



Middle School Handbook 2017- 2018

UPDATED 1/17

CLA Middle School Student Core Values

Students at Community Leadership Academy are called to demonstrate the following core values on and off campus.

Integrity- Students endeavor to demonstrate integrity in all relationships both within and outside the community through moral decision-making, honesty, and authenticity in their relationship with Jesus Christ.

"The godly walk with integrity: blessed are their children who follow Him." Proverbs 20:7

Service - Students have a willing heart to serve Jesus Christ throughout their day-to-day life. Students also have an attitude of humility--willingly serving those around themselves, respecting and submitting to authority, and in all their interactions, considering others better than themselves.

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourself." Philippians 2:3

Purity- Students desire to be pure and righteous before the Lord in all relationships, including relationships with the opposite sex.

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity." I Timothy 4:12

Excellence-Students strive to live their lives in excellence by performing their responsibilities at home, at school, and in their community, going beyond standard expectations by showing diligence and initiative.

*"Whatever you do, work at it with all your heart, as working for the Lord, not for men"
Colossians 3:23*

Community Leadership Academy

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School staff:

Peter Boulware: Founder/Executive Director

Kensy Boulware: Founder/Executive Director

Trisha McKenzie: Principal

Tina Hinton: Administrator

Heidi Stidham: Middle School Administrator

Sandra Chapman: Business Administrator

WELCOME TO CLA MIDDLE SCHOOL

We are excited that you have chosen this community as your family for the next school year. Our goal is to partner with you by offering a spiritually sound and academically strong environment that challenges the student to excel in all areas. Our mission is to focus on five areas of development: Moral Excellence, Academic Excellence, Community, Leadership, and Enrichment Opportunities.

The emphasis on spiritual well being will be integrated into each day, beginning with Bible class and continuing throughout the day with a Biblical worldview taught in all other classes as well. Our vision is to develop the next generation of godly leaders. Therefore, let us begin the journey together and embark on this exciting path that Christ Jesus has laid out for you and your student at Community Leadership Academy.

Trisha McKenzie
Principal

Peter and Kensy Boulware
Founders

COMMUNICATION SYCAMORE LEAF.COM

Sycamore is an essential communication system available to our families and students. Each family will receive a user name and password. This system aids communication between teachers, students, parents, and administration. Families can use it to locate schoolwork, see test grades, GPA's, upcoming events, calendars, and more. There is also a Pass-A-Note feature that can be used within the Community Leadership Academy. Please talk to administration if you need help accessing these features.

APPEALS

Appeals may be made by parents regarding a tardy, an infraction, or a grade. Please make appeals to an Administrator in writing after first communicating with the teacher. Please take the time to understand all the facts and/or policies about the situation you are considering for appeal. Talk to your child to understand the details. There are usually two sides to every story.

ATTENDANCE

Active participation in class activities is an integral part of the learning experience. For this reason attendance is essential. Students are required to attend all academic classes and to be prompt and prepared. This includes attendance in Physical Education and elective classes. We highly suggest you schedule your child's medical or other appointments during non-school hours.

CLASS HOURS

Middle School sixth and seventh grade students attend class from 8:15 to 3:15 Monday through Thursday. Eighth grade students attend class from 8:15 to 3:15 Monday through Friday. Students may arrive to class as early as 8:05 and will be considered tardy after 8:15. Students may be asked to assist in close of week rotational duties for 5 to 10 minutes at the end of the day on Thursdays.

Sixth and seventh grade students enrolled in the 5 Day Program may arrive to class on Friday as early as 8:05 and will be considered tardy after 8:15.

ABSENCES

MAKE-UP POLICY FOR ABSENCES

Any absence that can be anticipated should be communicated in writing in advance. Students should be prepared to turn in and make up tests the day upon their return from their anticipated absence. Students have 2 days to make up work from a one day absence. Students have up to 5 school days to make up work that is missed due to a more than a one day absence. Students are responsible for all work missed. (See "Late Homework" policy later in this manual.)

SIXTH ABSENCE POLICY

Upon the sixth absence per class in a nine-week grading period, the student's grade will drop a letter grade (10 points) for that quarter. A note signed by the parent will be accepted by

administration stating the date and reason for only one of the two reasons listed below upon the student's return.

Only the following should cause absence for schoolwork:

- Prolonged sicknesses such as mono require a doctor's note of release to return to school
- Death in immediate family

If you are absent for either of the two reasons above, the absences will not count toward the "Sixth absence".

VACATION OR TIME-OFF

Once in middle school it is difficult for a student to take time off during the school year. We highly suggest that you save vacation plans for the summer to keep down the stress that comes with catching up. Vacation and time-off days will count against your absences.

TARDIES

Students are considered tardy if they arrive after the class start time of 8:15. Upon receipt of the third tardy, the student will receive a level one infraction. Students arriving on campus after 8:15 are required to sign in at the front office with their name and time of arrival.

FIRST CLASS OF THE DAY TARDY

First class of the day tardies will only be excused if they are due to situations out of your control (ex: wreck on Thomasville or Meridian). Students are required to come to the office and sign in if they arrive after the first class of the day adjourns. Parents ONLY may make an appeal in writing to administration for any other reason. It will be the student's responsibility to make up any schoolwork missed due to the tardy that day during their own time. Any tardy after the first class of the day will be considered a between-class tardy.

The following policy ONLY applies to first class of the day tardies:

- Each student is allowed up to 3 tardies per quarter. On the fourth tardy and beyond, the family is fined \$10 per child.
- This is in addition to the Level One infraction the student receives upon receiving any third tardy.

BETWEEN CLASS TARDY

If you are late between classes, the tardy is considered un-excused, unless is it due to administrative reasons. Any class participation activities missed due to a tardy will result in a grade reduction for that assignment. Parents will be notified by email of unexcused tardies.

FIFTEEN-MINUTE RULE FOR TARDIES/ABSENCE

Students entering the classroom more than 15 minutes late, will be considered absent in that class, although you will receive credit for work completed that day.

ACADEMICS

HOMEWORK AND FRIDAY WORK

During Middle School, students will have some homework on weeknights as indicated in the class lesson plans. Students may also need to study for tests the next day. Students are responsible to print their own lesson plans for each class by Monday morning. Lesson plans will be posted by Saturday evening for the coming week

In sixth and seventh grade, Fridays are a day devoted to independent study and enrichment according to plans prepared by the teacher. This independent study and enrichment work is a vital part of your student's success at Community Leadership Academy. Parents should act as coaches and mentors to aid their student in the development of personal responsibility and independent study skills on these days. All work assigned for Friday is expected to be complete and turned in at the beginning of the class period each Monday or the work is considered late. Students enrolled in the 5 Day program will work on Friday work with the guidance of a qualified teacher. Any work unfinished during the Friday program should be completed for homework and is due on Monday.

LATE WORK

Late is defined as school work not turned in at the beginning of the class period on the day it is due. If work is turned in one day late, it will receive a 75%. If it is 2 days late, the student will receive a 50%. After that, no credit is given but the student will be responsible for knowing any material covered in that assignment for class tests.

The school calendar has 180 scheduled school days. Work can be assigned on these days. Homework is not assigned on holidays where school is not denoted on the school calendar or on standardized testing days. However, holidays may be utilized to work on long-term projects and research papers.

GRACE CHECK

Once per quarter, in core classes only (Math, English, Science, and History), a student may use a "Grace Check". A Grace Check is defined as grace given by the teacher for one homework assignment. The grace is only extended until the next time the class meets. A grace check may NOT be used for quizzes, tests, or projects. Other than family emergencies approved by the administration, there are NO excuses for late homework!

INCOMPLETE GRADES

At the teacher's discretion a student may receive an "I" due to incomplete work from extenuating circumstances. The student has no more than two weeks to make-up the work. After two weeks, the incomplete assignments will not be accepted. See Absence policy.

ACADEMICS

ACADEMIC PROBATION

Middle school students must maintain a 2.5 cumulative grade point average at the time of each quarterly grading time in order to remain in good academic standing with Community Leadership Academy.

ACADEMIC PROBATION CAN OCCUR WHEN:

A student earns less than a cumulative grade point average of 2.5 at the quarterly grading time, or when he/she earns two D's or lower as a final semester grade in a class. Once on academic probation, a student's contract at Community Leadership Academy may be in jeopardy of re-enrollment for the next academic year.

If your student is struggling with a core subject, Math, English, Science or History, it is in their best interest to incorporate tutoring into their schedule as soon as possible. Students will be required to repeat courses in some cases. See section titled "Grade Forgiveness".

Please remember that in order to graduate from Community Leadership Academy with a standard diploma, a student must have at least a 2.5 cumulative grade point average and 26 credits.

TESTING & QUIZ POLICY

Verbalized and posted in each classroom

Always remind students that they are about to take a test or a quiz and that there will be NO talking or wandering eyes.

Make sure there is no question about whether they look at another paper or anything that might be questionable.

Students must have their own calculator when allowed by the teacher. They may not borrow the teacher's.

Always use a cover sheet of blank paper.
The ONLY talking will be to the teacher,
after the teacher responds to a raised hand.

TALKING INCLUDING VERBAL OUTBURSTS

There will be no talking for any reason during a test. At the teacher's discretion, 10 points will be taken off of the test if a student talks for any reason.

CHEATING

If a student is cheating by giving or receiving answers, they receive a "0" on the test with an infraction listing "cheating". They are to be immediately sent to the dean.

"0" will be given on the test.
The student receives a level two infraction,
which includes suspension.

Dress Code

Community Leadership Academy's prescribed dress and personal appearance is meant to promote modesty, respect, and cleanliness, be appropriate, and reflect a standard of excellence.

DRESS CODE REGULATIONS

Students are required to wear the designated uniform for Lower and Middle School. Please refer to the uniform dress code policy for complete details, regulations, and ordering information.

DRESS CODE VIOLATIONS

If a student is not in compliance with the CLA dress code, the following consequences may be enforced. A Uniform Alert will be sent home.

- First time dress code violators will be given mercy.
- Second offense will include phone call to parent. Parent must bring appropriate clothing to school. An unexcused absence for that class period will be issued to student.
- After the third notice for the same violation, the student may not return to school until the problem is resolved (haircut, socks/shoes appropriate, etc.).

DISCIPLINE POLICY

Community Leadership Academy firmly believes that moral character is the basis for academic success. Students are to strive to model Jesus Christ in all of their relationships with teachers, coaches, administrators, adults, and peers. The Middle School student should be a role model for younger students, offering a kind word or deed whenever possible.

CLA requires that each student admitted to the school sign a Student Honor Code statement. This pledge by the student provides a foundation for integrity and honesty in keeping with the teaching of scripture and the mission and philosophy of Community Leadership Academy Middle School. This statement is signed in Bible class during the first week of school.

Level one-discipline issues are immediately handled either by the teacher and/or the administration. Parents are notified by email regarding level-one discipline issues throughout the day.

BE PREPARED! If a student is unprepared for class by not having the proper books or supplies, the teacher has the discretion to penalize the student academically for the lack of organization. It is the teacher's discretion to send the student out to get the items and have them get a tardy slip on the way back for now being late to class.

LEVEL ONE OFFENSES:

- Talking during teaching or tests
- Disrespect to a teacher or adult
- Chewing gum in the building
- Possession of a cell phone without parental consent.
- Upon receipt of the 3rd Uniform Violation
- Upon receipt of the 3rd Tardy slip
- Roughhousing: slamming, pushing or grabbing others
- Disrespecting other student's property
- Eating or drinking, other than water, without permission in the building
- Unauthorized possession or use of electronic devices including but not limited to, computers, video games, I-pods, MP3s, cell phones, etc.
- Inappropriate conduct: foul language or unnecessary motions or contact
- General discipline: disrupting class, throwing items in class, etc.

*Any items confiscated during school hours will be taken from the student and can only be picked up by the parent after school from the front desk.

LEVEL ONE CONSEQUENCES

If a student violates a level one offense, an infraction form is sent home with the student. A second copy of the infraction form will be sent to the dean. The infraction form **MUST** be returned with a parent's signature in order to be readmitted to class the following day. For every Level One infraction, the student will be required to stay one day after school on the following Monday or Wednesday from 3:15-3:45pm to assist administration with close down duties.

LEVEL TWO OFFENSES

STUDENT SUSPENDED

- Re-occurring level one offenses
- Verbal defiance toward a teacher
- Profanity
- Lying
- Blatant disruption in class
- Bullying: physically, emotionally or verbally abusing or intimidating others
- Disrespect to a teacher, administrator, parent, adult, or peer on campus
- Skipping a class (this includes study hall)
- Insubordination to a teacher, administrator, parent or any adult on campus
- Inappropriate conversation or physical contact with the opposite sex
- Inappropriate computer usage (no INTERNET permission or not school related)
- Gambling
- Defacing: Intentionally disrespecting others property or the building
- Any use of the four forms of academic dishonesty: Cheating, Plagiarism, Paraphrasing, or Unauthorized Collaboration. (A "0" will result on that assignment)

Submitted work is assumed to be the original work of the student. Students who violate the following rules will receive a "0" for the assignment. The Individual student is responsible for ensuring that his or her work does not involve academic dishonesty. Students and parents are encouraged to review the guidelines for avoiding plagiarism at:

<http://owl.english.purdue.edu/owl/section/3/33/>

Plagiarism—unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Paraphrasing—a close restatement of another's idea using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism.

Cheating--giving or attempting to give or receive (during a test or quiz) any aid unauthorized by the instructor. Graded assignments should be the original work of the individual student, unless otherwise directed by the instructor.

Unauthorized Collaboration—the act of working together with one or more people in order to complete a graded assignment. While students may sometimes be encouraged to form study groups, any assignment that resembles the work of another student will be suspect of improper collaboration and may constitute a violation of academic honesty.

A student caught in academic dishonesty more than once
in a school year may be dismissed.

LEVEL TWO CONSEQUENCES

If a student violates a level two offense, the student will be immediately sent to the dean and the parents will be called to come up to the school for a conference. The student will wait quietly, without talking to other students until the completion of the conference. The student will then be sent home for the remainder of that day and the following school day. These actions will be documented in the student's file. Your student may be required to participate in a reconciliation plan when others are involved. Other than that, it is up to the parent to discipline the student for the inappropriate action. The student is responsible for missed work. See Suspension policy below.

LEVEL THREE OFFENSES:

STUDENT SUSPENDED

- Repeated Level 2 Offense
- Forgery
- On-going harassment or bullying
- Possession of weapons
- Vandalism
- Stealing
- Sexual harassment: grabbing or groping
- Cursing at a teacher or a fellow student

- Possession or usage of alcohol, illegal drugs, tobacco products or pornography
- Fighting: aggressive contact with intent to injure another person
- Romantic display of affection on school premises or at school functions
- Threatening any member of the community with bodily harm

LEVEL THREE CONSEQUENCES

If a student violates a level three offense, the student will be immediately sent to the office and the parents will be called to come up to the school for a conference. The student will wait quietly, without talking to other students until the completion of the conference. The student will then be sent home for the remainder of that day and the following school day. These actions will be documented in the student's file. Your student may be required to participate in a reconciliation plan when others are involved. Other than that, it is up to the parent to discipline the student for the inappropriate action. The student is responsible for work missed. See Suspension policy below.

*The student receiving a Level III Infraction may be placed in jeopardy of returning to CLA for the following school year. The student may be expelled based on administrative discretion.

SUSPENSION

A student may be suspended for a Level I, II or Level III offense or any other offense deemed serious enough to warrant such action by the teaching staff and/or administration. Suspension is off campus and results in the student missing a certain number of days based on the severity of the action.

Classwork and homework that is due or completed on days that a suspended student is not present will result in a "0". However students will still be responsible for learning material missed during suspension. The student may make up a missed quiz or test as well as turn in a project upon the day of return. It is the student's responsibility to contact the teacher to setup a make-up time for quizzes and tests. Tests and projects turned in late due to suspension will have 10 points deducted from the final grade. A student's enrollment is NOT terminated during a suspension.

DISMISSALS

There are several levels of dismissal from Community Leadership Academy. Although this is not a pleasant topic, it is important the parameters are clearly defined.

A student may be dismissed from their enrollment on academic or disciplinary grounds, or at the discretion of the administration when it is apparent that this schools not a good fit for the student, the family structure, or in cases of extreme financial irresponsibility.

ACADEMIC DISMISSAL

A student may be dismissed from the school if, after working with the teacher(s) and administration they still receive failing grades in core courses, or has an overall GPA below 2.5. Continual low grades are a major indicator that the academic program of CLA is not right for the student. A student dismissed for academic purposes has their enrollment terminated.

DISCIPLINARY DISMISSAL

A student may be dismissed from the school due to an accumulation of disciplinary problems, which may include but are not limited to chronic absences, disobedience, chronic dress code violations or any Level, II or III offense.

DISCRETIONARY DISMISSAL

A student or family may be dismissed from the school, any time at the discretion of the administration. There are times that it becomes apparent that the students or the family's needs are not being best served by the Community Leadership Academy program, or that the family is not able to adequately support the student in this academic model. This could be due to a number of issues, including but not limited to insufficient supervision of home school days, learning disabilities that cannot be accommodated in the classroom, the students inability to manage his/her own behavior in a group setting, lack of organization, or a lack of commitment and/or participation in the school agenda on the part of the parents.

EXPULSION

Expulsion is the immediate removal of a student from the school usually due to a serious breach of policy, (such as a Level III offense), or safety by either the student OR the parent(s). A student that has been expelled has their enrollment terminated and their transcripts and records marked accordingly. Tuition is still due to be paid throughout the year.

The parents of an expelled student may appeal the decision in writing to the high school administration no later than fourteen days from the expulsion date.

CELL PHONE USAGE POLICY

Middle School students may not have a cell phone or other electronic device on campus at any time without parental consent. Cell phones authorized by parents must be left in the student's backpack while on campus. If a cell phone is found on a student it is a level one infraction.

COMPUTER USAGE

Middle School students should never have a laptop or hand held electronic devices on campus unless the teacher has indicated on the lesson plan that laptops or tablet devices are optional. Computers and other electronic devices should only be used during class for educational purposes and not between classes. All electronic devices must be checked in to the front office at the start of the day. Failure to follow this policy is an immediate level two infraction. CLA is not responsible for lost or stolen electronic devices.

SOCIAL NETWORKING SITES

Networking sites make it easy to express yourself, connect with friends, and make new ones. Who you let into your space, how you interact with them, and how you present yourself on-line are important things to think about when using these sites--not only for your own safety, but also your school's safety.

Community Leadership Academy Middle School promotes respect, modesty and appropriate conversation. Because you are a representative of Community Leadership Academy, we ask that, if you do visit these sites, you would take extreme caution with the words and photos you post. Just as you would refrain from certain types of talk on campus, we ask that you take the same considerations on these sites and that you use wholesome speech and encouraging words in the things you post.

GENERAL SAFETY TIPS

Here are some common sense guidelines that you should follow when using networking sites.

- Don't forget that your profile and forums are public spaces. Don't post anything you wouldn't want the world to know (ex: your phone number, address, IM screen names, or specific whereabouts). Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day or a picture of you in front of school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid

meeting people in person whom you do not fully know.

- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, React! Report it.
- Don't post anything that would embarrass you later. It's easy to think that only our friends are looking at your page, but the truth is that everyone can see it. Think twice before posting a photo or information you wouldn't want your parents, your friend's parents, teachers, school administration, potential employers, colleges, a future boss, or your future spouse to see.

NOTE TO PARENTS: We encourage you to stay informed and monitor any networking sites your child may be involved in.

Academic Policies

PROGRESS REPORTS AND REPORT CARDS

Report Cards will be distributed according to the school calendar. Progress reports will be emailed to parents according to the school calendar.

GRADE FORGIVENESS

If you earn a "D" or an "F" in a course for the year, you may be required to repeat the semester or year through Florida Virtual School during the summer. The class must be completed by Orientation the following year in order to continue with CLA. The failing grade will be replaced with the new grade on the report card. Students must earn a "C" or higher in the repeated course to earn grade forgiveness.

A Middle School Student taking a high school course may retake the course for grade forgiveness if they earn a C or lower in an effort to earn a high grade.

WITHDRAWING FROM A HIGH SCHOOL CLASS (SPANISH, ALGEBRA, GEOMETRY, HIGH SCHOOL LEVEL SCIENCE)

A student may drop a course within the first six weeks without the course showing up on the high school transcript. If a student does not withdraw within the first six weeks of a semester, they must stay in the class and receive the grade. If the student leaves the class they will receive an "F" on their transcript for that course. Every attempt must be documented with a letter grade. We do not give "W" (withdraw) or "I" (incomplete). If they withdraw within the first six weeks it does not appear on their transcript at all. It is as if they were never enrolled in the class.

If your student is struggling with a core subject, it is in their best interest to get tutoring into their extra curricular schedule as soon as possible.

FLORIDA VIRTUAL SCHOOL (FLVS) www.FLVS.NET

With support from the Florida Department of Education, Florida Virtual School was established in 1997 to create and make available a quality on-line middle and high school curriculum, including honors and Advanced Placement courses. Florida Virtual School can be a great resource for students . CLA must pre-approve and will only honor FLVS courses. If we do not offer the class on campus, or if the class is taken and completed over the summer.

MIDDLE SCHOOL HANDBOOK AGREEMENT

2017- 2018

We have read, understand and agree to abide by the Middle School Handbook. Our family will do everything in its power to follow the rules and policies set forth in this handbook.

Family Last Name Printed: _____

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Return this form to Middle School administration during orientation or the first week of school