



# **PARENT AND STUDENT HANDBOOK**

“The Lord is great and is highly praised; His greatness is unsearchable. One generation will declare your works to the next and will proclaim your mighty acts.” Psalm 145:3-4

\*Updated 5/26

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## INTRODUCTION

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 has been thoroughly revised making it easier to use.
- 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](mailto:admin@commissionleadershipacademy.com).

In God's service,

The Administration

## FOUNDATIONS

### Mission

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

### Statement of Faith

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 man and one 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.

## **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.

## **NAVIGATING SENSITIVE ISSUES**

### **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.

## **THE VITAL ROLE OF PARENTS AT CLA**

“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 Class Reach, 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 classroom 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 assignment sheet. 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-2), parents are fully involved with the homework process Tuesdays, Thursdays, and Fridays, helping students understand and complete assignments, and occasionally grading work. Parents must help students develop a plan for organizing their work and submitting all completed homework on time. Periodically, parents will be asked to teach a lesson at home, with a lesson plan or script provided by the classroom teacher. As students progress through the grammar levels, parents remain involved in homework 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 homework assignments, follow-up study of covered material, and any preparation or review needed for the next class. Parents will still grade some homework 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.

### **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.

## **ACADEMIC POLICIES, REPORTS, AND SUPPORT**

Progress reports will be issued once a quarter for students in all grammar school grade levels (K-6). Report Cards will be issued once a semester for students in Logic and Rhetoric levels (7-12). Release dates will be sent home to parents and reminders sent via Class Reach. Teachers will provide real time updates on student's progress via Class Reach.

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

- 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. We make a reasonable effort to place students properly based on knowledge and abilities rather than age or other social criteria.

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 lower level students (e.g., elementary) than of upper level students (e.g., secondary). 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. *Even if the assignment is too late*

*to be given credit as outlined below, the assignment must be turned in or the student will receive an Incomplete on the report card.* 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.

Exceptions to the late work policy are granted for excused absences as outlined in the *Attendance/Lateness* section of this handbook.

### **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.

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

Our North Carolina state legislature instituted the following grading scale for North Carolina schools, beginning with the 2015-2016 school year.

- 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.

## LRS GRADING & 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.

## **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. Students must request and complete the required work prior to their absence.

## **Standardized Testing**

In the spring of each school year a nationally standardized test, such as the IOWA's and CLT's (Classic Learning Test), will be administered for all students beginning in Grammar Level 1. 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 and Grade Promotion**

Upon admission, new students must participate in placement testing. If the results indicate a need for the student to be promoted or remediated for a specific subject, 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 for that class.

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 for that course.

## **Grade Level Promotion: Current Students**

Students must pass all course work to be promoted to the next course. Student promotion is on a course-by-course basis, not by grade level. 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.
- 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 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.

### **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.

### **Advancing in Classes**

A CLA student may advance up to two classes. The student must be in good academic standing and have completed the prerequisite for the course. Diploma requirements must still be completed.

### **Honors Selection**

All students who have successfully completed L9 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 90 GPA 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 L10, L11, and 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 L10 through L12 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 ENG1110 class for 2024-2025. In order to be eligible, students must have earned an "A" in their prior year's English/Composition & Literature course or must have earned a high "B" and

have the recommendation by their former English/Composition & Literature teacher in order to be eligible to enroll.

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

Newly enrolled students are encouraged to speak with their CLA teachers to express their entrance in dual-enrollment. If newly enrolled L11 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.

## **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 subject credits and a total of at least 25 course credits.

## **Graduation**

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. In the event of a tie for valedictorian, the student with the highest standardized achievement test score will receive the honor of valedictorian. *If there is more than one 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. *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 Cords**

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

### **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.

### **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.

### **Counselor**

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

### **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.

## **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 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 \$220 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. Applying is easy using our [online application](#). We encourage families to apply online as it simplifies submission and provides parents a tool for tracking admission status. After applying, you will be able to print completed applications, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms. Should you desire more information than is available on our website, please request more information. Our admissions office will contact you.

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

*The 2024-2025 application will be available January 19, 2024-August 1, 2024 or until the specific grade level is on a waitlist. CLA will accept applications after the August 1 deadline on a case by case basis. Please contact the Admissions Office for more details. The 2025-26 application will be available starting January 13, 2025 for re-enrollment and January 27th for new families through August 1, 2025.*

4. Gather additional documents.

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 fee schedule](#) found on our website for rates and additional information.

#### 8. Do the student placement testing.

In order to ensure correct level and class placement, CLA will administer placement testing to students applying to all levels including Kindergarten. After the student has been enrolled, your family will be notified of available placement testing dates. You will receive information via email regarding the details for the testing.

#### 9. 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 school calendar](#) for details. Parents must purchase and read the required parent reading prior to parent orientation.

## **NONDISCRIMINATORY POLICY**

CLA admits students of any gender, physical handicap, 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 based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CLA makes no distinction in its employment decisions and/or operating policies with regard to an individual's gender, physical handicap, familial status, race, color, or national and ethnic origin.

## FINANCIAL POLICIES REGARDING ADMISSIONS

### Annual Tuition

CLA's standard tuition is \$4210 for the Grammar School (levels K-6), \$5400 for the Logic School (levels 7-8), and \$5640 for the Rhetoric School (levels 9-12) for the 2024-2025 school year. CLA offers three options for payment of tuition.

- Payment in full. Families may choose to pay the tuition in full. Families will receive \$100 off of each tuition that is paid in full by April 1st, 2024.
- Semester Plan. Families may pay in two installments, once in August and in January.
- Monthly Installment plan. If you choose the monthly installment payment plan you must pay by monthly automatic bank draft. We will provide you with the forms, and we must have the necessary information and a voided check returned to us within the next seven days to set up the automatic draft. The automatic draft will begin the first week of August and will be deducted each month through July 2024.

The annual tuition for 7th-12th grade students includes *core academic classes* and *one* elective class (art, drama, music, etc.) per year. We will post details about the schedule and respective when available.

### 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.

\*\*Updated 7/24

### 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 \$220 fee (Levels) K-10 fee per application.

### **Enrollment Deposit**

Each new family must pay a non-refundable enrollment deposit of \$380 per student. The enrollment deposit is separate from tuition. Each returning family must pay a non-refundable re-enrollment deposit of \$200 per student, with a family maximum of \$600 if paid prior to February 15, 2025. From February 16-June 1, the re-enrollment deposit will be \$300 per student, no maximum applied. After the June 1 deadline, the per student re-enrollment deposit will be \$500 per student with no family maximum applied.

### **Testing Fee**

All students beginning in Level 1 at CLA will take a standardized test in the spring. 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 any necessary logoed items through our uniform vendors, Lands End, or Tommy Hilfiger. 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.

### Multi-Student Discounts

A multi-student discount will be offered to families enrolling more than two students. Families will pay full tuition for the oldest two children and receive a \$200 discount on each additional child beyond the second.

- 1st child (and oldest)—full price
- 4+ children—\$200 tuition discount per student

### North Carolina Opportunity Scholarship

CLA has partnered with the North Carolina Opportunity Scholarship to offer financial assistance to families in our community. Please visit <http://www.ncseaa.edu/OSG.htm> for more information.

### Early Enrollment Tuition Discount

Complete enrollment and *pay tuition in full* by April 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 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 or FACTS you are still responsible to complete your financial obligation as stated above. You are longer eligible for either scholarship if you withdraw for CLA.

## **SOFTWARE**

### **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.

### **Technology**

CLA will also use software called CLASSROOM.CLOUD 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 CLASSROOM.CLOUD by the IT Specialist. Since those devices are not owned by CLA, we have asked guardians to consent to allowing the CLASSROOM.CLOUD agent to be installed on the student device.

CLASSROOM.CLOUD 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, Class Reach 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 Class Reach email at least every other 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.

## **ANNUAL REGISTRATION**

Students register at CLA each year. Registration opens in January and closes at the end of August for the coming school year. New and current students must use the

“CLA Enrollment/Re-Enrollment Form” via FACTS to successfully complete the registration process. Students and parents must read the Parent/Student Handbook prior to each registration period.

The admissions committee may accept mid-year applications, usually at the beginning of a semester. The administration reserves the right to deny a student based on the specific circumstances (such as misalignment with the curricula and philosophy of education at CLA).

## **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, 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.

## **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.

Parents must dress appropriately while on the CLA campus and when attending CLA sponsored events. Parental dress should be modest and decent, not flashy, showy, or intended to draw attention. 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.

### **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 of School(s) 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 SCHOOL COMMUNITY

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

- 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 of School as needed.
- If the issue is both significant and unresolved after involving the Head of School, the matter should then go to the Board Chairman.

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

## 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	
<b>Tops</b>	Must be purchased from CLA website link to Land's End or Tommy Hilfiger and must have	<b>Tops</b>	Must be purchased from CLA website link to Land's End or Tommy Hilfiger and must have

	<p>CLA logo</p> <p>Polos must be loose fitting, appropriate in length, and must be tucked in at all times. Approved colors: black, white, gray heather, purple.</p> <p>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</p> <p>All sweaters, fleeces, and hoodies must be purchased from the CLA website link to Land's End or Tommy Hilfiger and must have a CLA logo.</p> <p>*Hoodies are no longer available for purchase from the Land's End website, but may still be worn for the 25-26 school year.</p> <p>All tops must be free from stains, holes, or rips.</p>		<p>CLA logo</p> <p>Polos must be loose fitting, appropriate in length, and must be tucked in at all times. Approved colors: black, white, gray heather, purple.</p> <p>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</p> <p>All sweaters, fleeces, and hoodies must be purchased from the CLA website link to Land's End or Tommy Hilfiger and must have a CLA logo.</p> <p>*Hoodies are no longer available for purchase from the Land's End website, but may still be worn for the 25-26 school year.</p> <p>All tops must be free from stains, holes, or rips.</p>
<b>Skirts, Skorts &amp; Jumpers</b>	<p>Must be purchased from CLA website link to Land's End or Tommy Hilfiger Approved colors: black, khaki, gray, purple plaid</p>	<b>Shorts &amp; Pants</b>	<p>Uniform-style pants and shorts- must be at or just above the knee, and not show undergarments. Please reference the Land's End website to view appropriate styles and fabrics. Approved colors: khaki, black.</p>
	<p>Skirts, skorts, and jumpers from other vendors are NOT permitted.</p>		<p>All pants and shorts must have slit pockets in the back. No large pockets on the back</p>
	<p>All skirts, skorts or jumpers must fit below, at or just above the knee.</p>		<p>Jeans, cargo, corduroy, legging material or jogger style shorts and pants are NOT permitted.</p>
	<p>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</p>		<p>All students in levels 3-12 must wear pants and shorts that have belt loops.</p> <p>*2026-2027 school year all shorts/pants must be purchased from CLA website link to Land's End or Tommy Hilfiger</p>
<b>Shorts &amp; Pants</b>	<p>Uniform-style pants and shorts- must be at or just above the knee, and not show undergarments. Please reference the Land's End website to view appropriate styles and fabrics. Approved colors: khaki, black.</p>	<b>Belts</b>	<p>All students in Levels 3-12 must wear a belt with all pants and shorts. Approved colors: gray, black, brown</p>
	<p>All pants and shorts must have slit pockets in the back. No large pockets on the back</p>	<b>Socks</b>	<p>K-6 students: Socks should not contain a logo larger than a dime, or any type of</p>

			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.  *2026-2027 school year all shorts/pants must be purchased from CLA website link to Land's End or Tommy Hilfiger	<b>Shoes</b>	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.
<b>Belts</b>	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.
<b>Socks</b>	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.	<b>Outerwear</b>	Outside coats may be of your choosing, but may not be worn in class at any time.
<b>Shoes</b>	Closed-toed shoes of any color may be worn.	<b>Sports, Clubs, Clinics</b>	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.		T-shirts must be school appropriate and loose fitting.
	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.		No tank top shirts may be worn during practices.
	Flip flops, Crocs, slides, and sandals are not permitted.		
<b>Outerwear</b>	Outside coats may be of your choosing, but may not be worn in class at any time.	<b>Rhetoric PE</b>	Bottoms: CLA approved sports shorts or uniform shorts must be worn.
<b>Sports, Clubs, Clinics</b>	Practice shorts must be purchased from Land's End or CLA Spiritwear website and fit loosely.  Shorts or pants from outside vendors are NOT permitted.		Tops: CLA spirit wear shirts or uniform shirts must be worn.

	T-shirts must be school appropriate and loose fitting. Undergarments must not be seen.		Shoes: Athletic shoes must be worn
	No tank top shirts may be worn during practices.	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).	
<b>Rhetoric PE</b>	Bottoms: CLA approved sports shorts or uniform shorts must be worn.		
	Tops: CLA spirit wear shirts or uniform shirts must be worn.		
	Shoes: Athletic shoes must be worn		

### 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

- Girls can wear earrings not larger than a nickel. No other visible body piercings are permissible.
- Boys are permitted to wear one ear stud. No other piercings will be allowed.
- Conservative jewelry is permitted.

### 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.

## **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.

## **ATTENDANCE AND LATENESS**

### **Attendance Requirements**

*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, family trips, 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. *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.

## **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.
- Parent note (three per year)
- 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)
- 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.

## **Unexcused Absences**

- 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 the students to their classroom.

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 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.

\*Updated 7/24

## **PARKING AND DROP-OFF/PICK-UP**

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 Class Reach 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.

## CARPOOL PROCEDURES

All cars will enter the entrance at the far west end of the Faith Baptist Church Parking Lot (closest to Capital Blvd) and form two rows. Upon entering the parking area, drive 150 yards, all the way to the back, turn left and drive 100 yards, turn left again heading towards Holden Road and go another 100 yards, then take a right and proceed to the canopy. If you arrive at the carpool prior to 3:50 pm, you will be directed to stop and wait till the carpool begins. Families with Grammar students may line up in the right hand line, closest to the church building. Families with only LRS students should line up in the left hand line, closest to Holden Road. Families with both Grammar and LRS students may use the Grammar line.

### 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 arrows in the diagram above to proceed to the right turn or left turn exits. If you have a Grammar student and an LRS student, once you have picked up your Grammar student, you will need to park your car in one of the parking spots that will be designated by signage to wait for your LRS student to be released from class.

### LRS CARPOOL- 3:40PM

LRS student carpool begins at 3:40 pm. Those LRS students who have siblings in the Grammar school will be escorted to their parents' parked cars and released. 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 arrows in the diagram above to proceed to the right turn or left turn exit.

## STUDENT DRIVERS

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. A birth certificate or passport is required to enroll.

Driver education courses consist of two phases:

- A classroom portion, which involves 30 hours of instruction and an eye exam
- A driving phase, which involves six hours behind the wheel

Upon completion, students receive a Driver's Education Certificate, which allows them to apply for a Level One Limited Learner Permit, the first level of North Carolina's graduated licensing process for drivers under age 18.”

Source: The Official North Carolina DMV website

### 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

Source: The Official North Carolina DMV website

“The steps in graduated licensing must still be followed even if the Driving Eligibility Certificate is issued due to hardship conditions. North Carolina does not issue a hardship driving permit or license. DMV must revoke the driver license of any person under age 18 when it receives notice from the proper school authority that the person is no longer eligible for a Driving Eligibility Certificate. This revocation remains in effect until the person’s 18th birthday unless a Driving Eligibility Certificate, high school diploma or GED Certificate is obtained.”

Source: pg. 14 North Carolina Driver

CLA will “issue Driving Eligibility Certificates to its age 15-17 students who are making progress toward graduation, exhibiting exemplary behavior, and who request them in order to obtain their North Carolina Learner's Permit/Driver's License. See the [North Carolina Non-Public School Student Driving Eligibility Requirements](#) publication for further specifics.” Interested students should see Mrs. Holliday for more information.

Source: NC Department of Administration

In order to have driving privileges reinstated, the student must make adequate progress on a subsequent semester average. In addition, the following financial responsibilities apply in order to have driving privileges reinstated by the North Carolina Department of Motor Vehicles:

- Learner Permit or Limited Provisional License - \$21.50
- Restoration Fee - \$65.00
- Duplicate Driver's License - \$14.00
- Penalty for failure to relinquish license upon notice of suspension by NCDMV - \$50

### **Learner Permit**

Learner permits are available to students who are 18 years of age and older. Permit holders must be accompanied by a person who is licensed to operate the motor vehicle being driven and is seated beside the permit holder.

### **Health Requirements**

Persons with physical and/or mental disabilities may be issued a restricted license only if the disability does not impede their ability to drive safely.

### **Cell Phones While Driving**

“Cell phones can be a lifesaver in an emergency; however, they also can be distracting. Below are North Carolina laws and reminders to help you avoid letting the cell phone become a deadly distraction:

- It is unlawful to use a cell phone for email or text messages while operating a vehicle on a public street or highway or public vehicular area;
- Drivers less than 18 years of age are not permitted to use a cell phone or any additional technology associated with a cell phone while operating a motor vehicle on a public street or highway or public vehicular area while the vehicle is in motion. Exceptions: calling 911 in an emergency;

- Use your cell phone only if it is absolutely necessary and for the sole purpose of communicating regarding emergency situations or contacting parent, legal guardian or spouse;
- If you must use your phone, do so at a safe time and place
- Ask a passenger in the car to place the call for you and, if possible, speak in your place;
- Do not feel like you must answer the phone when it rings. Let someone leave a message and you can return the call when you are stopped at a safe location;
- Secure your phone in the car so that it does not become a projectile in a crash

Source: pgs. 39-40 North Carolina Driver Handbook

### **Driver Agreement Form**

CLA requires all student drivers and their parents to complete a Driver Agreement form. The student driver will not be permitted to drive to/from school, or any extracurricular activities until this form is returned.

CLA is especially concerned about students riding with other students without parent permission. Students may not transport other students to school or school functions unless they are an immediate family member. On occasions when it is absolutely necessary for students to ride with other students, all parents involved must give written and/or verbal consent to the school office. The family owning the vehicle must take full responsibility for the safety and welfare of all passengers.

Students may not drive vehicles belonging to other students without permission from all parents involved. Students may not socialize in their vehicles before or after school.

All student drivers must abide by the established speed limit, noise ordinances, and parking rules. All students and parents will agree to abide by the established policies and the guidelines set forth by the State of North Carolina.

All student parking is limited to the parking spots designated by the administration.

### **Additional 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 or pull around to the side of the building 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.

## **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.

## **MEDICAL MATTERS**

### **Illness Requiring At-Home Care**

Symptoms including the following require a child to be picked up by a parent or emergency contact.

- A fever of 100 degrees or higher
- Suspected contagious disease, including head lice
- Vomiting or diarrhea
- Severe stomachache
- Headache or earache
- Inability to remain in class due to injury

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 or parent's form is necessary for our staff to administer any medication, including over-the-counter medication. Prescription medication must be sent in the original container with dosage clearly indicated. Students in 9th-12th grades are permitted to carry and self-administer Tylenol™ and Advil™. 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 Parent Request and 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 Cards**

All parents are required to complete an emergency card 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 cards as soon as new information arises.

### **Accident Reporting**

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

A 911 phone call will be made to local EMS in the event of any major medical emergencies.

## **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. Parents will also be notified when a student has sustained any injury to the head or face. CLA does not have an on-site clinic and will defer all further treatment and decision making to the parent.

## **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.

## **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.

## **CAMPUS SAFETY**

### **Visitors**

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.
- Students are not allowed to leave campus without administrative permission for lunch or between classes.
- 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.

### **Fire, Tornados, and Intruders**

The school regularly drills for such occurrences.

### **Inclement Weather**

The CLA administration will provide information about campus closure as soon as a decision can be reached. Parents will be notified via Class Reach (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.

### **Prohibited Items**

The following items are not allowed on CLA's campus, during or outside of school hours.

- Recreational drugs, alcohol, e-cigarettes, or tobacco products
- Lighters or matches
- Knives, guns, or weapons of any kind
- Explosive items (i.e. fireworks)

### **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 2022-2023 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 August 30, 2024. Please send notification to Mrs. Hales ([Thales@commissionleadershipacademy.com](mailto:Thales@commissionleadershipacademy.com)). 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
- Email

**RECORD OF RECEIPT**  
**2025 - 2026 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

## **FORMS AND IMPORTANT ADDITIONAL INFORMATION**

Please read the forms which follow and use them appropriately. Some require signatures and are time sensitive. You will also find further essential information on various matters.

# College Visit Form

Student's Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Visiting School's Name & Location:

\_\_\_\_\_

\_\_\_\_\_

Date of Missed Class(es): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

\*In signing, I understand it is my responsibility to bring back a visit verification form or itinerary from the college/university I visited. Upon my return to school, I will present this document to the counselor or an administrator so my absence will be changed from unexcused to excused.

Teacher's Name:	Action Needed & Timeframe:	Teacher's Signature:
1 <sup>st</sup> Period -		
2 <sup>nd</sup> Period -		
3 <sup>rd</sup> Period -		
4 <sup>th</sup> Period -		

Parent/Guardian's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Counselor or Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_