

Parent & Student Handbook

Commission Leadership Academy
249 Holden Road, Youngsville, NC 27596
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HOME | CLA

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1. Welcome & Overview

Commission Leadership Academy (CLA) is a unique and exciting school. It is our privilege to partner with parents to shepherd their children's hearts for God's Kingdom. This handbook does not contain everything relevant to our school but it provides an essential summary for navigating life at CLA. Parents and students must be prepared to abide by the policies and procedures expressed.

Here are seven good reasons to read this handbook:

- It contains a lot of important new material.
- Parents are partners with the classroom teachers, so it is important that parents be fully informed.
- Students need to know this material for a positive school experience.
- Significant financial stewardship is involved in enrollment.
- This handbook is required reading for enrollment.
- Your suggestions can help us improve the handbook during its annual revision.

As a voluntary, private educational institution, we confidently convey our Christian beliefs and the standard of conduct expected of students, parents, faculty, and staff. Understanding the material in this handbook allows the reader to prayerfully count the cost of the education we offer in financial, spiritual, and academic terms. We desire everyone at CLA to move toward the common goal of glorifying Jesus Christ in all we do.

If you have any questions regarding the handbook, please feel free to contact us directly at admin@commissionleadershipacademy.com.

In God's service,

The Administration

Mission Statement

CLA exists to partner with parents to prepare men and women who will be character witnesses for Christ through excellence in academics, global missions, worship and servant leadership.

Core Values

Ultimately, our ministry exists to serve the following purposes for the Kingdom:

- Love and glorify God.
- Fulfill the Great Commission.
- Encourage and affirm parents as the primary spiritual and academic guide for their children.
- Prepare students to succeed in their God-ordained purposes by offering a diverse and rigorous academic program.
- Train students in the articulation and defense of their faith in Christ.
- Enable and empower students to joyfully serve in our local, state, national, and global communities.
- Integrate home and school learning.

Statement of Faith

We are a non-denominational community of Christ-followers from churches affiliated with Protestant Tradition who agree to the following essential beliefs:

1. We believe in one God, Creator of the Universe, who was and is and is to come. (Genesis 1:1; Matthew 28:19)

2. We believe in a triune God: God the Father, God the Son, and God the Spirit. (John 10:3)

3. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)

4. We believe Jesus Christ is the Son of God, who was born of a virgin, blamelessly carried out His Father's ministry on this earth, and was crucified for the atonement of all mankind's sin. (John 10:33, Isaiah 7:14); (Matthew 1:23); (Luke 1:35, 1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)

5. We believe Jesus Christ rose from the dead after three days and later ascended to heaven to be at the right hand of the Father. (John 11:25; 1 Corinthians 15:4); (Mark 16:19); (Acts 1:11; Revelation 19:11)

6. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation

because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-10; Titus 3:5)

7. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

8. We believe God sent His Spirit to dwell in believers and carry out His work on this earth by gifting believers according to the purpose for which they have been called. (Romans 8: 13-14; Ephesians 4:30; 5:18).

9. We believe it is our purpose to honor God through a faithful, obedient life, and to spread the word of God across the entire world. (1 Corinthians 3:16; 6:19-20).

10.We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)

11. We believe that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Genesis 2:18-25); (1 Corinthians 6:18; 7:2-5; Hebrews 13:4)

12.We believe that in order to preserve the function and integrity of CLA as part of the Body of Christ, and to provide a biblical role model to the members of the CLA community, it is imperative that all persons employed by CLA in any capacity, or who serve as volunteers, agree to and abide by this statement on marriage, gender, and sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

13.We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

14.We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

15.The statement of faith does not exhaust the extent of our beliefs. The Bible itself is the sole and final source of all that we believe. For purposes of CLA's faith, doctrine, practice, policy, and discipline, our Board of Directors is CLA's final interpretive authority on the Bible's meaning and application.

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2. Key Contacts

- Front Office: Barbara Cazel barbara.cazel@clagriffins.com
- Head of School for Operations: Jennifer Peters jpeters@clagriffins.com
- Head of School for Academics: Tara Thomas tthomas@clagriffins.com
- Dean of Academics Rhetoric School: Tracy Hales thales@clagriffins.com
- Dean of Academics Logic School: Amanda Chapman achapman@clagriffins.com
- Dean of Academics Grammar School: Jessica Lawler jlawler@clagriffins.com
- School Counselor: Jennifer Williams jwilliams@clagriffins.com
- Rhetoric Academic Counselor/Testing Coordinator: Megan Arnold marnold@clagriffins.com
- Nurse: Kelli Dancy (Mary Hannah Baas-backup) Nurse@clagriffins.com
- IT Support: Sonya Hedrick it@clagriffins.com
- Business Manager: Terry Pisano tpisano@clagriffins.com
- Athletic Director: Amber Cullum griffinsad@clagriffins.com
- Board Secretary: Ben McRoy ben.mcroy@clagriffins.com

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3. School Calendar

Link to School Calendar

- First day of school:
  Logic & Rhetoric - August 10, 2026
  Grammar - August 12, 2026
- Last day of school: May 19, 2027
- School Breaks:
  Fall Break: October 5-9
  Christmas Break: December 17-January 6
  Spring Break: March 8-12
  Easter Break: March 25-30
- Testing Dates:
  October 14: PSAT = Level 9, SAT= Level 12
  October 21: PSAT = Levels 10 & 11
  December 14-15: Rhetoric Finals
  December 18: Rhetoric Finals -make up

February 27: Level 11 ACT
April 26, 28: Levels 2-8 IOWA testing
May 14, 17: Rhetoric Finals
May 18: Rhetoric Finals -make up

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4. Daily Operations

SCHOOL HOURS

- Arrival time: 7:55-8:15 Parents must enter the building and sign students in once carpool has ended.
- Instruction starts at 8:15 Rhetoric and Logic Morning Meetings begin at 8:10
- Dismissal time: Grammar Carpool 3:15-3:30 / LRS Carpool 3:40-3:55

ATTENDANCE POLICY

Unless the school is notified otherwise, all students are expected to be present in class. If a student is not accounted for, the administration will be notified and parents contacted.

In order to successfully complete a course of study, students must not be absent more than three times during a semester for any course. A student is considered absent if half or more of the class is missed. Students failing to meet attendance requirements will not be recognized as having completed the course (meaning they will be awarded an incomplete and, in the case of credit-bearing high school courses, denied credit for the course). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence. A variance to this requirement may be granted by the administration to a properly enrolled student when that student has been unable to meet the attendance requirements of the course or courses in which he is properly enrolled due to circumstances beyond the family's control (such as an extended illness), provided that the student has, in the judgment of the CLA Administration overseeing his work, achieved minimum mastery of the course content, as defined by the relevant school and curriculum policies and standards. Removal of the incomplete may be accomplished by the granting of a variance or by make-up work prescribed by the school.

We recognize that there are instances where it may be appropriate to keep a child home, but may not warrant a doctor's visit (slight fever, cough, etc.). We encourage parents to use parent note absences for minor illnesses or mission trips.

Students, missing more than five days in any Logic & Rhetoric School (Levels 7-12) class, will be evaluated by administration for making up seat time and/or repeating the class if minimum mastery is not achieved. Grammar School students (Levels K-6) who

miss ten days of school, will be evaluated by the administration for retention. Administration will correspond with parents/guardians through email or phone call when a student has been absent three days in a row and six or more total absences have occurred.
CLA will follow additional guidelines where 14 or more absences (excused and unexcused) occur as outlined in NC General Statute 115C-378.

We recognize that chronic illness may cause a student to miss school frequently. While we are sympathetic to students' illnesses and complications, our aim is to prepare students fully for the next stage in life. In our efforts to adequately prepare our students, we ask that students with chronic illnesses submit themselves to the same academic rigor as our general student population. This includes completion of missed assignments and tests. If a student with a chronic illness misses more than ten days of school in an academic year, administration may evaluate the student for his/her progress. Teachers will be asked to provide a review of the standards met by the student. If any student does not meet the state standards for a grade's completion, we cannot promote the student to the next grade.

CLA relies on parents to communicate accurate information regarding student absences during home days, but ultimately retains the final decision about whether an absence is excused or unexcused. Parents should plan doctor's visits and trips on the ample non-class days whenever possible.

Excused Absences

- Fever of 100 without fever reducing medication, suspected contagious disease (including head lice), vomiting or diarrhea, severe stomach ache, headache, and/or earache. See the "Illnesses Requiring At-Home Care" section.
- Chronic or long-term illness or severe health concerns from which there is a doctor's notification, surgery, or hospitalization.
- School sponsored athletic events, academics, or fine art competitions.
- Doctor visits, when unable to schedule them on off-campus days, if pre-approved.
- Limited 1-2 day absence due to special events, if pre-approved.
- Bereavement
- Any incident or emergency outside of the parent's or student's control, subject to administrative approval.
- College visit (get signature form from office prior to scheduled visit; two excused absences allowed per academic year)

Unexcused Absences

- Students whose absence does not fit into one of the categories above are considered to have an unexcused absence and may result in zeros for the days' work or tests.
- Classwork or tests from unexcused absences cannot be made up for a grade. At the discretion of the teacher, makeup work may be provided.

- Staying home to complete homework, study for a test, or prepare for a class or presentation.
- Skipping school or classes with no parental notice prior to the absence.
- Being tardy more than three times.
- Any absence (not mentioned above) for which the parent does not seek approval prior to the absence.

Scheduled Appointments

Doctor appointments should be made on days students are not in class. Please do not schedule appointments during class hours.

Tardy Policy

Any student (levels K-12) is tardy when he/she is not in the classroom at 8:15 a.m. CarPool Duty Staff will be present at the door until 8:15 a.m., at which time, the doors will close. Parents dropping children off after 8:15 a.m. must park their vehicle and escort them to the front desk to sign them in.

Student drivers who are tardy may sign themselves in and any younger siblings they have transported to school. Non-driving students who are tardy will need to be signed in by a parent/guardian at the main office.

Three tardies equal an absence.

An absence will be given for a student who misses half the class or more.

A variance may be granted by the administration when a student has been unable to meet attendance requirements due to circumstances beyond the family's control, such as an extended illness. The student must have mastery of the course content. Any cases in which the administration is in doubt concerning the appropriateness of granting a variance to this policy may be referred to a Dean of Academics, who will consult the Head(s) of School, for consideration. Any credit approved for courses taken at CLA will be handled as standard credit.

In the schools of Logic (levels 7-8) and Rhetoric (levels 9-12), the following consequences apply for tardiness:

- 1st-3rd Offense of the Semester: Upon arrival, the student will sign the “Late Arrival Log,” will check in with his/her teacher, and quietly and without interruption join his/her class. The teacher and student will later discuss the importance of punctual arrival. These initial rebukes in the classroom offer the student the opportunity to demonstrate that he/she is wise and desires to honor his/her parents, teachers, fellow classmates and the Lord with his/her punctual attendance.
- 4th Offense of the Semester: Repeat steps in 1st offense, along with notice that the next offense for the same or similar discipline will result in a visit with the administration.
- 5th Offense of the Semester: A parent will accompany the student to check in at the front office. Parents, students, and administrators will work together to

develop a strategy to assist the family achieve punctual attendance. If a parent does not accompany the child into school, an administrator will discuss the matter by phone.

Assignments on time

Parents are responsible to see that students complete and hand-in assignments on time.

- All home day assignments are due within two on-campus days from the student's return to school *unless prior arrangements have been made with the teacher.*
- All late work must be received *within one week* of returning to school in order to count for a grade.

ARRIVAL & DISMISSAL PROCEDURES

In the interest of safety, the following guidelines must be observed.

Drop-Off

Parents should drop children off at the covered entrance to the school after waiting in the drop off lane, and only after a school official has given the sign to do so. Parents can drop students off between 7:55 am and 8:15 am. Students should go directly to their classroom and do any work that their teacher has prepared for them. Students should remain there until their teacher begins the first lesson. Students dropped off after the first lesson begins should place their belongings in the back of the room and join their class. Parents should enter the building with students in the morning only if they are escorting a student into the building because the child is late. If a parent needs to visit with a teacher or the administration, he or she should do so during after school office hours (for the Logic and Rhetoric schools) or during the day at a scheduled time agreed upon by both the parent and the teacher/administration.

Pick-Up

A car placard will be issued to each family. Children will only be allowed into vehicles with a valid placard, driven by someone on the approved pick-up list (completed on FACTS during enrollment). If a placard is missing or forgotten, the driver will be verified. Parents should arrive to pick up students no later than 3:35 p.m. (K- Level 6) and 3:50 p.m. (Level 7-12) . If a student needs to be picked up by someone other than a parent or individual who normally picks up. Written notification must be sent by email or letter to the administration notifying us that there will be a change in normal procedure. We will verify the ID of a person picking up a student to confirm the written notification.

Under no circumstances will a person, other than those listed on the authorized pickup list, be allowed to pick up a student.

Early Pick-Up

If a parent or guardian must pick up a student early, the parent or guardian should do so prior to 3:00 p.m. CLA requests that parents not enter the building between 3:15 p.m. and 3:50 p.m. to pick up students.

Parking

Parents, teachers, or visitors may park in any parking space in the lot adjacent to the Faith Baptist Church “Faith Kids” entrance. Be careful not to impede the flow of traffic.

LUNCH AND SNACKS

Students will bring their own lunch to school. Items should be labeled and children should be able to manage their own lunches. CLA will not be able to refrigerate or heat items for the student. Students may bring a snack to be eaten during the morning. Students are encouraged to bring a water bottle in addition to a drink for lunch, especially when the weather is warm.

Items Not Permitted on Campus:

- Red dye–containing foods or beverages per Faith Baptist Policy
- Energy drinks
- Food delivery services (e.g., Grubhub, DoorDash, Uber Eats)

LOST AND FOUND

The school will not be responsible for the loss of any personal property. Parents should label all articles of clothing and any personal possessions. A lost and found area is maintained in the main office. Please see a teacher before or after class to recover any lost items. Unclaimed lost and found articles may be donated to a local charity at the end of each quarter.

DRESS CODE AND GENERAL APPEARANCE

CLA’s dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9, 10; James 2:1-5).

Reasons for a Standardized Dress Code

- Standardized dress builds a sense of community. It reduces fashion consciousness, promotes modesty, saves families money, and decreases conflicts over wardrobe choices.
- Standardized dress allows teachers and staff to use their time well instead of judging the appropriateness of students’ dress.
- Standardized dress promotes safety on campus and on field trips because students are easily identifiable.

- Standardized dress presents a neat appearance and helps create a positive impression within the community.

UNIFORM GUIDELINES

GIRLS / YOUNG LADIES		BOYS / YOUNG MEN	
Tops	Must be purchased from CLA website link to Land's End or Tommy Hilfiger and must have CLA logo	**Tops**	Must be purchased from CLA website link to Land's End or Tommy Hilfiger and must have CLA logo
	Polos must be loose fitting, appropriate in length, and must be tucked in at all times. Approved colors: black, white, gray heather, purple.		Polos must be loose fitting, appropriate in length, and must be tucked in at all times. Approved colors: black, white, gray heather, purple.
	Short or long-sleeved undershirts may be worn under polos and need to be tucked in. They may not hang below the polo shirt. Approved colors: black, gray, white		Short or long-sleeved undershirts may be worn under polos and need to be tucked in. They may not hang below the polo shirt. Approved colors: black, gray, white
	All sweaters, fleeces, and quarter zips must be purchased from the CLA website link to Land's End, Tommy Hilfiger or local vendor and must have a CLA logo. A CLA polo must be worn under all sweaters, fleeces, and quarter zips.		All sweaters, fleeces, and quarter zips must be purchased from the CLA website link to Land's End,Tommy Hilfiger, or local vendor and must have a CLA logo. A CLA polo must be worn under all sweaters, fleeces, and quarter zips.
	All tops must be free from stains, holes, or rips.		All tops must be free from stains, holes, or rips.
Skirts, Skorts & Jumpers	Must be purchased from CLA website link to Land's End, Tommy Hilfiger or local vendor. Approved colors: black, khaki, gray, purple plaid	**Shorts & Pants**	Must be purchased from CLA website link to Land's End, Tommy Hilfiger or local vendor. Approved colors: black, khaki
			Pants and shorts- must be at or just above the knee (no more than one inch), and not show undergarments.
	Skirts, skorts, and jumpers from other vendors are NOT permitted.		All pants and shorts must have slit pockets in the back. No large pockets on the back
	All skirts, skorts or jumpers must fit below, at or just above the knee (no more than one inch).		Jeans, cargo, corduroy, legging material or jogger style shorts and pants are NOT permitted.
	Modesty shorts, tights or leggings must be worn under all jumpers and skirts- These items should be plain (no printed patterns). Approved colors: white, gray, black, purple		All students in levels 3-12 must wear pants and shorts that have belt loops.
Shorts & Pants	Must be purchased from CLA website link to Land's End, Tommy Hilfiger or local vendor. Approved colors: black, khaki	**Belts**	All students in Levels 3-12 must wear a belt with all pants and shorts. Approved colors: gray, black, brown

	Pants and shorts- must be at or just above the knee (no more than one inch), and not show undergarments.		
	All pants and shorts must have slit pockets in the back. No large pockets on the back	**Socks**	K-6 students: Socks should not contain a logo larger than a dime, or any type of design. Approved colors: black, gray, white, khaki
	Jeans, cargo, corduroy, legging material or jogger style shorts and pants are NOT permitted.		7-12 level students have the privilege of wearing any type of school appropriate sock.
	All students in levels 3-12 must wear pants and shorts that have belt loops.	**Shoes**	Closed-toed shoes of any color may be worn.
			7-12 level students may wear open back shoes but they must have a lip or a strap.
Belts	All students in Levels 3-12 must wear a belt with all pants and shorts. Approved colors: gray, black, brown		We strongly advise tennis shoes for all students in K-6th. *Students wearing heels or other styles of shoes that may damage the gym floor will not be allowed to participate in PE.
Socks	K-6 students: Socks should not contain a logo larger than a dime, or any type of design. Approved colors: black, gray, white, khaki		Flip flops, Crocs, slides, and sandals are not permitted.
	7-12 level students have the privilege of wearing any type of school appropriate sock.	**Outerwear**	Outside coats may be of your choosing, but may not be worn in class at any time.
Shoes	Closed-toed shoes of any color may be worn.	**Sports, Clubs, Clinics**	Practice shorts must be purchased from Land's End CLA Spiritwear website and fit loosely. Shorts or pants from outside vendors are NOT permitted.
	7-12 level students may wear open back shoes but they must have a lip or a strap.		
	We strongly advise tennis shoes for all students in K-6th. *Students wearing heels or other styles of shoes that may damage the gym floor will not be allowed to participate in PE.		T-shirts must be school appropriate and loose fitting.
	Flip flops, Crocs, slides, and sandals are not permitted.		No tank top shirts may be worn during practices.
Outerwear	Outside coats may be of your choosing, but may not be worn in class at any time.	**Rhetoric PE**	Bottoms: CLA approved sports shorts or uniform shorts/pants must be worn.
Sports, Clubs, Clinics	Practice shorts must be purchased from Land's End or CLA Spiritwear website and fit loosely.		Tops: CLA spirit wear shirts or uniform shirts must be worn.

<table>
<tr><td rowspan="3"></td><td>Shorts or pants from outside vendors are NOT permitted.</td><td rowspan="2"></td><td></td></tr>
<tr><td>T-shirts must be school appropriate and loose fitting. Undergarments must not be seen.</td><td>Shoes: Athletic shoes must be worn</td></tr>
<tr><td>No tank top shirts may be worn during practices.</td><td colspan="2" rowspan="4">CLA’s dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9, 10; James 2:1-5).</td></tr>
<tr><td rowspan="3">Rhetoric PE</td><td>Bottoms: CLA approved sports shorts or uniform shorts/pants must be worn.</td></tr>
<tr><td>Tops: CLA spirit wear shirts or uniform shirts must be worn.</td></tr>
<tr><td>Shoes: Athletic shoes must be worn</td></tr>
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Headgear

- Hats and sunglasses are not to be worn at school.
- Headbands must not have costume elements like ears and horns

Hair

- CLA expects students to have a hairstyle that is neat and well groomed.
- No unnatural hair colors are permitted.
- All students’ hair styles must not be extreme or a distraction in the classroom environment, for example a mohawk.
- Boys are expected to keep their hair in a moderate length and style. Hair is to be out of the eyes and off the collar. Boys may wear a headband or hair tie to secure their hair to meet hair guidelines.
- Girls’ style is not to obstruct vision or hinder participation in the learning process.
- Hair accessory items should match/compliment uniforms and not be distracting.

Jewelry / Tattoos

- Girls can wear earrings not larger than a nickel. No other visible body piercings are permissible.
- Boys are permitted to have one stud earring only. No other piercings will be allowed.
- Conservative jewelry is permitted.
- Tattoos for students who are 18 years of age or older must not be visible while on campus and during all school-sponsored activities, including when wearing school uniforms, athletic uniforms, or other school-approved attire.

CLA Events Dress Code

Students must dress appropriately while on the CLA campus and when attending CLA sponsored events. Please adhere to the following general rules:

- Clothing should fit properly and be modest.

- Undergarments must be worn but must not be visible.
- Skirts/dresses must be of modest length.
- Shirts must be of a modest cut and length. Cleavage and the abdominal region must not be visible.

Dress Code Enforcement

For students in levels K-6 a notice will be sent to parents for a *first or second* dress code violation. For a *third* violation, parents will bring appropriate clothing to campus for the student to change into in order for the student to remain at school for the remainder of that campus school day. Upon the *fourth* violation, parents will be asked to come in for a conversation with the administration.

Students in levels 7-12 violating a dress code policy will be required to call their parents to bring appropriate clothing to campus for the student to change into in order for the student to remain at school for the remainder of that campus school day. Upon consistent violations, parents will be asked to come in for a conversation with the administration.

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5. Admissions / Financials

ADMISSIONS

Parent and Student Responsibilities:CLA is a University Model® Christian school whose mission includes a vital spiritual element. Both parent involvement and student cooperation are essential ingredients for the school's successful fulfillment of its mission. Therefore, as a condition of acceptance, all parents applying for admission for their children must agree with the school's doctrinal position. In addition at least one parent must be a born-again Christian.

Parent Guidelines

To facilitate acceptance of students suited for a university-model format, we have compiled a set of parent and student guidelines which follow.

- At least one parent must attend a CLA information session.
- Parents must provide the school with a completed application packet for each child applying for admission.
- Both parents and all children in the household must participate in a family interview led by members of the Admissions Committee.
- Parents must agree with and support the school's procedures for handling student discipline.
- Parents must provide up-to-date immunization records for each child or provide documentation of religious exemption.

- Parents must acknowledge that they have reviewed the “Code of Conduct” and “Dress Code Policy” sections of this handbook with their child and will abide by those policies.
- Parents must agree with the school's purpose and spiritual objectives, and abide by the school's rules and regulations.
- Parents must be committed to provide a quality, Christian education for their children in accordance with existing law.
- Parents must accept primary responsibility for their children’s behavior at school and for student supervision at home.
- Parents know and consult the policies of the school as published in this parent/student handbook and other official means of communication.
- Parents must be willing to use a Christian reconciliation service if necessary.

Student Guidelines

- Students must be adhere to the Honor Code
- Students must adhere to ARMOR, the Student Code of Conduct.
- Students must adhere to the dress code policy.

Class Size

For effective teaching in the university model reduced campus classroom, CLA employs the following pupil-teacher ratios in academic core classes:

- Lower Grammar (K-2) 16:1
- Upper Grammar (3-6) 16:1
- Logic and Rhetoric (7-12) 16:1

Application Process

1. Attend an information session.
Due to the unique nature of our school model, at least one parent of a prospective student is required to attend an information session prior to beginning the application for admission. Information Sessions typically last an hour and a half.

2. Do the required reading.
Before applying, both parents must read the linked texts on Classical education and University Model schooling. These readings give a thorough overview of our philosophy and structure, and help parents decide if CLA is the right fit for their family.
Required Reading Downloads: *An Introduction To Classical Education, The Basics of a University Model School*

3. Complete an admission application.
Please prayerfully consider if CLA is a fit for your family prior to applying. A nonrefundable fee per kindergarten- 10th grade students will be collected at the time of application. Once one parent has attended an information session, your family is invited to begin an application for admission. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking admission status.

**Note: Upon entering Kindergarten, a student must be 5 years old before August 31st of the upcoming school year.*

4. Schedule Testing and Gather additional documents.

At Commission Leadership Academy, placement testing is required for incoming students in grades K-10. Upon receipt of the student's application fee, a link to schedule your child's placement test will be sent in a bounce back email from the application.

The following documents may be required during the application if the student you are applying for falls into any of the respective grade ranges. You will have the opportunity to upload electronic copies of these documents during the online application process, or you can mail hard copies to:

Commission Leadership Academy
Office of Admissions
249 Holden Road
Youngsville, NC 27596

Required documents include:

- Most recent standardized test scores for grades 3 and up.
- For applicants transferring from public or private school, a copy of most recent report card for grades 1 and up
- If applicable, copies of supplemental test results and/or educational plans (i.e. psychological or learning disabilities testing, I.E.P.s)

5. Have a family interview
Once an application has been submitted and all additional documents received, you will be contacted by CLA to schedule a family interview. Both parents, as well as all members of the household, must be present at the family interview. This meeting lets us get to know your family and determine if the partnership would be an excellent one.

6. Await notification of the admissions decision.
CLA will decide on admission within two weeks of the family interview. Families will be notified of our decision by email. Due to a high demand for admission in certain grades, CLA may place students on a wait list. The order of wait list placement is at the sole discretion of the administration.

7. Register.
Once admitted, you will receive an email with instructions on completing the online enrollment process. Please follow the instructions in the email and enroll your child within 10 days of receiving your admissions notification. A non-refundable registration fee will be due at this time to hold a place for your child at CLA. If your enrollment fee is received after the ten day registration window, we cannot guarantee your child’s place in our school for the coming school year. Please see the Tuition and Fees found on our website for rates and additional information.

8. Take the required training
As primary co-teachers, parents are required to attend certain curriculum training sessions. Parents also must attend orientation and training in the final week of the summer prior to the beginning of school. Please see our academic calendar for details. Parents must purchase and read the required parent reading prior to parent orientation.

Nondiscriminatory Statement

Commission Leadership Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. 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 school-administered programs.

FINANCIAL POLICIES

Annual Tuition
CLA's standard tuition is for the Grammar School (levels K-6),
Logic School (levels 7-8), and for the Rhetoric School (levels 9-12) for the upcoming school year can be found on our website.

The annual tuition for 7th-12th grade students includes *core academic classes* and elective classes (art, drama, music, etc.) and extra fees where applicable.

Delinquent Payments

Any delinquent payments will be subject to a $35 late fee. If payments are delinquent by 15 days, a reminder letter will be sent to the family. ***A $30 non-sufficient funds fee will be charged through FACTS.** If payments become delinquent by 30 days, the student will not be permitted to return to school until the balance is brought current. Report cards, permanent records, transcripts, and diplomas will not be given to parents, mailed to colleges, or other schools until all bills are current.

ACH Withdrawal

CLA uses a bank draft withdrawal system for processing tuition payments. Each family who chooses to pay on our 12-month payment plan is required to complete the ACH withdrawal form so that tuition payments can be automatically drafted from the family's account once school begins.

Application Fee

There is a fee (Levels) K-10 fee per application.

Enrollment Deposit

Each new family must pay a non-refundable enrollment deposit per student. The enrollment deposit is separate from tuition. Each returning family must pay a non-refundable re-enrollment deposit per student. Re-enrollment ends February 14.

Testing Fee

All students beginning in Level 2 at CLA will take standardized tests. The testing fee is part of the Student Fees.

Books

A portion of the curriculum is provided by CLA which is paid through student fees. **Student Fees are non-refundable if you withdraw a student from CLA after fees are paid.**The remainder of the required curriculum is the responsibility of the parent. The parent purchase list is located on our website under the *Commissioned Families Tab.* Parents must purchase curriculum prior to the start of school.

School Supplies

There will be minor costs associated with each student obtaining necessary school supplies (pencils, erasers, etc.). The supply list is located on our website under the *Commissioned Families Tab.* Parents must provide these supplies.

Uniforms

All students must adhere to the CLA uniform policy and purchase all necessary logoed items through our uniform vendors, Lands End,Tommy Hilfiger or the local vendor. The uniform links are located on our website under the *Commissioned Families Tab.*

Discounts and Scholarships

Discounts and scholarships may not be stacked. Families are eligible for only one discount or scholarship per student (NCOS included).

North Carolina Opportunity Scholarship

CLA has partnered with the North Carolina Opportunity Scholarship to offer financial assistance to families in our community. Please visit NCOS for more information. If NCOS requires our school to comply with anything that is against our statement of faith we may no longer accept the scholarship.

Early Enrollment Tuition Discount

Complete enrollment and *pay tuition in full* by June 1st to receive *$100 off* of each tuition paid in full.

Withdrawal Policy

The following policy on student withdrawal applies to all students enrolled at CLA to protect the financial integrity and stewardship of the school, its resources, and its community. Any student enrolled at CLA will be considered enrolled for the entire academic year and thus responsible for the full financial obligation for that academic year. CLA's budgets and teacher contracts are set according to these numbers.

Students may withdraw and be released from their complete financial obligation if they withdraw prior to *June 1*. From June 1 to December 31st of the academic year, students who withdraw will be responsible for 50% of their remaining financial obligation. If a student's total financial obligation was paid in full prior to the start of the academic year and they withdraw on or before December 31st then the difference between what they have paid in full and what they owe due to the above policy will be refunded.

Any family withdrawing a student on or after January 1st of the academic year will be responsible for 100% of their remaining financial obligation. The remaining obligation may be paid in full at once or spread out via monthly payments for the remainder of the academic year. ****Student Fees are non-refundable if you withdraw a student from CLA after fees are paid.**

Any student withdrawing may be reinstated upon family request at the discretion of the Head(s) of School and/or the CLA Board.

CLA understands that extenuating circumstances may arise and necessitate that a student withdraw and be released from all financial obligations. These may include (but are not limited to) death of an immediate family member and family relocation due to employment or loss of employment. Should extenuating circumstances arise, the family must petition the CLA Board in writing for financial accommodation. These requests shall be reviewed and a decision made by the CLA Board within 30 days of submission. This policy is subject to change at any time.

Note, if your family receives tuition assistance through the North Carolina Opportunity Scholarship you are still responsible to complete your financial obligation as stated above.

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6. Academics

CURRICULUM OVERVIEW

Worldview

A worldview is the framework people use to interpret the world around them. Our goal is to impart a worldview based on the Bible. Our society aggressively seeks to shape our thoughts. Many of the messages that we encounter on a daily basis through media and our culture are in direct opposition to God's design. When key topics debated in our culture arise in levels K-4, our teachers will share basic information and recommend that the students discuss the issues with their parents.

From levels 5-12, students increasingly develop their own opinions about key topics. Some of these topics may be controversial or could challenge the validity of the Christian faith. We want students to articulate their questions and opinions. We continue to recognize parents as the primary spiritual guide for their children at this stage even as controversial topics are encountered in a text and in a discussion. We will attempt to notify parents of concerning topics, and will communicate key questions or thoughts and ask that the students talk to parents about the topic.

Doctrine

CLA is not affiliated with a church or a denomination but many of the parents and students are. The benefits of affiliation must not blind us to the danger of debated beliefs causing unproductive turbulence. The wise approach attributed to various figures through church history guides CLA as we navigate differences: in essentials—unity, in non-essentials—liberty, in all things—charity. Our Statement of Faith identifies essentials for our school. Please read it carefully. Enrolling students in CLA means families will abide by that framework.

Our school uses a Socratic approach. We encourage student questions and comments. Debated doctrinal issues (like the extent of spiritual gifts, mode of baptism, gender and church leadership, and views of the Millennium) must not be ducked. We will address them in a loving, respectful manner. We will not undermine the leadership of any parent, pastor, or church.

Science

One issue often contested among evangelicals is the age of the earth. We consider that topic to be non-essential. The science curriculum we use expresses a young earth view, but we do not make that stance a litmus test for legitimacy. We do reject naturalism which claims that mindless forces and elements produced the universe. We also reject the opposite view (now growing in scientific circles) which claims that cells think or that the universe is divine.

Literature

Our Logic and Rhetoric Schools intentionally and increasingly expose students to literature that express viewpoints that do not align with the Bible. We do not assign crass, graphic, or obscene material. Some assigned reading addresses mature topics. Readings might contain terms that some people find offensive. CLA takes this approach so students will know standard works and to equip students to engage culture. We evaluate all literature by the standard of God's inerrant Word.

GRADING POLICY

Report Cards will be issued once a semester for all students. Release dates will be sent home to parents and reminders sent via FACTS. Teachers will provide real time updates on student's progress via FACTS.

We view grades not as a commentary on relative worth but as reflections of the quality of work in a given subject at a given time. At CLA, grades serve four basic purposes:

- To help us teach, rebuke, correct, and train
- To help us place students according to their needs, background, and abilities (Levels 6-12) where applicable
- To help us hold students accountable in a fair way for the quality of their work
- To help us communicate with parents and other parties, (such as college entrance boards or other schools) who have a legitimate interest in such information

Students will be graded by comparing accomplishments against reasonable expectations.

The grading standards themselves will be oriented toward the work of the student rather than the student himself/herself. The standards indicate levels of legitimate achievement, so that less is expected of grammar students than of logic and rhetoric students. They will be objective and evenly applied within a given class. The main purposes of these standards follow:

- To define what ought to be, as opposed to what is
- To give the student and his/her parents valid and meaningful feedback
- To encourage a disciplined approach to academic study
- To encourage the student to progress in his/her learning and achievement

Grammar School Kindergarten through Level 5 Grading

Students in Kindergarten through Grammar 5th level will receive skills-based report cards and progress reports using the following grading scale.

PA	Student is progressing above expectations. Student consistently and independently completes tasks correctly with 90-100% accuracy.
PP	Student is progressing on pace with some independence. Student demonstrates understanding with 80-89% accuracy.
P	Student is progressing on pace with some independence. Student demonstrates understanding with 70-79% accuracy.
PB	Student is progressing below expectations. Student can only complete the work with 60-69% accuracy without help.

NP Student is not progressing. Work is completed with 0-59% accuracy.

Students must complete all assignments required by the on-campus teacher and/or co-teacher in order to receive credit for the course. This policy is designed to promote the development of godly character qualities such as responsibility, work ethic, self-discipline, diligence, and self-control in the lives of our students.

Each teacher will publish the details of receiving late work in the class syllabus. These standards will be applied without partiality.

Grammar Level 6, Logic Level (7-8) and Rhetoric Level (9-12) Grading

- All students will receive a letter grade based upon the following 10-point scale:

  A = 90-100
  B = 80-89
  C = 70-79
  D = 60-69
  F = 0-59

- Grade/quality point values for essential-level (academic), Rhetoric School classes will receive the following grade/quality points for 1-credit, high school-level classes:

  A = 4.0
  B = 3.0
  C = 2.0
  D = 1.0
  F = No quality points will be given.

- Additional point values for honors, Advanced Placement (AP), and dual-enrollment/college-transfer subject offerings are shown on the following chart.

Class Level	Graduating Class of 2022 and Beyond
Honors	0.5 extra point
Advanced Placement (AP)	1 extra point
Dual-Enrollment/College -Transfer	1 extra point

Honor Roll

CLA encourages all students to pursue academic excellence. All four quarters of the school year are used to determine the A Honor Roll, A/B Honor Roll, Head of School, and Dean of School recognitions for our Logic and Rhetoric level students at the end of the year.

Honors Selection

All students who have successfully completed L8 and have met the following criteria can receive an invitation to join an honors class for the following academic year. Applicable students must have: consistently proven to be diligent workers, obtained at least a 85 for the previous year in the particular academic discipline, been recommended by a teacher, and received the approval of his or her parents to enroll.

Invitation letters are sent to qualified rising L9- L12 grade students and parents over the summer break.

Newly enrolled students are encouraged to speak with their CLA teachers to express their entrance in honors enrollment. If newly enrolled stud Rhetoric students meet the above criteria, they may be granted a three-week trial period at the beginning of the semester. After the first three weeks of class, teachers will share their placement-level recommendations to individual students and their families.

Dual-Enrollment Selection (On-Campus)

All students who have successfully completed L10 and have met the following criteria can receive an invitation to join the L11 on-campus, dual-enrollment offerings. In order to be eligible, students must have earned an "A" in their prior year's course or must have earned a high "B" and have the recommendation by their former teacher in order to be eligible to enroll.

Invitation letters are sent to qualified rising L11 students and parents over the summer break.

Graduation Requirements

CLA's College Preparatory Program meets the state requirements for private school requirements for graduation with additional specific requirements for Rhetoric and Bible classes. To earn a college preparatory diploma, CLA requires all students to graduate with the minimum number of required subject credits.

Graduation Honors

Valedictorian: This honor goes to the senior with the highest four-year academic average (GPA) who has spent at least the last four semesters of high school at CLA and completed Honors Rhetoric 3. In the event of a tie for valedictorian, *no salutatorian will be named.*

Salutatorian: This honor goes to the senior with the second highest four-year academic average (GPA), who has spent at least the last four semesters of high school at CLA

and completed Honors Rhetoric 3. *In the event of a tie for salutatorian, multiple students can be considered for the salutatorian honor.*

Farewell address: Both valedictorian and salutatorian will be given the opportunity to give a final “farewell address” at the graduation ceremony. Final drafts of both speeches must be submitted two weeks prior to graduation and approved by school administration.

Graduation Honors

Graduates will be recognized for their academic achievement using the Latin Honors Recognition system with the following guidelines:

- Summa cum laude – Weighted GPA of a 4.250 or higher
- Magna cum laude – Weighted GPA of a 4.000-4.249
- Cum laude – Weighted GPA of a 3.750-3.999

HOMEDAY / WORK EXPECTATIONS

Vacations

We discourage students from interrupting their education by taking vacations during regularly scheduled school days. When it is absolutely necessary for students to be away during school time for vacation, out-of-school obligations, or ministries, the absence must be approved by administration at least 2 weeks in advance.

Grammar Late Work Policy

In order to effectively serve our students and families, the grammar school has adopted a late-work policy. We want your student to take ownership of their work and also have you as the co-teacher to work alongside them to ensure learning and mastery is taking place. Turning work in on time helps us, the classroom teacher, also have an understanding of where the class is as a whole to better guide our instruction on campus.

Late Policy for Student Assignments:

- Student work is expected/collected on the due date given (generally the following school day)
- If the assignment is not turned in on the due date, there will be a 10% deduction for each on campus day it is late up to a week. (Physical copies only - no digital copies allowed)
- No Late work will be accepted after the end of a quarter.

- This policy does not apply to missing work from absence or sickness. Contact the teacher on an individual basis for the due date and prioritizing work assignments.
- Please contact us if discipleship or family hardship affected your student's home day. We would rather you take the time to address your child's heart than check a box.
- Students will receive two homework passes per quarter. These may be used to skip one subject or when an assignment is incomplete or missing. (Grades 5 and 6 may only use these passes to turn in work one day late without penalty)
- Students may **NOT** use passes on Summative assessments, such as a test or project. Email us if you have a question about a specific assignment.

LRS Grading and Late Work Policy

Daily work assignments: Daily work assignments account for 20% of the quarterly grade. Daily assignments will only be accepted one class day late and will receive a 50% penalty. Please have your student make every effort to get the work done on time. Since each lesson builds on previous ones, it is difficult for the student to fully engage in class without having completed their assigned work. While no credit will be given, it is still important that students complete all assignments past the one-day grace period, as the information will be pertinent to future lessons. Parents are responsible for checking any late assignments beyond one day.

Day Waives: We understand that life happens, and some days do not go as expected, therefore two day waives will be awarded each quarter per class which allows a student to turn in a non-test assignment one day late without penalty.

Formative Assignments: Formative assignments account for 30% of the quarterly grade. Formative work not turned in on time can lose 10 points per campus day late for up to one week from the original due date, unless arrangements are made ahead of time. No late work will be accepted after three days or past the end of a quarter.

Summative Assignments: Summative assignments account for 50% of the quarterly grade. Summative work not turned in on time can lose 10 points per campus day late for up to one week from the original due date, unless arrangements are made ahead of time. No late work will be accepted after three days or past the end of a quarter.

Rhetoric School Exams: Rhetoric School mid-term and final exams each account for 10% of the overall grade for a course. Students will be asked to complete a midterm and/or final assessment during a two- week window during the middle of the course and at the end of the course. This assignment may be a paper, project, or test. Students are expected to plan well in advance for exams. Only under extreme circumstances will a student be allowed to make-up an exam. Apart from sudden illness, prior approval must be given.

TESTING AND PROMOTION

Standardized Testing

In the spring of each school year a nationally standardized test, such as the IOWA's and other applicable tests, will be administered for all students beginning in Grammar Level 2. Parents will be provided with a copy of their student's test scores. CLA does not "teach to the test." Yet, nationally standardized testing is beneficial. It fulfills the state requirement for students in 3rd, 6th, 9th, and 11th grades. It provides valuable practice to students who will take other standardized tests such as the PSAT, SAT, and ACT. It helps us evaluate the ability of our students, and the effectiveness of our curricula and our teachers.

Course Progression

Upon admission, new students must participate in placement testing. If the results indicate a need for the student to be remediated, and it is unlikely that accommodations can be made for that child on campus or in the satellite classroom, then the administration may enroll the student at a different grade level.

Teachers work closely with co-teachers to provide assistance when appropriate. Should a student require additional support within a grade level for a specific course (after accommodations have been made within the campus and/or satellite classroom), the administration may promote or remediate the student.

Grade Level Promotion: Current Students

Students must pass all course work to be promoted to the next course. In levels K-5 students pass with a P or above, which is progressing on pace in all course objectives. In Logic school (levels 6-8) students pass with at least a 60% average. In Rhetoric school (levels 9-12) pass with at least a 60% average (1.0 GPA). Students whose grades fall below 70% will be recommended for academic tutoring and other appropriate support.

Academic Status

Each year students receive a classification that outlines their academic performance for parents. There are four academic standings.

- Academic Good Standing: Achieving a 70%+ in all courses at CLA for the current school year.
- Academic Warning: Failing a maximum of 1 class in the past semester at CLA. The student must retake the course if a 60%+ grade is not achieved by the end of the course.
- Academic Probation: Failing 2 or more classes in the past semester. This student will have the balance of the school year to achieve a 60%+ grade in those courses or will be required to retake the courses. If the student is not successful

when taking it a second time, they will be placed on suspended status. Students' status will be determined by the Dean and Head(s) of School.
- Suspended: Not eligible to register at CLA due to not achieving the necessary grades.

Students placed on academic probation must attend a conference with their parents, the Dean or the Head(s) of School, and the classroom teacher within the first two weeks of the probation semester to develop an individual academic improvement plan. If a student is unable to repeat the course, the student must use an approved correspondence course to complete the class. The student will be required to turn in the registration form and the official transcript from the other school.

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7. Student Behavior & Discipline

CODE OF CONDUCT

Student Honor Code

CLA operates on an honor system. We do offer grace to our students, as our Heavenly Father extends it to us, but we also hold our students accountable for their actions. We expect students to be truthful, honest, and upright in their words and actions. Violations of the honor system (lying, dishonesty, stealing, cheating, impure speech, or behavior) in any facet of school life (academics, activities, and personal relationships) may lead to expulsion (see Disciplinary Actions to Major Misconduct). The following section gives expanded examples of Honor Code violations but does not exhaust possible violations.

- Saying or writing something that is not true
- Getting someone else to lie for you
- Not telling the whole truth by omitting or pretending to forget information
- Forging another person’s signature
- Stealing another person’s property including “borrowing” without the owner’s permission
- Taking information from books or websites for class assignments without citing the source, which is plagiarism
- Copying someone else’s homework, quiz, test, lab assignment, or essay/paper
- Having notes or books out during tests (including tests at home) without permission
- Taking extra time on tests (including tests at home) without permission
- Talking about tests you have taken but others have not

Student Code of Conduct

The purpose of CLA’s Student Code of Conduct is to promote a Christ-like attitude and the development of positive relationships among its students. Therefore, specific guidelines regarding behavior while attending our school have been set. While on-campus concerns are primary, CLA reserves the right to address any off-campus

conduct significantly affecting on-campus relationships and/or the learning environment.

- Students must show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) must be used when addressing an adult. Students must show prompt and cheerful obedience in the classroom the first time something is asked of them. No disrespectful words or actions, including non-verbal communication, are allowed.
- Students must treat each other with respect, kindness, purity and compassion just as God commands us in Matthew 7:12 and in 2 Timothy 2:22.
- Students must be in uniform at all times while on campus, unless the school directs otherwise.
- The school facility and grounds must be kept clean and orderly to show appreciation.
- Gum is prohibited in the facility.
- People may eat only in designated areas and at designated times.
- Quiet talk and good manners are the standard
- There will be no horseplay, running, or rough play during or between classes.
- Students must not speak or write profanity, worldly slang, racially derogatory, or vulgar colloquialisms, or use offensive gestures at any time, whether on campus or at CLA sponsored events.
- Public displays of affection between students, such as hand holding, kissing or inappropriate touching, are not permitted.
- Students must be in class or study hall while on campus. They must not loiter on school premises.
- Grammar Students must not bring cell phones, electronic devices, computers, laptops, video games, recorders, cameras, or laser pointers to school unless specific permission is given by the school administration. Students of the Logic and Rhetoric programs who have permission to bring their cell phones must leave them in the proper designated area prior to their first class until the school day has concluded. Students of the Logic program taking computer navigation or other technology classes may bring the device to school and utilize it during these specified classes only. Rhetoric School students are expected to bring their computers and charging cords each day they are on campus. Any property brought to school may, with cause, be subject to search and seizure.
- Students are not permitted to use a cell phone in the school building before or during school time. Use of a cell phone during a test for any reason (i.e. texting, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken.
- Students may not take photos or videos with cell phones at school. Students are also prohibited from sharing photos or videos during the day. Particularly, no cell phone photographs are permitted in the restrooms or locker room areas at any time. Violation of this probation is a serious disciplinary offense.
- Parents who need to contact their child during the school day should call the school office. Parents should not attempt to contact their student via his/her cell phone during school hours.
- Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any school-sponsored event.

- Students may not touch the teacher's desk, computer, purse, briefcase, grade book and other belongings without permission.
- Use of phones or other electronic devices to photograph, videotape or obtain images of faculty, staff members, or other students without prior approval is not permitted.
- CLA students are held to the same behavioral expectations off and on campus. These expectations extend to students' digital behavior (including, but not limited to social media activity, text messages, sharing of pictures or videos, pornography, and online forums and discussions boards). Speech and expression on blogs, websites, instant messaging, texts, etc. that is considered inconsistent with the Student Code of Conduct will be addressed by the administration. Parents are encouraged to monitor their child's electronic communication in order not to jeopardize the student's enrollment at CLA.

CONSEQUENCES

Student Discipline Procedures

The primary goal of the CLA staff will be to target the heart in misconduct and to practice "preventative" discipline by loving students and using good teaching techniques. The school staff is responsible to use mild forms of reproof, rebuke, and correction for sound classroom management. Parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature. CLA will limit or withdraw participation privileges of consistently uncooperative students. Behavior requiring correction usually falls within five categories.

- Disrespect shown to any staff member or peer, whether in the form of a look, a response, or an action. The staff member will judge whether disrespect has been shown. (Ex. 20:12, Prov. 6:16-17, Rom 13:1, 7)
- Dishonesty in any situation, including lying, cheating, forgery, or stealing. (Ex 20:15-16, Proverbs 6:16-17, 19)
- Disobedience, whether outright or passive, in response to instructions. (Col. 3:20 and 1 Sam 15:23)
- Disruptive behavior by profane or malicious language, including swearing, taking the Lord's name in vain, name-calling, or foul jokes. (Exodus 20:7, Eph 4:29-31 and 5:4)
- Dangerous behavior that shows intent to harm, including fighting, shoving, or tripping. (James 4:1 and 1 Cor. 13:5)

General Discipline Guidelines

- Any discipline matter deemed to be urgent or potentially dangerous shall be brought immediately to the attention of the administration. Routine matters will be handled within the classroom by the classroom teacher.
- The student shall be given an opportunity to correct his/her behavior following the first offense of a routine or non-serious nature. The parents shall not be notified unless the student or staff member specifically requests they be notified. The parents shall be notified of any subsequent offenses.

- An administrative staff member will attend to serious, urgent, or potentially dangerous matters. The parents will always be notified in such cases. The administrative staff member shall have a broad range of personal authority to act in such cases including, but not limited to, suspension of the student from regular school activities.
- Students may be suspended or expelled for repeated or serious first-time violations of the student code of conduct.
- Conduct will be noted in the student's file in FACTS.

Classroom Discipline

While teachers have the opportunity to exercise discretion with each occurrence of a discipline issue in class, they should normally and regularly apply the following procedure to maintain consistency. This procedure applies to any substitute or volunteer teacher or assistant acting with the delegated authority of CLA.

1st Offense: Firm and loving rebuke that identifies inappropriate behavior, while also addressing any heart issue. Parents *may* be notified by the teacher. This initial rebuke offers the student an opportunity to demonstrate that he/she is wise and desires to honor his/her parents and the Lord with a good response to correction. (Prov. 17:10). It also alerts parents to potential problems, especially in regard to attitude, and helps them assume final responsibility for the correction of their child (Eph. 6:4).

2nd Offense: Repeat steps in 1st offense, along with notice that the next offense for the same or similar discipline results in a visit with the administration. Parents *shall* be notified by the teacher.

3rd Offense: Repeat steps from above in first and second offense and the student will be sent to the administration. Parents will be notified.

Administration Discipline

Normally during a discipline visit, the administration will:
- Investigate and determine the nature of the offense.
- Seek to give biblical counsel to the student. (1 Tim. 3:16)
- Call the parent.
- The parent should notify the administration (by phone or email) how they have dealt with the matter and how we can partner with the parents and student to avoid similar behavior.
- The administration will contact parents regarding repeated discipline issues.
- Continued discipline issues will result in suspension or expulsion.

Suspension for Major Misconduct

Suspension will be administered by the administration or the CLA Board. Suspension may or may not include permission to make-up work (by the discretion of the administration and/or Board). Suspensions may carry requirements that the administration and/or Board deem appropriate. Failure to meet these requirements may extend the duration of the suspension or lead to expulsion.

Expulsion for Major Misconduct

Expulsion can only be administered by the CLA Board. There are two types of expulsion: expulsion without permission to appeal and expulsion with permission to appeal. Expelled students are suspended immediately from all classes and activities. The family's admissions agreement with the school is declared null and void. If the family does not wish to appeal, then the student is officially no longer enrolled at CLA and the expulsion will appear on the student's transcript.

Families wishing to appeal, must submit their formal request for readmission in writing, stating their reasons for negotiating a new and more restricted agreement with CLA. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless the parent is single) and the student must schedule a time to appear before the administration to discuss the appeal. Re-admittance may be granted if the family commits to a new and revised admission agreement and the Board's corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal. If the new agreement is kept faithfully the student may apply to have the record of expulsion deleted from the permanent record at the end of that school year or at a later time if the Board deems it appropriate.

Ending the Partnership

There may be a situation where a student's actions or grades do not warrant expulsion, but it is evident to the administration that continuing the partnership with the student would no longer be in all parties' best interest. If this situation arises, the parents will be invited for a conference with administration and the school's decision on ending the partnership with the family will be finalized.

Restoration Program

The following criteria will be used when considering the possible reinstatement of any student released from CLA:

- The student will be absent from enrollment at the school for a minimum of one full semester.
- The student will have a sincere desire to return to CLA
- The student must have a definite assurance of his/her personal salvation
- The CLA Administration will call the student's pastor to verify the student's faithful attendance to church
- A CLA administrator will contact the student's current principal to inquire about behavior and academic work

Re-Enrollment

- If dismissal was the result of drugs, the student must submit a drug test prior to re-enrollment.
- If dismissal was the result of immorality, the student must submit to a series of approved counseling sessions.
- If dismissal was the result of bullying/threats/harassment, the student must submit to a series of approved counseling sessions.
- The student must have demonstrated publicly to his/her family, church, and peers an attitude of repentance.
- CLA Re-Enrollment is not automatic and will be based upon the availability of seats.

CLA exists to aid parents, not only in academic training, but more importantly in the character development of their children. Our greatest desire is to see each child come to a saving knowledge of who Jesus Christ and follow Him in faithful obedience. We believe the above guidelines are biblical and are in the best interest of everyone involved. Only students who have demonstrated a repentant spirit and a sincere desire to return will be considered for re-enrollment.

BULLYING POLICY

Commission Leadership Academy is committed to providing a safe, Christ-centered environment where every student is valued as an image-bearer of God. Bullying is inconsistent with the teachings of Jesus Christ and the mission of our school. This policy outlines our commitment to prevent, address, and restore relationships affected by bullying.

Every situation will be handled with seriousness and the school will determine, with help from the Lord, if it is indeed bullying. We also take into consideration the developmental age of children when investigating and responding to any situation.

Definition of Bullying: Bullying is unwanted, aggressive behavior—whether verbal, physical, social, or digital—that is repeated or likely to be repeated and involves an imbalance of power. This includes, but is not limited to:

- Verbal: Name-calling, teasing, threats.
- Physical: Hitting, pushing, damaging property.
- Social/Relational: Intentionally spreading rumors, excluding, embarrassing someone.

- Cyberbullying: Sending hurtful messages, posting harmful content, online harassment.

Our approach is rooted in Scripture:

- *"Do to others as you would have them do to you."* (Luke 6:31)
- *"Encourage one another and build each other up."* (1 Thessalonians 5:11)
- *"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."* (Ephesians 4:32)

We believe discipline should be both corrective and redemptive, aiming for repentance, restoration, and reconciliation where possible.

Prevention Strategies

1. Christian Character Education: Incorporating biblical teaching on kindness, respect, and empathy into daily instruction.

2. Staff Training: Annual training for all staff to identify, prevent, and respond to bullying.

3. Student Empowerment: Teaching students how to stand up for others and report bullying.

4. Parental Partnership: Regular communication and shared responsibility with families.

Reporting & Investigation

- Reporting: Any student, parent, or staff member may report bullying to a teacher, counselor, or administrator. Anonymous reports will be investigated to the extent possible.

- Investigation: The administrator or designated staff member will promptly and thoroughly investigate all reports, interviewing all parties involved.

- Confidentiality: The privacy of all individuals will be respected within legal and safety limits.

Response & Consequences

Consequences will be determined based on age, severity, frequency, and impact, and may include: - Verbal warning and teaching moment. - Parent notification and conference. - Loss of privileges. - Detention or suspension. - Restitution for damages. - Referral to counseling. - When appropriate, restorative practices, such as guided conversation, mediated apologies, and service projects, will be used to repair relationships.

Protection & Support

- Victim Support: Counseling, check-ins, and safe spaces.
- Bystander Support: Encouragement to speak up and training on safe intervention.
- Offender Support: Counseling and discipleship to encourage heart change.

Retaliation

Retaliation against anyone who reports bullying or participates in an investigation will not be tolerated and will result in disciplinary action.

SCHOOL WEAPONS POLICY

As a Christ-centered community, we are committed to providing a safe and nurturing environment where all students, staff, and visitors can learn, work, and fellowship without fear or threat of harm. In accordance with our biblical values, civil laws, and safety standards, the possession, use, or threat of any weapon on campus or at school-sponsored events is strictly prohibited.

Definition of a Weapon

For the purposes of this policy, a “weapon” includes, but is not limited to:

- Firearms (loaded or unloaded)
- No knives of any kind
- Explosive devices or fireworks
- Air guns, BB guns, paintball guns
- Tasers, stun guns, or other electronic weapons

- Any object used with the intent to threaten or cause harm

Policy Guidelines

1. **Zero Tolerance:** No student, staff member, parent, or visitor may possess, carry, display, or use a weapon on school property, in school vehicles, or at any school-related function—whether on or off campus—unless authorized by law and expressly approved by administration (e.g., law enforcement).

2. **Consequences:** Violations will result in immediate removal from campus, notification of law enforcement, and possible suspension, expulsion, or termination of employment, depending on the circumstances.

3. **Search and Reporting:** The school reserves the right to search lockers, bags, and personal property if there is reasonable suspicion of a weapon. All students and staff are expected to report knowledge of weapons on campus to administration immediately.

4. **Biblical Foundation:** Scripture calls us to "pursue peace with everyone" (Hebrews 12:14) and to "do nothing out of selfish ambition or conceit" (Philippians 2:3). Weapons have no place in a Christ-centered learning environment.

Exception

Only sworn law enforcement officers acting in their official capacity or other individuals expressly authorized in writing by school administration may carry weapons on campus.

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8. Student Services

COUNSELING SERVICES

The CLA counselor was added as an additional support to students, families, staff, and administration. Our counselor is available to any CLA student or staff member who requests a formal meeting and will follow up with a parent/guardian phone call to inform the family of a meeting with a student. Student confidentiality will be maintained, except in the following instances:

- Report of abuse or neglect,
- Threat to harm self or others

SPECIAL EDUCATION

Learning Specialist

In order to help the students meet their fullest potential, our Learning Specialist works as the liaison between the teachers and parents. Among other activities, she performs student observations, meets with teachers to provide support and determine effective teacher strategies, and participates in parent/teacher meetings.

INDIVIDUAL STUDENT PLAN (ISP)

At CLA, we recognize that God creates all students with different academic, emotional, and physical needs. Due to being a small school with limited resources and limited time on campus , we are not able to meet the needs of all disabilities. Most accommodations take place on satellite days with parents as the co-teacher.

Please note that in order for a student to receive any academic accommodation at CLA, the parent(s)/or guardian(s) must provide professional testing and documentation for a specific learning or physical disability. At this time, we do not have a licensed school psychologist on staff and are not able to provide academic evaluations or testing on campus.

If a student is transferring to CLA with an IEP from a public school, copies of all testing and professional diagnosis must be provided to the Admissions Director upon submitting an application. A meeting will be scheduled with the Learning Specialist, the Grammar, Logic, or Rhetoric Dean, a classroom teacher, and the parent to discuss possible accommodation options at CLA.

Each student and circumstance will be evaluated on an individual basis. As a private school, we do not provide IEPs for our students with disabilities, but will offer reasonable educational and physical accommodations with proper documentation.

If a student qualifies for a CLA ISP per the ISP team families will be charged an annual fee for this service.

HEALTH SERVICES

Cleaning/Sanitation/Hygiene

Regarding cleaning and hygiene, CLA will:

- Provide adequate supplies to support healthy hygiene behaviors (e.g. soap, hand sanitizer for safe use by staff and older children, paper towels, and tissues). CLA

has partnered with Faith Baptist Church to ensure proper cleaning at the end of each campus day, and prior to our return each campus day.
- Independently, and in partnership with FBC, systematically and frequently check and refill hand sanitizers.
- Purchase additional cleaning supplies for additional cleaning and sanitation throughout the day.
- Have staff undergo handwashing and safety training, as well as teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer.
- Reinforce hand cleaning before and after eating and upon entering a new space.
- Have students bring labeled water bottles to campus, as well as necessary utensils for lunch and snacks. No community utensils will be provided.
- Encourage staff and students to sneeze into their elbow, or to cover with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Incorporate frequent handwashing and sanitation breaks into classroom activity.
- In partnership with FBC and independently, establish a schedule for and perform routine environmental cleaning and disinfection of high touch areas.

Symptoms & Exposure to infectious illnesses

- Students, teachers, and staff who have symptoms of an infectious illness, such as flu or the stomach virus, should stay home and be referred to their healthcare provider for any necessary testing and care.
- Students and Staff members need to be fever free (under 100 degrees) without medication for at least 24 hours before returning to school.
- Students and Staff who have had a stomach virus need to be symptom free without medication for 24 hours before returning to school.
- Younger students (K-level 2) have immature immune systems and occasionally ineffective sanitary habits, so we ask that they stay home if there is any major sickness (for example: stomach bug, flu, diarrhea) within the family. They should remain home, even if they are not presenting signs of illness or have already had the sickness, until everyone in the family is symptom free for 24 hours.

Returning to Campus

Students may not return to school until they have been fever free (under 100 degrees) for 24 hours without fever reducing medication.

All cases of lice must be reported. The family must use an effective and preferably medicated lice treatment (RID, Nix, or Rx). The student must be lice-free for 3 days before returning to school. All medical matters, including lice, are kept confidential among the Board, administration and teachers.

Medication Policy

A signed doctor's form is necessary for our nurse to administer any medication, including over-the-counter medication. Prescription medication must be sent in the original container with dosage clearly indicated. Bandages and disinfectant will be available for cuts and scratches.

Any required EpiPen, inhaler, or diabetic supplies must be turned into the main office for emergency use. All medicines (including over-the-counter medications) must be brought to the office by an adult, with the proper form signed by a doctor, and may **NOT** be carried in the student's backpack. Parents must turn in a Physician's Order Form for medication with the supplies to the main office. Parents will be contacted if an allergic reaction occurs. In the case of an allergic reaction, parents should note if they want Benadryl to be administered before an EpiPen.

Communication with parents regarding all students' health needs is imperative. Teachers in the appropriate classrooms are made aware of students with special medical conditions.

Emergency Forms

All parents are required to complete an emergency form at the beginning of each school year or as new medical conditions become apparent. Allergy information and special instruction must be updated on a yearly basis along with current address and phone number changes. Changes should be made to the forms as soon as new information arises.

Accident Reporting

CLA staff are required to document any physical accidents. The school nurse will administer first-aid, as needed. Parents/guardians will always be notified when an accident occurs and if a child receives treatment.

While students are in the care of the school, faculty and staff serve ***in loco parentis***, a Latin phrase meaning "in the place of the parent." Parents entrust the school with the responsibility of providing supervision, guidance, discipline, and care during the school day and at school-sponsored activities. School staff are expected to exercise reasonable judgment and authority to protect the well-being, safety, and educational environment of all students in accordance with the school's mission, policies, and biblical values.

A 911 phone call may be made to local EMS in the event of any major medical emergencies prior to calling parents.

Prohibited Substances

A student may not possess or use tobacco, alcohol, drugs, e-cigarettes, or other controlled substances on or off campus. Prescribed medications must be either: 1) kept

in the office and taken under adult supervision, or 2) taken at home under parent supervision.

First Aid

First Aid kits are in the CLA main office and in each classroom. Parents will be notified in any situation needing further care or assessment after simple First Aid is administered.The school nurse will administer first aid measures and then parents will be notified. When a student has sustained any injury to the head or face a phone call will be made to the parents.

Medical Records

Confidential health records are maintained within a student's permanent file. Files are kept audit-ready for the North Carolina Department of Public Health. Only the administration has access to the files.

Mandated Reporting

All school personnel are required by North Carolina law to report cases of suspected child abuse and neglect. Staff shall immediately report such concerns to an administrator and contact Child Protective Services in the county where the incident was suspected to occur.

Reported incidents of child abuse will be documented with the following information:

- Date of alleged abuse or neglect
- Reporter 's name (Can be kept confidential)
- Telephone numbers
- Name of student
- Student's address
- Name(s) of parent(s)/guardian(s)
- Description of alleged abuse/neglect
- Description of injuries (if any are observable)
- Action taken

All matters concerning suspected child abuse and neglect shall be kept confidential. Safety procedures will be implemented to make students' health and safety a priority.

9. Technology Use

FACTS

CLA will utilize online school administration software called FACTS. Teachers will use this software to post assignments and grades and to send announcements and other communication to parents. The school administration will also use it to distribute report cards and notify parents of important announcements. Parents will be trained on the use

of FACTS at parent orientation.

ACCEPTABLE USE POLICY

CLA will also use software in order to monitor student technology use on campus as well as provide network filtering by limiting the websites that students have access to while on campus. Since CLA is currently a BYOD (Bring Your Own Device) school, we are requiring that any laptop brought onto campus must *first* be registered with our monitoring system by the IT Specialist. Since those devices are not owned by CLA, we have asked guardians to consent to allowing the monitoring system agent to be installed on the student device. The monitoring system will be set up so that it will monitor the device ONLY on days that school is in session which will NOT include breaks, holidays, or home days.

In order to maintain a high level of accountability among students in regard to internet usage while on campus, students are required to use the CLA network to access the internet while on campus. It is not acceptable for students to connect to Faith Baptist's network during a school day. If students are found to be on Faith's network, they will be required to disconnect or put away their device.

If, at any time, CLA would like to make adjustments to the policy above or is made aware of any accidental or intentional breach in the aforementioned agreement that results in CLA obtaining data outside of the monitoring times agreed upon in the parent consent, CLA will notify parents and students.

CLA Students will be issued a school email address, Google account, FACTS account, and will be given the opportunity to use technology in the classroom as the teacher and school deem appropriate. Students must agree to the following guidelines in order to maintain the privilege of using their email address or accounts as well as bring their device into the classroom.

- I pledge to use my CLA issued email for school purposes only. I have no expectation of privacy while using this account. At any time, my emails can be read by an administrator.
- I pledge to keep my passwords private and not share it with others except my guardians or other adults who are assisting me with my school work.
- I pledge to use my device and email in a way that demonstrates kind and respectful behavior towards others. I will not participate in any bullying, illegal, unsafe, or negative behavior. I will notify my teacher or administrator of any known instances of the aforementioned behaviors.
- I pledge to abide by copyright and intellectual property laws and avoid plagiarism by properly citing sources.
- The given email address comes with a CLA Google Workspace account that will be used for accessing various Google apps used in the classroom. Examples of such apps are Drive, Docs, Slides, and Classroom. I pledge to respect the digital property of others by not accessing drives, folders, or files that I do not have authorization to access.

- I pledge to keep my eyes and ears from intentionally looking at or listening to material that would not be pleasing to Jesus. Such material would include but not be limited to music, images, or videos with explicit, obscene, or slanderous content.
- I pledge to check my CLA and FACTS email at least every school day so that I can keep up-to-date with emails that have been sent by teachers and staff.
- CLA utilizes classroom monitoring and network filtering software. I pledge not to bring a device on campus that has not been registered by the IT Specialist for use under that software. I also pledge not to tamper with or bypass use of the agent that will be installed and registered on my device for the above mentioned software.
- Device expectations
- Internet safety

AI Policy

At Commission Leadership Academy, our mission is to develop Christ-centered students who seek truth, pursue excellence, and live lives of integrity. As Artificial Intelligence (AI) tools become more accessible, we are committed to guiding students to use technology in ways that reflect biblical values, uphold academic honesty, and promote real learning. As AI becomes increasingly integrated into education, it is vital to establish clear boundaries that promote digital responsibility.

To ensure student learning remains rooted in integrity and aligned with our academic goals, the following AI policy outlines the exclusive use of TrekAI as the approved Generative AI platform for Commission Leadership Academy.

Definition of AI Tools

For the purpose of this policy, “AI tools” include—but are not limited to—the following:
AI text generators (e.g., ChatGPT, Jasper, Gemini)
Essay or homework bots (e.g., Gauth, ScholarBot, etc.)
Math equation solvers (e.g., Photomath, Mathos, PocketMath, etc.)
AI image, video, or music creation tools
AI coding assistants or solvers
AI summarization or translation services

TrekAI has been selected because it was built by educators for educators, aligning with our academic standards and Christian values, prioritizing student safety, and supporting developmental appropriateness across grade levels.

All other AI tools (e.g., ChatGPT, Gemini, Claude, etc.) are not permitted for academic use, as they may provide inaccurate, developmentally inappropriate, or non-secure content.
** Turn It In and Pearson’s Math Lab are not restricted by this policy.**

Policy Overview & Guidelines

Academic Integrity

1. God calls us to live truthfully (Ephesians 4:25). Academic integrity honors Him and helps you grow into who He's called you to be. *"Whatever you do, work heartily, as for the Lord."* —Colossians 3:23
2. AI should be used as a learning enhancement, not a replacement for original thought, process, or instruction.
3. All submitted work must be the student's own original effort:
    - Because TrekAI is not able to identify or provide suitable research sources, students may use an internet browser to search for research sources. Students are responsible for evaluating the credibility of sources and ensuring that all information used is accurately cited.
    - TrekAI must be appropriately cited as with every resource.
    - TrekAI may not be used to compose the wording or formatting for answers or papers.

Spiritual and Personal Growth

1. As followers of Christ, we are called to honesty and integrity in all areas of life (Proverbs 10:9; Ephesians 4:25). Using AI to shortcut assignments undermines the development of godly character and honest effort.
2. Students are encouraged to seek help from teachers, peers, or approved resources instead of turning to unauthorized technology.

Partnership with Parents & Teachers

1. Teachers will instruct students on ethical technology use and reinforce this policy in the classroom.
2. Parents are encouraged to support this policy at home and guide their children in developing Christlike habits in the digital age.

CONSEQUENCES FOR MISUSE

1. Any suspicion of unauthorized AI-generated content (especially from tools other than TrekAI) may result in the disqualification of the assignment. Disqualified work will be reviewed by the teacher and administration. If the suspicion is upheld, the student will be required to redo the assignment within clearly defined parameters.
2. Verified use of non-approved AI tools or confirmed plagiarism will result in standard academic and administrative consequences as outlined in the student handbook.

Why TrekAI?

TrekAI is a secure, school-approved platform that supports academic growth by:

- Adapting to student grade levels
- Offering content aligned with curriculum and Christian values
- Supporting diverse academic needs

10. Parent & Family Information

The Vital Role of CLA Parents

“These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up.” Deuteronomy 6:6-7 is the Biblical mandate for parents to educate their children. These verses show that parents, not the state, are primarily responsible for their children’s academic, moral, and spiritual education. Parents can delegate that responsibility to different agencies to help them but the ultimate responsibility belongs to the parents.

From spiritual life to social skills, from intellectual awareness to self-identity, the parent is *the* most influential person in a student’s life. This is the cornerstone of our educational philosophy. While parents may properly delegate portions of their child’s training to others, God holds them accountable for the *whole.*

At CLA we take seriously the delegated responsibility parents place upon us. We commit ourselves to provide a Bible-based, Christ-centered education that will prepare students for college and promote a healthy relationship with Christ to guide all endeavors. We cannot play our part without parents taking an active role in the discipleship of their children. Whether it’s working with a younger child at home or closely monitoring an older child, CLA functions best when parents accept the role given to them by God. Our goal is to glorify the Lord, encourage parents, edify students, and influence the world for Christ. Toward that end, let us follow God’s word with joy!

Parents as Teaching Partners

It is the responsibility of the parent to be prepared to teach and/or guide their student’s lessons on the home days. This includes (but is not limited to) printing the assignment sheet from FACTS, reviewing all assignments listed, and preparing materials and books needed for the lessons. As partners in the teaching process, classroom teachers will provide detailed assignment sheets for the home days and the parents will be responsible for ensuring that all of the assigned work is completed. Unless otherwise communicated, the school expects students to do home/satellite classroom work as assigned by the classroom teacher on home/satellite days as scheduled on the school calendar. Parents must understand that work assigned by the classroom teacher for the home days is mandatory and must be completed and turned in by the due date listed on the lesson plans. If parents have concerns regarding workload or content, they should go to the teacher first to express this concern.

Levels K-4 The Parent as Co-Teacher

In the early years of grammar education (levels K-4), parents are fully involved with the home day process Tuesdays, Thursdays, and Fridays, helping students understand and complete assignments, and grading work. Parents must help students develop a plan for organizing their work and submitting all completed homework on time. Parents will be asked to teach lessons at home, with a lesson plan or script provided by the classroom teacher. As students progress through the grammar levels, parents remain involved in home day work but they encourage increasing independence.

Levels 5-6 The Parent as Transitional Co-teacher/Private Tutor

At the upper levels of our Grammar program, parents gradually transition from the role of Co-Teacher to that of a guide for dependent study. This transition takes place according to the student's level of maturity and responsibility. Cooperation between parents and classroom teachers is essential to a smooth transition. Parents will receive regular instructions from the classroom teacher outlining home day assignments, follow-up study of covered material, and any preparation or review needed for the next class. Parents will still grade some assignments.

Levels 7-10 The Parent as Guide for Dependent Study

This role *usually* applies to parents with children in grade levels 7-10 but may also apply to slightly younger or older students. The content of academic courses at this level becomes more complex and may be unfamiliar to some parents. Yet, the student has not mastered disciplined study habits. Through the discipleship and positive encouragement of his/her parents, the student develops growing personal academic responsibility. At this stage, the classroom teacher still relies on the parent to make certain that the student does assignments and communicates with the teacher if difficulties arise. If a parent is unable to assist the student sufficiently at home, it may be necessary for the parent to enlist the assistance of a tutor. A tutor might also be needed if a student is falling behind an average pace, has been chronically absent from class and has fallen behind, or has special needs. Grading some assignments will still be required.

Levels 11-12 The Parent as Guide for Independent Study

Parents supervise the progress of students' independent schoolwork and provide additional guidance to those preparing for college. Courses at levels 11-12 require students to do research, practice good time management, have a strong work ethic, and exercise self-discipline.

COMMUNICATION

Parent Code of Conduct

Just as students at CLA are held accountable for their words and actions, so too are the parents of those students, especially regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the CLA staff and faculty with respect, both publicly and privately. If

a parent acts or speaks in an unkind or disrespectful manner to any faculty or staff member, the matter will be taken up by the administration, who will work to resolve the matter and encourage grace and unity and, if needed, reconciliation. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent(s) may be withdrawn from CLA or barred from admission the following semester. In severe cases of slander or disrespect, a recommendation can be made to the CLA Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with CLA faculty and staff members.

Parent Disrespect Policy

As a Christian school, we are committed to fostering a Christ-centered environment rooted in mutual respect, love, and cooperation. In accordance with biblical principles such as Ephesians 4:29 and Colossians 3:12-14, we expect all members of our school community—including parents and guardians—to uphold standards of respectful, constructive communication.

We believe that all communication should reflect the fruit of the Spirit (Galatians 5:22-23) and that discipline and disagreement can be addressed in a godly manner. Our staff members dedicate themselves to the care and development of students, and they deserve to be treated with dignity and Christian love.

To ensure a safe and supportive environment for our staff, students, and families, **Commission Leadership Academy** enforces a **zero tolerance policy** regarding disrespectful behavior by parents or guardians toward school staff.

Disrespectful behavior includes, but is not limited to:

- Yelling, shouting, or using aggressive tones during conversation with staff
- Insulting, demeaning, or using profane language toward staff
- Threatening, harassing, or intimidating staff, whether in person, over the phone, in writing, or online
- Undermining staff authority in a hostile or public manner
- Spreading false, slanderous, or harmful information about staff
- Repeatedly disregarding school procedures or decisions in a defiant or disrespectful way

Policy Enforcement:

1. **First Incident:**
    - The parent or guardian will receive a formal written warning.
    - A meeting may be scheduled with the Head(s) of School and/or the School Board to address the issue and reaffirm behavioral expectations.
    - The parent or guardian may be required to attend all future meetings with staff in the presence of school leadership or a third party.

    - The school may restrict non-essential on-campus access or communication.

2. **Second Incident:**
    - The family may be placed on probation or asked to withdraw the student/s from the school.
    - If the family is unwilling to abide by the probation or request to withdraw the family may be expelled.
    - In extreme cases, law enforcement may be contacted if threats or harassment occur.

All parents/guardians must sign the Parent Promise each year agreeing to the above information that lines up with promise number 4, 5 and 12. By working together in love and mutual respect, we model the character of Christ and build a stronger, more unified school community.

Problem Solving within our Community

Parents and teachers must agree to and practice the following procedures.

- Parents are expected to follow the Matthew 18 principle of biblical conflict resolution as stated in our Parent Promise that you sign each year.
- Parents should always talk to the classroom teacher first. Parents who attempt to talk first to another teacher, staff, board member, or parent should always be referred back to the classroom teacher first.
- If the parent and teacher are unable to resolve a situation, the parent should be referred to the appropriate Dean. The Dean will confer with the Head(s) of School as needed.
- If the issue is both significant and unresolved after involving the Head(s) of School, the matter should then go to the Board Chairman.

Christian principles should be exercised and confidentiality must be maintained under all circumstances.

VOLUNTEERING

Community Service and Volunteer Participation: In accordance with the Parent Partnership Promise, at least one parent or guardian is required to participate in designated school-sponsored community service projects each year, serving with a joyful heart and supporting the school's mission to model Christ-like service within our community.

Additional volunteer opportunities will be available for sign-up at the beginning of each school year, and families are strongly encouraged to participate as they are able.

Background checks are required for some volunteer opportunities.

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” — **1 Peter 4:10**.

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11. Safety & Emergency Procedures

EMERGENCY DRILLS

The school regularly drills for **Fire, Tornados, and Intruders**. Safety systems app is used by the school to protect and execute drills safely and efficiently.

Inclement Weather

The CLA administration will provide information about campus closure as soon as a decision can be reached. Parents will be notified via FACTS (or other methods) and/or the main page of the parent website. If Faith Baptist Church is closed for inclement weather, CLA cannot operate a campus class day and will close as well.
Missed days will not be made up. Teachers are responsible for adjusting their schedules to cover missed campus days, which may include providing work to be completed at home during the school closure.

VISITOR POLICY

CLA operates as a closed campus. All doors to the building will remain locked during school hours or be staffed by CLA or Faith Baptist Church.

- All visitors, including parents, must check-in upon arrival.
- Classroom visits are welcome but may not always be possible due to space limitations and potential disruptions. Visits must be scheduled in advance.
- Level 12 students are not allowed to leave campus without administrative permission for lunch or between classes.
- Level 12 students with schedules that end prior to the school day are expected to sign out and leave the campus immediately.

Visitor Check-In Procedure
All visitors to the campus must enter through the school entrance. Parents must call the school phone prior to a visit. All visitors (including parents) must sign in and receive a visitor badge which must be displayed at all times. Visitors must check out before leaving campus.

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12. Transportation

CARPOOL PROCEDURES

All cars will enter the entrance at the far west end of the Faith Baptist Church Parking Lot (closest to Capital Blvd). Please follow the carpool map for morning and afternoon carpool given at the beginning of each school year. If you arrive at the carpool prior to 3:00 pm, you will need to stop at the designated area and wait till the carpool begins.

GRAMMAR CARPOOL- 3:15PM
Grammar student carpool begins at 3:15 pm. Cars will proceed to the canopy and CLA staff members will usher students into their cars. Once your student(s) is in your car, the CLA staff member will release you to exit the carpool line. Please follow the carpool procedure given at parent orientation for exiting the parking lot.

**If you have both Grammar and LRS students follow the LRS carpool procedure.

LRS CARPOOL- 3:40PM
LRS student carpool begins at 3:40 pm. Cars to pick up LRS students will proceed to the canopy at 3:40 pm (or whenever Grammar carpool ends) and CLA staff members will usher students into their cars. Once your student(s) is in your car, the CLA staff member will release you to exit the carpool line. Please follow the carpool procedure given at parent orientation for exiting the parking lot.

Additional Carpool Information

- CLA is not responsible for students dropped off more than 15 minutes before the scheduled time or for those not picked up more than 15 minutes after the car line has ended.
- Do not allow a student to be present at CLA without faculty or staff members present.
- Parents must call the school office if they will be more than 10 minutes late to pick up a child.
- A fee of a dollar per minute for every minute beyond 15 minutes late may be applied unless prior arrangements have been made.
- Habitually late pick-ups may result in additional fines up to $50 per month.
- If you need extra time to buckle children, rearrange seating, or speak with someone, please park to avoid impeding the flow of the pick-up line.
- Under no circumstances will children be permitted to walk into a vehicle without a staff member present on carpool duty or accompanied by a parent.

STUDENT DRIVERS:

Driving to school is a privilege and not a right!

Student driving increases the possibility of accidents, parking problems, tardiness, and truancy. Therefore, students will not be permitted to drive to school without permission from school administration.

Parking Permit

Students may request prior approval for purchasing a parking permit for the current school year by completing the form given at parent orientation.

Parking Permits are $25 per year

Students will NOT be approved to purchase a parking permit if they have any outstanding fees.

Driving Privileges

Student driving privileges may begin in 10th grade with a valid driver's license. Students will need to fill out CLA's driving privilege form, parents and students need to sign the form and pay the annual fee that is indicated in the handbook. A student's privilege may be revoked or suspended at the discretion of the administration.

Driving Privileges suspended or revoked

A student's driving privilege may be suspended or revoked at the discretion of the administration if consistently tardy (10 tardies), consistent unexcused absences (3 or more in one quarter) and other academic and/or be

Driver Education Courses

Students who are at least 14½ years old and are pursuing a high school diploma…can enroll in an approved driver education course provided through North Carolina high schools or local driving school.

Upon completion of Drivers Ed CLA will provide a Driving Eligibility certificate.

To receive a Driving Eligibility Certificate, an individual must be:

- Between 15 and 17 years old
- Currently enrolled in school
- Making progress toward a high school diploma

Driver Agreement / Form

CLA requires all student drivers and their parents/guardians to complete and sign a Student Driver Agreement before a student may drive to or from school or school-sponsored extracurricular activities.

Students seeking permission to drive to school must complete a driving request form obtained from the school office. All sections of the form must be completed and signed by a parent or guardian. Motorcycles, motor bikes, and similar vehicles are not permitted as transportation to school.

Driving to school is a privilege, not a right. This privilege may be suspended or revoked by the school administration for disciplinary or safety reasons. Students who drive to school must adhere to the following rules and guidelines:

1. **Tardiness:** Students who accumulate three (3) unexcused tardies while driving to school will have their driving privileges suspended. After twenty (20) consecutive school days of perfect attendance and punctuality (sickness excluded), the student may petition the Head(s) of School for reinstatement. This petition process may occur only once during the school year. If privileges are restored and the student receives three (3) additional unexcused tardies, driving privileges will be revoked for the remainder of the school year.
2. **Vehicle Use:** Students may not drive another student's vehicle without permission from all parents or guardians involved.
3. **Vehicle Security:** Vehicles must remain locked while parked on school property.
4. **Vehicles During School Hours:** Students are not permitted to remain in or return to their vehicles during the school day without permission from the office or administration. Students may not socialize in vehicles before or after school.
5. **Leaving Campus:** Students who leave campus without permission will face disciplinary action, and driving privileges may be suspended or revoked until further notice. Reinstatement may be considered by the administration.
6. **Safe Driving:** Reckless driving, including speeding, tire spinning, or any traffic violations on school property, will not be tolerated. Each incident will be reviewed by administration, and appropriate disciplinary action will follow.
7. **Parking Permits:** Student drivers will be issued a school parking permit and must park only in designated student parking areas.
8. **Speed Limit:** Students must observe a speed limit of 10 miles per hour while on school property.
9. **Driving During Suspension:** Students who drive to school while their driving privileges are suspended or revoked may have their vehicle towed at the owner's expense.
10. **Traffic Flow:** Student drivers are not permitted to use the driveway leading to the rear of the building. All student traffic must exit using the designated middle entrance.
11. **Passengers:** Student drivers are limited to siblings unless written permission is provided by both the passenger's parent/guardian and the driver's parent/guardian. Written permission must be on file with the school for all student passengers, including relatives.
12. **Parking Lot Supervision:** Parking areas may be monitored throughout the school day.

Students who violate any of these rules may have their driving privileges suspended or revoked

FIELD TRIPS

Students participating in school-sponsored field trips and retreats must adhere to the following requirements:

- All adult attendees, volunteers, and chaperones must have a completed and approved background check on file with the school.
- Students are required to have their own bed for all overnight trips. Students may not share a bed under any circumstances.
- Field trips and retreats are for students in that grade level. Siblings are not permitted, with the exception of nursing infants accompanying a parent chaperone.
- A completed permission slip and all required payments must be submitted by the stated deadline in order for a student to attend.
- Administration reserves the right to require a parent or guardian to attend a field trip or retreat with their student when deemed necessary.
- Students who have received a suspension at any time during the current school year may not be eligible to participate in field trips or retreats.
- Students are expected to follow the school's Student Code of Conduct at all times while participating in field trips and retreats.
- Violation of the Student Code of Conduct may result in removal from activities, loss of future participation privileges, and/or requiring a parent or guardian to immediately pick up the student at the family's expense.
- Administration reserves the right to make final decisions regarding participation in all school-sponsored field trips and retreats.

Parent Notification of Transportation Changes

Parents must notify the school of any transportation changes (early pickup, dismissal, carpool, or after-school plans) by email to the Administrative Assistant (e.g., Mrs. Cazel) **by 1:00 p.m.** on the day of the change. Urgent changes should be made by calling the school office. Changes requested after dismissal procedures begin may not be guaranteed.

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12. Extracurricular Activities

Students of CLA are encouraged to participate in the various clubs, churches, and civic organizations outside of the school’s offerings. The purpose of extracurricular activities

and athletics at CLA is to develop Christian character and strong work ethic and to broaden horizons, offering students experiences outside of the classroom.

- Clubs
- Sports

Eligibility Requirements for Extracurricular Activities

Participation in these activities requires additional time and effort. Extracurricular activities do not take precedence over the academic program. To participate, students must have a 2.0 GPA in the last recorded semester and a student must not have failed more than 1 course in the past semester. Students must be progressing on pace in all classes and maintain at least a 70% average in order to participate.

Eligibility Requirements for Athletes please refer to the Athletic Handbook

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13. Requirements, Forms & Acknowledgment

USE OF PHOTOGRAPHS IN PROMOTIONAL MATERIAL

It is essential that each family understands how we share experiences and events at CLA. Photographs and video recordings will be taken during on and off campus events. And we may use them for purposes including, but not limited to: display on the school's website/social media pages, publications shown to the general public or used by the media for news reports presented to the general public. Any use of these materials will *not* include personally identifying information such as the child's address, phone number, or social security number. It will also not include data from the child's academic, guidance, permanent, or cumulative record (i.e., grades or attendance records).

We have provided a media release form. Every family at CLA must fill out this form.

Please fill out the form and return as soon as possible concerning the use of your child's likeness or image in *any* CLA promoted materials, including, but not limited to, social media, yearbook, and school website. Please note that *failure to return the form will serve as your consent* for CLA to utilize your child's likeness in school materials for the current school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Commission Leadership Academy, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CLA may disclose appropriately designated "directory information" without written consent, unless you have advised CLA to the contrary in accordance with local procedures. The primary purpose of directory information is to

allow CLA to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

Directory information, pertaining to our Rhetoric School students, is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want CLA to disclose directory information from your Rhetoric student's education records without your prior written consent, you must notify CLA in writing before September 1. Please send notification to the Rhetoric Dean. CLA has designated the following information as directory information:

- Student's name
- Student's address
- Telephone listing
- School email address
- Photograph
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

SELECTIVE SERVICE REGISTRATION

"Almost all male US citizens and male immigrants, who are 18 through 25, are required to register with Selective Service."

“It’s important to know that even though he is registered, a man will not automatically be inducted into the military. In a crisis requiring a draft, men would be called in a sequence determined by random lottery number and year of birth. Then, they would be examined for mental, physical, and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces.”

Registration can be completed through https://www.sss.gov/register/

Required information:

- Full name, Home address, Social Security number, and email address

PARENT PROMISE

Commission Leadership Academy is founded on the Biblical principle that ultimately parents, not the school, are responsible before God to train up their children. The faculty and staff of CLA desire to come alongside the parents and help them in fulfilling their God-given responsibility. Parents must understand that in order for their child to thrive in our program, we need their full support. The school is to be an extension of the Christian home, to reinforce moral and ethical standings in the light of God’s Word.

Students Full Name_____ Grade Level _____
Parents Full Name_____
Parent/Guardian 2 _____

1. We, as parents accepting the challenge to “train up a child in the way he should go,” do state that this training will be carried on in the home. We place our trust in Commission Leadership Academy to extend that training more completely. (Proverbs 22:6)
Select one

- ☐ Agree
- ☐ Disagree

2. We will provide spiritual guidance through activities such as church attendance, prayer, and Bible reading. (Proverbs 22:6)

- ☐ Agree
- ☐ Disagree

3. We realize that building a strong relationship with our child’s teacher to aid in the training of our child is as much our responsibility as it is the school’s responsibility. We will endeavor to maintain open communication with the teacher. We will be faithful to read and follow through with all correspondence sent from the teacher. (i.e. Head of School,Class Reach, e-mail, etc.) (Ephesians 4:3)

- ☐ Agree
- ☐ Disagree

4. We will cooperate fully with the school. We will be careful to support teachers, school, and school policies in front of our children and others. We will bring any and all questions and criticisms directly to the appropriate staff member so that they may be properly resolved with discretion. (Matthew 18:15-20)

- ☐ Agree
- ☐ Disagree

5. We will support the school's discipline plan and give the teachers and administrators discretion in the discipline of our child at school. (Proverbs 3:11-12)

- ☐ Agree
- ☐ Disagree

6. We will make sure that our child attends school daily and is on time. (Proverbs 13:4)

- ☐ Agree
- ☐ Disagree

7. We agree to uphold and support high academic standards by providing a place at home to study and to encourage the completion of home day assignments as well as turn in all school work on time or following the late work policy.

- ☐ Agree
- ☐ Disagree

8. We agree to pay reasonable assessments to cover damage to the school or personal property of others caused by our child.

- ☐ Agree
- ☐ Disagree

9. We agree to attend parent trainings, community service projects, and other school meetings related to our child or children.

- ☐ Agree
- ☐ Disagree

10. We agree to follow the Commission Leadership Academy handbook and abide by all of the stated guidelines.

- ☐ Agree
- ☐ Disagree

11.We recognize that it is a privilege for our child to attend Commission Leadership Academy and that the school reserves the right to dismiss any student who does not cooperate with the ideals and educational process of CLA. (Ephesians 5:15-16)

- ☐ Agree
- ☐ Disagree

12. We agree to forfeit the privilege of our child attending school should we fail to comply with the established regulations, discipline, and financial obligation of Commission Leadership Academy.

- ☐ Agree
- ☐ Disagree

13. Based on the scriptural mandate that Christians are not to sue one another (I Cor.6:1-8), we understand that we choose binding arbitration instead of litigation to resolve any disputes between us and Commission Leadership Academy.

- ☐ Agree
- ☐ Disagree

Statement of Agreement

Having read the above, it is our desire to have our child/children enrolled at Commission Leadership Academy for the upcoming school year. We pledge our cooperation to Commission Leadership Academy regarding school policies, standards, and discipline.

I am in agreement with Commission Leadership Academy's
Statement of Parental Cooperation.

Parent/Guardian 1 Signature _____

I am in agreement with Commission Leadership Academy's
Statement of Parental Cooperation.

Parent/Guardian 2 Signature _____

RECORD OF RECEIPT

RECORD OF RECEIPT

Parent/Student Handbook

I, _____ (print parent name), acknowledge that I have attended a Parent Orientation session and have received a digital copy of the CLA Parent/Student Handbook. I have read and understood the policies and procedures outlined in the CLA Parent/Student Handbook, and agree to follow the policies and procedures contained therein.

_____ _____

Parent Signature Date

_____

Printed Name

_____ _____

LRS Student Signature (if applicable) Date

_____

Printed Name

_____ _____

LRS Student Signature (if applicable) Date

_____

Printed Name