

Community Leadership Academy Family Handbook

2021-2022

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General Information

3122 Mahan Dr., Suite 801-270
Tallahassee, Florida 32308

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Community Leadership Academy was established in March 2009; Peter and Kesy Boulware Founders.

School staff:

Peter Boulware: Founder/Executive Director
Kesy Boulware: Founder/Executive Director
Tina Hinton: Principal and Middle School Administrator
Trisha McKenzie: High School Administrator
Sandy Hall: Lower School Administrator
Stephanie Wnuk: Early Childhood Administrator (K2-K5)
Becky Starnes: Business Administrator
Tammi Lau: Registrar
Sandra Chapman: Chief Financial Officer
Chris Maignan: Athletic Director

Organizational Structure

Peter Boulware ÷ CLA Advisory Board ÷ Administrators ÷ Teachers ÷ Families

OUR VISION

To develop the next generation of godly leaders.

OUR MISSION

Our mission is to focus on four areas of development: Moral Excellence, Academic Excellence, Community and Leadership. This is accomplished through knowledge and understanding of the Word of God, as we partner with parents to train, teach and grow families through a spirit of excellence and godliness.

OUR EDUCATIONAL PHILOSOPHY

Our educational philosophy is founded on the strength of the primary assumptions:

There is ultimately no knowledge that is incompatible with the Christian faith, and a sound education is based on the principles of truth given in the Bible.

Family engagement in the educational process makes a critical difference in the efficacy of a student's education. Students learn best when there is a partnership between teachers and parents.

Ethics and leadership training, in the context of a reciprocal partnership between teachers and parents, provides the moral foundation necessary for superior scholarship.

The best learning environment is inquiry-based, promotes critical thinking, fosters a respect for diverse points of view and is committed to the pursuit of truth.

For Christians, the goal of education is to train students for ministry, regardless of the vocation they choose.

Students learn best when they love to learn, and excitement and joy in learning should be nurtured by parents and teachers.

Hands-on projects and teaching to every learning style is important for maximizing learning and understanding.

Students learn best when there are high standards and the belief that every child is able to succeed, and learning should be differentiated as necessary to challenge each student appropriately.

It is important to teach children how to think, not just what to think. Developing metacognitive and higher order thinking skills is crucial for a student's long-term success and well-being.

An Academy of Academic Excellence

We intend to provide an education of value and use to each student that exceeds the requirements of local, state and federal agencies. Our teachers are professional Christian educators who are qualified to teach their subject and grade level. We believe academic excellence is achievable in our academy through an education based on a biblical view and by providing classrooms with fewer students. This allows for a more personal assessment of each student's strengths and weaknesses.

An Academy of Moral Excellence

While it is understood that moral character training is a fundamental responsibility of parents, we believe it is our duty as an academy to support and enhance what the parents are doing at home. Students will experience the concept of iron sharpening iron, rather than bad morals corrupting good values.

Moral Innocence

We believe that Community Leadership Academy should aid in protecting the moral innocence of its student body. When we speak of innocence, we refer to a worldly naiveté, a lack of experience with that which is unholy (the world), or lack of exposure to defilement. We believe children should be allowed to remain children as long as they can. The academy will therefore not introduce concepts that are inappropriate for children, such as Sex Education, AIDS awareness, etc. It is the responsibility of the parents to teach their children to be masters of their passions and to evaluate their child's readiness for introducing such concepts. We further believe that children, who have been introduced to these concepts at home, even from a biblical perspective, are to show discretion by not introducing those concepts to other children. We hold that the character of our academy reflects the collective character of the families in the academy. Therefore, when

families of an academy are too diverse in their views of biblical and morally questionable issues the academy's character is weakened.

“. . . Be wise in what is good and innocent to what is evil.” (Romans 16:19b)
“Bad company corrupts good morals.” (1 Corinthians 15:33)

An Academy That Emphasizes Parental Involvement

Parents at Community Leadership Academy are dedicated to taking responsibility for the moral and academic training of their children. Parents are also committed to a high level of involvement in their educational instruction by being co-instructors with the teachers, as well as volunteering their time regularly in the classroom and for other academy-related tasks. Our hybrid program option for lower school combines the best of classroom and at-home learning. Parents are committed to teaching their children at home with the resources that are provided and value the input of trained Christian educators who provide parents with an academic framework to teach by. Parents are also encouraged to enhance and individualize their home education program beyond the teacher-assigned work. Our 5th-7th grade programs provide four days of instruction and five days of instruction for 8th grade and up to allow for ample instructional time for students pursuing advanced and high school coursework. Additionally, a 5-Day program option was added in 2015 to offer onsite teacher guided learning five days a week for students in both Lower and Upper School programs in order to meet the needs of families while committing to preserve the culture and parental involvement, which are distinctives of Community Leadership Academy.

An Academy That Is *Others* Oriented

We believe that an orientation towards loving and serving others is not only a command of scripture: *Love your neighbor as yourself*, but an overflow of salvation: *He, who is forgiven much, loves much*. Therefore, the academy will further reinforce the preciousness of those outside of self and enhance a sense of unity among the community: *how good and pleasant it is for brethren to dwell together in unity*. The Community Leadership Academy setting will provide children with opportunities to put others' needs before their own, living out a manner that reflects Christ in them.

Let each of you regard one another as more important than himself. (Philippians 2:3b)

An Academy With Mentors As Teachers

We intend our teachers to serve as mentors with exemplary, godly character, demonstrating excellence in their subject area or grade level taught. Community Leadership Academy has a distinctive trust relationship between the school teachers and parents. Parents trust that the teachers continue to hold their children to the same biblical moral standard parents are teaching at home. The

teachers trust that parents will promptly address any behavioral concerns that occur in the classroom, at home.

Mentoring Concept

Community Leadership Academy returns to two essential elements necessary for excellence in education:

- The mentoring relationship between teacher and student.
- The essential role of a like-minded community in the education process.

Mentor

The dictionary defines mentor as: *A wise and trusted teacher*. The role of teacher as mentor arose out of the desire to place teachers that model biblical character in a position that would influence the minds of our children for Christ. Godly character is taught, encouraged, exhorted, and exemplified by the teachers, administration, and community. The character of Christ in His people stands firm on principle in any circumstance and is faithful, steadfast, diligent, cheerful, loving, and caring. Holy Spirit governed character is the spiritual container for achievement in any calling.

He who walks with wise men will be wise. (Proverbs 13:20a)

Statement of Faith

God has given to parents the mandate of His Divine Word to teach, instruct, and train their children in the way they should go; and it is upon this foundation that we base our organization.

God exists eternally in three Persons as Father, Son and Holy Spirit; and these three are one God, and there is no other true God.

God is the absolute and sole Creator of the universe, and creation was by divine act, not through the evolutionary process.

Jesus Christ is God the Son, and is both God and Man. He was born of a virgin, lived a perfect, sinless life, was crucified and died as penalty for our sins, raised bodily from the dead on the third day, appeared to His disciples and as many as 500 at one time, ascended to the Father's right hand, and is personally, bodily, visibly coming again to earth.

The Holy Spirit is a person, is God and possesses all the divine attributes.

Man is a sinner and totally depraved, void of any righteousness, without God; and the whole human race has fallen into the sin of Adam, bringing personally upon each one physical, spiritual and eternal death, unless one is saved.

Jesus Christ provides the only way to salvation through His substitute death, and the shed blood on the cross, and salvation is entirely apart from good works, baptism, church membership, or any of man's efforts, and is of pure grace.

Non-Discrimination Policy

Community Leadership Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other academy-administered programs.

Admissions

(Students enrolled in VPK should see the VPK Family Handbook Appendix for additional information on admissions.)

Community Leadership Academy is open to Christian families who are pursuing moral excellence for their children. Mediocrity or indifference to moral values would conflict with the purpose behind the community concept. Our administration serves as advocates for our existing academy families and strongly desires to protect those families' interests.

We believe moral naiveté to be more important than worldly wisdom. We desire our children to be wise to the world, but not worldly-wise. We don't expect your children to be perfect, but progressing because of the efforts of their parents.

Foster/Adopted Children – We ask that children be in your home at least six months before enrolling at Community Leadership Academy.

Moral Interview

Each family desiring to enter the CLA program will be expected to participate in a moral interview. This interview will involve both parents, the student(s) wishing to enter the academy (students are usually interviewed during their entrance test) and a member of the academy administration. This meeting will help both parties determine if this academy is the right fit. Standard VPK families are not required to participate in a moral interview unless they are enrolling another student in a different CLA program simultaneously. Families enrolling students in the VPK full day program are expected to participate in the moral interview.

Background Checks

We require all parents who will be volunteering on campus, eating in the lunchroom, visiting a classroom, or participating in field trips to have a background check done. Existing background/fingerprinting results are non-transferrable from other entities and cannot be used at CLA. *Parents are responsible to pay the fee for this service and it does require an appointment.*

Adult volunteers need to get fingerprints electronically scanned every five years. You will be provided with the school's VECHS number and background check information upon acceptance. In addition to the background check, please sign and return the VECHS waiver to CLA. Our mailing address is: Community Leadership Academy, 3122 Mahan Drive, Suite 801-270, Tallahassee, FL 32308. You are required to report any arrests to school administration within 48 hours.

Standard VPK parents are not required to volunteer in the classroom. If they desire to volunteer, attend a field trip, visit the classroom, or eat lunch in the cafeteria, they must obtain a background check as described above.

Records

Please keep the office informed as to any change of address, telephone number, and place of employment for both parents and guardians. We also require the name, phone numbers and address of the person to be called in case of an emergency and an up to date list of all persons authorized to pick up students.

A current Florida Shot Record (Form 680) (or religious/medical exemption form, if applicable), current School Entry Health Exam and a copy of the student's birth certificate must be submitted immediately following acceptance.

Any family applying to Community Leadership Academy who may have previously attended the academy, but are not currently enrolled in the academy, will be required to meet the same admissions criteria as new families. Additionally, once a family leaves the academy, there is no guarantee that there will be a space available for them should they decide to return. It is the responsibility of the family to pursue a position in the academy. The academy reserves the right to dismiss or refuse to re-enroll a child.

In the event of the permanent closure of Community Leadership Academy all permanent student records will be sent to the Leon County Public School District. VPK student records will be sent to the Early Learning Coalition.

Enrollment / Registration

Registration fees must be paid at the time of enrollment to hold a spot in the class. These fees are non-refundable. There is no registration fee for the standard VPK program; however, registration fees are applicable for students enrolling in the VPK full day program.

Registration fees help cover the cost of record preparation and the admissions review process.

Testing Fee

Each new incoming student will be tested prior to determining acceptance; this fee is non-refundable. (Standard VPK students will not be charged for testing)

Tuition and Fees

Tuition and fee amounts are listed on the CLA Website.

Tuition and supply fees include the cost of textbooks and most consumable materials for all grades. It is expected that these books will be taken care of to the best of the student's ability. Families will be charged a fee for any books that are lost or damaged beyond normal wear. Families may still be asked to make a few small purchases throughout the year for books such as novels or classroom specific materials. Families will be notified by the child's teacher of any such required purchases. Certain middle school courses may require lab/equipment fees. Families are also expected to have general school supplies for use at home. (Does not apply to VPK students who are not enrolled in full day).

Tuition payments are due on the 1st of each month. A late fee of \$25 may be assessed after the 7th of each month. If the monthly tuition is more than 30 days past due, and no financial agreement has been made between the family and the Administration, the student may not be allowed to continue until payment has been made or a financial agreement has been reached.

Payments must be made online through the Parent Portal in Praxi School.

Due to the unique size of the Community Leadership Academy student body, it is imperative that our families make consistent tuition payments each month to enable the academy to fulfill its financial operating expenses. It is not possible for families to carry over significant tuition balances from a previous year. Tuition and fees must be paid in full by June 30 in order for students to begin school the following school year. Any alteration to this obligation is at the discretion of the Administration and Board. No one board member can forgive a tuition obligation by implication or direct statement. Families with extraordinary circumstances requiring a review of their financial obligation are encouraged to submit a written appeal to the academy directors directly and immediately.

Reimbursements for approved purchases made for the academy will be credited to your account.

No academy records/transcripts will be transferred unless all accounts are paid in full.

Early Withdrawal

Registration fees are non-refundable. If you choose to withdraw your child from Community Leadership Academy you are still financially obligated to fulfill any outstanding tuition balance for the entire academy year. However, Community

Leadership Academy Board reserves the right to review situations of this nature on a case-by-case basis.

No tuition credit will be given for missed classes for any reason including withdrawal, sickness, suspension or expulsion.

Dismissals

There are several levels of dismissal from Community Leadership Academy. Although this is not a pleasant topic, it is important that the parameters are clearly defined. See also, Violations and Procedures in this manual.

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 academy is not a good fit for the student, the family structure, or in cases of extreme financial irresponsibility.

Disciplinary Dismissal

A student may be dismissed from the academy due to an accumulation of disciplinary problems that may include but are not limited to chronic absences, tardies or disobedience.

Discretionary Dismissal

A student or family may be dismissed from the academy at any time at the discretion of the administration. There are times that it becomes apparent that the student's 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 student's inability to manage his/her own behavior in a group setting, or a lack of commitment and/or participation in the academy agenda on the part of the parents.

Suspension

A student may be suspended for an 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 classes. Any work that is missed due to suspension is expected to be completed. A student's enrollment is NOT terminated during a suspension. See Violations and Procedures section in this handbook.

Expulsion

Expulsion is the immediate removal of a student from the academy usually due to a serious breach of policy or safety by either the student OR the parent(s). A student that has been expelled has their enrollment terminated. Tuition is still due to be paid throughout the year.

Daily Academy Activities

Academy Day Schedule

CLA is unique because it is designed to be both a classroom setting and home school setting. The academy campus schedule is as follows:

Academy Hours: Campus hours are published each year by the academy. Doors will be open 10 minutes before the start of the academy for middle and high school students, and 25 minutes before the start of day for lower school students. Students should not be dropped off earlier.

Campus Days: PK2-4th grade students attend on-campus classes conducted by a qualified teacher Monday, Tuesday and Wednesday. 5th-7th grade students will attend Monday through Thursday. Students in 8th grade and above will attend Monday through Friday. Each academy day will begin with prayer. Prayer is the foundation for CLA and is an important part of every academy day. Prayer throughout the day is encouraged whenever needed.

Homeschool Days: Unless enrolled in the 5 Day Program, Lower School students (PK2-4th) are at home Thursday and Friday where you, the parent, teach and supervise lesson plans prepared by the teacher. Fifth, sixth, and seventh-grade students not enrolled in the 5 Day Program will complete their teacher-prepared lesson plans at home on Fridays. Please keep a consistent and organized daily homeschool schedule. This will ensure a smoother teaching process for you.

Five Day Campus Program

Lower and Middle School students who are enrolled in the 5 Day Program will complete the Thursday/Friday lesson plans on campus with a certified teacher, with the exception of Bible and reading.

Opening Assembly

Each morning begins with reciting the Pledge of Allegiance and prayer, and on alternating days the Leadership Traits and CLA creed are recited. Please help your children memorize the Pledge to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Attendance

Regular attendance of the classroom days at CLA is critical due to the limited time our teachers have to share new academic concepts with the students. Therefore, we strongly encourage parents not to schedule medical, dental or any other appointments during these days. Students with excessive absences will be

placed on academic probation. Students who are on academic probation risk not being asked to return for the next school year. Students should be on time each morning so they have time to prepare and organize their belongings for the academy day.

All late arriving students must be signed in at the front desk. Also, if you must take your child out of school early, please sign out at the front desk.

All VPK parents must verify student attendance each month on the OEL Short Forms prescribed by the Office of Early Learning.

Absences

Please call the office as early as possible to make us aware of an absence and to let us know if we should send your child's school work home with another student, or if you would prefer to get it at the end of the day.

If your child is absent because of a contagious disease, please notify the office immediately. Please be responsible to pick-up and complete any academic work missed during.

Any absence that can be anticipated should be communicated in writing in advance. Students should be prepared to turn in work and make up tests the day upon their return from their planned absence. Students have 2 days to make up work from an unplanned one-day absence, i.e. due to sickness or a family emergency. Students have up to 5 school days to make up work that is missed due to a more than a one-day unplanned excused absence. For an absence to be excused a signed email must be sent to all teachers and signed by parents indicating the nature of the unplanned absence, i.e. sickness or family emergency. For a planned absence to be excused, parents must submit a signed email in advance to all teachers indicating the length of the planned absence.

Illness

We ask that you please refrain from sending your child to the academy campus when they are ill. We all need to be careful about spreading germs. Below are some guidelines to help you determine whether or not you should send your child to the academy.

Do NOT come to the academy if there are signs of any of the following:

Runny nose with yellow or green discharge

Fever, 100.4 and above

A fever in the past 24 hrs and the student is not on antibiotics

Diarrhea

Unknown rash

Pink eye

Vomiting in the past 24 hours

Chicken pox

Influenza or other contagious condition

COVID-19 symptoms (please see CLA's current COVID-19 policies for further information. Guidelines may change according to local, state, and federal directives.)

Go Ahead and Come to the academy if:

Runny nose with clear discharge, as in allergies

Cough only, NO other symptoms

Child has been sick but has been on antibiotics for at least 24 hours

Child has been free of fever, signs and symptoms for at least 36 hours

These guidelines have been carefully researched, and if we all respect them, we will have a healthy year. Any current CLA COVID-19 guidelines supersede this illness policy.

If your child becomes ill during an academy day, you will be contacted to come pick them up. If you cannot be reached, we will notify the person listed on your child's emergency form.

Please notify the school office of any allergies, limitations in activities, or health conditions of your child. In the case of unusual health problems, the academy must have a letter releasing the academy of responsibility.

Our policy is to have written parental permission before medication can be given to a student. Parents must fill out a Medication Authorization Form with the exact time and amount to be given, and **bring the medication to the office**.

Medication must be in the original container and must be administered by school personnel. If your child has an injury or condition for which they are taking medication (such as Advil or Tylenol) and they will need the medicine during the day, send the medication to the academy with the Medication Authorization Form advising how (with water or food), how much, and when to administer.

Tardiness

Lower School (K2 - 5th grade)

Tardiness occurs when a student is not in their classroom and prepared for the day by no later than 8:30am. Joining the class at morning assembly does *not* constitute being on time for class. It is important that your child be at the academy on time. Each child is allowed up to 3 tardies per quarter. **On the fourth tardy and beyond, the family is fined \$10 per child per tardy.** Doctor and dentist appointments are excused if a note from the physician is provided.

Sixth Grade and Up

Tardiness occurs when a student is not in their classroom and prepared for the day by no later than 8:15 am. It is important that your child be at the academy on time. Each child is allowed up to 3 tardies per quarter. **On the fourth tardy and**

beyond, the family is fined \$10 per child per tardy. Doctor and dentist appointments are excused if a note from the physician is provided.

All late arriving students must be signed in at the front desk.

Student Drop off and Pick Up

Your children are to report to their classroom prior to the start of the school day. When the academy begins the doors will be locked and students must come through the reception area.

Please do not drop off any student prior to 8:05 am as supervision is not available before this time.

Students should be picked up no later than fifteen minutes after dismissal. Any students still on campus after 3:30 will report to the after school program. Upon the parent's arrival, the student will need to be signed out, and after school program drop in charges will be assessed.

If someone other than a parent or guardian is picking up your child, a note must be sent in with the child that day listing the name of the person picking up, or you must notify the office before the academy day is over in writing. Any person picking up children, other than the parents, must be prepared to show a photo ID.

Student Binders

Every lower school student K4-5th grade will have a Student Binder. It will be our primary means of communication. This binder will transport any notices from the teacher, all completed work to be sent home, lesson plans, calendars, etc. Academy notices will be placed in the inside front pocket. All completed work from the academy will have some type of grade or check mark to show it has been recorded with the teacher. The binder is to travel back and forth from home to the academy each day. It is important that this binder **NOT** become a storage place for completed work. Please remove any completed work daily. Note: We will rely on the parent portal system for most lesson plans and much of the communication.

Student Curriculum

The school will provide textbooks and consumables for all grades. It is expected that these books will be taken care of to the best of the student's ability. Families will be charged a fee for any books that are lost or damaged beyond normal wear. Families may still be asked to make a few small book purchases throughout the year for books such as novels. (Does not apply to VPK students not enrolled in the full day program).

Lesson Plans / Homeschool Work

Lesson plans for the current week will be posted on Praxi School by Sunday evening. Home school work is due every Monday. In Lower School, a check

mark or grade and parent initials show that the parent was involved with the home school work and that it was completed and done correctly. If homeschool work for Thursdays and Fridays is not turned in, the student is considered absent for those days. Work submitted late will be subject to grading penalties according to the late work policy.

Parents, please review lesson plans on Monday. If you have any questions, please email or call the teacher. The teacher will get back to you at their earliest convenience. Parents can also write a note to the teacher and send it in with the homework or homeschool work.

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.

Electives

See the classroom schedule to determine what electives are taught.

Snacks

We ask that you send only healthy snacks for your children. The best type of snack is fruit, cheese, crackers or a healthy alternative. Please do not send chips, cookies, snack cakes or candy as a snack. Parents of younger students should label students' snacks. Please follow your teacher's policy related to snacks.

Recess

Every class needs to spend at least 20 minutes outside each day, if the weather permits.

Playground Rules

No running to or from the playground.

Students are never to be left alone. Visual supervision is required at all times.

Return any play equipment borrowed, at the end of the recess time.

Do not play with objects or items other than playground equipment.

No rough play. This includes pushing, tackling, hitting, etc.

If equipment falls outside of the fenced area, an adult must retrieve it.

Keep gates closed and locked at all times. Students should not play on the playground unsupervised at any time, including before or after school.

Pre-K students are not permitted to return to the building alone. They must remain on the playground with the teacher/parent partner until everyone returns to the building.

Lunch

CLA may offer catered lunches that parents can purchase ahead of time for their students. Parents who choose to utilize this option must be responsible to place orders by the established deadlines through the Parent Portal.

On days your child brings lunch, please include a drink, napkins and utensils if needed. **Soft drinks are not permitted during the school day for students under the age of 15.** Refrigerators and microwaves are not available. If you desire to pack a hot lunch, please use a thermos or hot pack or an ice pack to keep items cool. If you bring lunch for your child from a restaurant or purchase a pre-packaged lunch (such as a Lunchable) please purchase a beverage other than soda.

Lunch Rules for first lunch

You may talk quietly with friends at your table.

Have a seat and do not get up without permission.

If you need anything, you must raise your hand and get permission.

Do not touch your neighbor or their food.

No trading of food.

If you drop or spill anything, please clean it up.

We encourage you to join your child for lunch any day. (Background check is required.)

Gum is *NOT* allowed on CLA campus.

No eating or drinking is allowed during morning assembly

Grades and Reports

Grading Scale Grades and Reports

A	90 – 100	D	61 - 69
B	80 – 89	F	0 - 60
C	70 - 79		

Daily Grades

This grading system will vary depending on the class and teacher and be a combination of Tests, Quizzes/Projects and Daily work/Homework.

Incomplete class work will be sent home as homework. If your child is absent, please see the policy on absences related to make up work.

All Lower School home school work should come in with a check or grade and parent initials, confirming that work has been corrected. Tests and quizzes will be sent home regularly for your review.

Progress Reports

Progress Reports will be issued in between report cards. We will use the same grading system as used with the report cards. These should be reviewed. If any tests are missed, an “I” for Incomplete will be listed on the progress reports and report cards until they are completed.

Report Card

Report card conferences will be held on an as needed basis. Either parents or the teacher can request a conference. If you would like a conference, please notify the teacher.

Report Cards will be issued every 9 weeks. Once you are notified that report cards are available, you will log into your Parent Portal, select “online forms”, “Report Card Acknowledgement”, and “Start Form”. This is where you will sign and date that you have seen your student(s) report card. (Please be sure and select the correct student and correct Quarter signature line).

First grade and up will use a % grade and a letter grade. Ex: 94/A.

Elective classes will use the following system:

E = Excellent **S** = Satisfactory **N** = Needs improvement = Unsatisfactory

Parent /Teacher Conferences

Parent-teacher conferences can take place anytime during the academy year. Either the parent or the teacher can request a conference to discuss the child’s progress. Parents may request a conference by the teacher at any time. Only one parent needs to attend, unless both are specifically requested.

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 on the CLA web page for complete details, regulations, and ordering information. Students only enrolled in the standard VPK program and not in the VPK full day program should refer to the VPK Appendix regarding dress code.

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 a phone call to the parent. Parents must bring appropriate clothing to school. An unexcused absence for that class period will be issued to the student.
- After the third notice for the same violation, the student may not return to school until the problem is resolved (socks/shoes appropriate, etc.).

Behavior and Consequences

Behavior Principles

Community Leadership Academy endeavors to follow the principles listed below. Please help your children become familiar with them.

1st time Obedience: Follow directions the first time they are given. Respond to authority immediately, completely, without challenge or complaint.

Interrupt Rule: Quietly place your hand on the teacher's arm or stand quietly at the teacher's side until you get their attention.

Appeal Process: Ability to give additional information to authority by verbally requesting an appeal. May I appeal?

Self Control: Keep hands, feet and objects to yourself. This discipline influences kindness, gentleness and many other biblical behaviors.

Restroom: Use the nearest restroom, take the shortest path & get back ASAP.

Respect for Others: Be kind, prepared, and on time.

Student Conduct

The character of Christ in His people stands firm on principle in any circumstance and is faithful, steadfast, diligent, cheerful, loving and caring. Holy Spirit governed character is the spiritual container for achievement in any calling. The following principles and guidelines are a reminder of the basic aspects of Christian conduct, which should govern every child and family of Community Leadership Academy. To clarify the principles, a few examples are addressed. Where no rules are mentioned, parents, teachers and the administration are left to their own conscience to consider the context of the moment to make judgments on appropriate conduct and behavior.

Respect for Authority

In addition to the authority of the teachers and administration, parents need to remind their children that they must be respectful of other authorities at

Community Leadership Academy. This includes but is not limited to: parent partners and visitors.

Respect for Parents

The academy can easily be perceived by the children as the child's own "turf." The parent is not always familiar with the boundaries, rules, and relationships that have been established. As a result, parents should be cautious, but not afraid to guide or restrain their children while on campus. Remember, you, as the parent, are responsible for your own child's actions and behaviors.

Respect for Age

The attitudes and actions towards those who are older are critical to school life and to those adults who volunteer or visit Community Leadership Academy. Children should be trained to demonstrate respect toward their older peers and adults.

Respect for Peers

Children should be characterized as being others-oriented. The fruit of the Spirit: Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control, should all be evident in the child's behavior and attitude.

Respect for Property

Respect for property includes academy property, as well as the property of others. Not only should children be trained not to damage property, but more importantly, to use initiative in caring for the academy property and the property of others. Please help us keep our academy and grounds looking nice. If you see trash on the ground, please pick it up and put it in a trashcan.

Respect for Nature

The academy has been blessed with beautiful grounds for everyone to enjoy. Our children need to be reminded of the privilege and responsibility they have to care for the plants, trees and other living things so everyone may enjoy them.

Respect for Our Nation

We believe the United States of America was established by God and exists through His mercy to do His will. We believe that God's people should continue to humble themselves to pray and seek God's face. (II Chronicles 7:14) Regardless of birthplace, all students and parents are expected to participate fully in any event or occasion showing respect to America, its flag, its government, etc. Examples of these occasions are: the pledge to the flag, standing during the playing or singing of the Star Spangled Banner, respecting soldiers or veterans, praying for public officials, etc.

Discipline Policy

Upper School

Please see the Upper School Handbook for Upper School specific discipline policies.

Violations and Procedures in Lower School

Teachers will be watching for: first time obedience, following classroom rules, having respect for authority, others and property, being prepared, following directions, working diligently, and being courteous.

Level I Violations relating to character and attitude: poor attitude, lack of self-control or irresponsibility. These can include but are not limited to: arguing, teasing, and lack of courtesy, rowdy behavior, handling other people's possessions without permission, gossiping, sloppy or careless work, littering, and talking without permission. Level 1 offenses will be communicated to parents through the class behavior chart system.

Level II Major Violations including but not limited to: direct disobedience - refusing to comply with a direct order from school personnel, gross disrespect - cursing, lying, stealing or physical aggression.

1st Offense: Teacher/Student/Administrator conference. Parents are called to come pick the student up from the academy. CLA expects the parents to handle the discipline at home.

If there is a 2nd offense of the same nature during the academy year, a suspension with home study and parental corrective action will be in order. A student/parent/administrative conference will occur. The duration of the suspension will be determined by administration.

Level III Major Violations warranting immediate action, including but not limited to: **vandalism, immoral conduct, cheating, and violence toward self or others.**

Any student cheating will receive a zero for the related work.

Note: 1st graders will not be included in this system for cheating until after the mid year holidays when they are more familiar with this offense.

One week to one-month suspension with home study and parent corrective action. Tuition payments are still expected.

Second offense may result in expulsion from the academy. Tuition is due for the remainder of the school year.

PK2 - 1st Grade: Moral standards and behaviors are being trained during the first part of the year. If necessary these students will have notes sent home. If the behavior is repeated during the day, parents may be called to pick up the child.

Student Health and Safety

Building Rules

Children should never be left unattended.

Running is not permitted in the building.

Keep your children with you.

No one is allowed in classrooms outside of class times unless a teacher is present.

All adults entering the building during academy hours must check in at the reception area and wear a visitor badge. Please return the badge as you leave. Please, everyone be responsible to help us keep our facility neat and clean. This includes: putting away chairs, tables, taking trash to the dumpster, keeping desks in order, whiteboards clean, room vacuumed, etc.

Locked Doors

Exterior doors are always locked to maintain security and safety for our students. In case of emergency, students may exit for safety purposes. No one may enter the building except through the designated area. For security reasons, we encourage teachers and volunteers to question any person who is not wearing a CLA nametag or is unknown to them.

Fire Drills / Emergency Evacuation

Diagrams are located in each class and each main area as to the evacuation routes to be used during an emergency. Please make yourself familiar with them.

Students will quickly and quietly walk out of the classroom in the order predetermined by the teacher. Students are to remain silent the entire time.

Students will walk to their designated safe area and form an orderly line away from the academy building.

Teachers are to have a class attendance list and call roll.

Students will wait for the all-clear signal, and then return quietly to their rooms. A teacher will announce the all-clear sign.

Lockdown Policies

Teachers and staff are trained in safety procedures in the event that a lockdown should take place. CLA partners with local law enforcement to ensure student safety. Drills are practiced with the students appropriately.

Weather Emergency and Academy Closings

We will typically follow the Leon County School closing guidelines because communication can be achieved quickly through the media. If our schedule does not follow the Leon County School schedule, you will be notified by phone via text alerts letting you know when to return to the academy.

Special Events

Morning Assembly in Lower School

A morning meeting will be held every day from approximately 8:30am-8:45am. Students will participate in group singing, praise, worship, CLA creeds, pledge to the flag and the study of God's Word. Students learn leadership skills as they assume some responsibility for the presentations. Morning Meeting speakers may include: teachers, pastors, missionaries, administration and others. It is a time of building unity in the academy as well as corporate worship of the Lord. Parents are welcome to attend morning assembly.

Field Trips

Each class will schedule appropriate field trips throughout the academy year. Field trips will normally be held on regular academy days. You will be notified in advance when, where and if any cost is involved. When you receive a permission slip, please return it to the teacher as soon as possible so car pools can be planned. In most cases, siblings will not be allowed to attend.

Students will wear their red CLA polo or red CLA t-shirt on field trips as determined by the teacher. Students enrolled in standard VPK and not in the VPK full day program should wear any red shirt.

Field Trip Safety Precautions

Make sure all students have working seat belts and that they are properly buckled in at all times while in the vehicle.

CLA students should never sit in the front seat of the vehicle.

In the event of bad weather, you will be made aware of an optional plan or students will return to the academy.

Remember, you are setting an example for our academy while out in public. Let's show them that we are a school of excellence!

Holiday Traditions

We at Community Leadership Academy feel that it is the parent's decision how their family celebrates the holidays. We do not want to impose or judge any traditions that your family may have. Because we are a community of many different churches and beliefs, we have decided that our academy will focus on celebrating the holidays with the remembrance of Jesus Christ and what he has done for us. We will not talk about, celebrate, or decorate for Halloween and/or promote secular characters such as Santa Claus or the Easter Bunny. We hope you can understand our position on this issue.

Academy Parties

Designated birthday parties may be organized periodically throughout the year with the help of the parents. Students may celebrate their birthdays by bringing cupcakes, cookies etc. for snack or lunch. Please ask your child's teacher about the best time of the day to do this.

Please assist in the clean up after academy parties.

On Valentine's Day children in 5th Grade and below are welcome to bring Valentine cards, but must remember to bring one for each child in the classroom.

In-academy distribution of personal party invitations (such as birthday party invitations) is not allowed. These must be mailed to the students' homes. We encourage students and parents to be sensitive to the feelings of others when planning off-campus parties that might not include all members of a class.

Parent Responsibilities

We would like for homeschool parents to work closely enough with the teachers to understand and be able to faithfully administer the provided lesson plans on the home school teaching days.

Parents are encouraged to support the spiritual input and growth of their child by praying daily with their children and regularly attending a local church. Please keep our academy and our community of families in your prayers.

Parents are required to volunteer on campus on a regular basis. We call this parent partnering. See the Parent Partner (Volunteer) Responsibilities below.

Parents are required to attend Orientation. Orientation is held the week before the academy begins.

Parents are required to attend Parent Fellowships, and any fundraising events (i.e. Run the Race event and Leadership Banquet). We will have the opportunity to share any upcoming business at the parent fellowships. The Run the Race event and Annual Leadership Banquet are usually our primary fundraisers. We request that both parents attend Parent Fellowships, and fundraising events, but it is mandatory that at least one parent attend. VPK-only parents should refer to the VPK appendix for further information.

Lower school parents are also responsible for checking their child's homeschool work and ensuring it has been completed properly by checking and initialing it. Upper school parents, please see the CLA Upper School Handbook for more information on parent responsibilities in Upper School.

Parents are responsible to participate in fundraising activities. CLA expects all families to do their part as a means to raise money for necessities in our school. CLA has annual fundraising events which require family participation. The two main fundraising events are Run The Race and Leadership Banquet. VPK parents should refer to the VPK appendix for further information on this topic.

Being a part of Community Leadership Academy will take a lot of hard work, dedication and willingness to really sharpen up your use of time, but the rewards will be eternal.

Parent Partner (Volunteer) Responsibilities

Community Leadership Academy is set up in such a way that families will be asked to volunteer at the campus to assist where needed. Parents with students in our PK2 and PK3 classes are required to volunteer 1 hour per month per child with a family maximum of 5 hours per month. If you are unable to parent partner, a fee of \$25.00 per child (max \$50.00) will be added to your monthly tuition. Parents of VPK Full Day through 5th grade students are required to volunteer 2 hours per month per child with a family maximum of 5 hours per month. If you are unable to parent partner, a fee of \$50.00 per child (max \$100) will be added to your monthly tuition. In addition, if you have Middle School students, you are required to volunteer 10 hours per family over the course of the school year. If you are unable to parent partner, a fee of \$50.00 per child (max \$100) will be added to your final tuition billing. Mom, Dad or another adult family member can fulfill this requirement. Anyone fulfilling this requirement must have a current background screening on file with CLA at their expense. It is the parents' responsibility to make the teacher aware of any days that you will not be available on a day that you have previously signed up for. Chaperoning field trips can account for up to 2 parent partner hours per field trip. Standard VPK parents should refer to the VPK appendix for further information on parent volunteer requirements.

Please arrange for your small children to be cared for off campus on your partnering days.

Parents should dress modestly and appropriately on parent partner days.

On the days you partner, please sign in at the reception area **15 minutes before** time to begin. The classroom teacher will set the schedule for the parent partner.

While on campus, we ask that you assist the teacher in maintaining discipline in the classroom, lunchroom, elective classes and recess along with any other assistance the teacher may need.

Committee Needs

Your committee participation is requested to assist in meeting needs around the school. We ask that each husband or wife serve Community Leadership Academy in an area where you feel you can be most effective. Committee leaders will contact you, as your services are needed.

We would like your assistance in the areas you feel most comfortable working in. Below is a brief description of available opportunities:

Yearbook The yearbook committee will determine a theme for the year and make parent partners aware of the type of help, information, and/or photos they are looking for and the dates they are due. This process starts at the beginning of the year and continues through March .

Resource Development Committee We are looking for a team of ten to fifteen parents who are willing to call or visit local vendors for donations. We will need additional parents to help plan and prepare fund-raising projects for the year.

Miscellaneous Office Help We have occasions when we need assistance stuffing envelopes, picking up items at the store, etc. Some of this work can be done at home. Can you help?

Scholarships We would like to offer programs to those who need assistance, but we can't help until we have something to offer. Do you know of anyone who would like to contribute to the Community Leadership Academy scholarship fund?

Financial Aid/Tuition Exchange CLA offers financial assistance on a case-by-case basis. Financial aid information may be found on the website.

Miscellaneous

Visitors

Any classroom visits or conferences should be pre-arranged so that teachers are prepared and not interrupted or distracted from their work with the students. Please do not visit teachers, especially in the mornings, unless prior arrangements have been made. This is a critical time for a teacher. Much of the daily preparation goes on during this time.

No parent is to go to the classroom without checking in at the front desk. All visitors, parents, and volunteers must check in at the reception area to receive a visitor's badge which is to be worn while on campus. Please remember to check out and return the badge when you depart. For security reasons, we have encouraged teachers and staff to question any person or visitor who is unknown to them. Parents are welcome to visit their child's classroom but must schedule the visit ahead of time with the teacher.

Please do not bring pets and animals inside the building except at the request of a teacher for an educational lesson.

After Academy Hours

If you are on campus after classes are finished, you must keep your children with you or arrange for childcare. (You may consider hiring an older student to assist you.) **Children are never allowed in a classroom without a teacher present and should not be on the playground or in the cafeteria unattended by an adult.**

Articles Prohibited at the Academy

Lower and Middle School students are not allowed to have cell phones on academy grounds. To call home, they should go to the reception area for assistance. High school students should refer to the Upper School Handbook for guidelines regarding cell phone usage. Students should also not bring trading cards, electronic devices/games, i-Pods, magazines, or gum, etc. These are not allowed on campus during *or after* the academy hours. Personal property should be kept to a minimum. If the academy suspects the student possesses an unapproved item a search may be conducted without the student's or the parent's permission. Registration of the child constitutes parental consent to such searches. Items that may be searched include backpacks, automobiles, lockers, purses, etc.

Authority in the Class

We believe that through much prayer, God has put the exact teachers in place that are needed for this time and season. Your child has been blessed to sit under one of those teachers. When you drop off your children at CLA you are placing them under the authority of one of those teachers while on campus.

The teachers determine the class lessons and a homeschool lesson for your children, and we ask that you commit yourself to set an example by being positive and compliant in attitude about what is set before you.

If you have a legitimate classroom concern, we ask that you **first speak to the teacher**. If you have already spoken to the teacher and there is still a legitimate problem that the teacher does not deal with, then you may approach the appropriate administrator about it.

Lost Items

Please label your child's clothing, books, backpacks, and lunch boxes. The academy cannot be responsible for lost or misplaced items. Please place or look for any lost items in the lost and found area by the welcome desk. Unclaimed items will periodically be donated to a worthy cause. We will notify you before we do this. Any books that are lost or damaged must be replaced as soon as possible.

Personal Items

Backpacks, lunch boxes, and other personal items may be any color and have a pattern or geometric design that is **NOT CHARACTER BRANDED** (including Disney, Marvel, Harry Potter, Pokemon, etc) other than a sports logo or design. Patterns which are acceptable include floral, smiley faces, crosses, plaid, animals, etc

Parental Involvement

Our children are experiencing a wonderful time in their lives. They are growing and learning and making friends they will remember forever. As an administration, we prayerfully consider the families that join our academy. However, the academy can never replace parental supervision. Please get to know your children's friends and their families. Visit with one another off campus and become friends, getting to know the families that live in your area or are in class with your children. Within the Christian community, whether at home, the academy, or church, family standards vary from household to household. Please communicate well with each other in regards to your family standard before allowing your child in another home.

K3/VPK Potty Trained Policy

Children enrolled in PK3 and PK4/VPK at CLA must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull-ups isn't considered being potty trained.

However, K3 students are allowed to wear pull ups during nap time.

We do understand that even potty - trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help K3 students to change their

clothes, encouraging independence as much as possible. However, K4/VPK students will need to be able to change clothing on their own.

A potty - trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With minimal assistance for 3-year olds)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.

Teachers in our K3 class will ask your child throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Our Early Childhood Staff are aware of this. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

If your student is not completely potty trained by the start of the school year, they will need to wait to enroll until at such time they are ready to use the bathroom independently. If your child has begun school and shows signs of not being potty trained he/she will need to stay home/withdraw until they are successful in that area.

How to Make the Most of Your Academy Year

1. Pray daily for your teachers, the students and the academy staff.

Pray that they will have wisdom Colossians 1:9 ...pray that you may be filled with the full knowledge of His will in all spiritual wisdom...

Pray for every need to be met II Corinthians 9:8 And God is able to make all grace come to you in abundance, so that you may...be self-sufficient...and furnished in abundance for every good work....

2. Encourage others – words of encouragement from you and/or your child to others are a great blessing. Send notes or call:

Your teachers, other parents, students (yours and others) and school staff

I Thessalonians 5:11...encourage one another and edify – strengthen and build up – one another...

3. Get involved – Your children benefit immensely when you (Mom or Dad) help out in the classroom. Get involved in the Parent Partner program, be a

class mom, or organize class parties or field trips. Find a need and fill it. Many hands make light work! In Exodus 17, when the Israelites were fighting the Amalekites, Aaron and Hur supported Moses' hands and ensured Israel's victory. Your involvement helps hold up the teachers' hands.

4. Follow through – If you are reading this it is because you have committed yourself and your family to Community Leadership Academy. You completed all the paperwork, wrote all the checks, met for an interview and purchased the curriculum. As the academy year progresses:

- a. Have your children in the academy everyday
- b. Be on time for class
- c. Turn in your homeschool work every Monday
- d. Make timely tuition payments
- e. Proverbs 28:20 A faithful man will abound with blessings...

5. Talk about it! – Speak positive words over the academy and tell others about it.

Proverbs 16:24 Pleasant words are like a honeycomb, sweetness to the soul and health to the bones.

Character Training

Help! Why do our children behave so well in class for their teacher, but when it comes to the homeschool days they whine, complain or make excuses? Instead of becoming frustrated at having to stop school work to deal with character issues, remember one of the main reasons we are at CLA is to develop godly character in our children! Use these instances to train and teach your children (Deut. 6:6&7). When your children moan about their schoolwork, teach them what the Bible says about complaining and arguing. We can also use homeschool days to focus on character qualities such as patience, gentleness, and thankfulness. It takes much patience on our part as a parent to be willing to put aside the academic goals of the moment in order to discipline, but we must if we are going to reach the goal of Christ Jesus as the center of our child's heart. Hebrews teaches us the value of this in chapter 12 verse 11. We are responsible to God for teaching our children in His ways and will stand before Him one day to account for our part in their lives. Learn to view homeschool days as training opportunities!

Here are some suggestions for making you homeschool days as peaceful as possible:

Start each homeschool day with a family devotional time. Reading the Bible, singing a praise song, and praying together can help start the day out on the right foot, for everyone.

Take time to read about great men and women of the faith, missionary stories, or a Christian classic such as Little Pilgrim's Progress.

Have individual quiet times in the morning. Teach your children the importance of spending time with God. (Even little ones can look at a Bible story book in their room for a few minutes)

Your attitude is an example for your children! Are you demonstrating peace and dependence on God even when things aren't going smoothly?

Do not become discouraged if your children don't seem to overcome their character challenges right away. Remember, "*Let us not grow weary in doing good, for in due season we will reap if we do not give up.*" *Ephesians 6:9* It is ok to stop and re-group later that day.

At CLA, our children's character is our foundation. It is easy to start out with this in mind, however, after a few months we can tend to shift our focus to academics. Although academic excellence is important, it will be a natural result as our children learn to be self-disciplined and diligent in their work. Your primary job as a parent is not to turn out a straight A student, but a well-grounded, mature leader for the kingdom of God!

Deuteronomy 6:6&7 These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

Hebrews 12:11 No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Helpful Reading for Parents

This list of books is not exhaustive, nor is it required reading. These books have helped others in their education and parenting efforts. They are listed in no particular order.

A Thomas Jefferson Education: Teaching a Generation of Leaders for the Twenty-First Century, by Oliver Van DeMille. "Is the education our children are receiving on par with their potential?" Dr. DeMille's first book, *A Thomas Jefferson Education*, not only dares to ask this question (on page 7), but is bold enough to offer an alternative solution to the failure of 20th Century education. That solution is to go back to the methods espoused when America was still an educational success.

The Way They Learn, by Cynthia Tobias. This book is an enlightening approach to the uniqueness of children. We all know that our kids are different, but this

book explains it in detail and offers many ways to use those differences to everyone's advantage.

What Your Child Needs To Know When, by Robin Scarlatta. This book is an evaluation checklist for grades K-8. Concepts are listed for each subject, by grade level, and make a checklist easy for multiple children. The author dedicates the first half of the book to questions about testing, testing options, and home schooling in general.

Gaining Confidence to Teach, by Debbie Strayer. Debbie is well known for her seminars and magazine columns on this topic. In this book, Debbie speaks from the heart in forty-two brief confidence builders that deal with such topics as relationships at home, facing changes, and enduring trials.

Shepherding Your Child's Heart, by Ted Tripp

How to Homeschool Your Child, by Gail Graham

The Educated Child, by William J. Bennett

The Well-Trained Mind, by Jessie Wise

Making Children Mind without Losing Yours, by Dr. Kevin Leman

Age of Opportunity, by Paul David Tripp

Toddler Ideas

Many homeschool families have toddlers who sometimes present a challenge to school time. Here are a few tips that can help the family at this point:

Keep in mind the toddler is also learning, perhaps at a different level, but still learning. He is probably trying to fit in with the family or seeking attention from Mom and the siblings.

Spend 15-20 minutes of focused attention on the toddler BEFORE the school day begins. Physical contact, hugs and kisses, as well as verbal contact are important. Usually the toddler will decide he has had his fill and will be quite content to explore on his own while you teach.

Coloring books and crayons are considered school stuff to toddlers. He can color or draw while you are teaching. If you let him use them all the time, they will lose their appeal.

Water play is messy but easily cleaned up. Put a giant plastic bowl or a roaster pan in the middle of the kitchen floor. Put in an inch or two of water. Put a few

measuring cups in the bowl, as well as a paper towel or two on the side. This will often keep a toddler happy for quite some time. Later a quick mop up will leave you with a clean floor.

Magnetic refrigerator shapes, large enough so they can't be swallowed, could be used only during school time to keep little ones entertained.

Cover a large piece of cardboard with felt. Cut out shapes such as trees, circles, squares, stars, houses, fruit, people, etc. Allow the toddler to use these during school time only.

Conduct oral lessons outside so you can watch the toddler play outside while you are teaching.

Some days will require toddler attention. Give your older child a project to do: independent research, teach the toddlers something new, etc. Be flexible.

Talk to other mothers of toddlers for their ideas.

Helpful Websites

Florida Department of Education: <http://www.doe.org>

Office of School Choice: <http://www.fldoe.org/schools/school-choice/>

Florida Tax Credit Scholarship Program:
<http://www.fldoe.org/schools/school-choice/>

AAA Scholarships: <https://www.aaascholarships.org>

Bright Futures Scholarship: <http://www.floridastudentfinancialaid.org/ssfad/bf/>

Free Homeschool Resources: <https://www.thehomeschoolmom.com>

Focus On The Family: <http://www.focusonthefamily.com>

Community Leadership Academy Handbook Agreement 2021-2022

We have **read, understand** and **agree to abide by** the Family Handbook. We will do everything in our power to help our family follow the rules and policies set forth in this handbook.

Father's Name Printed: _____

Father's Signature: _____ date: _____

Mother's Name Printed: _____

Mother's Signature: _____ date: _____

Return this original signed sheet to the academy office prior to the first day of the academy school year.

Community Leadership Academy Family Handbook

VPK Appendix 2021-2022

Admissions

The VPK program at Community Leadership Academy is open to all families.

Priority for admission to the K4/VPK class will be given to students in the following order:

- students currently enrolled at CLA
- siblings of students currently enrolled at CLA
- students who are enrolling in the VPK with full day program

Acceptance into the VPK program does not guarantee acceptance into other CLA programs, including kindergarten. Families must complete the new family application process to enroll in kindergarten if they have participated in standard VPK or do not have other siblings already enrolled in the program.

Following the VPK program, priority for admission into the kindergarten program at CLA will be given to students in the following order:

- students currently enrolled in the VPK with full day program
- students currently enrolled in the VPK program who are siblings of students currently enrolled at CLA
- students currently enrolled in the standard VPK program (without full day)
- siblings of current CLA students who were not enrolled in VPK at CLA

Potty Trained Policy

Children enrolled in PK3 and PK4/**VPK** at CLA must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull-ups isn't considered being potty trained.

However, K3 students are allowed to wear pull ups during nap time.

We do understand that even potty - trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help K3 students to change their clothes, encouraging independence as much as possible. However, K4/VPK students will need to be able to change clothing on their own.

A potty - trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With minimal assistance for 3-year olds)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.

Teachers in our K3 class will ask your child throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Our Early Childhood Staff are aware of this. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

If your student is not completely potty trained by the start of the school year, they will need to wait to enroll until at such time they are ready to use the bathroom independently. If your child has begun school and shows signs of not being potty trained he/she will need to stay home/withdraw until they are successful in that area.

Attendance

All VPK parents must verify student attendance each month on the forms prescribed by the Office of Early Learning.

Regular attendance of the classroom days at CLA is critical, due to the limited time our teachers have to share new academic concepts with the students. Therefore, we strongly encourage parents not to schedule medical, dental or any other appointments during these days. Students with excessive absences will be placed on academic probation. Students who are on academic probation risk not being asked to return for the next school year. Students should be on time each morning so they have time to prepare and organize their belongings for the academy day.

Tardiness occurs when a student is not in their classroom and prepared for the day by no later than 8:30am. Joining the class at morning assembly does not constitute being on time for class. It is important that your child be at the academy on time. Each child is allowed up to 3 tardies per quarter. On the fourth tardy and beyond, the family is fined \$10 per child per tardy. Doctor and dentist appointments are excused if a note from the physician is provided.

Homework

All VPK students will have homework assigned each Thursday and Friday that will be due on Monday. Please review the "Lesson Plans/Homeschool Work" section of the family handbook for further details.

Parent Responsibilities

Please review the family handbook for a complete list of parent responsibilities. The following policies apply specifically to VPK parents.

All VPK parents must verify student attendance each month on the OEL Short Form prescribed by the Office of Early Learning.

Parents are also responsible for checking their child's homework and ensuring it has been completed properly by checking and initialing it.

Parents of students enrolled in standard VPK hours only (and not in the full day program) are allowed, but not required to volunteer in the classroom for their VPK student. If you wish to volunteer, visit the classroom, eat in the lunchroom, or attend a field trip, you must have a background screening done as outlined in the Background Check section of this handbook. Parents of students enrolled in the VPK with a full day program are still required to fulfill parent partner responsibilities as outlined in this Family Handbook.

We request that parents attend all Parent Fellowships, and fundraising events. However, parents of students enrolled in standard VPK and not the full day program will not be fined if a meeting is missed.

For standard VPK parents, we ask that you participate in fundraising activities to the best of your ability. Our desire is for all families to do their part in order to raise money for our school, but there will be no fundraising requirements for standard VPK families.

Dress Code

Students enrolled in the VPK full day program are required to abide by the full dress code. Students enrolled in standard VPK are not required to wear school uniforms. However, all students should dress in a manner to promote modesty, respect, and cleanliness; and reflect a standard of excellence. The following dress code rules still apply.

- No sandals, clogs or open toe shoes, are allowed. No shoes with more than a 1" heel and no shoes with wheels or lights. Booties (ankle height boots) may be worn with skirts or long pants. Taller boots may be worn only with pants.
- Athletic shoes and socks must be worn for PE.
- No hats are to be worn inside the building. This includes bandanas.
- When attending a school sponsored water activity all bathing suits for girls must be one-piece, full-length tankini or a dark colored t-shirt must be worn over the suit.
- Nail polish is allowed.
- Boys may not wear earrings while representing the school in any capacity. Girls may wear two earrings in each lobe of the ear.
- Body piercing and tattoos are not permitted.
- Unobtrusive necklaces, rings, and watches may be worn. No choker necklaces.
- Hair should be worn in an appropriate, tasteful, non-distracting style. No spiked hair.
- No unnatural hair colors such as purple, pink, blue, etc.

Statement of Faith

By signing this VPK appendix, parents are acknowledging that they have read the CLA Statement of Faith provided in the Family Handbook and understand that CLA teaches students according to this statement of faith.

We have **read, understand** and **agree to abide by** the Family Handbook VPK Appendix. We will do everything in our power to help our family follow the rules and policies set forth in this handbook appendix.

Father's Name Printed: _____

Father's Signature: _____ date: _____

Mother's Name Printed: _____

Mother's Signature: _____ date: _____

Please print the **entire VPK appendix** and return this signed original to the academy office prior to the first day of the academy school year.