

Family and Student Handbook  
2023-2024



Cornerstone Classical Academy

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

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## Family and Student Handbook Introduction

Dear CCA Families,

Welcome to Cornerstone Classical Academy's Family and Student Handbook! At our school, we believe in fostering a sense of community and understanding among all members, and families play a vital role in achieving this goal. This introduction serves to highlight the importance of families in our school, outlining the support systems, values, and collaborative efforts that contribute to a well-rounded educational experience.

At our school, we recognize that a student's family is their first and most influential teacher. Families provide a nurturing and loving environment that lays the foundation for a child's growth and development. We firmly believe that strong partnerships between the school and families are essential for a student's success. We value open lines of communication, encourage parental involvement, and recognize the importance of a collaborative approach.

CCA places a strong emphasis on character development, ethics, and values. We believe in cultivating virtues such as integrity, respect, responsibility, and self-government. We understand that these virtues are nurtured not only in the school but also within the family unit. We encourage families to reinforce these values at home, as they are the building blocks of a well-rounded individual.

Throughout this handbook, you will find resources, policies, and guidelines that aim to support and involve families in their child's educational journey. We provide opportunities for family engagement through parent-teacher conferences, volunteer opportunities, and community events. By fostering a strong sense of community, we create an environment where families feel connected, valued, and joyful.

We are thrilled for the 2023-2024 school year, our 4<sup>th</sup> year in operation!

Sincerely,

The CCA Board of Directors

## About Cornerstone Classical Academy

### Mission

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

### Vision Statement

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

### Academy Motto

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

### CCA Standards of Virtue

#### Integrity

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

#### Responsibility

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

#### Self-Government

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

#### Respect

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

#### Courage

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

#### Perseverance

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

## Humility

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

## Completing the CCA Course of Study

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

## Fulfilling the Mission

CCA will fulfill its mission by the following means:

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

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

## Respect and Pluralistic Sensitivity

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

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

## Core Principles

### Role of the Executive Director

- The Executive Director is responsible for overseeing all aspects of the school's affairs.

- The Executive Director directs all activities of the school as prescribed by the Board of Directors (Board).
- The Executive Director is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Director.

### Role of the Principal

- The Principal will implement a traditional, classical, liberal arts and sciences curriculum.
- The Principal, while chiefly the academic leader, is also responsible for the discipline and moral culture of the school.

### School Culture

- Employees will uphold and encourage students to uphold the academy's Pillars of Virtues.
- Cornerstone Classical Academy is an open enrollment academy.
- Cornerstone Classical Academy practices require a small atmosphere with a closed campus. This conscious choice ensures that all students are known and educated by our faculty and staff.
- The Principal is accountable for the well-being of every student.
- Faculty members personally know each of their students.
- Students and employees will adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the virtues.

### Teachers

- Teachers are employed based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- Cornerstone Classical Academy teachers are professionals. Some of their professional development consists of required training sessions throughout the school year, to be coordinated by the Assistant Principal.

### Academics

- Cornerstone Classical Academy uses a curriculum that is more rigorous than in traditional schools. This may require students to put in additional study time and effort.
- Student support and special education provide services for all students with academic and behavioral needs. Interventions utilized to achieve Cornerstone Classical Academy's expectations are targeted and specific to each student.
- Cornerstone Classical Academy resists grade inflation and social promotion. Mastery of core subjects always takes priority.
- Latin is a key element of our classical academic model. Latin is introduced and taught explicitly to all students in kindergarten through 9th grade.
- Students will be academically prepared to pursue multiple post-secondary options. While the Academy hopes that most graduates will go on to college, students who do not intend to attend college will also benefit from the education provided by Cornerstone Classical Academy.
- Literacy is taught through an explicit phonics program. Math is taught conceptually.
- Teachers frequently employ the Socratic method of discussion.



- Standardized tests do not drive the curriculum.

### Family Support

- Parent/guardian (hereafter referred to as “parents”) support of the academy’s academic and moral mission is essential. Parents are encouraged to learn more about the academy’s philosophy and curriculum to help support and guide their student(s).
- Parents should take an active role in their child’s education. This includes checking planners nightly, checking Focus (grade portal) weekly, and communicating with the teacher on a regular basis.
- To thrive at Cornerstone Classical Academy, students must be polite and attentive in class and have a strong work ethic and willingness to learn.

### Fundraising

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the Executive Director. Students of Cornerstone Classical Academy will not engage in door-to-door sales. From time to time, volunteers may support the Board’s and Executive Director’s fundraising efforts.

### Grievances

Refer to the Complaint/Grievance Process Policy in the Policy Manual ([Policy](#))

### Academic Policies

#### Academic Expectations

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

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

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

Lower school students will have a primary homeroom teacher, and they will travel together to resource classes. Fifth grade through Eighth grade students will change classes several times per day among their grade level teachers.

The K-6 curriculum will follow the Core Knowledge Sequence. Occasionally, the academy will diverge from the Core Knowledge Sequence to raise the standards in teaching a skill or subject. The Principal will determine these instances. The Principal will ensure that all skill areas in the K-6 Core Knowledge Sequence are taught at some point in grades K-8. Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the CCA governing board. Starting in Seventh grade the curriculum will follow the Core Knowledge Sequence and incorporate additional grade level courses per state standards.

### Homework and Classwork

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

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

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

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

Grade	Homework Time Allotment
Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time

<b>Grade</b>	<b>Homework Time Allotment</b>
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes total for all classes plus reading time
Upper School	70 minutes total for all classes plus reading time

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

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

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

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

### Grading Policy

Cornerstone Classical Academy uses a 4.0 grading scale. Parents and students should be regularly informed of the student’s progress. The letter and numerical grades for this system are listed below:

#### Second Grade through Seventh Grade

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

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

#### Kindergarten and First Grade

S:	Satisfactory
N:	Not Demonstrated
U:	Unsatisfactory

“Extra credit,” whether to make up for work not turned in on time or to increase a student’s grade, will be discouraged at Cornerstone Classical Academy.

Progress reports and Report cards will be posted in the Focus Parent Portal each nine weeks.

The [Focus Parent Portal](#) is critical for parents to be able to monitor students’ progress throughout the school year. You must sign up for an account.

#### Grade Forgiveness

If a student taking an accelerated class received a final grade lower than desired due to performance on the EOC, then student will be given the opportunity to retake the EOC for that course in order for their grade to be recalculation. The retake of the EOC must occur within the next school year for recalculation purposes.

A grade of “C,” “D,” or “F” in a high school course taken in middle school can be replaced with a grade of “C” or higher earned subsequently in the same or equivalent course, by retaking that course.

#### Teacher Conferences

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

#### Academic Textbook and Supplies

Students will receive a variety of books and materials. Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given or loaned to a student are lost or damaged, the student must pay for any needed replacement. In the case that reimbursement has not been made to Cornerstone Classical Academy for lost or damaged materials, no further materials will be issued to that student until the past due fees are paid.

## Student Planner

Organization is an important part of self-government and is woven into our curriculum. To help students manage their assignments, each student will be given their own planner. If your student loses their planner, another may be purchased from the front office for \$5. This planner will allow students to write down assignments and encourage teachers and parents to communicate regularly. The planners should go home every night and provide parents with a convenient method to monitor their student's work. All students must have a planner.

## Lunch

Students may bring lunch from home or purchase lunch each day. Lunch will be provided by SLA. Parents should create an account through the SLA portal (Nutrislice). Parents are responsible for keeping the account funded so that students can purchase lunch. Lunch is \$5 per day. Ice cream and other snack items will be sold a la carte. Kindergarten can purchase ice cream only on Fridays, first grade can purchase ice cream only on Mondays. Other grade levels can purchase it each day.

If parents or grandparents come to eat lunch with their student, they will be given a space to sit separately from the class.

Students are expected to follow cafeteria rules while at lunch.

If a student forgets their lunch, it can be dropped off at the office and it will be placed on a table in the lobby for them to pick up at lunch.

## Eligibility for Sports and Extracurricular Activities

In accordance with Florida Statute 1006.15(3)(a), a student must maintain a 2.0 on a 4.0 scale to be eligible for interscholastic athletic competition. The FHSAA does not have the authority to provide waivers of the minimum GPA requirement.

A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester. All high school level courses must be counted towards the student's cumulative GPA, including those taken before the student entered high school.

A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester.

A student's academic eligibility is determined by his/her GPA on the first day of each semester. A student's academic eligibility cannot change during the semester. Any coursework completed throughout the semester will be calculated into the GPA at the conclusion of the semester.

Discipline referrals may result in loss of extracurricular privileges. The Principal may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

## Parent Review of Records

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

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

### Respect and Pluralistic Sensitivity

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

# Academic Year Calendar

## Duval County Public Schools 2023-2024 District Calendar

^If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of weather days on June 3, 4, and 5, there is a possibility that the school year could extend past May 31<sup>st</sup>. Should there be no need to use the Weather Days on June 3, 4, and 5, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY					AUGUST					SEPTEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

  

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

  

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

  

APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28+	29+	30+	31+~					

Board Approved 01/10/2022 Rev 01.09.23

Legend:

<b>#*</b> Early Dismissal	<b>#</b> First & Last Day of School	<b>#</b> Schools Closed	<b>Weather</b>
<b>#~</b> End of Grading Period	<b>#</b> Employee Planning/Inservice	<b>#</b> Schools/Admin Offices Closed	
<b>#+</b> Dismiss 3 Hours Early	<b>#</b> Weather Closure	<b>#w</b> Former Weather Day	

## School Life and Environment

### Attendance Guidelines

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

<b>Arrival Begins</b>	<b>School Day Begins</b>	<b>School Day Ends</b>	<b>Once Monthly-Wednesday (Early dismissal days) School Day Ends</b>
7:30am	8:00am	3:00pm	12:00pm

The entrance to the car line closes at 7:55am to give students and teachers time to be in class and ready to teach. Parents who arrive after 7:55am, must park and walk their students to the entrance. Students must be in their classroom by 8:00am to avoid being marked as tardy. Similarly, students are expected to remain at school for the entire day.

Students are not expected on campus earlier than 7:30am unless they are enrolled in the before-care program. Students are expected to be picked up promptly as school ends. Students who are not picked up by the end of carline will be sent to after-school care and the parents will be charged a drop-in fee.

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

### Tardiness Guidelines

At 8:00am, the students begin their instructional day. Teachers provide directions and organizational activities at the start of the class and missing these may be a detriment for the entire class. It is equally important that children remain at school for the entire day. A child who is late or is dismissed early is at a serious disadvantage, loses precious organizational and instruction time, and causes disruption to the other children. Students who arrive after the beginning of the school day will be considered tardy. Students must make it to class on time to avoid being tardy. Tardy students who arrive before 8:10am will be marked tardy by their classroom teacher. Students who arrive after 8:10am or return to school from an appointment must be signed in at the front reception desk by a parent. The student will be issued a tardy slip and will be required to deliver this slip to their teacher when they enter the classroom. Tardiness will be considered an unexcused absence for upper school classes.

### Excused Absences

The following will be considered excused absences:

- Religious holidays.
- Absences for medical reasons.



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

### Proof of Excused Absences

Parents must email the teacher a note to explain an absence. If a student misses more than 3 consecutive days, a doctor's note is required. If a student does not provide legitimate, written documentation, the absence will be considered unexcused.

**003.26 Enforcement of school attendance.** —The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. Charter school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted charter school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Each public school shall implement the following steps to promote and enforce regular school attendance:

(1) CONTACT, REFER, AND ENFORCE.—

(a) Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

(c) If an initial meeting does not resolve the problem, the child study team shall implement the following:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. 984.151.

A student who is found to be habitually truant may be withdrawn from the charter school and referred to the district superintendent for further action.

## Guidelines for Student Behavior

### General

Each teacher will post classroom rules and expectations. Students are expected to be polite and respectful to all adults and in all areas of the school building. Students should use our virtues to model their behaviors.

### Involuntary Student Withdrawal

Students may be involuntarily withdrawn from the school if they have committed offenses that could subject them to expulsion, or when they have been determined to be habitually truant and a referral for truancy has been made to the district.

### Cell Phones

Cell phones will be turned off and stored in the students' backpacks, locker or another appropriate place. If a cell phone/smart watch is used during the school day, it will be confiscated and held by the Administration until the end of the day, at which time a parent must pick up the phone/watch. Inappropriate use of a cellphone/smart watch during the school day may result in a discipline referral. Smart watches must be in "school" or "safe" mode while on campus. Students may not use the communication features of the watch during the school day.

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

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

### Discipline: Minor Infractions

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

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

Students who receive three referrals within a quarter will be excluded from participating in extra-curricular activities including trips, athletics, clubs and Jr. Spartan classes for one quarter.

### Discipline: Major Infractions

Please see the [Duval County Public Schools' policy](#) for information about major infraction. [www.dcps.duvalschools.org](http://www.dcps.duvalschools.org), under the Student and Family tab look for Code of Conduct.

To safeguard the health and safety of school personnel and students, the use of tobacco products on any school property is prohibited. School property, as used herein, shall mean any building owned or part there owned or used by the school and the grounds upon which such building is located.

Cheating and Plagiarism are not tolerated and are considered major discipline infractions.

### Bullying/Harassment

Cornerstone Classical Academy follows the Duval County Public Schools Code of Conduct and the DCPS Bullying and Harassment Policy. [Duval County Public School Bully and Harassment Policy](#)

### Uniforms and Dress Code

At Cornerstone Classical Academy, students wear uniforms to eliminate distractions, to level the playing field, and to remind ourselves that we are doing important work.

The spirit of the uniform policy is that students will dress and groom themselves in a manner that is traditional, not obstructive, and not distracting.

Students will dress according to the mandatory and optional items listed on the board-approved uniform policy for boys and girls, respectively, plus the following series of directives. All uniform criteria are listed on the Cornerstone Classical Academy website.

Students may wear their own outerwear (coats, sweaters) outside of the school building and on the playground. If they are cold in the classroom, they should wear one of the long sleeve uniform items, or one of the uniform outerwear items.

- All students must always be in uniform (unless approved by administration). No other clothing other than uniform tops and bottoms is permitted. No outside tops, jeans, bottoms, or outerwear are permitted in the building.
- Upper School students PE uniform guidelines will be posted on the school website.
- All shirts must always be tucked in.
- Skirts and shorts shall be at least fingertip length. Pants must not be too tight.
- Students may use any backpack if it is clean and tasteful.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. Neat bows, barrettes, headbands, and "scrunchies" are permissible so long as they coordinate with the uniform (white, blue, or light blue) and are smaller than 2" in diameter. Hair must be natural

looking and conservative in its color and style (no feathers or threads, bleaching or unnatural streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, and no unnatural colors)

- All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned.
- Modest jewelry is allowed, including a watch or one small necklace, limited in length to the neckline so that it will not get caught on anything and become a hazard. Watches and bracelets should be limited to two per arm to prevent distractions. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., chains or collars). Girls may wear two earrings per ear on the earlobe. No stretched piercings (gauge) or holes may be visible. Boys will not be permitted to wear earrings. If jewelry becomes a safety hazard or overly distracting, students will be asked to remove it.
- Tattoos must always be covered.
- Makeup must look natural and is not permitted in grades K-4.
- Nail Polish: Girls may wear light colors (No dark or neon colors) or clear nail polish.
- No hats or sunglasses permitted in class. Hats include visors and bandanas. Religious headgear is authorized.
- Good personal hygiene is always required. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.
- Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- All items should be labelled with the student's first and last name.
- Lost and Found- It is the student's/parent's responsibility to search for items in the Lost and Found. These items are donated quarterly.

### Everyday Uniform Requirements

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

### Rules For All Grades

- Socks – navy blue, black, or white crew-length 3" (or higher) socks or stockings
- Solid black, gray, navy, forest green or white leggings may be worn under dresses and skorts in cold weather.
- Solid black, navy, forest green, or white long sleeve shirts may be worn under uniform shirts in cold weather.
- A solid-colored black or brown belt must be worn with pants or shorts (K-1st grade excluded).
- Skorts/skirts/dresses must at least fingertip length.
- Shoes – K-6 solid color sneakers may be worn on all days except formal days. No bright colors, light up soles or wheelies.
- Shoes – Upper School Students must wear solid black or brown, leather/canvas, solid black or brown soles every day. They should bring sneakers for PE days.
- No boots of any length may be worn.

## Girls

- Light blue, navy and green polo tops
- Khaki bottoms – pants, shorts, skirts, or skorts
- Polo dress

## Boys

- Light blue, navy, and green polo tops
- Khaki bottoms – pants or shorts

## Formal Uniform Requirements

All uniform items must be purchased from [Poindexter's Uniform Company](#) (except for boys' Oxford shirts and boys/girls khaki bottoms). All pieces of the formal uniform are required for Formal Dress Uniform Day. Formal Dress Uniform Days are every Wednesday school year. There may be other events requiring formal uniforms during the year with advanced notice.

## Rules For All Grades

- Socks for girls – navy blue, black, white or evergreen knee-length socks or tights.
- Socks for boys – navy, black, or white crew-length socks.
- A solid-colored black or dark brown belt must be worn with pants (K-1st grade excluded).
- Skorts/skirts/dresses must at least fingertip length
- Shoes – solid black or brown, leather/canvas, solid black or brown soles
- Blue or black shorts should be worn under all skirts and dresses.
- Upper School Students must wear solid black or brown, leather/canvas, solid black or brown soles every day. They should bring sneakers for PE days.
- No boots of any length may be worn.

## Girls

- Upper School students light blue button-down oxford shirt with plaid cross tie and plaid skort or skirt
- 4th-6th plaid skort with a polo shirt
- K-3 plaid jumper with white oxford button down shirt or the plaid skort with a polo shirt

## Boys

- K-6<sup>th</sup> White button-down short-sleeve oxford shirt with CCA logo or with optional navy vest and khaki shorts or pants
- Upper School Students - plaid necktie and light blue button-down oxford shirt and khaki shorts or pants.

## Spirit Wear and Dress Down Days

Cornerstone Classical Academy will host occasional Spirit Wear Days. The dates are located on the school calendar. Students may wear CCA related spirit wear with jeans or fingertip length shorts. Dress Down Days may be held for special occasions and students must wear appropriate clothing that adheres to the Duval County dress code.

## Health and Medications

### Administration of Medications

Cornerstone Classical Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school Principal, their designee, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. The office will make this form available to parents/guardians. School certified employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether such student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability, pursuant to Florida Statutes section 1002.20(3)(i).

### Student Medical Records

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

### Medical Operations

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

### Medical Records and Enrollment

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

### Food Allergies

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

### Student Illness

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

**Students who have vomited or had a fever in the night should stay home for 24 hours with no recurrence before returning to school.**

## Parents and the CCA Community

### Parent Involvement

Knowing that parents are a major influence in their student's lives and education, the Academy asks parents to volunteer at school. Some examples of volunteer opportunities are:

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

### Campus Security

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

The academy takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. If you are uncomfortable sending records by email, please bring in a hard copy to the front office.

## Parent Communication

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

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

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

CCA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or the principal within forty-eight hours of contacting the school,

barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

### Educational Records Policy

In accordance with Rule 6A-1.0955, F.A.C., CCA will ensure that any deviation from a student's legal name is approved by the student's parents in accordance with this rule. The School will provide a link to the school district form to be submitted to the charter school to request any deviation from use of a student's legal name.

## Expectations for Parents

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

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

### Carpool Drop-off/Pick-up

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

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

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from school. If someone not on your emergency cards needs to pick up your child, please send an email to the front office.

Parents will not be allowed to sign out their student early after 2pm on regular school days and 11am on early release days. Extenuating circumstances will be considered on a case by case basis by the school administration.



## Student Information Release

Certain “directory information” including the student’s full name, address, and telephone number, will not be released without parental consent.

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

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

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

## Family and Student Handbook/Policy Manual Acknowledgement

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

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

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Family and Student Handbook and Policy Manual.

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

**I give permission for my student's photo to be used on CCA social media, yearbook, and other publications.**

**I understand that Cornerstone's classical curriculum may be more challenging and demanding than a typical public school.**

**I understand the need for regular attendance at school for my child's education.**

**I understand that uniforms are part of the culture of CCA, and the guidelines will be enforced.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the CCA's Family and Student Handbook and Policy Manual and agree to support policies and virtues of CCA.**

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

Student's Signature: \_\_\_\_\_

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

*The signed electronic copy of this acknowledgement will be kept on file at the school.*