

# Family and Scholar Handbook

2018-2019



## St. Johns Classical Academy

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

*This handbook is subject to change by action of the Governing Board of St. Johns Classical Academy at Board discretion.*

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## Our Mission

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### **Mission**

The mission of St. Johns Classical Academy (SJCA) is as follows:  
To develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.

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### **Academy Motto**

Our academy motto that student-scholars will recite every morning is  
“I will learn the true; do the good; love the beautiful.”

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### **Completing the SJCA Course of Study**

Student-scholars completing the SJCA 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, a foreign language, and music; in thought and expression through grammar, composition, mathematics, and visual art; and in knowledge of the world around them through science and history. As a graduate of SJCA the scholar is prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, The SJCA graduate is ready to live a lifetime of learning that is possible for a human being.

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### **Fulfilling the Mission**

SJCA will fulfil its mission by the following means:

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

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

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## **Our Mission**, Continued

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### **Respect and Pluralistic Sensitivity**

SJCA is a public, non-sectarian institution serving a diverse population. All members of the SJCA community— the administration, teachers, parents, and scholars—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at SJCA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular 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.

SJCA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Lori Meredith, Executive Administrative Assistant.

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## Core Principles

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### Role of Principal

- The Principal will implement a traditional, classical, liberal arts and sciences curriculum.
  - The Principal makes final decisions on curriculum, subject to the approval of the Board and in accordance with the affiliation agreement with Hillsdale College's Barney Charter School Initiative (BCSI).
  - The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial oversight of the Academy.
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### School Culture

- Employees will uphold and encourage scholars to uphold the Academy's Pillars of Virtue as follows: Citizenship, Courage, Honesty, Humility, Integrity, Perseverance, Respect, Responsibility and Wisdom.
  - St. Johns Classical Academy is an open enrollment academy with no enrollment criteria outside of statutory and contractual requirements.
  - St. Johns Classical Academy practices require a small K-9 atmosphere with a closed campus. This conscious choice ensures that all scholars are known and educated by our faculty and staff.
  - The Principal is accountable for the well-being of every scholar. Faculty members personally know each of their scholars.
  - Scholars and employees will adhere to a dress code.
  - Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.
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### Academics

- Scholar Support and Special Education provide services for all student-scholars with academic and behavioral needs. Interventions utilized to achieve St. Johns Classical Academy's expectations are targeted and specific to each individual scholar.
  - St. Johns Classical Academy resists grade inflation and social promotion. Mastery of core subjects always takes priority.
  - Latin is a key element of our classical academic model. Latin is introduced and taught explicitly to all scholars in grades six through nine.
  - Scholars will be academically prepared to pursue multiple post-secondary options. While the Academy hopes that the majority of graduates will go on to college, scholars who do not intend to attend college will also benefit from the education provided by St. Johns 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.
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## Core Principles, Continued

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### Teachers

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

- Parents and guardians' (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 in order to help support and guide their scholars.
  - To thrive at St. Johns Classical Academy, scholars must be polite and attentive in class and have a strong work ethic and willingness to learn.
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## Fundraising

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**Fundraising** Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the Principal. Scholars of St. Johns Classical Academy will not engage in door-to-door sales.

From time to time, the Parent Involvement Team (PIT) may support the Board's and Principal's fundraising efforts. All requests of monetary donations and fees must be approved by the Board.

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## Parent Grievances

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### Grievance Related to the Classroom

SJCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed with the teacher first since the teacher always has more direct knowledge of the scholar than anyone else.

- a) **The Teacher.** Parents should schedule a meeting with the teacher by calling the school or sending an email directly to the teacher. Except in emergency circumstances or situations involving imminent danger, parents shall not confront a teacher about an issue with scholars present, including his/her own. If the teacher and parent agree that it is in the best interest of a scholar to have a discussion in the presence of the scholar, they may do so.
- b) **The Assistant Principal.** If the grievance cannot be resolved with the teacher, and the matter regards discipline, the parent should discuss the matter with the Assistant Principal.
- c) **The Principal.** If the grievance cannot be resolved with the teacher and the matter regards academics, the parent should discuss the matter with the Principal. If a discipline matter is not resolved by the teacher and Assistant Principal, the parents should discuss the matter with the Principal before approaching the Board.
- d) **The Governing Board via the Parent Liaison.** If the grievance cannot be resolved after talking with the teacher or the administrators, then a parent must submit their grievance in writing to the Parent Liaison of the Board. The Liaison is Mrs. Veronica Alicea.

If resolution is not achieved by the foregoing process, two other options are available:

- e) The grievance can be submitted to the Board in writing.
- f) Parental concerns and grievances may also be raised during the community comments portion of the Board meeting. The concern or grievance must be submitted in writing, and no more than two minutes will be granted. Grievances or discussions involving specific personnel will not be entertained at a public meeting. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.

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## Parent Grievances, Continued

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### **Grievance Related to an Administrator**

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

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### **Importance of Following the Grievance Procedure**

The practice of following the communications with the Academy on matters concerning particular scholars encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the Academy regarding their scholars. St. Johns Classical Academy understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the Academy.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator, according to whether the matter concerns discipline or academics. If further communication is warranted after seeing a principal, then the parent should go to the Board's Parent Liaison.

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

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

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

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## Academic Policies

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

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

At St. Johns Classical Academy, we believe that every scholar deserves to have access to the "rich cream" of the curriculum, not just the "gifted and talented" children. Therefore, our teachers teach the class as if all of the scholars are "gifted and talented." Not every cup will be filled to the same capacity, but they all should receive the best in terms of critical thinking and deepened learning.

Elementary School scholars will have a primary homeroom teacher, and they will travel together to resource classes. Sixth grade scholars will change classes three times per day among the sixth-grade classrooms. Secondary school scholars (middle and high school) will change classrooms individually to meet with subject-matter specialists. Having made that organization distinction, the curricular content is organized in the following way:

**K-9.** The K-9 curriculum will follow the Core Knowledge Sequence. Occasionally, the Academy will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The Principal will determine these instances. The Principal will ensure that all skill areas in the K-9 Core Knowledge Sequence are taught at some point in grades K-9.

Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the Board.

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## Academic Policies, Continued

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### Homework and Classwork

Homework is a fundamental part of our general academic program. It prepares scholars for high school and college and for 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; and
- 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 scholar and the first step to being able to explore the world. Reading to a child encourages the child's growth and elevates and informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

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

<b>Grade</b>	<b>Homework Time Allotment</b>
Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes plus reading time
Grade 7	70 minutes plus reading time
Grades 8 & 9	80 minutes plus reading time

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## Academic Policies, Continued

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### Homework and Classwork, continued

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

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

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

For poor or uncompleted work, teachers may require scholars to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. So-called "passes" that allow scholars not to do homework for a day will not be entertained at St. Johns Classical Academy.

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## Academic Policies, Continued

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### Grading Policy

Grading is not the endpoint of education. The grade a scholar receives in a class is subordinate to the knowledge the scholar acquires. Still, grades are a useful tool to evaluate the extent to which a scholar has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. St. Johns Classical Academy will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In relation to the scholar's performance, the following letter grades have these meanings for grades 2-9:

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

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

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

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

Kindergarten and First Grade:

- S: Satisfactory
- N: Not Demonstrated
- U: Unsatisfactory

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

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## Academic Policies, Continued

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### Teacher Conferences

Arrangements for conferences may be made with your child's teacher before or after school hours. When emailing a teacher to arrange a conference, please copy the Principal or Assistant Principal on the email.

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### Academic Textbooks and Supplies

Scholars will receive a variety of books and materials. All books will have a St. Johns Classical Academy barcode on the back in the upper right-hand corner. Materials that are loaned or given to scholars are to be treated appropriately. Scholars are responsible for these materials. If materials given or loaned to a scholar are lost or damaged the scholar must pay for any needed replacement.

In the case that reimbursement has not been made to St. Johns Classical Academy for lost or damaged materials, no further materials will be issued to that scholar until the past due fees are paid and report cards may be withheld.

**Study Materials.** In order to do well at school, the scholar must be prepared with the proper tools. Supply lists are available for each grade level on our website. Scholars should not bring any materials or supplies to the Academy that are not specified on the grade level supply list. This includes such items as toys, pens, and so on.

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

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

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## Academic Policies, Continued

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### Reporting

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

- Soon after the beginning of the year, teachers will send home an initial evaluation of the scholar's progress.
  - If a scholar is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
  - Interim Reports: Interim reports are sent home halfway through each quarter to all scholars.
  - Once a semester (after the First Quarter and during the Third Quarter, October and February, respectively), parent-teacher conferences will occur for discussing the scholar's' academic progress.
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### Promotion

#### Literacy

##### **Promotion Criteria for Kindergarten, First, and Second Grades**

Solid literacy is the foundation of all learning. Without the ability to read well, a scholar cannot advance in English, history, the sciences, the arts, or mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy. The ability to read, particularly in the early elementary grades, will therefore be a requirement for promotion. The Academy will follow the criteria of reading competency set forth in the Access Literacy program. Since scholars in kindergarten and first grade will advance in literacy over the course of the year and all will be given explicit phonics instruction throughout the year, the inability to read at the outset should not be a cause of concern. Parents will be informed well in advance if their child may need to be retained.

##### **Kindergarten through Sixth Grade**

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

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## Academic Policies, Continued

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### Promotion, continued

#### **Upper School Scholars (Grades 7-9)**

It is our goal for parents, teachers, and scholars to work together during the year to ensure that scholars are developing responsible work habits and attaining a sufficient level of understanding in their courses. A scholar-scholar must attain a passing grade in core courses (English, history, math, science) to pass to the next grade level. A letter grade of D in a single class may be a passing grade and may be awarded credit at the discretion of the teacher and Principal, or the scholar may be required to retake that class. Failing a core course will require the scholar to re-take the class.

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### Schedule Changes

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

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### Special Events and Parties

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

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

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### Special Events-Guest Speakers

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

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

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

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## Academic Policies, Continued

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### **Special Events-Field Trips**

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

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### **Extended Field Trips**

All extended field trips require Board approval a minimum of 90 days (180 days outside the U.S.) prior to the trip. All scholars attending the extended field trip must have the approval of the administrators of St. Johns Classical Academy and the scholar's parents. All extended field trips must have liability insurance protecting all the trip attendees and the Academy. Any liability insurance not covered by the Academy's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees of trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the administration, faculty, and staff to ensure that all procedures are followed.

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### **Eligibility for Sports and Extra-Curricular Activities**

Scholars are ineligible for extracurricular activities if they have lower than a 2.5 GPA. Academic eligibility will be determined at interims and with quarter ending grades. Ineligible scholars will remain ineligible until the GPA rises above 2.5. Two level I or II disciplinary referrals in one quarter or three in one semester will render a scholar ineligible for any extracurricular activities for the remainder of that quarter. Four level I or II disciplinary referrals will render a scholar ineligible for all extracurricular activities and functions for the remainder of the school year. A principal may deem a scholar ineligible for the following season or for off-campus field trips based on repeated misconduct. Any scholar with any level III or IV disciplinary referrals will be referred to the Clay County School District Discipline Committee and will therefore be automatically exempt from all athletic and extracurricular activities for the remainder of the year.

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### **Participation in Extra-Curricular Activities by Non-Enrolled Scholars**

Only enrolled scholars may participate in St. Johns Classical Academy extra-curricular activities.

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## Academic Policies, Continued

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### Teaching Controversial Issues

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

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### Teaching Topics Related to Religion

In the course of exploring the liberal arts and in the process of developing cultural literacy, scholars learn about world religions from a historical, cultural, and a literary perspective. These religions include Islam, Christianity, Judaism, and a number of others both ancient and modern. In a mature way, the school will present topics related to religion promoting an understanding of and not a belief in these religions. In accordance with the law, faculty members will not preach or proselytize, nor will they endorse religious figures or customs.

In grades kindergarten through ninth grade, the Academy uses a content-rich, coherent curriculum called Core Knowledge, and the entire sequence is available for free at <http://coreknowledge.com/>.

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### Teaching Evolution

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

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## Academic Policies, Continued

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### **Teaching Evolution, continued**

Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief that science is the only means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at St. Johns Classical Academy will leave matters of faith up to scholars and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion. Teachers, scholars, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

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

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

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

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### **Teaching Human Sexuality**

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

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

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## Academic Policies, Continued

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### **Teaching Human Sexuality, continued**

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

In the higher grades, scholars may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Principal or a faculty member who has the full confidence of the Board of Directors in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out.

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

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

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### **Video Viewing Policy**

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

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### **Parent Review of Records**

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

- Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the Academy. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a fee for copies.
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## Academic Policies, Continued

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### Parent Review of Records, continued

- Parents or eligible scholars 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 scholar then has the right to a formal hearing. After the hearing, if the Academy still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.
  - Any parents wishing to review their child's records may submit a request in writing to the front office and an appointment will be scheduled to do so.
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### Respect and Pluralistic Sensitivity

SJCA is a public, non-sectarian institution serving a diverse population. All members of the SJCA community—the administration, teachers, parents, and scholars—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at SJCA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular 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.

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## School Life and Environment

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### Attendance Guidelines

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

Grades	Monday-Friday School Day Begins	Monday, Tuesday, Thursday, Friday School Day Ends	Wednesday Only School Day Ends
Elementary (K-6)	8:00 A.M.	3:00 P.M.	1:00 P.M.
Upper School (7-9)	8:00 A.M.	3:00 P.M.	1:00 P.M.

Scholars who arrive after 11:00 a.m. will be considered absent for the day. Scholars who depart before 12:00 p.m. will be considered absent. Scholars are not expected on campus earlier than 7:30 a.m. Scholars are expected to be picked up promptly as school ends.

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### Tardiness Guidelines

It is extremely important that scholars arrive on time in the cafetorium by 7:55 A.M. At 8:00 AM, the scholars recite the Pledge of Allegiance to the USA, recite the Academy's motto, and are updated on the day's events. Teachers provide directions and organizational activities at the start of the class and missing these may be a detriment for the entire class. It is equally important that children remain at school for the entire day. A child who is late or is dismissed early is at a serious disadvantage, loses precious organizational and instruction time, and causes disruption to the other children.

Scholars who arrive after the beginning of the school day will be considered tardy. Scholars must make it not only to the Academy but to class on time to avoid being tardy. Scholars who are either tardy or returning to school from an appointment must be signed in at the front reception desk by a parent. The scholar will be issued a tardy slip and will be required to deliver this slip to their teacher when they enter the classroom. In the upper school, tardy scholars may be held out of class for the period affected to keep from disrupting the class. Repeated tardiness will result in disciplinary action and may affect his/her eligibility for promotion. Tardiness will be considered an unexcused absence for that class.

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## School Life and Environment, Continued

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### **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 (e.g., visits to colleges for upper school scholars);
  - Attendance at any school-sponsored activity;
  - Bereavement (please notify the school if absence will extend beyond three days).
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### **Proof of Excused Absences**

The Academy requires suitable proof of excused absences which may include, among other forms of documentation, written statements from medical professionals. Scholars may turn in an illness letter from a parent three times prior to requiring a doctor's note. If a scholar does not provide legitimate, written documentation, the absence will be considered unexcused. More than nine (9) unexcused absences may result in retention.

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## Guidelines for Scholar Behavior

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### General

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

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

Therefore, scholars will conduct themselves in the following ways:

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

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## Guidelines for Scholar Behavior, Continued

Failure of Scholars and/or parents to abide by this code of conduct, including following through on assigned consequences and/or demonstrating lack of respect for teachers and administration, may result in losing automatic enrollment for the next academic school year.

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### Cell Phones

Cell phones will be turned off and stored in the scholars' backpacks or other appropriate place. A cell phone used during the school day will be confiscated and held by the Assistant Principal until the end of the day, at which time a parent may pick up the phone. On occasion, the use of cell phones may be permitted for specific purposes at the discretion of the Principal.

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

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

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### Academy Honor Code

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

The SJC Honor Code is given below:

As a scholar and citizen of St. Johns Classical Academy, I agree to the following:

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

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### Academy Honor Code, continued

I join the entire scholar body of SJCA in a commitment to this Code of Honor. The faculty on its part manifests its confidence in the honor of its scholars by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

On some occasions, teachers may ask scholars to write “AHC” (Academy Honor Code) on the heading of their assignments to remind them of the details and spirit of this honor code.

Please see the Discipline Section for information on how violations of the Academy Honor Code are addressed by teachers and the administration. Since academic dishonesty is viewed as a serious offence, even first offenders may be punished with a suspension. The Academy Honor Code is typically reviewed in class with scholars during the first week of school each year.

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### Discipline

The activity of learning requires scholars to be attentive and polite. Scholars are expected to adhere to the school’s high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others. Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the scholar. Whenever a scholar misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive scholars to the office, normally to the Assistant Principal.

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

The teacher issues the scholar a Discipline Referral and the scholar is required to visit the Assistant Principal. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.

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## Guidelines for Scholar Behavior, Continued

Discipline,  
continued

Referral	Action
First	The Assistant Principal will meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian is notified and must return the signed referral to the Assistant Principal.
Second	The Assistant Principal will meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian is notified and must return the signed referral to the Assistant Principal.
Third	The parent is required to immediately pick the scholar up from school. The scholar may not return without the parent attending school for the entire day, as scheduled by the Assistant Principal. In addition to this, before or after school detention may be assigned.
Fourth	Automatic two-day suspension. Upon returning, the parent must attend a full day of school with the scholar. Also, before or after school detention may be assigned. Meeting is scheduled with scholar and parents to discuss possible dismissal from SJCA.
Fifth	Dismissal to zoned school.

\*Parents who attend school with their scholar due to a referral will be seated in or near the classroom (location assigned by Assistant Principal). Cell phones and/or electronic devices are **strictly prohibited** while in the presence of scholars.

Scholars who have been suspended will not be on the honor roll for that quarter. Scholars may be suspended for reasons other than receiving the fourth Discipline Referral Form, as outlined by Clay County Schools' Zero Tolerance Policy.

Scholars' misbehavior will not be used to "teach" the class a lesson.

At no time will a scholar's disciplinary record be discussed with another scholar or parent. However, other scholars or parents may be consulted regarding an incident in order to discern the truth.

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## Guidelines for Scholar Behavior, Continued

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### **Suspension and Expulsion**

A Principal or designee has the authority to suspend scholars as appropriate.

Suspensions last from one to ten days depending on the severity of the infraction. All suspensions will require a conference between the parent(s) and Principal or Assistant Principal. A remedial scholar discipline plan will be created during this conference. The conference will occur before the scholar is readmitted to class. The Assistant Principal may require the parent to attend a full day of class with the scholar upon return.

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

For especially serious violations of academy order and safety or for habitually disruptive behavior, St. Johns Classical Academy will pursue expulsion through the Clay County School District. St. Johns Classical Academy will follow Clay County Schools' Scholar Handbook with regard to scholar conduct policies not listed in this handbook.

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## Guidelines for Scholar Behavior, Continued

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### Plagiarism

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

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

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

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### Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a scholar uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One scholar copying off another, a scholar using a "cheat sheet" to answer questions on a test, and a scholar trying to pass off another scholar's work as his own are examples of cheating. The same process outlined for plagiarism should be followed for instances of cheating. A scholar who knowingly allows others to copy his work will also be held accountable in the same fashion.

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

A disciplinary referral will be issued if plagiarism or cheating has occurred.

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## Guidelines for Scholar Behavior, Continued

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### **Bullying/ Harassment**

St. Johns Classical Academy follows the Clay County School District's Scholar Code of Conduct and the CCSD Bullying and Harassment Policy.

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

Parents, please contact the Academy's administration if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying remember bullying behavior is: repeated, intentional and involves an imbalance of power. If you think your child has been the victim of bullying or harassment, please contact the school administrator and share the form below that you have completed. Incidents of bullying or harassment can be reported to administration via Ms. Lori Meredith, Executive Administrative Assistant.

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## Scholar Uniform and Dress Code Policies

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### Uniforms and Grooming

At St. Johns Classical Academy, scholars 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 scholars will dress and groom themselves in a manner that it is traditional, not obstructive, and not distracting.

Scholars must be in uniform in order to attend class. Scholars not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or scholars will be sent home. These absences are not excused.

The uniform and dress code policy is that scholars 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 St. Johns Classical Academy website.

Scholars may wear their own outerwear (coats, sweaters, vests) to school 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 scholars must be in uniform at all times. No other clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, bottoms, or outerwear are permitted in the building.
- Shoes and belts are to be completely black or completely brown. At the Principal's discretion, white athletic shoes may be permitted for P.E.
- All shirts must be tucked in at all times.
- Skirts and shorts shall fall no higher than the top of the knee as measured when the scholar is standing.
- Scholars may use any backpack as long as 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, yellow 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.

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## Scholar Uniform and Dress Code Policies, Continued

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### Uniforms and Grooming, continued

- Modest jewelry is allowed including a watch or one small necklace limited in length to the neckline so that it will not get caught on anything and become a hazard. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Girls may wear two earrings per ear on the earlobe, and the earrings must not be larger than a dime. No stretched piercings (gauge) or holes may be visible. Boys will not be permitted to wear earrings.
  - Tattoos must be covered at all times.
  - Makeup must look natural and is not permitted in grades K-6.
  - Nail Polish: Girls may wear light colors (No dark or neon colors) or clear nail polish.
  - No hats or sunglasses in class. Hats include visors and bandanas. Religious headgear is authorized.
  - Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.
  - Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
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### Toileting

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

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

Any scholar that is uncomfortable using a group bathroom may request of their teacher to use a designated private restroom. A private restroom is available in the SJCA clinic.

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### Uniforms and Financial Assistance

The school will not allow financial need to limit access to St. Johns Classical Academy, and this includes access to uniforms. At minimum, the Academy will facilitate the use of SJCA’s used uniform exchange.

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### Used Uniform Store

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

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## General Policies

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<b>Bus Policy</b>	Scholars will use buses for field trip purposes. On the bus, scholars should behave with the same decorum as they would in the school. Misbehavior on the bus will be reported to the school and may result in disciplinary action and loss of bus privileges.
<b>Scholar Publications Policy</b>	Scholar publications must uphold SJCA mission, philosophy, code of conduct, and Board policies. The purpose of such publications is to inform the SJCA community of school-related events, achievements, and business. In addition, scholar publications are a way for scholars to learn and to practice responsible writing and journalism. Scholar editorials are permitted in the scholar newspaper subject to prior review of the Principal. Employees of the school or parents may not use scholar media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.
<b>Scholar Fees and Supplies</b>	From time to time the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, band, orchestra, art, elective courses, activities, field trips, etc.
<b>Off-Site Extra-Curricular Activities</b>	The logistics of all of SJCA's off-site extra-curricular activities must be approved by the Assistant Principal. All adults helping with these activities must be registered SJCA volunteers. A list of all sanctioned SJCA off-site extra-curricular activities will be maintained and updated by the Assistant Principal, and copies will be made available for SJCA parents.
<b>Chaperone Policy</b>	SJCA will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individual(s) other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the scholar's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. All designated chaperones are required to travel with the scholars and may not travel in private transportation for liability purposes. Chaperones must attend to assigned duties and must model the St. Johns Classical Academy Standards of Virtue. All chaperones must be screened through the visitor management system on campus. Violators of any portion of this policy may not be allowed to chaperone future events.
<b>Arrival/Dismissal Policy</b>	School hours are 8:00 A.M. to 3:00 P.M. Parents must enter the car line by 7:55 A.M. to avoid a tardy slip for the scholar. Scholars are not expected on campus earlier than 7:30 A.M. Scholars are expected to be picked up promptly as school ends. <b>Dismissal on Wednesday will be at 1:00 P.M. for all grades.</b>

## Health Medicine

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### **Medicine Administration**

St. Johns Classical Academy is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee or self-administered by the scholar per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. The office will make this form available to parents/guardians.

School certified employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the scholar, whether or not such scholar has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a scholar in such circumstances shall be immune from civil liability, pursuant to Florida statute.

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### **Scholar Medical Records**

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

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### **Medical Operations**

SJCA provides a registered nurse on campus in the clinic. Further, SJCA will

- participate in workshops, in-services and/or training offered by CCSD regarding scholar health
- use CCSD forms for health services
- require part-time volunteer nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required

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

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## Health Medicine, Continued

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**Medical  
Records and  
Enrollment**

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

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**Food  
Allergies**

St. Johns 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.

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**Sick Scholars**

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

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## Parents & The Community

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### **Parent Involvement Team (PIT)**

St. Johns Classical Academy's Board establishes the PIT to support the school's mission. PIT activities will be designed to help the school flourish in and beyond the classroom. Largely, the PIT consists of a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PIT meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PIT may serve as a fundraising arm of the school, but it will not be a stand-alone, tax exempt, non-profit organization. St. Johns Classical Academy is itself a non-profit organization with 501(c)3 status.

The Board reserves the right to create, remove, or dissolve PIT teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

All volunteers will be required to complete the Volunteer Agreement form.

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### **Respect and Pluralistic Sensitivity**

SJCA is a public, non-sectarian institution serving a diverse population. All members of the SJCA community—the administration, teachers, parents, and scholars—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at SJC in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular 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.

SJCA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Lori Meredith, Executive Administrative Assistant.

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### **Campus Security**

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

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## Parent Communication

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### Parent Communication

St. Johns 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 St. Johns Classical Academy:

- Email faculty and staff members via Academy email accounts, which are posted on the Academy's faculty and staff webpage (<http://www.stjca.org/faculty--staff.html>)
- Leave 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)

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

During the school day and both immediately before and after school teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather 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.

Email communication requires that parents complete the CCSD e-mail transmission form. At no time can teachers discuss specific grades over email. Email transmission forms will be reviewed during orientation and the first week of school, they will also be available on the school website: StJCA.org.

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

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## Expectations for Parents

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### **Expectations for Parents**

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

- Model good character and insist that their children cultivate good habits and virtues;
  - Help their children develop effective study skills;
  - Read to their children, especially those in the early grades;
  - Oversee regular reading and writing and mathematics skill development;
  - Stimulate discussion and exploration of ideas and events with scholars;
  - Support the school goals through familiarity with the Family Handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the scholar's success.
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## Operations

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### **Emergency Operations Plan**

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

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### **Security Checks**

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

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### **Use of the Production Color Printer/Copier**

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

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### **Carpool/ Drop-Off/ Pick-Up**

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

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

Cars in the Academy's car line will be issued color-coded placards that list the last name of the scholar. These placards will help faculty and staff identify scholars when calling them to line up in order to depart the campus.

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### **Designated Parking Spaces**

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

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### **Communicating with Parents with Joint Custody**

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

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### **Mass Communication Policy**

A Principal or designee must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community. Each communication must be submitted to the office in an electronic format, print-ready, three days prior to the date it needs to be communicated.

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## Information Technology and Security

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### **Information Technology and Security**

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

When we collect sensitive information (such as birthdates and addresses), the information is encrypted and transmitted to us in a secure way.

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

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# Privacy

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## Family Educational Rights Privacy Act (FERPA)

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

**The right** to inspect and review the scholar's education records within 45 days of the day the school receives the request for access. Parents or eligible scholars should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

**The right** to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate or misleading. Parents or eligible scholar may ask the Academy to amend records that they believe is inaccurate or misleading. They should write to the SJCA principal or appropriate official and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Academy decides not to amend the record as requested by the parent or eligible scholar, SJCA will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

**The right** to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to Academy officials with legitimate educational interests. An Academy official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another Academy official in performing his or her tasks. An Academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Academy discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

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*Continued on next page*

## Privacy, Continued

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### Family Educational Rights Privacy Act (FERPA), continued

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

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### Personally Identifiable Information (PII) Policy

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

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### Scholar Information Release

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

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

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

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

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## SJCA Standards of Virtue

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<b>Citizenship</b>	We honor rules and laws and respond to authority in obedience. We give of our time and abilities to serve others. We uphold liberty and social equality through respect for individual differences and knowledge of our democratic system.
<b>Courage</b>	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.
<b>Honesty</b>	We never knowingly induce another to believe what is false. We are always truthful in what we say and do, regardless of the circumstances or consequences.
<b>Humility</b>	We do not brag or compare ourselves to others. We always strive to do our best whether we are recognized or not.
<b>Integrity</b>	We are individuals of strong ethical values, 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.
<b>Perseverance</b>	We spurn despair and strive to complete tasks to the best of our abilities, regardless of the difficulty. We respond creatively to overcome obstacles and ask for help when necessary.
<b>Respect</b>	We regard others and ourselves as deserving of kind and just treatment. Our conduct is considerate and polite. We look for the good in others and demonstrate compassion. Our attitude toward others and their property reflects the way we wish to be treated.
<b>Responsibility</b>	We accept obligations related to our own good and the good of others, and we act on those obligations in a manner suitable to their timely and satisfactory fulfillment. We are willingly accountable for what we do and say, and we seek to learn from our mistakes.
<b>Wisdom</b>	We learn from our mistakes and think before we act. We look to the great thinkers of the past for guidance on making good choices.

## SJCA Parent and Scholar Grievance Procedure

Step	Process	Guidance Notes
1	<b>Introduction:</b> It is the Academy's policy to ensure that scholars or parents with a grievance relating to the Academy, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.	The grievance procedure is clearly outlined and distributed to all families and staff in the Family Handbook.
2	<b>Initial Discussions:</b> If you or your child has a grievance you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope the majority of concerns will be resolved at this stage.	Informal discussions should resolve the vast majority of grievances. <b>Note:</b> Grievances or information involving an ongoing or imminent threat to a scholar's well-being should skip this stage and be immediately directed to the Principal.
3	<b>Stage 1:</b> If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to the appropriate teacher, administrator, coach or staff member (again, the one directly involved). The Academy employee must offer a response within 5 working days in an endeavor to resolve the matter.	The first stage should allow the family and academy employee to resolve the grievance without the involvement of the Principal or Governing Board. The aim should be to resolve the grievance at the lowest relevant level.
4	<b>Stage 2:</b> If the matter is not satisfactorily resolved, you may raise the matter, in writing, with the Director/Principal, who must give a response within five working days. This response may take the form of a letter and/or a follow-up meeting with the family and any employee(s) involved in the matter. This meeting will be led by the Director/Principal.	The Principal is the acting supervisor over all Academy employees.
5	<b>Stage 3:</b> If the matter is not resolved to your satisfaction, and you wish to pursue this matter further, you should put your grievance in writing to the President of the Governing Board. You are entitled to have a meeting with the grievance committee established annually by the Governing Board and comprised of Board members. This committee will formally respond by setting a meeting or taking another course of action within 30 days. If the Board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee to request an open meeting or an executive session for the hearing. The Board's decision is final.	If the Board determines that Stages 1 and 2 have not been completed, these may be a requirement prior to further action or a hearing before the Board.  A response by the committee may include a dismissal of the grievance, a formal reprimand of the Academy employee or Principal/Director and/or a directive for staff to develop an additional policy recommendation for the Board's consideration.