

Family and Scholar Handbook 2020-2021



St. Johns Classical Academy
Learn the True. Do the Good.
Love the Beautiful.

AFFILIATION WITH HILLSDALE COLLEGE

St. Johns Classical Academy (SJCA) has an Agreement with Hillsdale College that establishes the SJCA within a family of schools that are a part of Hillsdale's Barney Charter School Initiative. The following extract from our Hillsdale agreement is provided to help faculty and staff understand SJCA's relationship with Hillsdale:

CONSULTATION WITH HILLSDALE COLLEGE

St. Johns Classical Academy shall look to Hillsdale College as the first and primary source of models, resources, and guidance on the development and operation of Charter School's academic program, including, without limitation, the academic mission, academic policies, curriculum, and teaching practices, consistent with the terms and conditions of Charter School's approved charter application. In all instances, the terms and conditions of Charter School's approved charter application shall control. Hillsdale College may, at Hillsdale College's discretion, provide advice to SJCA with respect to strategies for the operation of Charter School (including, without limitation, with respect to improving the performance or progress of scholars attending Charter School); provided, however, the decision whether to implement any particular strategy (whether suggested by Hillsdale College or not) shall be made solely by SJCA, and SJCA shall not be required to implement any strategy suggested by Hillsdale College.

DEVELOPMENT OF CURRICULUM

Hillsdale College shall provide to SJCA a general model for a curriculum of a charter school. Hillsdale College shall provide assistance with the development of the curriculum of Charter School by supplying sample statements of principles, course outlines, suggesting resources, and reviewing and commenting on the proposed curriculum and teaching materials prepared by Charter School. All decisions with respect to the curriculum and teaching materials of Charter School shall be made solely by SJCA and shall be consistent with applicable laws and regulations and with the approved charter application for the Charter School.

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

Table of Contents

Our Mission	6
Mission	6
Academy Motto.....	6
Completing the SJCA Course of Study.....	6
Fulfilling the Mission.....	6
Respect and Pluralistic Sensitivity.....	7
Core Principles	8
Role of Headmaster	8
Teachers	8
School Culture.....	8
Core Principles, Continued.....	9
SJCA Standards of Virtue	9
Academics.....	10
Parents/ Guardians and Scholars	10
Fundraising	11
Fundraising.....	11
Parent Grievances.....	12
Grievance Related to the Classroom.....	12
Grievance Related to an Administrator.....	13
Importance of Following the Grievance Procedure	13
Academic Policies	15
Academic Expectations	15
Homework and Classwork	17
Grading Policy.....	19
Teacher Conferences	20
Academic Textbooks and Supplies.....	20
Reporting.....	21
Promotion	22
Schedule Changes	23
Special Events and Parties	23
Special Events-Guest Speakers	23
Special Events-Field Trips.....	24
Extended Field Trips.....	24
Eligibility for Sports and Extra-Curricular Activities	24

Extra-Curricular Activities by Non-Enrolled Scholars	24
Teaching Controversial Issues.....	25
Teaching Topics Related to Religion.....	25
Teaching Evolution	25
Role of Parents and School in Relation to Human Sexuality.....	26
Teaching Human Sexuality	26
Video Viewing Policy.....	27
Parent Review of Records	27
Respect and Pluralistic Sensitivity.....	28
School Life and Environment	29
Attendance Guidelines.....	29
Tardiness Guidelines	30
Excused Absences	30
Proof of Excused Absences	30
Guidelines for Scholar Behavior.....	31
General.....	31
Cell Phones.....	33
Academy Honor Code	33
Discipline.....	34
Suspension and Expulsion	36
Plagiarism	37
Cheating.....	38
Bullying/ Harassment.....	39
Scholar Uniform and Dress Code Policies.....	40
Uniforms and Grooming	40
Toileting	41
Formal Uniform Requirements.....	412
Everyday Uniform Requirements.....	413
PE Uniform Requirements.....	414
Uniforms and Financial Assistance.....	45
Used Uniform Store	45
General Policies.....	46
Bus Policy.....	46
Scholar Publications Policy.....	46
Scholar Fees and Supplies	46
Off-Site Extra-Curricular Activities	46
Chaperone Policy.....	46

Health Medicine	47
Medicine Administration	47
Scholar Medical Records	47
Medical Operations	47
Medical Records and Enrollment.....	48
Food Allergies.....	48
Sick Scholars	48
Heath Room.....	49
Parents and the Community	50
Parent Involvement Team	50
Campus Security	50
Parent Communication.....	51
Parent Communication.....	51
Expectations for Parents	52
Expectations for Parents.....	52
Operations	53
Emergency Operations Plan	53
Security Checks.....	533
Use of Academy Resources.....	533
Carpool Drop-off/Pick-Up.....	533
Designated Parking Spaces	53
Scholar Parking.....	53
Communicating with Parents with Join Custody	53
Mass Communication Policy.....	54
Information Technology and Security.....	55
Information Technology and Security	55
Privacy.....	56
Family Educational Rights Privacy Act (FERPA).....	56
Personally Identifiable Information (PII) Policy	57
Scholar Information Release.....	58

Our Mission

Mission The mission of 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.

Academy Motto Our academy motto that scholars will recite every morning is “Learn the true, do the good, and love the beautiful.”

Completing the SJCA Course of Study 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, 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.

Fulfilling the Mission SJCA will fulfill its mission by the following means:

- Service to a content-rich, core liberal arts curriculum rooted in the Western tradition that is the same for all scholars
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character
- Detailed scholar evaluation
- 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.

Continued on next page

Our Mission, Continued

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: Director of Operations.

Core Principles

Role of Headmaster

- The Headmaster will implement a traditional, classical, liberal arts and sciences curriculum.
 - The Headmaster 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 Headmaster, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial oversight of the Academy.
-

Teachers

- The Headmaster 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 Headmaster.
-

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-11 atmosphere with a closed campus. This conscious choice ensures that all scholars are known and educated by our faculty and staff.
 - The Headmaster 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.
-

Continued on next page

Core Principles, Continued

**SJCA
Standards of
Virtue**

Citizenship	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.
Courage	We always do what we know to be right despite fear, hardship, and opposition. We resist negative peer pressure, defend our rights and the rights of others, and encourage others to do the same.
Honesty	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.
Humility	We do not brag or compare ourselves to others. We always strive to do our best whether we are recognized or not.
Integrity	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.
Perseverance	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.
Respect	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.
Responsibility	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.
Wisdom	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.

Continued on next page

Core Principles, Continued, Continued

Academics

- Scholar Support and Special Education provide services for all 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 ten.
 - 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.
-

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.
-

Fundraising

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

From time to time, parent volunteers may support the Board's and Headmaster's fundraising efforts. All requests of monetary donations and fees must be approved by the Board.

Parent Grievances

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 by phone to address concerns. If a phone meeting does not resolve the issue, an in-person meeting can be scheduled. 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. **Note:** 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 Headmaster.
- b) **The Assistant Headmaster**. If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Assistant Headmaster by sending an email and request for a phone conference. In some situations, an in-person conference may be necessary.
- c) **The Headmaster**. If the grievance is not resolved by the Assistant Headmaster, the parents should email their concerns to the Headmaster.
- d) **The Governing Board via the Parent Liaison**. If the grievance cannot be resolved after addressing his or her concerns with the teacher or the administrators, then a parent must submit their grievance in writing to the Parent Liaison of the Board. The Parent Liaison can be contacted at parentliaison@stjca.org.

Continued on next page

Parent Grievances, Continued

**Grievance
Related to
the
Classroom,
continued**

If a resolution is not achieved through the process listed above, two other options are available:

- e) **The Governing Board.** The grievance can be submitted to the SJCA Board in writing.
-

**Grievance
Related to an
Administrator**

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

**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. If further communication is warranted after seeing a Headmaster, 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.

Continued on next page

Parent Grievances, Continued

**Importance
of Following
the
Grievance
Procedure,
continued**

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 Headmaster 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 Headmaster 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 Headmaster and Headmaster first. In these cases, however, it is always better for the parent to have as much specific information as possible, so the Headmaster 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.

Academic Policies

Academic Expectations

Though the curriculum is content-rich and expectations for 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 richness 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 scholar will absorb information at 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.

Continued on next page

Academic Policies, Continued

**Academic
Expectations**
, continued

Having made that organization distinction, the curricular content is organized in the following way:

K-11. The K-11 curriculum will follow the BCSI Scope and Sequence. Occasionally, the Academy will diverge from the BCSI Scope and Sequence in order to raise the standards in teaching a particular skill or subject. The Headmaster will determine these instances. The Headmaster will ensure that all skill areas in the K-11 BCSI Scope and Sequence are taught at some point in grades K-11. Teachers must develop their courses under the direction of the Headmaster, who is the chief academic leader and accountable to the Board.

Continued on next page

Academic Policies, Continued

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:

Grade	Homework Time Allotment
Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6 -11	60 minutes plus reading time

Continued on next page

Academic Policies, Continued

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 incomplete work, teachers may require scholars to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Scholars should not be rewarded by not doing school/classwork.

Continued on next page

Academic Policies, Continued

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- 11:

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

Continued on next page

Academic Policies, Continued

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 Headmaster or Assistant Headmaster.

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.

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.

Continued on next page

Academic Policies, Continued

Academic Textbooks and Supplies, continued

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.

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.
-

Continued on next page

Academic Policies, Continued

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 Literacy Essentials 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.

Upper School Scholars (Grades 7-11)

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 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 Headmaster, or the scholar may be required to retake that class. Failing a core course will require the scholar to re-take the class.

Continued on next page

Academic Policies, Continued

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 Headmaster. St. Johns Classical Academy does not accept scheduling requests for specific teachers.

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 Headmaster a minimum of two weeks prior to its planning. Approval for one year does not carry over to the next.

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 Headmaster or Assistant Headmaster 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 Headmaster. The screening may include an interview of the guest by the Headmaster or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the BCSI Scope and 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.

Continued on next page

Academic Policies, Continued

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 Headmaster or designee four to six weeks prior to event planning. The field trip planner will work with the administration, faculty, and staff to ensure that all procedures are followed.

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.

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 Headmaster 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.

Extra-Curricular Activities by Non-Enrolled Scholars

Participation in Extra-Curricular Activities by Non-Enrolled Scholars: Only enrolled scholars may participate in St. Johns Classical Academy extra-curricular activities.

Continued on next page

Academic Policies, Continued

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.

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. Kindergarten through eleventh grade uses a content-rich, coherent curriculum published by the Barney Charter School Initiative.

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.

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.

Continued on next page

Academic Policies, Continued

Teaching Evolution, continued

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.

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.

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.

Continued on next page

Academic Policies, Continued

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 Headmaster 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.

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.

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.
-

Continued on next page

Academic Policies, Continued

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.
-

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.

School Life and Environment

Attendance Guidelines

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage 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
K-5 th	8:00 A.M.	3:00 P.M.	1:00 P.M.
6 th - 11 th	7:30 A.M.	2:30 P.M.	12:30 P.M.

The entrance to car line closes at 7:50am to give scholars and teachers time to be in class and ready to teach. Parents who arrive after 7:50 must park and walk their scholar to entrance. Scholars must be in their classroom by 8:00 A.M. to avoid being marked as tardy (6th-10th must be in classroom by 7:30 A.M.). Three unexcused tardies will be considered 1 unexcused absence in Focus. Similarly, scholars are expected to remain at school for the entire day. Three unexcused early dismissals will be considered 1 unexcused absence in Focus.

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 7:15 a.m. Scholars are expected to be picked up promptly as school ends. Parents who pick up their scholars up after 3:30 p.m. (1:30 on Wednesdays) will be charged \$15 per child.

Due to the intensity and richness of the curriculum, scholars are expected to arrive to school on time and have very few absences. **If a scholar receives more than 10 unexcused absences in one school year, they may be immediately dismissed to their zone school at the discretion of the Headmaster.**

Continued on next page

School Life and Environment, Continued

Tardiness Guidelines

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 may result in disciplinary action and may affect his or her eligibility for promotion. In 6th-11th grade, 5 tardies will result in a day of ISS in the Studium. The 2nd accumulation of 5 tardies will result in 3 days of ISS. If the scholar continues to accumulate tardies, the Headmaster will determine further disciplinary action.

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 Headmaster (e.g., visits to colleges for upper school scholars)- the request must be received one week in advance.
 - Attendance at any school-sponsored activity
 - Bereavement (please notify the school if absence will extend beyond three days).
-

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 at the discretion of the Headmaster.

Guidelines for Scholar Behavior

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 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, fieldtrip, 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.

Continued on next page

Guidelines for Scholar Behavior, Continued

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 administration 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 Headmaster. This rule applies to any device (such as an Apple watch, tablet, Kindle, etc.) that can access the internet, take photos, record, etc. Apple watches that are needed for a heart condition may be approved by administration.

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.

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 SJCA 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.
-

Continued on next page

Guidelines for Scholar Behavior, Continued

Academy Honor Code, continued

- I will always be honest about my work and behavior with my teachers, parents, and the Headmaster.
- I believe that everyone should have an equal opportunity to learn. I will not do anything that will prevent someone else from learning.

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.

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 Headmaster.

Continued on next page

Guidelines for Scholar Behavior, Continued

Discipline,
continued

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

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

Referral	Action
First	Administration will meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian is notified.
Second	Administration will meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian is notified.
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 administration. In addition to this, before or after school detention may be assigned.
Fourth	Automatic two-day suspension (either ISS or OSS). Additionally, 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 if a 5 th referral is received.
Fifth	Possible dismissal to zoned school- determined by Headmaster in consultation with the SJCA Board.

Continued on next page

Guidelines for Scholar Behavior, Continued

Discipline, continued

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

** The Headmaster may choose alternative disciplinary actions as he or she deems appropriate.

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' 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. Administration may discuss specific scholars with unrelated parents /guardians if they feel that their scholar is a danger or threat to other scholars.

Suspension and Expulsion

The Headmaster or designee has the authority to suspend scholars as appropriate.

Suspensions last from one to ten days depending on the severity of the infraction. Lengthy suspensions will require a conference between the parent(s) and Headmaster or Assistant Headmaster. The conference will occur before the scholar is readmitted to class. The Assistant Headmaster 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.

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.

Continued on next page

Guidelines for Scholar Behavior, Continued

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 administration of the plagiarism.
- Either the teacher or an administrator 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.

Continued on next page

Guidelines for Scholar Behavior

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 administration of the cheating.
- Either the teacher or administration 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.

Continued on next page

Guidelines for Scholar Behavior, Continued

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 Scholars 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.

Scholar Uniform and Dress Code Policies

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) outside of the school building and on the playground. If they are cold in the classroom, they should wear one of the long sleeve uniform items, or one of the uniform outerwear items.

- All scholars must be in uniform at all times (unless approved by administration). 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.
- PE uniform guidelines will be posted on the school website.
- 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. Pants must not be too tight.
- 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. Girls may wear 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. Boys must have neatly groomed hair that does not touch the shoulder. 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).

Continued on next page

Scholar Uniform and Dress Code Policies, Continued

Uniforms and Grooming, continued

- All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned.
 - Modest jewelry is allowed including a watch or one small necklace limited in length to the neckline so that it will not get caught on anything and become a hazard. 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.
 - All items should be labeled with scholar's first and last name.
 - Lost and Found- Located in the upstairs hallways and the cafetorium. It is the scholar's/parent's responsibility to search for items in these areas. These items are donated quarterly.
-

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 an administrator 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.

Continued on next page

Scholar Uniform and Dress Code Policies, Continued

Formal Uniform Requirements

All uniform items must be purchased from the Lands' End site. All pieces of the formal uniform are required for Formal Dress Uniform Day. Formal Dress Uniform Days are every Wednesday beginning the 2019-2020 school year. There may be other events requiring the formal uniform during the year with advanced notice. Items previously purchased from Tommy Hilfiger are acceptable if the items are the correct color and style for the scholar's grade.

RULES FOR ALL GRADES

- Socks for girls- navy blue knee-length socks or navy stockings
- Socks for boys- navy crew-length socks
- A black or dark brown belt must be worn with pants (K-1st grade excluded)
- Skorts/skirts/dresses must be to the knee- we recommend purchasing below the knee for longer use
- Shoes- NO canvas for formal days- solid black or dark brown, solid black or brown soles- the soles may be slightly lighter, but they must be the same color
- Blue or black shorts should be worn under all skirts and dresses

KG – 6th GRADE SCHOLARS

Girls

- Light blue button-down short sleeve shirt-Oxford
- K-3rd Clear Blue Plaid Jumper
- 4th-6th Clear Blue Plaid Box Pleat Skirt
- Navy cross tie is only for 4th-6th uniform

Boys

- Light blue button-down short sleeve shirt- Oxford
- Solid navy neckline
- Navy Pants

7TH -8TH GRADE SCHOLARS

Girls

- White button-down short sleeve shirt- Oxford
- Classic Navy Plaid Box Pleat Skirt
- Classic Navy Plaid necktie

Boys

- White button-down short sleeve shirt- Oxford
- Navy necktie
- Khaki pants

Continued on next page

Scholar Uniform and Dress Code Policies, Continued

Formal
Uniform
Require-
ments,
continued

9th – 12th GRADE SCHOLARS

Girls

- White button-down short sleeve shirt- Oxford
- Navy necktie
- Classic Navy Plaid Box Pleat Skirt

Boys

- White button-down short sleeve shirt- Oxford
 - Striped (navy, gold) necktie
 - Khaki pants
-

Everyday
Uniform
Requirements

All uniform items must be purchased from the Lands' End site. If the item is shown for your scholar's grade level, it is grade-appropriate for the scholar. Items previously purchased from Tommy Hilfiger are acceptable if the items are the correct color and style for the scholar's grade.

**Formal uniform items are not permitted on non-formal days (plaid is not permitted on non-formal days).*

RULES FOR ALL GRADES

- Socks- Navy blue or black crew-length 3" (or higher) socks or stockings- no leggings or ankle socks
- A black or brown belt must be worn with pants or shorts (K-1st grade excluded)
- Skorts/skirts/dresses must be to the knee- we recommend purchasing below the knee for longer use
- Shoes- solid black or brown, leather/canvas, solid black or brown soles- the soles may be slightly lighter, but they must be the same color
- Blue or black shorts should be worn under all skirts and dresses)

KG – 6th GRADE SCHOLARS

Girls

- Light blue polo tops
- Navy blue bottoms – pants, shorts, skirts, or skorts
- Light blue polo dress

Boys

- Light blue polo tops
 - Navy blue bottoms – pants or shorts
-

Continued on next page

Scholar Uniform and Dress Code Policies, Continued

Everyday
Uniform
Require-
ments,
continued

7th – 8th GRADE SCHOLARS

Girls

- Royal blue polo tops
- Khaki or navy bottoms – pants, shorts, skirts, or skorts

Boys

- Royal blue polo tops
- Khaki bottoms – pants or shorts

9th – 12th GRADE SCHOLARS

Girls

- Navy blue polo tops
- Khaki or navy bottoms – pants, shorts, skirts, or skorts

Boys

- Navy blue polo tops
- Khaki bottoms – pants or shorts

Scholars may embroider their names on uniform outerwear only- sweaters, cardigans, jackets, etc. The font should be Times New Roman or Georgia, printed or cursive, thread to match the gold in the SJCA crest and letters no more than one inch tall. The embroidery may contain first or last name, full name, or initials.

PE Uniform
Requirements

PE UNIFORM GUIDELINES AND ORDERING

Tops:

- SJCA PE Short Sleeve Shirt- Grey only
- SJCA PE Uniform Shorts
- SJCA PE Sweatshirts

Bottoms:

- SJCA PE Uniform Shorts
- SJCA PE Sweatpants

Shoes and Socks:

- Must be white, navy, or black. The style must be ankle cut, crew, or any SJCA approved uniform sock.
- Students should wear athletic shoes that are not flashy or distracting in color.

<https://strykercustomdesigns.com/>

Continued on next page

Scholar Uniform and Dress Code Policies, Continued

**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.

**Used
Uniform
Store**

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

General Policies

Bus Policy	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.
Scholar Publications Policy	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 Headmaster. Employees of the school or parents may not use scholar media to proselytize their own views on controversial issues. The Headmaster acts as the final editor in all cases.
Scholar Fees and Supplies	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.
Off-Site Extra-Curricular Activities	The logistics of all of SJCA's off-site extra-curricular activities must be approved by the Headmaster. 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 administration, and copies will be made available for SJCA parents.
Chaperone Policy	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.

Health Medicine

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 Headmaster, 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. The Academy does not carry a stocked supply of epinephrine. A parent must bring in a supply of epinephrine with a signed Parental Authorization for Administration of Medicine form.

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 administration 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.

Medical Operations

SJCA provides a health room on campus. 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

Continued on next page

Health Medicine, Continued

Medical Operations,
continued

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.

Medical Records and Enrollment

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

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.

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.

Continued on next page

Health Medicine, Continued

- Health Room**
- Loose baby teeth: Health Room staff cannot pull baby teeth.
 - Splinters/Slivers: Health Room staff can only attempt to remove if not embedded.
 - Minor cuts: Teachers can wash/dry the area and apply band aids. Antibacterial ointment is not permitted per Florida Department of Health without a written physician order.
 - Sore Throats: If scholar does not have a fever and/or spots on their throat, clinic will offer salt-water gargle and send them back to class.
 - Fever: A child presenting to the health room with a temperature of 100.0° or higher (oral) may not remain in school. A parent will be called to pick up the scholar. Scholars with a fever are to remain home until they are fever free for at least 24 hours, without the use of a fever-reducing medication.
 - The Health Room is unable to diagnose or treat injuries that occurred off-campus.
 - The Academy does not carry a stocked supply of epinephrine. A parent must bring in a supply of epinephrine with a signed Parental Authorization for Administration of Medicine form.
 - Per Florida Department of Health, we will need a physician's order and then it needs to be kept in the health room.
 - The Health Room is unable, by law, to dispense medication of any kind, including over-the-counter medication such as acetaminophen, aspirin, ibuprofen, without: a doctor's order on the PAAM form, a parent/guardian's signature, and a supply of the medication (unopened, unexpired, sealed container) provided by the scholar's parent/legal guardian.
-

Parents and the Community

Parent Involvement Team

St. Johns Classical Academy's Board established a parent involvement team to support the school's mission. The parent involvement team activities will be designed to help the school flourish in and beyond the classroom. Largely, the parent involvement team 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. Parent involvement team meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The parent involvement team 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 parent involvement 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.

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.

Parent Communication

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 or texting 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 email transmission form. 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 as possible. In general, parents should expect to hear from a teacher or Headmaster 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.

Expectations for Parents

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.
 - Car line rules and procedures must be followed at all times- violation of the procedures will be considered a major violation to the safety of others.
 - Any parent that violates the safety of others while on campus will be issued a No Trespass Warrant by the Clay County Sheriff’s Office or via certified mail from administration.
 - Parents should display the SJCA Virtues while on campus and in the presence of scholars. Failure to do so may result in the parent being excluded from volunteering.
-

Operations

Emergency Operations Plan	The administration shall maintain a stand-alone Emergency Operations Plan.
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.
Use of Academy Resources	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 Headmaster and faculty.
Carpool Drop-off/Pick-Up	<p>The Headmaster and Assistant Headmaster 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.</p> <p>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.</p>
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/or posted signs.
Scholar Parking	Scholar may pick up a parking permit application from the receptionist in the MP Building. Both scholar and parent/guardian must sign the application. All completed applications must be turned in with a valid driver's license, vehicle registration, and proof of insurance. Additional information will be provided in the Scholar Driver Packet.
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

Operations, Continued

**Mass
Communi-
cation Policy**

The Headmaster 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.

Information Technology and Security

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.

Privacy

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 Headmaster 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 Headmaster 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.

Continued on next page

Privacy, Continued

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

Upon request, the Academy discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

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

**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.

Continued on next page

Privacy, Continued

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 school 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.
