly to identify spelling and grammar errors in a student-written essay.
- Asking Copilot to explain a math concept and provide practice problems.
- Using AI to generate a study guide from notes before a test.

Unacceptable Use

Using AI in the following ways without teacher permission constitutes academic dishonesty and will be treated according to the school's academic integrity policies:

- Submitting AI-generated work as your own.
- Using AI to complete assignments, essays, discussion posts, coding projects, or problem sets.
- Copying, paraphrasing, or lightly editing AI-generated content and presenting it as original work.
- Using AI to generate responses that are intended to represent the student's thinking, analysis, or conclusions.
- Asking AI to provide answers to quizzes, tests, exams, or other assessments.
- Using AI during an assessment unless explicitly permitted by the teacher.

Examples:

- Copying an essay generated by ChatGPT and submitting it as your work.
- Asking AI to solve homework problems and turning in the answers.
- Having AI write a conclusion paragraph and inserting it into your essay without acknowledgment or permission.
- Using AI to answer questions during a quiz or test.
- Rewriting AI-generated text and submitting it as though it reflects your own original thinking.

Transparency and Responsibility

Students are responsible for all work submitted in their name. If AI is used, students should be prepared to explain how it contributed to their work and demonstrate their own understanding of the content.

Even when AI-generated content is revised or rewritten, it remains a misrepresentation of authorship if it is submitted without teacher approval or proper acknowledgment. When in doubt, students should ask their teacher before using AI tools for an assignment

3.4 Academic Probation

Students are placed on academic probation if they receive a “D” or “F” at the end of a Quarter in any core subject area. Parents will be informed of the probationary status. Students who are asked to leave CFCA for academic reasons may re-apply after one calendar year. A student desiring to return to CFCA after a one-year academic absence must apply through the Admissions Office and follow normal admissions procedures.

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.

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

3.6 Attendance Procedures

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

Upper & Lower School

The following procedures apply to absences:

1. Teachers will maintain an accurate record of attendance and tardiness. The attendance record will appear on report cards.
2. Attendance is recorded daily.
3. Students who are not present for a minimum of 50% of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
4. Parent should email the teacher requesting the assignments. Teachers do not always have time to check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
5. Make-up work is only permitted with excused absences. Students will have one day for each **day** absent to make up work. A plan for making up work for an extended absence should be arranged with each teacher.

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

3.7 Challenged Materials

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

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

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

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

3.8 Computer Use/Technology Acceptable Use Policy

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

Definition of CFCA Technology Resources

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

Monitored Use

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

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

Acceptable Use

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

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

Other issues applicable to acceptable use are:

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

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

System Access

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

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

Individual User Responsibilities

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

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

Network Etiquette

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

- Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is prohibited.
- Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
- Revealing such personal information as addresses or phone numbers of users or others is prohibited.

- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Consequences (All included parent notification)

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

Liability Disclaimer

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

3.9 Field Trips

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

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

Guidelines for field trips

- Field trips are an extension of the campus of CFCA. Therefore, all actions and activities will be guided by the CFCA Handbook unless explicitly stated in the trip guidelines and students in violation will be subject to disciplinary action.

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

3.10 Grading

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

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 - 59

3.11 Homework

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

Encourage as much reading as possible; it directly relates to children’s success in school.

- K5 – 1st 20 minutes or less a night on average
- 2nd – 3rd 30 minutes or less a night on average
- 4th – 5th 1 hour or less a night on average

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

3.12 Promotion to the Next Grade

K5 – 5th Grade

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

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

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

3.13 Report Cards

Following the completion of each quarter, parents will be notified when report cards can be accessed on RenWeb. All outstanding tuition and fees must be paid before a student's report card is available to parents in RenWeb.

3.13 School Calendar

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

Because absence from class is detrimental to a student's academic performance, families are encouraged to align any school year vacations with the scheduled days off. The school calendar is available on our website at CFCAEagles.org.

3.14 Standardized Testing Programs

CFCA Lower School utilizes the following standardized test: NWEA Map Testing (Grades K-7).

3.15 Student Records

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

- All applicable tuition, fees, and fines must be paid in full prior to report cards being distributed or having permanent records transferred to another institution.
- Parents and guardians have the right to inspect and review all official records, files, and data directly related to their child's academic progress. All requests shall be made in writing to the Principal, and the records will be viewed in the presence of the Principal or his/her designee.
- There will be no release of a student's personal records, files, or associated data without written consent from a parent or guardian to any agency, individual or organization with the following exceptions:
 - Staff members of the school operating under a legitimate educational interest.
 - Court or law enforcement officials operating under a subpoena or court order, or during an active investigation at the discretion of school administration.
 - Contract law enforcement or security services performing services for CFCA.
 - Paramedics, fire rescue, and other emergency services personnel where necessary to provide treatment and ensure the well-being of the student.
 - Trusted partners, such as uniform, lunch, photography, and similar providers to the extent necessary to carry out their agreement with CFCA.
 - Technology partners to the extent necessary to support the learning, safety, and well-being of the student.
 - Florida Department of Children and Families or other agencies while reporting or during and investigation of an allegation or child abuse or other matters.
 - Certain federal, state, and local authorities performing functions required by law.
 - Officials of other schools in which the student intends to enroll.
 - Other agencies or organizations during the necessary operations of CFCA.
- As CFCA strives to partner with parents, it is the policy of the school to provide equal access to both parents unless a court certified legal injunction is on file that states otherwise. If the final judgment and/or settlement agreement stipulates that the non-custodial parent should not have equal access to report cards, teacher conferences, and other academic information, the custodial parent must submit a copy of that judgment or agreement to the Principal if the school is to comply. Such documents shall be placed in the student's regular file. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.
- Video recordings obtained from surveillance cameras that contain images of students are considered student records and will be protected as such.

3.16 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.

3.17 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 non-consumable textbook.
- Students will pay for damages done to a textbook because of abuse, neglect, or misuse.
- Students will pay for replacement of any lost textbooks. Report cards will be held until such fines are paid.

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

3.19 Test Folders

Parents in the Lower School (K5 – 5th) receive a Tuesday Test Folder from the classroom teacher on a weekly basis. Parents are encouraged to communicate with the teachers.

4. ATTENDANCE

4.1 Summary Statement

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

4.2 Absences

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

1. Parents are required to email their child's Principal and teacher (Lower School only) by 9am the same day to explain why a student is absent from school.
2. Students must not leave campus for any reason unless a parent signs them out.
3. If a student is absent, the student must make up work missed due to absences within the same number of days missed from school. The student or parent is responsible for making the arrangements with the teacher for the make-up work.
4. When children are absent due to illness, they must be free of fever and/or vomiting at least twenty-four hours before they return, for their health and safety and that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.
5. If a student will be absent from school for more than one day for any reason other than illness, prior approval must be given by the principal.
6. All school days on the school calendar are considered full school days unless otherwise specified. All days and special activity days, are considered compulsory attendance days.

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

- Illness (parent must provide a letter from a physician or medical practitioner with the dates the student is absent for it to be excused)
- 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

7. Excused absences will still count as days absent for a student. If a student is absent more than 10 days in one semester, the Administration will assess the absences to determine continued enrollment. The administration may also be required to report student absences to the State Truancy Office.
8. Cases of extended illness or family tragedy will be considered.

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

4.3 Procedure for Student Early Check-out and School Hours

Parents are discouraged from checking out students for the following reasons: after field trips or activities of older or younger siblings, to avoid the dismissal line traffic, doctor or dentist appointments that can be scheduled outside of school hours. **Student checkouts will not be allowed after 1PM on Wednesdays and after 2 PM all other days. This helps with the number of people in the Joy Lobby right at the end of the day. Please schedule to check out your child before this time or pick up at car line.** All parents or guardians checking out a student are required to present a government-issued photo ID to the receptionist at the time of checkout. If the individual checking out the student is not listed as an authorized pickup contact, authorization will be verified before releasing the student.

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

A parent or guardian must sign the student out at the front desk before leaving school. The student will be called from class to meet the parent in the School Lobby. Parents are not permitted to go to the child's classroom to pick up the student. If returning to school after an early checkout, a parent or guardian must sign the student in at the front desk.

4.4 Make Up Work

Lower and Upper School students 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. (See Absence Section 4.2)

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, will be communicated by the teacher for any excused absences.

4.5 Tardies and Late Check In

CFCA wants parents to partner with us as we strive to instill the value of being on time. Whether it is for an assignment, an appointment, work, or arrival at school, punctuality is important. Students are required to arrive at school between 7:30 AM and 7:55 AM.

Any student not in the Chapel building for assembly at 8:00 AM is tardy. Three unexcused tardies count as one absence.

Any student (K-5th grade) arriving on campus after 8:00 AM must be signed in by a parent or guardian. In the event of excessive tardies, an administrator will notify the parents and request a mandatory meeting. Parents may need meet with the administrator to discuss parameters for continued enrollment of their child(ren).

Excused tardies will include doctor/dental visits with doctor's note, traffic situations that result in a large number of students being late. All other tardies will be considered unexcused

Any student entering the building tardy will not be allowed to bring any food or drink with them into the classroom. All food/drink must be disposed of in the lobby.

5. K-5th LOWER SCHOOL STUDENT DISCIPLINE & BEHAVIOR EXPECTATIONS

5.1 Purpose

At Central Florida Christian Academy (CFCA), we believe discipline is an opportunity for students to learn, grow, and make choices that honor God and reflect Christ. The purpose of our discipline plan is to reinforce obedience, respect, responsibility, and biblical character while creating a safe, orderly, and Christ-centered learning environment where every student can reach his or her highest spiritual and academic potential. Each student will be treated with dignity, fairness, grace, and accountability. Discipline is intended to teach responsibility, restore relationships, and encourage Christ-like character through a partnership between home and school.

5.2 Parent Partnership

Parents are the primary educators and disciplinarians of their children. CFCA partners with families by reinforcing biblical principles and supporting student growth. Parents remain responsible for supervising and guiding their children outside of school hours.

CFCA Eagle Expectations - We SOAR Like Eagles

S – Show Respect

O – Own My Actions

A – Aim for Excellence

R – Reflect Christ

5.3 General Guidelines

Not every behavior results in a demerit. Teachers and administrators will use professional judgment based on age, developmental level, intent, severity, frequency, and impact. Some behaviors require immediate administrative review.

5.4 Student Privileges and Participation

Failure to consistently meet behavior expectations may result in ineligibility for Morning Care, Extended Day, field trips, extracurricular activities, leadership opportunities, special events, and other privileges as determined by administration.

5.5 24/7/365 Student Conduct Policy

Parents remain primarily responsible for supervising students outside school hours. CFCA staff are not expected to monitor students outside of school. At the sole discretion of administration, off-campus behavior that directly impacts the safety, mission, reputation, or educational environment of CFCA may result in school disciplinary action.

Our Commitment

Discipline at CFCA is rooted in grace, truth, restoration, and partnership with families so every student can SOAR Like an Eagle.

Demerits

Demerits document patterns of behavior. While Levels 1-3 generally correspond to one, two, and three demerits, teachers and administrators may use reminders, reteaching, restorative conversations, or other interventions before assigning a demerit when appropriate.

Level 1

Minor behaviors that do not meet classroom expectations. These behaviors are typically addressed by the teacher through redirection, correction, reteaching expectations, restorative conversations, and other classroom management strategies.

Level 2

Repeated Level 1 behaviors or behaviors that require additional classroom interventions and increased monitoring. These behaviors may include ongoing disruptions, repeated failure to follow directions, or continued difficulty meeting classroom expectations despite teacher support. Responses may include additional classroom consequences, parent communication, behavior reflection, loss of classroom privileges, or other teacher-managed interventions.

Level 3

Serious behaviors or continued Level 2 behaviors that require administrative involvement due to the impact on the learning environment, safety, or school expectations. Responses may include administrative review, parent communication, behavior plans, loss of school privileges, or other disciplinary actions.

Level 4 (Administrative Review)

Major violations requiring immediate administrative review and investigation. Depending on the circumstances, responses may include demerits, probation, restitution, ISS, OSS, expulsion, or other disciplinary actions. Students assigned ISS, OSS, or Expulsion will not receive demerits for the same incident.

When assigned, ISS includes a \$125.00 supervision fee charged to the student's account.

5.4 Student Searches

To help maintain a safe and respectful learning environment, CFCA reserves the right to search a student's belongings when there is reasonable concern that the student may have an item that violates school rules or creates a safety concern.

Searches may include a student's backpack, lunchbox, desk, cubby, locker, pockets, or other personal items. Searches will be conducted by trained school personnel and, when possible, with another staff member present. CFCA will conduct searches in a manner that protects the student's dignity and privacy.

Students may be asked to open belongings, empty pockets, or remove items for inspection. If a student refuses to cooperate, the School will contact the parent/guardian, and further disciplinary action may be taken.

If there is a concern that a student may have a weapon or an item that could threaten the safety of others, the School may take immediate action, including conducting a search, to protect the safety of the school community.

Students and parents 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. “Instagram” 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.

5.5 Threat of Violence/ Bullying

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

Bullying

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

CFCA defines bullying as systematically and chronically inflicting physical hurt or psychological distress on someone. Bullying is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive

educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

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

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

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

Bullying Behavior:

- Unwanted, targeted aggression which is used to coerce, harm, or intimidate others
- Repeated behavior
- Intentional (done on purpose with the intent to hurt or harm)
- An imbalance of power (a student feels like they cannot make it stop)

Unkind Behavior (not considered bullying):

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

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

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

5.6 Electronic Devices (CELL PHONES/HEADPHONES/ELECTRONIC DEVICES)

Lower School

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

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

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

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

In the case of an emergency, parents should contact the CFCA school office at 407.850.2322 directly.

Due to privacy issues, **students are not allowed to take photographs or make video and/or audio recordings while on campus.** Students are subject to disciplinary action for any violations of this guideline.

6. DRESS CODE

6.1 Summary Statement

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

The CFCA dress code applies during the school day and at all CFCA-sponsored events unless otherwise noted. Students are expected to be neat, modest, and appropriately dressed at all times.

Faculty and staff will monitor dress code expectations and address concerns as needed. CFCA reserves the right to determine whether clothing, hairstyles, or accessories are appropriate for the school environment.

If a student is not in compliance with the dress code, parents/guardians may be contacted, and the student may need to make adjustments or change clothing. If a change cannot be made, the student may be held out of class until the concern is resolved.

Parents/guardians are encouraged to review the dress code with their child and help ensure students arrive at school dressed appropriately each day.

6.3 Dress Code Guidelines

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

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

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

Hair:

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

Footwear:

- Dress shoes, casual shoes, boots, and athletic shoes (tennis shoes/sneakers) are acceptable. All shoes must be closed-toed.
- Athletic shoes are required for PE classes.
- No Crocs or Croc type shoes are allowed.
- Flip-flops, slides, bubble shoes, and bedroom slippers are not acceptable.

Outerwear:

- Students may only wear CFCA approved and/or issued outerwear.
- With all CFCA outerwear, **a school polo shirt must be worn underneath with the exception of Spirit Shirt days**
- Hoods must not be worn while inside buildings (including chapel).
- Students will be asked to take off outerwear that violates the dress code policy. Hats and sunglasses are not permitted to be worn while on campus (unless for a special event).

Body Markings:

At the school's discretion, the student may be asked to cover the tattoos if the body marking is deemed offensive.

Athletic Events and School Activities:

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

The following displays are prohibited at any school function:

- Visible midriff or cleavage
- Strapless tops
- Immodest skirts or dresses (no shorter than 2" above the middle of the knee cap in front and back)
- Excessively tight-fitting clothing
- Inappropriate or offensive messages/symbols on clothing or hats
- Shorts worn at athletics and after-school events must be no shorter than the length of the student's longest finger when the arms are fully extended down the sides of the body.

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

Formal Attire:

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

Gender Specific Clothing Guidelines:

GIRLS:

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

BOYS:

- All slacks and shorts must be worn at or above the hip. Baggy pants that are pulled down past the hip will not be permitted.
- Slacks that are torn, stained, faded or slit at the bottom are not to be worn.
- Shorts must be appropriately sized (not too tight and not too loose) and no shorter than 3” above the knee. The waistband must be worn at or above the hips.
- Collared polo shirts must be appropriately sized.
- All undershirts or long sleeve undershirts must be in solid colors (white, black, or gray). No sweatshirts will be allowed underneath the school uniform shirt.

- One single strand necklace may be worn under the shirt.
- Body piercing which includes ears, nose, eyes, tongue or any other body part, is not to be worn. The school is not liable for any injury, whether accidental or intentional, resulting from piercings.
- Boys are not permitted to wear earrings during the school day or when participating in school-sponsored events. Spacers are considered earrings and cannot be worn during school hours.
- Students in physical education class are to wear the approved physical education uniform or CFCA t-shirt.
- Boys must always wear a shirt while on campus, even during/after athletic events.

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

6.4 Field Trips

Lower School students are required to wear the CFCA Spirit shirt and approved uniform bottoms on all field trips unless otherwise communicated by the classroom teacher. Participation in field trips is a privilege. Students are expected to demonstrate appropriate behavior at school and during school activities. Students whose behavior raises safety or supervision concerns may be deemed ineligible to participate in a field trip.

6.5 Spirit Day

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

6.6 Dress Down Days

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

7. EXTRACURRICULAR ACTIVITIES

7.1 Extracurricular Activities Defined

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

7.2 Eligibility

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

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

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

Additionally, throughout the year, it is the responsibility of each athletic coach to have their own grade checks, and academic threshold that will hold the students on their teams or in their groups to a higher standard, and push them to perform at a higher level in the classroom. It is the expectation that each coach may have a probationary status, and consequence for students that are underperforming in the classroom, until grades reach an acceptable level.

7.3 Athletic Forms

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

7.4 Sportsmanship Code of Conduct

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players, and students to represent CFCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards may face disciplinary action and/or be removed from athletic participation.

8. FINANCE

8.1 Accident Insurance

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

8.2 Fines/Debts

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

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

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

8.3 Refund of Tuition and Fees

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

If you find it necessary to withdraw your child after enrollment, please contact Student Accounts (studentaccounts@cfcaeagles.org) 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 value 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 Administration for all delinquent accounts. Grades, testing results and transcripts of any student with an outstanding balance will not be released until all tuition, fees, fines, and charges are paid in full. There is a \$35 service fee for all NSF checks. CFCA may require a cashier's check or money order as payment at its discretion.

8.6 Withdrawal Procedures

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

9 TRANSPORTATION

9.1 Accident Insurance

See Section 8.1

9.2 Bus/Van Guidelines

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

9.3 Parking / Driving on Campus

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.

- Reckless or careless driving will not be tolerated.
- The speed limit is 7 mph on school property.
- 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..

9.4 Traffic Plan – Arrival / Dismissal

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

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

Any K5-5th grade student not picked up 15 minutes after the student's grade level dismissal will be sent to Extended Day and a drop-in charge will be added to the student's account.

Car Line Times:

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

Anyone picking up a student is to:

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

10. APPENDICIES

10.1 Parent/Guardian Statement of Support

Central Florida Christian Academy PARENTS/GUARDIAN SUPPORT AGREEMENT

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

responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information about school events. In the event of joint custody, communication will be made with the enrolling parent(s). In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

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

from enrollment based on past academic achievement, disqualifying handicap, doctrinal beliefs, or whose personal life-style is not in harmony with the stated philosophy and purpose of Central Florida Christian Academy.

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

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

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

SIGNED BY PARENT(S) IN ENROLLMENT AGREEMENT

10.2 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
- Plague
- Polio, Paralytic
- Rabies, Human
- Rubella (German Measles)
- Salmonellosis
- Shigellosis
- Tularemia
- Typhoid, Acute
- Whooping Cough (Pertussis)
- Syphilis
- Gonorrhea
- Chancroid
- Granuloma Inguinale
- Tuberculosis (all forms)

Report Within 7 Days

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