



COLUMBUS
CLASSICAL
ACADEMY

FAMILY HANDBOOK

2023-2024

School Contact Information

Columbus Classical Academy
2000 Polaris Parkway
Columbus, Ohio 43240

Email

cca@columbusclassical.org

Office Phone

614-245-5547

School Hours

Monday – Friday: 8:00 a.m. – 3:20 p.m.

Doors open at 7:45 a.m.

Pick up begins at 3:20 p.m.

After Care Hours

Monday – Friday: 3:30 p.m. – 6:00 p.m.

Office Hours

School Year: Monday – Friday 8:00 a.m. – 3:20 p.m. (by appointment after dismissal)

Summer: Monday – Friday 9:00 a.m. – 2:00 p.m.

Closed on weekends and school holidays

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Welcome & Guiding Principles

Welcome Letter from the Headmaster

Dear Parents,

It is my privilege to welcome you to Columbus Classical Academy.

We are honored and humbled by your decision to entrust us with the education of your children. It is a solemn and wonderful charge to impart to students the knowledge and virtue upon which responsible and joyful lives are built. And it is a noble but difficult course that you have chosen for your child, one that will reward greatly those who travel it with discipline and purpose.

Columbus Classical Academy is a *Hillsdale College Curriculum School*, utilizing Hillsdale's world-class and distinctively American, classical curriculum. Because we recognize that all education is both immanently personal and at the same time inherently social and political, your child will receive an education befitting not only a human being, but also an American citizen.

The Hillsdale curriculum is rigorous, integrated, and sequential, grounded in the liberal arts and sciences and the Western canon. Every child studies literature, mathematics, history, civics, the natural sciences, Latin, the fine arts, physical education, and philosophy. These disciplines are taught using time-tested, teacher-led pedagogical methods, which include rigorous phonics instruction, explicit grammar lessons, and memorization and recitation. Instruction is complemented by the use of manipulatives in the teaching of arithmetic at the earliest grades. Handwriting and cursive lessons in written expression, use of the Socratic method, and close and critical reading of the classics and primary source texts are employed as students mature. At the conclusion of their time at CCA, students will possess a broad and deep body of knowledge about their world, their culture, their nation, and themselves.


But CCA is more than just an academic institution. It is also a place of moral formation, where virtue is modeled, practiced, honored, and expected. We maintain that there are objective, moral laws to which all are accountable, and that without knowledge of the good and a desire to pursue it, man can be neither virtuous nor truly free. Our embrace of the classical virtues points us beyond ourselves to what is eternally significant, recognizing as did our nation's founders that: "Religion, morality, and knowledge, being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged."

That proper, formal schooling is good and necessary, however, does not alone make it sufficient to the life of man. You, the parents, are the first and primary teachers of your children. And because we at CCA hold that natural bond and relationship in high esteem, you will know what your children are learning, and your input on how best to engage and inspire them will be encouraged. Even more, your commitment to supporting and nurturing their moral and academic development at home will be essential. We are only a part of the task that is raising mature, joyful, responsible adults. We cannot do our part without you.

As an institution, Columbus Classical Academy is just beginning. But as an idea, as a philosophy of education, as "the real community of man, . . . of the potential knowers," as Allan Bloom describes it, our school is more than 2,300 years old. We are excited to have you join us in the Great Conversation, and look forward to partnering with you as we pass down our incomparable cultural, religious and political inheritance to the next generation and pursue lives of knowledge and virtue together.

Thank you for your support of our school and for your commitment to providing your child with a truly good education. I look forward to an excellent school year.

Welcome to Columbus Classical Academy. *Veritas et Virtus.*

A handwritten signature in black ink, appearing to read "Daniel C. Gibson". The signature is fluid and cursive, with a long horizontal flourish at the end.

Mr. Daniel C. Gibson, Headmaster

Introduction

Columbus Classical Academy (CCA) is a private classical liberal arts and sciences school serving kindergarten through 8th grade in the 2023-2024 school year. Each subsequent year we will add a class with our first graduation ceremony slated for spring 2028. CCA implements classical pedagogy with teacher-led classrooms, and therefore, Columbus Classical Academy, having the license to use the Hillsdale College K-12 American Classical Education Program Guide, will present a classical education to students that includes the following, key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A school culture formed with moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the liberal arts and sciences;
8. A faculty where well-educated and articulate teachers explicitly convey real knowledge to students using traditional pedagogical methods;
9. A school that uses technology effectively as a tool and not as text. CCA's use of technology will not diminish the faculty leadership that is crucial to academic achievement.

Mission Statement

Columbus Classical Academy inculcates in our students, through a genuine and rigorous classical education in the liberal arts and sciences, the knowledge and virtue upon which independent, responsible, and joyful lives are built, in the firm belief that such lives are the foundation of a free and flourishing republic.

Virtues

G.K. Chesterton once responded to the question, “What’s wrong with the world today?” by answering: “I am.” At Columbus Classical Academy, our pursuit of virtue is predicated upon this humbling truth.

Those who invoke virtue and insist on the reality of a moral law often are perceived as self-righteous prudes. The reputation is not entirely unearned. Often those with a conscience sensitive to the created moral order take on an air of superiority rather than the introspection that such knowledge demands. We acknowledge that in our hypocrisy, we are not quick enough to recognize and correct our own depravity before we decry it in others.

Yet, as the old adage goes, “hypocrisy is the homage that vice pays to virtue.” And so, the answer to hypocrisy is not the dismantling of virtue, as some would have it, but the humble acknowledgment of our own iniquity along with the intentional formation of good and virtuous habits that help build the character to resist our vices. This requires a knowledge of what is good and right and a desire to conform our lives to it, even though we inevitably will fall short.

Many moral and political ideologies ascendant today, however, respond either by redefining virtue as the unqualified pursuit of self-interest, or by preemptively laying the line of demarcation between good and evil along boundaries of social status, identity, or material wealth, so that the very capacity for virtue becomes a function of cultural power rather than a matter of personal conduct—those who identify with the class of “innocents” are beyond reproach, while all others are beyond redemption.

These distortions are not exclusive to the political left or right. Ayn Rand’s objectivist libertarianism declares the atomizing “Virtue of Selfishness” just as Marxist humanism proclaims the balkanizing virtue of revolutionary class struggle.

After a decade of imprisonment, torture, and exile at the hands of the Soviet Union, Alexandr Solzhenitsyn understood not that his oppressors were uniquely wicked or that he and his fellow victims were simply good, but instead that “[t]he line separating good and evil passes not through states, nor between classes, nor between political parties either—but right through every human heart....” His, theirs, yours, and mine.

At Columbus Classical Academy, our pursuit of virtue is not about planting a flag of self-righteousness, but rather about planting the seeds of humility. For this reason, everything we do starts and ends with a focus on the moral formation of our students in light of the seven classical virtues.

- **Fortitude:** There is much to fear in the world, but more important is the virtue to confront this fear with courage and overcome difficulty.
- **Prudence:** This is wisdom in practical matters, the ability to see the good and attain it.
- **Justice:** We act with justice when we give to each his or her due, and when we conform our will to reality. Augustine tells us that justice is the “supreme essential for government.”
- **Temperance:** This allows us to govern ourselves and our appetites in accordance with reason.
- **Faith:** While we have no formal religious affiliation, we uphold the value of faith, for the most important things in this life and beyond are unseen.
- **Hope:** We work diligently with hope not in ourselves but in our Creator.
- **Charity:** Our happiness is found, paradoxically, in the outpouring of our love for others.

Motto

CCA's motto is *Veritas et Virtus* which means "truth and virtue". It orients us to the mission therefore, we pursue Truth. We desire Truth. We know there is objective Truth that can be known. It does not change based on feelings or shifting cultural values. We know that the Truth will set us free, and only in this freedom can we live abundantly. And virtue. Knowing this Truth will lead us into a more virtuous life. Virtue, in turn, allows us to better know the Truth. By pursuing our 7 school virtues (see virtues above) we will become worthy of undertaking pursuit of the great transcendentals: the Good, the True, and the Beautiful.

Shield

Each individual mark in the CCA shield reminds us of our mission.



The Shape

The shield is classical in nature and a tool of defense. It reminds us that a virtuous life is the best defense of our freedom both as an individual and as society. It reminds us that these things—the good, the true, and the beautiful—are worth defending.

The Torch

The torch is a reminder that education illuminates our mind and brings us into the light of truth. The torch reminds us of our classical heritage—we are a part of something older and greater than just our times, or even the classical world of antiquity which we are inheriting. We are a part of something eternal. We have both received this torch from previous generations and will pass the torch to subsequent ones.

The Colors

The colors are those of our nation. Our nation was founded on these classical principles, and we believe in the inseparable role classical education plays in the thriving of our nation. We look to the past in Hillsdale's distinctly American classical education model. And we look to the future good of our country for which we are pursuing this education.

Mascot

The patriot reminds us of our mission. As Newton put it, "If I have seen further, it is by standing on the shoulders of giants." We stand on the shoulders of great philosophers, poets, mathematicians, scientists, and patriots. Those who have gone before us blazed trails of knowledge and of freedom, recognizing as Jefferson did that "all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness." We

are the Columbus Classical Academy *Patriots*, proud to stand on the shoulders of those who have gone before us.

Affiliation with Hillsdale College

The Hillsdale K-12 Education Office is a project of Hillsdale College devoted to the education of young Americans. Through this office and its initiatives, the College supports the launch of K-12 classical schools that will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue. Reform of American K-12 education, to be successful and good, must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. The work of Hillsdale K-12 Education is an important step in that direction.

As a *Hillsdale College Curriculum School*, Columbus Classical Academy benefits from Hillsdale's expertise in developing a world-class classical curriculum as well as its tradition of defending the traditional liberal arts, which they describe as “a window on the past and a gateway to the future.”

Affiliation with the State of Ohio

Columbus Classical Academy is a non-chartered, non-tax supported (NCNT) school based on Ohio revised Code (ORC) 3301 and Ohio Laws & Administrative Rules (OAC) 3301-35-08.

Religious Affiliation

Although CCA is not a denominationally-affiliated institution, it is governed by a Board of Directors the membership of which affirms the truth of the Apostle's Creed. It being primarily the role of the family and the church to catechize children and instruct them in religious doctrine, CCA will affirm the importance of true faith as a virtue, ensuring opportunities for students to live it out in practice during the school day. But we do not require a statement of faith to attend or provide theological instruction as part of the curriculum.

Governance

Board of Directors

Columbus Classical Academy (the “School”) is a non-profit corporation, recognized as a 501(c)3 organization by the Internal Revenue Service. The corporation is governed by its Board of Directors (the “Board”). The Board operates in accordance with its bylaws and using the principles of policy governance.

Board Responsibilities & Obligations

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Founding Board created Columbus Classical Academy specifically to implement a traditional, classical, liberal-arts education guided by the mission.

The Board oversees budgeting and spending, community outreach, mission fidelity, compliance with applicable laws and regulations, and development to support the program.

Role of the Headmaster

The Headmaster will implement a traditional, classical, liberal-arts curriculum. The Headmaster makes final decisions on curriculum, subject to the approval of the Board of Directors. The Headmaster is also responsible for mission alignment, discipline, moral culture, operations, and financial priorities of the school.

Communication to the Board

The role of the Board is to oversee the school but not to manage its daily affairs, so the Board will generally defer to the Headmaster to address questions, complaints, and grievances brought to the attention of school leadership. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to both the Board Chair and the Board Secretary. Such communication can be addressed accordingly and delivered to Columbus Classical Academy or sent via email to board@columbusclassical.org.

The Board kindly requests that members of the CCA community refrain from approaching individual Board Directors with concerns or grievances that should be brought to a specific teacher, the Headmaster, or the whole Board.

Any communication to the Board should follow the Grievance Policy detailed below.

Grievance Policy

CCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular aspect of CCA, that grievance should be resolved using the following chain-of-command.

Related to the Classroom

Issues that arise in a particular classroom should always be addressed to the teacher first.

1. The Teacher: Parents should schedule a meeting with the teacher through the office, email, or voicemail. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
2. The Dean of Students: If the grievance cannot be resolved with the teacher, and the matter regards discipline, the parent should discuss the matter with the Dean of Students.
3. The Academic Dean: If the grievance cannot be resolved with the Dean of Students, and the matter regards discipline, the parent should discuss the matter with the Academic Dean.
4. The Headmaster: If the grievance cannot be resolved with the teacher in matters regarding academics, or the Academic Dean, the parent should discuss the matter with the Headmaster.
5. The Board: If the grievance cannot be resolved with the Headmaster, the parent should refer the matter to the Board via mail, addressed to the Board and sent to CCA's address, or email to the Main Office.

Related to Administration

For grievances regarding an administrator who reports to the Headmaster, the grievance should be directed to the individual first, then the Headmaster if the issue is not resolved. If necessary, grievances left unresolved by the Headmaster should be submitted in writing to the Board. Use the school's address or email to board@columbusclassical.org.

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

Chain of Command

The Board has established a chain of command whereby all authority for the management of the school rests with the Headmaster, and he has the sole responsibility of reporting to the Board and managing the operations of the School.

In **all** communication to Columbus Classical Academy, the Board expects the CCA community to observe the chain of command and direct communication accordingly. The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the Administration. Communication should be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after speaking with the Headmaster, then the parent should refer the matter to the Board, as needed.

Reservation of Administrative Rights

Columbus Classical Academy reserves the following rights:

1. To dismiss a student from the school for any reason as it deems appropriate for the best interests of the student population and the mission of CCA
2. To change any policy or procedure at any time in its sole discretion
3. To determine acceptable actions, behavior, and conduct

Admissions & Enrollment

**Please see the website for current admissions and application timeline information
Other Enrollment Information**

Sibling Priority

Families that have non-school aged children will have first priority for seating and can apply for these students when the re-enrollment period opens in the Spring of each school year.

Furthermore, any students on the Waitlist who have a sibling currently enrolled, will get priority seating for the following year.

Kindergarten Screening

Each incoming kindergartener will be screened for readiness by the Academic Dean.

Admissions Decisions

Admission decisions will be sent out by the last day of March each school year at which point the Wait List will also be formed.

CCA will honor any Waitlist that develops by September 2023 when applications close for the inaugural school year.

Admission Decision Appeal

Admission decisions may be appealed using the following procedure.

1. A formal letter of admission appeal shall be addressed to the Board of Directors. This letter should state in brief the reasons you believe the decision was made in error and request a hearing at a Board Meeting.
2. Attend the Board Meeting to which you are invited.
3. At the Board Meeting, plan on a short presentation to the board advocating for your child. At this time, specific evidence shall be considered.
4. The Board will meet in Executive Session to deliberate and vote.

All Board decisions are final.

Withdrawal from CCA

If the occasion comes that you must withdraw your student/s for any reason, a refund will be issued according to the following schedule:

- Withdrawal before December 23rd: 50% refund
- Withdrawal December 23rd – February 28th: 25% refund
- Students enrolled after October 1 of their initial year of attendance will receive a prorated tuition refund for the first 30 days of enrollment, after which regular tuition policies apply.

To facilitate withdrawal of students from School, we ask that parents advise the CCA office of an intended withdrawal at least **three** days prior to leaving. A parent is required to meet with the Headmaster to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents. All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned. Any balance of tuition that remains will be collected before any academic records are released.

Tuition & Fees

See the website for all up-to-date information regarding tuition and fees.

School Life

Columbus Classical Academy provides a unique classical experience that aims at human happiness. Instruction in moral character and civic virtue are crucial in this enterprise, and demand quite a bit from students and their families alike. This choice means that students should strive for the excellence of which they are capable and take delight and confidence in the successes of their friends and peers. School life at Columbus Classical Academy will be orderly and joyful – for it is in the standards that we find freedom to be joyful and productive.

Student drop off and pick up

Students should begin arriving **no earlier than 7:35 a.m.** Doors to the facility will open promptly at **7:45 a.m.** Faculty and staff will be at the front of the campus in the morning to escort our younger students from their vehicles to the building. Parents are not to walk their students in or exit their car for any reason in the car line. Other staff will be inside to supervise students on their way to class. At **8:00 a.m.** the doors will be locked to ensure the security of students and staff.

The school will release students only to parents, legal guardians, or adult designees. Notify the office via phone call or email should a person other than who is on record will be picking up your student/s.

Each family must have their placard placed in the visor of their driver's side and display it for drop-off and pick-up.

Car line

Procedures for drop-off and pick-up give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees. Any change in pick-up from designated paperwork must be called into the office before pick-up begins. At no time will a student be placed in a car with a person not on the pick-up list without explicit authorization from a parent/guardian. This includes going home with friends.

The adults driving through the car line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student as everyone in the car line is expected to know and follow the procedures.

See the website for Car Line procedural information.

Visitors

Columbus Classical Academy has a mandatory sign-in procedure for **all** visitors on campus, including parents. Any visitor to campus between the hours of 7:45 a.m. and 3:20 p.m. must first report to the school office, sign in, and retrieve a visitor's badge that must be worn on the upper left or right lapel. Visitors must sign out and return the visitor badge. There are no drop-in visitations after dismissal. After 3:20 p.m. an appointment must be made.

Visitors must check in with the front office and provide identification **each** time they visit the school.

Early Drop Off and Late Pick Up Policy

Students may not be dropped off before 7:40 a.m. Any students at the building after 3:30 p.m. will have to go into the Main Office and sit. Students with siblings staying late for any sanctioned reason must still be picked up or wait outside with a parent/guardian by 3:30 p.m. Students who are still on campus and not for a sanctioned reason at 3:30 p.m. must wait for a parent/guardian in the Main Office.

Families will be billed for any time a student spends in the Main Office after 3:40 p.m. The late fee for pick-up after 3:40 p.m. is \$10 for the first minute and \$1 per minute thereafter.

Should late pick up become habitual, parents will be billed for After School Care and students will be sent there.

After School Care

To assist families that need pick-up flexibility, Columbus Classical will operate an After School Care program that runs from 3:40 p.m. – 6:00 p.m. The cost for After School Care is a flat, monthly charge, regardless of frequency of use:

See the website for up-to-date fees.

Students are expected to follow the Code of Conduct during their time in After School Care and all disciplinary models are in effect during After School Care.

Morning Assembly

Because we are a community of learners and teachers, we make the time and space to spend moments together. One such time is the Morning Assembly led by the Headmaster. This assembly starts promptly at 8:00 a.m. and will have the following elements:

1. Non-compulsory prayer
2. The Pledge of Allegiance
3. Patriotic song
4. Relevant announcements and/or recognitions
5. Choral recitation of CCA's Honor Code

Please note that Morning Assembly is not a flex time for arrival. All students are expected to be at the Morning Assembly on time. Any student late to Morning Assembly will be directed to the Main Office for a Tardy Slip.

Attendance

Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among students and teachers, ***most work done in class cannot be made up if a student is absent.*** For this reason, parents should exercise prudence and make every reasonable effort to ensure that students do not miss class, including restricting trips to the allotted breaks.

CCA requires their students to meet a 90% attendance threshold. Failure to comply with attendance standards may result in possible denial of re-enrollment. Parents will be notified when a student has missed 5% of the number of school days. Should a student reach 8%, they will be put on attendance probation and parents will be required to meet with the Headmaster.

Students who are absent from school must have a parent call the Main Office at 614-245-5547 or email cca@columbusclassical.org before 9:00 a.m.

Please state the reason for the absence.

If we do not hear from you, we may call home to ensure your child's safety.

Please notify the school every day your child is to be away from school.

Absences

Planned absence during the school term is highly discouraged. Any such absence must be requested at least one week in advance and in writing using the *Planned Extended Absence* Form found in the Main Office (See policy below). All instructions must be followed for a planned absence to be reviewed.

Further, we discourage doctors' and other appointments during the school day when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades.

In the Upper School, absences are calculated by course. In the Lower School, missing two clock hours equals one half-day absence and missing four clock hours equals one full day absence.

Students must attend 90% of a class in order to receive credit for that class. This threshold includes both excused and unexcused absences. If a student is not physically present in class, regardless of the reason, the student's total attendance percentage is reduced. Students who do not attend 90% of a class are in danger of failing the class because of absences and will be referred to the Headmaster.

Excused Absences

Excused absences will be granted for the following:

- Absences for mild sickness up to three days without doctor's note
- For absences for sickness beyond three days, please bring a doctor's office issued excuse
- Absences for documented mental or emotional disabilities, with a note from a doctor or specialist
- Pre-arranged absences of an educational nature
- Important family events
- Attendance at any school-sponsored activity for which a student is eligible
- Bereavement (notify school if absence will extend beyond three days)
- Court appearances
- Religious holidays and observances

If a student arrives more than 30 minutes late, it will be counted as a half-day absence. Students leaving campus during the school day, or early from a field trip beyond 30 minutes will result in a half-day absence.

Although a parent has the right to keep a student home from school, the school also has the right not to excuse requests that do not fall within these above categories. All parents and students are subject to the state of Ohio truancy laws.

Students are expected to be in school on the day following an athletic event, social event, field trip, musical (including practices), and any other activity unless excused by the administration.

To participate in a contest /performance or practice of any co-curricular activity the student must be in school for a minimum of 75% of the school day. Approved pre-arranged appointments, such as medical, dental, and orthodontic appointments or funerals, will qualify as an exception to this rule. Illness will not qualify as a pre-excused absence. A student present for less than 75 % of the day will need special permission from the Headmaster to participate in that day's activity or practice. Students who do not gain administrative exception to this policy will be ineligible to participate in the activity that day.

Make-up Work

For excused absences of various lengths, students have one day, per day absent, to make up academic work; however, if a test was scheduled and the student had knowledge of it and no new material was taught while the student was absent, the student may be required to take the test upon returning to school.

Students are responsible for retrieving notes and assignments for themselves, preferably from a classmate, and are expected to be respectful of their teacher's time.

An absence on the date of a major assignment, such as a test, major paper, or recitation will not extend the deadline of that assignment if the student is absent only on that day. In cases of a single-day excused absence, the student must complete the assignment the day of his or her return. In cases of a multi-day absence, teachers will work with students to determine an appropriate deadline for major projects and a makeup time for tests and/or recitations.

Extended Excused Absences

Columbus Classical Academy recognizes the individual nature of extended excused absences including, but not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Headmaster or his designee of the general expectation of the faculty related to the completion of assignments and, as applicable, to the student's status for promotion to the next grade.

Unexcused Absences (Daily & Extended)

Absences are unexcused when parents do not follow the procedure to excuse absences noted above, when a student is unaccounted for, or if a student does not make a reasonable effort to come to school on time. Such absences are liable to disciplinary action, up to and including suspension. While students may turn in work to receive feedback on an assignment, students will not receive credit for homework and assignments that they miss during unexcused absences.

If a student has more than 6 unexcused absences in one month or 10 unexcused days in any year, the student may be classified as habitually truant according to Ohio state law. When the parent does not

explain sufficiently the reason for unexcused absences, a parent conference will be required, and credit will be withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents or guardian of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

Any planned extended absence that occurs without the *Planned Extended Absence Form* will be counted as unexcused.

Truancy

A student who is absent from school without permission will be considered truant and is subject to disciplinary action. Specifically, Ohio Revised Code 3321.191(C)(1) states that a student is excessively absent "with a nonmedical excuse or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year."

Truancy may jeopardize re-enrollment status.

College Visit Policy

High school students who meet the following criteria will be allowed two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

1. The student must be on track to graduate on time.
2. The student must be classified as a junior or senior.
3. The student must be passing all coursework.
4. The student must meet the 90% attendance rule.
5. The student cannot have any disciplinary issues.

Students must submit a *College Visit Absence Request Form* to the office at least two days prior to the day/s requested for a college visit.

Tardiness/Early Release

Each tardy or early release prevents students from engaging their classes appropriately. In order to get the most from class, students must begin and end on time. Tardiness refers to any occasion in which a student arrives after 8:00 a.m. Early release refers to any occasion in which a student is signed out before 3:20 p.m.

Three (3) tardies or early releases make one absence. These may be excused, but the total number does count against the 90% attendance record necessary for receiving credit in a class.

In order for a tardy or early release to be excused, it must follow the guidelines for an excused absence. For an excused tardy, the front office must be notified prior to 8:15 a.m. on the day of the tardy, except in cases of extreme extenuating circumstances.

An unexcused tardy or early release is subject to the same provisions as an unexcused absence, and students will not be offered make-up opportunities for schoolwork missed during this time.

Students who are habitually tardy will be referred to the Dean of Students, Academic Dean, or Headmaster for potential disciplinary action.

Releasing a Student from School

Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult.

Students may not be taken from the school or playground unless parents have signed them out in the office.

In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their own parent unless prior written authorization is given to the teacher or sponsor.

School Delay or Closing Announcements

When weather threatens a school closing, you may tune into one of the local news stations to find out if CCA will be closing. Please stay informed of the weather conditions and do not bring your child to school unnecessarily. If the school is closed there will not be a school employee on campus. As possible, CCA will also notify parents of school closures by email and other electronic methods.

Should a district other than the one CCA is in delay or close and it's one you live in or drive through, you may follow those delays/cancellations. Should you choose to follow a delay and bring your students late, they will not be counted as tardy. Should the district you live in or one you drive through close, the absence will be excused, but count toward the 90% threshold. Please call the office by 8:30 a.m. if CCA is operating at the regular time or by 10:30 a.m. if CCA is on a 2-hour delay to report your status.

Sign in and Sign out Policy

Visitors

Columbus Classical Academy welcomes parents and other visitors to visit our campus. Beginning at 8:00 a.m., the campus will be closed. Most visits should be scheduled beforehand – especially tours

or classroom observations. All visitors to the campus must stop by the main office to check in and obtain a visitor's badge.

Columbus Classical Academy has a mandatory sign-in procedure for **all** visitors on campus, including parents. Any visitor to campus between the hours of 7:30 a.m. and 3:20 p.m. must first report to the school office, sign in, and retrieve a visitor's badge that must be worn on the upper left or right lapel. Visitors must sign out and return the visitor badge. Visitors must check in with the front office and provide identification **each** time they visit the school. Visitors to the building at dismissal shall report to the office and wait there until dismissal is complete unless escorted by a member of the faculty or staff. Appointments for meetings may be made after school. Upon arrival at after school meetings, the visitor must be escorted around the building by a member of the staff.

Students

Any student arriving late must be signed in at the office by a parent/guardian with exception to high school students who may sign themselves in.

When it is necessary for a student to leave the building during school hours, a parent or a person on the authorized transportation list must sign the student out of the building therefore, students leaving early for any reason will be picked up at the Main Office.

High school students who are being released early may sign themselves out if and only if a parent/legal guardian has pre-authorized it with a phone call, note, or email to the Main Office. If no parent/legal guardian has made contact, students will not be released.

At no time are students allowed to leave the building without permission.

Lunch

Lunchtime provides an opportunity to relax, play, and restore the body and mind. Students must talk quietly and behave calmly during lunch. At Columbus Classical Academy we see this as a time to build community as well. All students will eat lunch at the same time, and the lunch period may include a time of recitation by students from time to time.

Lower School students will enjoy lunch and have a time of recess while Upper School students may enjoy lunch and fellowship with their classmates.

CCA's lunch is closed to visitors unless the visit has been pre-approved by the administration. Though a closed campus under most circumstances, Columbus Classical Academy recognizes that leaving for lunch both recognizes and contributes to student independence and responsibility. As such, the privilege of leaving for lunch may be granted to upperclassmen (Jr./Sr.) with parental permission, staff recommendation, and approval from the Headmaster.

The expectation at CCA is that families provide their students a packed lunch. Hot lunch will not be provided by the school. CCA may partner with a local, campus catering company through which families may order prepared lunches for their students to be delivered to the school. Information about any such partnership will be provided to families when the option becomes available. Should

the occasion arise that a parent needs to drop off a lunch for a student, it can be dropped off at the office.

Food allergies

It is the responsibility of the parent and student to know and disclose allergies – especially nut allergies as Columbus Classical is not a peanut-free campus.

Snacks

We understand that young students require snacks to keep them going during the day, and teachers in Grades K-5 will set aside a time in the morning or afternoon (whichever is most appropriate/needed) during which students can enjoy a quick bite to eat. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that students bring things that can be eaten without utensils and without creating a mess.

With the exception of water bottles and K-5 snacks, food and drink are not permitted in the classrooms or libraries. Periodically, but not as regular rewards, an Upper School teacher may give out candy, e.g., Smarties, for all students to eat while taking a test or at the end of a recitation cycle.

Students should not graze throughout the day. Upper School students may eat a quick snack between classes in the hallway as long as they bring food that can be eaten without utensils and without creating a mess. All snacks should be in snack-size containers. Students may not share snacks - large bags of candy, chips, and other snacks are not appropriate.

Students may not chew gum anywhere in the building or on the playground.

Birthday Celebrations and Class Parties

Columbus Classical School recognizes that birthdays are special days, however each day is carefully planned and birthday celebrations can be both time consuming and distracting. *Parents, visitors, staff, and students may not bring food or gifts into the school to share with students for birthday celebrations.*

CCA will not hold class parties including holiday parties.

Administration of Medicine

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. However, as a service to the family, CCA has established these policies and procedures for the administration of prescription and non-prescription medicine during school hours or during school-related activities.

When a student's parent/guardian believes that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request, in writing via the

Medicine Administration Form, that the school dispense the medication (non-prescription or prescription) to the student. **All prescription and non-prescription (over-the-counter) medications must be registered and kept in the nursing office and can only be distributed by trained school personnel designated by the school Headmaster.**

A designee shall administer medication to a student in the presence of another adult employee pursuant to the written permission of the pupil's parent(s)/guardian(s), and in the case of prescription medications in compliance with the instructions of the prescribing physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

Medications cannot be possessed by a student unless the parent/guardian has met with the Headmaster to develop a plan that meets the individual student's unique health needs. This meeting shall be coupled with a written acknowledgement by the parent and physician that the student has a health condition that requires the availability of medication in the classroom accessible only to the classroom teacher. This medication must be labeled and prepared by a pharmacy and include the dosage and frequency of administration. It is understood that school staff will not supervise, monitor, or maintain records of self-administered medications.

Sharing of any medication is strictly prohibited (including Tylenol, Aspirin, etc.). The violation of this expectation will result in severe consequences for the student. Medication shall be brought to the school in a container appropriately prepared and labeled by the physician, pharmacy, or manufacturer. Parents must ensure that all medication is in the original and most current container.

For prescription medications, instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and the time the medication is to be administered to the pupil must accompany the request (through either a current original prescription bottle or a form available from the school office) and be kept on record by the school. School personnel cannot accept medication that is brought to the school wrapped in tissue, baggies, or plastic containers.

Medication shall be brought to the school by the parent/guardian unless other safe arrangements are made and approved. The parent or guardian request and a physician's instruction for administration shall be renewed each school year. As medication is discontinued, written notification should be provided to the school and the medicine retrieved from the office. No medications shall remain in the building over the summer. Unused medications not picked up or otherwise returned to the parent/guardian shall be discarded.

Sick Students

Columbus Classical Academy intends to employ a school nurse to provide limited health services to students. However, sick children should not be in school. Any child who has a fever or who shows signs of contagion (*e.g.*, with pink eye, strep, the flu) should be kept home. Before a student may return to school, fevers must resolve and the student must be symptom-free without medication for 24 hours.

Parents will be informed when a student reports to the nurse with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school to determine what action should be taken. In case of more serious illness or injury, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Lice Policy

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. CCA's policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, CCA will provide missed work within 24 hours for the student to complete.

Student Medical Records

Student health records will be maintained in locked cabinets or password-protected files in order to maintain confidentiality. All health records will be managed by the CCA's nurse and will only be released to service providers as allowed and dictated by state statute or regulation and in accordance with established school procedure.

Medical Records & Enrollment

In order to complete the enrollment process, parents will be required to complete (or file for a waiver for) student immunizations in accordance with current Ohio requirements.

Parent/Guardian Obligations

It is the obligation of parents to ensure that the school has updated medical information on file. It is the parent's responsibility to notify the office in writing if a child has been injured at home and may need special considerations at school.

Reporting Child Abuse & Neglect

School employees shall immediately report any suspected cases of child abuse and neglect to Child Protective Services in compliance with current state requirements for mandatory reporting. Employees with knowledge of suspected child abuse or neglect are also encouraged to report their concerns to school administration.

Lost & Found

Students are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will automatically be donated to either Goodwill or the school uniform store on the 30th of each month. Any uniforms will be donated to CCA's used uniform store and will be made available for purchase.

Toileting

All students of Columbus Classical Academy must be independent in toileting. On occasion students may have accidents. When an accident occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

Bus Policy

Students attending a non-chartered, non-tax supported school are not entitled to pupil transportation as provided pursuant to section 3327.01 of the Revised Code, and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services as provided pursuant to section 3317.06 of the Revised Code.

Families are encouraged to carpool where possible.

Guest Speakers

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the students should be studying the given topic at the time of the presentation. Guest speakers must be approved by the Headmaster prior to the invitation being extended. Approval for one year does not carry over to the next.

Guest speakers who cover controversial topics must be screened by the Headmaster. The screening may include an interview of the guest by the Headmaster or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations; in which case the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for students to be excused.

Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Headmaster a minimum of two weeks prior to planned execution.

All extended field trips require individual Board approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have unanimous approval of

the administrators of Columbus Classical Academy. For Upper School students, the trip must include coursework and/or lesson plans and all students must be awarded credit and a letter grade, which will be based on the accompanying coursework as well as their behavior on the trip. All extended field trips must have liability insurance protecting all the trip attendees, and the school. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the field trip coordinator to ensure that all procedures are followed.

Chaperone Policy

Columbus Classical Academy will conduct field trips and off-site events according to the policy above and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Columbus Classical Academy core virtues. Violators of this policy will not be allowed to chaperone any future events.

Student Leadership – Student Council

Young Council

Columbus Classical Academy will have a Young Council that will be made up of 4th & 5th graders and whose function will be to represent the Lower School in the Upper Council. These members may also make recommendations to the Upper Council. Each 4th & 5th grade class will elect a representative. The teacher will facilitate the election on the basis of a simple majority. Each candidate shall give a brief speech explaining why they should be the representative for their particular classroom. Should there be more than one section of a particular grade, each representative's vote will be divided equally to make a total of 1 vote.

Junior Council

Columbus Classical Academy will have a Junior Council made up of 6th, 7th, & 8th graders and whose function will be to represent their class in the Upper Council. Regardless of sections, each class will have one representative to be voted on by their peers directed by an appointed teacher. A teacher at each grade level will facilitate the election based on a simple majority. Each candidate shall give a brief speech explaining why they should be the representative for their class.

Upper Council

Columbus Classical Academy will have an Upper Council made up of high school representatives at one representative per class (9th, 10th, 11th, & 12th) regardless of sections. These are the leaders of the student body of CCA. Any student wishing to represent their class on the Upper Council shall make a brief speech explaining why he or she should represent their class. This will be facilitated by an appointed teacher/class advisor.

Executive Council (Inaugural year will be fall of 2025)

Once CCA has a 10th grade, the Upper Council shall be led by the Executive Council made up of a student body President, student body Vice President, student body Treasurer, student body Secretary, and student body Activity Coordinator. These positions will be voted on by the students in the Upper School (6th – 12th grade). Each candidate must fill out an *Intent to Run for Office Form* without exception. All approved candidates will present their platform at an Upper School assembly and may campaign during the designated campaign season. All candidates must follow the campaign guidelines. The student body President will report to the Student Council Advisor and the Headmaster.

Each high school class will have a class advisor. The Student Council will have its own advisor/s.

Until the fall of 2025 when CCA has a 10th grade the Upper Council will be led by the Student Council advisor (faculty member) and this person will report to the Headmaster.

The Student Council shall meet as a whole one time per month and follow Robert's Rules of Order.

Any student leader must demonstrate high moral character and be in good academic standing.

Philosophy of Sports

Columbus Classical Academy encourages participation in athletics, and therefore requires physical education courses throughout most of a student's education. Physical education courses require the same degree of commitment and engagement as other courses in a student's daily schedule. Students who struggle with athletics are still required to participate to the extent of their abilities, just as they would in any other class.

CCA encourages students to participate in sports outside of the school day, whether at CCA (when available) or at another school if we do not offer the sport in question. In all cases, a student's academic needs and performance are the foremost priority and take precedence over athletics.

Similarly, disciplinary consequences will take precedence over athletics. Columbus Classical Academy will make every effort to develop a quality athletics program that focuses on sportsmanship and the school's core virtues. The school will consider adding new sports by weighing student interest, the number of potential participants, the school's general capacity to support new sports and teams, and the likelihood of a sport's longevity in the culture of the school.

Extra-curricular Activities: Sports & Clubs

2022-2023: Although CCA expects to offer limited athletics/extra-curricular sporting clubs, we do anticipate building a robust athletic department as we get established.

We encourage students to participate in as many extra-curricular activities as they can reasonably manage, knowing that academics comes first. Every member of a club or team has a responsibility to his or her teammates to show up on time ready to participate, and to remain in good academic standing, and to display Columbus Classical Academy's core virtues as ambassadors for the school.

Extracurricular activities may charge a participation fee and athletic events may charge an attendance fee for spectators. These funds will be used to pay for uniforms, equipment, instruments, fees for invitationals, and other miscellaneous items.

Each coach or club leader will set rules by which each student must abide in order to participate.

Eligibility

Participation in extracurricular activities is a valuable extension of the classroom. The Creator has given each of us talents, and the development and exercising of these talents creates opportunities to grow as a person and to positively influence others. Extra-curricular environments provide an excellent opportunity to develop discipline through training, to grow in our perspectives of winning and losing, and to deepen our understanding of the ways we ought to relate to coaches/mentors, officials and our peers. Participation is a privilege, and it holds great responsibility. The code of conduct contained in this document applies to all students who are involved in any extra-curricular activity where they represent Columbus Classical Academy. As a student athlete, and if or when CCA is an OHSAA member, all students must abide by OHSAA eligibility guidelines.

All clubs and club sports that are created for CCA students will adhere to the eligibility policy as well.

Each student must have an annual physical and consent form and be less than 19 years of age prior to September 1. At CCA, it is expected that each extra-curricular student is enrolled in a full load and passing all of their classes while demonstrating acceptable behavior.

The following procedures will be followed for eligibility:

- On the fourth Monday of a new semester (and each Monday through the end of the semester) each student's grades will be evaluated.
- Any student with a failing grade (less than 60%) will be placed on academic probation.
- While on academic probation, the student will partner with coaches and teachers to improve their course grade(s) and are allowed to practice and compete.

If the student has not raised their grade(s) after a week, they will be ineligible to participate in games. Any changes in eligibility will take effect Monday at noon or, in the case of a school closure or holiday, Tuesday at noon.

If a student is not passing at least 66% of their course load in a previous semester, they will be ineligible for the first 60 days of next semester. Eligibility may be restored through extended day programs, credit recovery classes, or online/correspondence courses that are successfully completed before the beginning of the new semester with administrative approval. Students on academic probation will be removed from the probation list when all grades are raised to 60% or above at the reporting period. This reporting period is the subsequent Monday morning after the student has been placed on probation. If the student does not raise the grade to passing and is involved in a co-curricular activity, they will become ineligible for all extra-curricular competitions.

Note: All students must serve detentions in the designated time period after it is issued. If a student misses the deadline on the second notice of a missed detention, they become ineligible to participate in extra-curricular activities until their time is served. If students do not take care of the assigned detentions after the first and second notice, they may be required to serve an in-school suspension. Failure to serve all assigned Levels may result in extra-curricular ineligibility.

Off-site Extra-curricular Activities

The logistics of all of Columbus Classical Academy's off-site extra-curricular activities must be approved by the Headmaster. All adults helping with these activities must be registered Columbus Classical Academy volunteers.

Students will be held to CCA's Honor Code and Code of Conduct while representing CCA in any way off campus.

School Clubs

The school may sponsor a number of student clubs that enhance the curriculum of the school and are in keeping with the school's mission.

Any potential club must fill out and submit a *New Club Form*, have an active faculty sponsor, and be approved by the Headmaster.

Ceremonies

To build community and culture, Columbus Classical Academy will have ceremonies that recognize the great work that is to begin or the great work that was accomplished by our community of learners.

Opening Ceremony

To open the school year, Columbus Classical Academy will hold an Opening Ceremony in the evening just before the start of the school year. The purpose of this ceremony is to come together as a community and commence the year together. The administration will give an orientation to the families and have a keynote speaker. This evening will serve as the opportunity to get the first day of school pictures and chat with the teachers one last time before the year officially begins. All families are expected to attend this ceremony.

Note: CCA will also have an Open House prior to the Opening Ceremony for both the Lower and Upper Schools for the purpose of meeting teachers, bringing in supplies, getting schedules, etc.

Move-up & Closing Ceremonies

Columbus Classical will hold two ceremonies to close out the school year. The Lower School will have a Move-up Ceremony and the Upper School will have a Closing Ceremony. The Move-up ceremony

marks the last day of school for the Lower School. The Closing Ceremony marks the last day of the Upper School. All families and students partnering with CCA are expected to attend.

Graduation (2028)

Because the end of the senior year celebrations involve recognition of achievements resulting from a long-term partnership between parents and Columbus Classical Academy, the participation of eligible students is expected. In order to participate in commencement exercises and receive a high school diploma, seniors must have successfully completed all credits necessary for graduation by the end of the CCA school year. However, if a student is lacking only one credit for graduation, the student shall be allowed to participate in commencement, but the student will not receive a diploma. The student has one year after graduation to complete all requirements in order to receive the diploma. Students who are lacking more than one credit required for graduation shall not be permitted to participate in the commencement ceremonies or receive a diploma.

Dances

Columbus Classical Academy may periodically sponsor dances for students. Attendance is limited to those students who are enrolled with CCA with exception to Jr. & Sr. Prom (see policy below), are achieving academically (as determined by the Headmaster), and following the rules of conduct set forth by the school. Dances may be held separately for different age levels. Students are required to follow the rules and regulations of Columbus Classical Academy while attending any dance. All Dress Code parameters will be published and all students are expected to dress in modest and acceptable fashion wear. Parents are encouraged to attend as chaperones.

CCA highly discourages “Dance-posals” for any of the dance functions held at Columbus Classical. We expect young people to make a modest request for a date if desired without the fanfare and pressure of highly visible and flashy proposals.

Jr. & Sr. Prom Guest Policy

Should a student wish to bring a date from outside of CCA to the Prom, a *Sponsor Form* must be filled out and approved by the Headmaster and the Dean of Students.

Student Publications

Student publications must uphold CCA’s mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the CCA community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the Headmaster. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Headmaster acts as the final editor in all cases.

Volunteer Policy

We deeply appreciate the help provided by many people not on the CCA staff in many volunteer capacities!

Any volunteer that will regularly have unsupervised access to students will be made to clear a criminal background check with the Bureau of Criminal Investigation (BCI). Additionally, the Headmaster may require volunteers to complete training before serving students on the CCA campus.

The Administration will maintain accurate records of currently approved volunteers. Volunteers may inadvertently have access to sensitive information. Any information about students, grades, faculty, *etc.*, is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, Dean of Students, Academic Dean, and Headmaster following the chain of command closely. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in this Handbook. Under no circumstance is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

Parent Teacher Communication

Columbus Classical Academy values the conversations that take place between parents and teachers about the education of our students. Parents are invited to reach out to their student's teacher whenever they have a question or a concern or the Main Office if they have a question.

As parents communicate with school personnel, they have an opportunity to model respectful partnership. School personnel will communicate with parents by phone, email, or in person. Calls and in-person meetings should be scheduled in advance through email or by leaving a message with the front office. Parents should not show up unannounced and expect a meeting; the School's standard operating procedure is to decline such demands and ask that you schedule any needed meeting. Similarly, parents who are in the building for another reason should not use their access to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school. Parents who disregard this protocol, or who are uncivil, may be required to conduct all further communications with teachers through a school administrator. CCA personnel have been directed not to communicate with students directly by email, unless on a school email account to which the parent is carbon copied. CCA will provide parents with password resets for student email accounts upon request. School personnel have also been directed not to communicate with students or parents by social media or text. Families should have no expectations of privacy with respect to student email accounts or electronic storage available to students through a school account. School administration reserves the right to view student accounts. Columbus Classical Academy teachers and administrators will respond to parents as quickly as possible. In general, parents may expect to hear from faculty or administration within two business days.

All professional communication should be through school issued email. Furthermore, any Columbus Classical Academy employees that use social media to communicate with parents do so subject to the Headmaster's approval only.

Parent Teacher Organization

Columbus Classical Academy's Parent-Teacher Organization (the "PTO") may exist to support the school's mission. PTO teams and activities are intended to help the school flourish in and beyond the classroom. Largely, the PTO consists of a series of task-oriented teams whose purpose is to marshal volunteers and financial support in order to provide aid and encouragement to the school and its faculty and staff.

Though it works on behalf of the school, the PTO shall be a stand-alone, tax-exempt, non-profit organization and thus does not speak on behalf of the school.

If a PTO is established, all parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PTO meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PTO will have one member of the administration as a liaison between it and CCA.

General Communication with the School Community

The Headmaster must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online.

The official outlets for school information are limited to the following:

1. The school website, <https://columbusclassical.org/index.html>
2. The official monthly newsletter, The Patriot Press
3. The official LinkedIn ([linkedin.com/company/columbus-classical-academy/](https://www.linkedin.com/company/columbus-classical-academy/)) and Facebook pages ([facebook.com/ColumbusClassical](https://www.facebook.com/ColumbusClassical))
4. Correspondence from school administration, including emails and postal correspondence
5. Notices sent home with students and/or distributed by the school office

The school disclaims any responsibility for information from third-party websites, social media pages, or entities outside the school.

Social Media

CCA recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its official Facebook page at [facebook.com/ColumbusClassical](https://www.facebook.com/ColumbusClassical). This page is intended to provide regular communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to "like" or "follow" our

page to receive updates. Any important notifications from CCA that are posted on our Facebook page will also be provided to parents by some other timely means of communication.

In the interest of privacy, CCA will limit the sharing of personal information about students on our Facebook page, and CCA staff and faculty will not discuss a student's personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, CCA will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of CCA to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. CCA reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While CCA is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages or the content posted therein. Furthermore, we encourage parents and other members of the school community to use social media for the positive support of the school and avoid using it for fomenting a culture of dissent. CCA administration does not review independent pages and will not recognize complaints until they are registered through formal channels.

CCA retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

Academics

Columbus Classical Academy offers an education that is at once time-tested and cutting edge. The curriculum is built around the classical liberal arts and sciences. From first to last, the curriculum has been designed to cultivate wise and virtuous men and women—both as individuals, as members of their community, and as citizens. The curriculum is content-rich and academically rigorous, providing the knowledge and skills needed for high levels of academic and professional success.

This is accomplished, in part, through a systematic building of cultural literacy. In this, the Western tradition occupies the central place, though not the sole one. Within Western civilization, students engage in a rich and recurring examination of America's literary, moral, philosophical, political, and historical traditions. Mathematics, too, occupies an important place, not for pragmatic reasons alone, but as a source of insight. Whatever places or times the curriculum draws from, the goal always is to introduce students to what is true and beautiful and good.

From the earliest grades and across the disciplines, students enjoy an integrated sequence that systematically builds the content knowledge necessary for advanced study and clear communication. In this language-rich curriculum, students learn to read and write through traditional instruction in phonics, grammar, and composition.

Students are not introduced to information alone. Students not only learn facts and formulae, but also the historical and philosophical context in which key developments occurred. As students grapple with questions and ideas, the goal is to help them develop habits of curiosity, wonder, and inquiry—in

part by introducing them to the great and curious minds that have come before. We want to guide students to a conceptual understanding, to grow in their imagination, and to increase in their own power of articulating or illustrating their ideas.

The breadth and richness of the curriculum call for a measure of patience and humility. Almost all students stand to benefit from this education. Those who apply themselves with steady effort and good cheer will discover what they are capable of, and this can look different for different students. Not all progress at the same rate or to the same degree, and the progress made is often not captured by a student's grades. This tends to be especially true in the first year that a student joins a classical school after transferring from another school. A better test of the education is the conversation at the dinner table, or the sense of deep satisfaction that a student feels upon completing a difficult year and knowing that he or she has really grown and accomplished something significant.¹

Teachers develop their courses under the direction of the Academic Dean, who is the primary academic leader and accountable to the Headmaster.

Controversial Subjects

Evolution

CCA embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high-school biology textbooks and as also taught at the college level in both secular and many religious colleges.

The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God.

CCA recognizes a clear distinction between *science* and *scientism*. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief—and it is a belief—that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at CCA will leave matters of faith up to students and their parents. The role of a teacher is neither that of preacher nor of skeptic. Science teachers will teach science without comment on religion, *per se*, but also will not foreclose discussion about the observably divine in the natural world. Teachers, students, and parents must realize that a biology class has a particular purpose. Its purpose is not to confirm or deny any particular theological or philosophical claims, but neither is it to pretend that such questions will not occasionally arise from serious study of the natural world.

¹ Adapted from Seven Oaks Classical, 9.

Human Sexuality

At CCA, we believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it.

In the course of our usual science curriculum, 5th grade students will learn about human reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will only be discussed in the context of a monogamous relationship between two people of opposite sexes. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In the upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way. Upper school students may be involved in discussions concerning sexuality, but not gender identity, and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Administration or a faculty member who has the full confidence of the Headmaster in these matters.

Character education is an integral part of our program. Sexuality involves serious moral decision making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

Homework

Classical education takes place mainly in the classroom; however, homework plays a role in classical education, too. Students who do not actively and consistently contribute to their own education, both in class and at home, will fall behind and sell themselves short. The heart of homework is reinforcing the concepts learned in class and developing both soft skills and study skills.

The soft skills that homework develops are time management, distraction management, and the responsibility required to turn something in complete and on time. We encourage parents to provide a calm, quiet place for their children to complete their work. Television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are

studying. At best this will extend homework time beyond what one would typically need and at worst will hinder real learning.

Homework can be practicing a skill for mastery (**there is no spelling homework**), but it also should be used to develop study skills, therefore, homework will look like reading through and chunking notes, making and reviewing flashcards, and/or organizing information graphically to study it.

As a general rule, a student can expect 10 minutes of homework per grade level plus an additional 20 – 30 minutes for reading. So, a 1st grader will have approximately 10 minutes of homework per night (plus reading time) and a 6th grader will have approximately 60 minutes, or one hour. In the Upper School, students can expect to have 1.5 to 2 hours of homework per night depending on their grade level plus reading time of 30-40 minutes.

Beyond homework, it is expected that every student reads each evening. Students in grades K-6 should spend 20 to 30 minutes every evening reading, whether or not reading homework is assigned. We encourage you to choose a book to read as a family, and make a little progress on it every night.

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

Make-up Work

See policy under Absences above.

Lower School students may reach out to their teachers, but it will be expected that the teacher collects the day's assignments for the students in anticipation of their return or as a result of their return from an excused absence. The office will collect assignments for students if and only if the parent has requested the material by **9:00 a.m.** on the day of absence or before the day of absence.

Please note that students in the Upper School are expected to collect their assignments from their teachers either before the anticipated absence or upon return. The office will collect assignments for students if and only if the parent has requested the material by **9:00 a.m.** on the day of absence or before the day of absence.

Incomplete/Late Work

One of the purposes of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty (see absences above).

While a student who has an unexcused absence may collect his or her assignments upon return to school or may reach out to a teacher for assignments, and even though homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence, a student may turn in assignments for feedback that will help them understand any concepts they have missed. The student may set up a time to see the teacher, but the teacher is not under any obligation to reteach a lesson due to an unexcused absence.

In grades K-2, late homework will be treated as an in-class discipline issue, and students may be required to serve lunchtime or recess detention in order to complete assignments. In grades 3-12, homework submitted one day late will receive 75% credit and two days late will receive 50% credit. Homework submitted more than two days late will not receive credit, but may still be turned in for feedback from the teacher.

Incomplete homework may be rejected by the teacher, and if it becomes habitual, disciplinary procedures will commence.

Grading

Grading and the administration of grades is **not** the primary goal of education and educators. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects and will not be awarded on the basis of effort; Columbus Classical Academy will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation is not allowed at CCA.

In relation to the student's performance, the following letter grades have the following meanings:

Mastery (A)

Proficiency (B)

Sufficiency/Competence (C)

Insufficiency (D)

Failing (F)

In addition to these general parameters, CCA uses a 4.0 grading scale. The letter and numerical grades for this system are listed below:

Grade	Range	GPA
A+	97-100%	4.0

A	96-94%	3.85
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	80-83%	2.7
C+	77-79%	2.3
C	74-76%	2.0
C-	70-73%	1.7
D+	67-69%	1.3
D	64-66%	1.0
D-	60-63%	0.7
F	0-59%	0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten and first grade, where the scale will reflect M (Mastery), P (Proficiency), S (Sufficiency), and N (Needs Improvement and Remediation).

Incompletes (I) will only be given under special circumstances and must be approved by the Academic Dean.

CCA expects its students to do their best and be confident that it is enough. Extra credit breeds a culture of favoritism and, paradoxically, a culture of mediocrity – if extra credit can bail a student out, why do that well in the first place? *“Extra credit,” whether to make up for work not turned in on time or to increase a student’s grade, is not allowed at Columbus Classical Academy.*

At CCA we desire that our students not compete for accolades associated with grades which can create a sense that grades are a commodity to acquire. Carefully calibrated grades are important and while excellence is encouraged, what a classical student holds dear is the learning. To cultivate life-time learners, CCA deemphasizes grades and honors the wonder and virtue that comes from within and is manifested in a variety of ways.

This is not to say that students cannot achieve or should not maintain good grades. It means that students will not be recognized for such in the traditional competitive manner. Further, we encourage students to not share their grades or GPA with other students, as well as refrain from having to check their grades compulsively. Further, we ask that parents consider asking their students the following questions before inquiring about grades:

1. Can you tell me about what you are learning?
2. What are you struggling to understand?
3. Read me the best quote you have found in your book so far. Why is it your favorite?
4. What are you glad to have learned?
5. What do you still have questions about?

Reframing our conversations to put grades in the proper, balanced perspective will keep them from becoming the thing that is loved above the learning, the thing that can be bought and sold, the thing

that stunts excellence, the thing that (especially in high school) can be a source of deep competition and stress.

Weighted GPA & HS Transcripts

Columbus Classical Academy refuses to inflate student grades, since doing so poorly prepares students to lead independent, responsible, and productive lives. Nevertheless, the larger academic world does not share our view, and to ignore this would do a disservice to our students as they apply for some colleges and scholarships.

In order to maintain the integrity of our classrooms while recognizing the pressures of the broader academic world, CCA has adopted the following weighted grading policy.

For purposes of official ***high school transcripts only***, courses that count for both high school and college credit or if CCA offers Honors courses, will be weighted on a 5-point scale as follows:

Grade	GPA
A+	5.0
A	4.8
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	2.3
D	2.0
D-	1.7
F	0.0

For report cards, retention and promotion decisions, club and athletic eligibility, eligibility for in-school honors, and for all other purposes, the standard 4-point scale applies.

Students completing high school level courses in grade levels 6th-8th are awarded high school credit. The final semester grades and credits are reported on the student's transcript, however, any high school level courses completed in grade levels 6th-8th grade will not be factored into a student's cumulative GPA.

Because weighting procedures and level of rigor vary greatly from institution to institution, the final GPA reported on the transcript is based on courses taken at CCA only. Courses and final grades earned outside of CCA are listed on the transcript. For college applications, students may choose to provide a transcript from their previous high school if they believe it will strengthen their application.

Reporting Student Progress

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the school will inform parents of their student's academic progress in the following ways:

- Should a student's grade be a C- or below on any given week, parents will be informed via an email and the teacher will inform the student directly.
- Any student's grade that drops further after an email has been issued may receive a *Grade Notification Form* which will require a parental/guardian signature of acknowledgment.
- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Progress reports will be created at the midpoint of the semester and sent home.
- Report cards will be mailed or sent home each semester.
- Twice per year, parent-teacher conferences will occur to discuss the student's progress.
- Parents have the ability to review student progress *via* online access to CCA's teachers' grade books.

In general, grades will be posted within seven business days after the due date unless otherwise notified by the teacher on the syllabus. Written assignments in the Upper School and labs may take longer to grade due to the kind and amount of feedback. Parents are able to monitor missing assignments online. Parents are encouraged to notify the teacher if there is no assignment/grade information for a particular academic subject or course. Then follow the chain of command as needed.

Grade Cards

Students will receive report cards every semester with a Progress Report at the quarter mark. Only semester grades will count toward a student's grade point average in the Upper School (grades 6-12). A semester grade for a class is 90% of the semester grade and the semester final shall be 10% of the final grade. Upper School students will have an accumulative semester exam at the end of the semester. Students with an A+ (97 -100%) in any subject may opt out of the final exam and be counted excused for missing it.

Student Agendas

For our Lower School students in kindergarten – 4th grade, teachers will organize a Homework Folder and teach the foundations of organization, timing, and other skills associated with it. Students in the 5th grade will be issued an agenda so that the teacher may prepare the students for independent assignment tracking in the Upper School.

Upper School students in grades 6th – 8th will be issued an agenda with which to keep track of assignments and test dates. Students will be required to use the agenda and will be required to

purchase one beyond the first at the cost of \$10.00 if lost. The school issued student agenda functions as a hall pass as well. Any student without it, will not be permitted in the hallways during class.

Upper School students in high school (grades 9th through 12th) will be required to have a means by which they keep their life organized. CCA will offer one school agenda to any high schooler who wishes to use it, but these students may curate their own agenda if they wish at their own expense. Teachers may at any time ask a high school student for their agenda and enforce the use of it. High school students have a separate hall pass system from the agenda system of 6th – 8th grade.

Schedule Changes

There will be no schedule changes during the semester unless it is deemed in the best interest of the student by the school. Approval signatures must be obtained from the student's present teacher, the new teacher, the Academic Dean, and a parent.

Student Placement

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Columbus Classical Academy will respect the promotion and retention decisions from the school from which a student transfers. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be asked to enroll in the grade level deemed appropriate by the teacher, Academic Dean, and Headmaster. If the parent chooses that the student be placed at the grade level in which the student originally enrolled against the advice of the teacher and principal, a signed document of this choice will become part of the student's permanent file.

High school transfer students will be placed based upon their state-recognized credit hours; however, transfer students may require additional time in order to meet CCA's graduation requirements.

All students enrolling in the 4th grade and higher will take a math placement test if deemed necessary by the Academic Dean.

Promotion & Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below—school administration may recommend or require that a student be retained.

Kindergarten – 5th Grade

A student will be considered for promotion only if he or she can read just above grade level and is competent in the other core subjects (English, Math, History, Science, and in sixth grade, Latin). Students in Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in CCA’s literacy curriculum, Literacy Essentials: The Journey from Spelling to Reading.

6th – 8th Grade

A student must attain a 1.7 GPA (C- or higher) in the core subjects (English, Math, History, Science) to pass to the next grade. If a student does not earn a 70% or above in any semester of a high school credit course (Algebra I, Geometry, Algebra II, Latin I-III), then the student must retake the course in order to receive credit.

9th – 12th Grade

Students must earn an average grade of 70% or above in both semesters to earn full credit for a high school credit course. In cases where a student fails a course required for graduation, the students can either retake courses the following year if the schedule allows or earn credit through another suitable program (credit recovery) approved in advance by the Academic Dean.

All graduates must meet the minimum qualifications to earn a diploma from Columbus Classical Academy.

Graduation Requirements

In order to graduate, all students are required to:

- Meet the credit requirement and complete the core courses as reflected in the below chart;
- Complete a senior thesis with a grade of C- or higher; and
- Score either at least 500 on the math section of the SAT, at least 50 on the ASVAB (Armed Services Vocational Aptitude Battery), 21 on the Quantitative reasoning section of the CLT, or complete a math capstone.

In the following chart, one credit is equivalent to one year of study (or two semesters).

Subject Area	Courses	Credits Required
English	Core courses: Ancient Literature (2 semesters), British Literature (2 semesters), American Literature (2 semesters), Modern Literature (2 semesters)	4
Math	Within the credit requirement, students must successfully complete Geometry (2 semesters) and Algebra II (2 semesters)	4

Science	Within the credit requirement, students must successfully complete Biology (2 semesters), Chemistry (2 semesters), and Physics (2 semesters)	4
History	Core courses: Ancient World History (2 semesters), European History 500-1815 (2 semesters), American History (2 semesters), Modern World History (2 semesters)	4
Government	Core course: American Government and Politics (2 semesters)	1
Economics	Core course: Economics (1 semester)	.5
Latin/Foreign Language	Students who begin Latin in grade 6 must successfully complete Latin through 9th grade. Students who begin Latin in grades 7, 8, or 9 must successfully complete Latin through 10th Grade. Additional courses in Latin and modern language are offered to allow students to fulfill the six-semester language requirement. Students may not choose three different languages for their three required years of foreign language study, in order to promote proficiency in at least one foreign language.	3
Composition, Logic & Rhetoric	Core Courses: Logic OR Composition – depending on what is offered & student readiness (1 semester) and Rhetoric (1 semester). Depending on readiness, a student may be required to take the composition class as a prerequisite to Logic.	1
Moral & Political Philosophy	Core courses: Introduction to Moral and Political Philosophy (1 semester) and Moral and Political Philosophy (2 semesters)	1.5
Fine Arts		1
Physical Education/Health		1
Electives		2
Total		27

At the discretion of the Academic Dean and approval by the Headmaster, a student may be required to complete remedial courses in order to graduate. The Headmaster has the authority to waive any graduation requirement. Once enrolled full-time, a student will not receive credit from any other institution without the prior approval of the Headmaster. Columbus Classical Academy will work with parents and students to develop and maintain an individualized post-graduation advisement plan.

Senior Thesis

The senior thesis is the culmination of a student's classical education and a rite of passage to a life of virtue and self-government. The student's thesis may concentrate on books, events, or themes that draw upon any of the core courses and should serve as a capstone project, one which brings together the things a student has learned during his or her time at the school.

Every senior will write, orally deliver, and defend a thesis on a topic of his or her choosing that emerges from the curriculum. Each student will adapt his or her paper into a speech which will be delivered publicly and then defended to a panel of faculty members. A satisfactory performance on the writing and presentation of the thesis is required for graduation.

Students must complete a senior thesis and present that thesis in a formal setting in order to graduate from Columbus Classical Academy.

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject in any grade level. The entire system of assessment rests on the assumption that the work a student turns in is his own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation.

When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Academic Dean of the plagiarism.
- Either the teacher, Academic Dean, or the Headmaster will inform the student's parent of the plagiarism.
- The student will receive an F (an automatic zero) on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
- High school students found guilty of academic dishonesty or similar serious offenses may, if applicable, be denied any accolades at the Move-up Ceremony, Closing Ceremony, Senior Brunch and/or Commencement.
- Instances of plagiarism may be placed in the student's permanent record and jeopardize re-enrollment.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject at any grade level. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are

examples of cheating. Parents, be careful that as you help your students, the work remains their own and does not become yours, for this is a form of cheating. The same process outlined for plagiarism will be followed for instances of cheating, including that students caught cheating will fail the assignment. A student who allows others to copy his work will also be held accountable in the same fashion.

Technology

Columbus Classical Academy recognizes that we live in a technologically advanced age and views technology as a tool that is to be used to augment learning and not to be the format for learning. CCA uses traditional books for texts. CCA will have an updated website, have online grades and forms, as well as use computers to administer standardized tests.

Technology in the Classroom

Teachers will use technology in the classroom only to make sure all students can take part in the learning. Teachers will have access to a doc cam, projector, and CCA issued computer. Students will not be using technology in the classroom unless they are learning to word process a document (Upper School only) or taking a standardized test.

Student Network Use

Columbus Classical Academy students shall not have access to the internet without staff supervision, and will not have the network or wireless passwords.

We also recognize the need for supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. Network access is a privilege, and all students are expected to practice proper and ethical use of these systems. The use of these systems is monitored, without an expectation of privacy, and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education.

Columbus Classical Academy does not assume responsibility for system failures that could result in the loss of data. It is the policy of Columbus Classical Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Video Viewing Policy

From time to time, videos or other media may be used to support a classroom lesson. For example, each play that is taught in the Upper School starts with the viewing of it. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Academic Dean to show a video more than 15 minutes in length.

Students will not be shown a full movie in class without prior parent permission. Movies will not be the basis of rewards for behavior or a means to divert from the business of the school.

Classroom Placement

Columbus Classical Academy hires morally and intellectually serious teachers and is confident in their ability to teach any student. The school does not accept teacher requests except for families with more than one student in the same grade, or in other cases determined individually by the Headmaster and Academic Dean.

Achievement Testing

Columbus Classical Academy will use NWEA MAP testing to gauge our students' progress. These are administered three times per year. Parents are welcome to look at <https://www.nwea.org/map-growth/> for more information.

State Testing

As a non-chartered and non-tax supported school, Columbus Classical Academy reserves the right not to subject our students to state testing and/or End of Course (EOC) examinations.

PSAT & SAT

Columbus Classical Academy will offer PSAT & SAT testing. Testing will occur during the school day. If a student opts out, they are required to attend school as normal and will be counted unexcused if not at school that day unless illness or other excused reason can be proved. Before opting out, please review graduation requirements above. CCA recommends your student take the PSAT at least one time prior to the SAT. Testing fees will not be adjusted based on opting out.

CLT

Columbus Classical Academy will offer the Classical Learning Test (CLT). Testing will occur during the school day. If a student opts out, they are required to attend school as normal and will be counted unexcused if not at school that day unless illness or other excused reason can be proved. Before opting out, please review graduation requirements above. CCA recommends your student take the CLT 8 and the CLT 10 prior to the CLT. Testing fees will not be adjusted based on opting out.

Student Services

As CCA approaches high school, it will develop a robust Student Services Office to help guide both parents and students through graduation requirements and future plans.

This office will also oversee any special education needs that may arise. Please note that CCA will not have access to any public therapy or IEP services.

Decorum & Discipline

Decorum

Decorum is a noun that refers to behavior that is in good taste and decent – etiquette. Decorum need not be dower or sour, rather it is the social contract that we abide by so that all students can partake in the joy that is classical education. Decorum helps a student tend toward self-government and allows for students to model charity – thinking of and showing care for others.

Public Displays of Affection

Public displays of affection are not allowed on campus and during school-related activities, and are liable to disciplinary consequences. This includes holding hands, kissing of any kind, or sitting on another's lap.

Bullying & Harassment

CCA has zero-tolerance for bullying, harassment, intimidation, and/or bodily harm that adheres to the definitions established by state laws.

The term “bullying” means an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
4. Causes another person substantial physical harm;
5. Has the effect of substantially interfering with a student's education;
6. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
7. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts that occur on school property, on school vehicles, or at school related functions or activities or by use of data or software that is accessed through school computers, networks, or other technologies. The term also applies in instances of “cyber-bullying” involving CCA students, even if the technology in use does not belong to the school.

Parents, please reach out to the school, following the chain of command, if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying, remember bullying behavior is: repeated, intentional, and involves an imbalance of power.

Lockers

Columbus Classical Academy provides lockers (as available) for students in 6th grade and higher. The lockers are school property. Students will not be issued a lock. CCA students do not lie, cheat, or steal, so there is no intention of having locks.

CCA has the authority to search lockers when deemed necessary.

CCA is not responsible for lost or stolen items. Valuables such as tablets, iPods, compact discs, and video games are **NOT** to be brought to school. Problems with lockers should be reported to the Headmaster.

Students must observe the following rules:

- Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the Administration.
- Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents.
- Items left outside lockers or on the floor may be removed or disposed of.
- Students may not decorate the outside of their lockers. A student may be assessed a fine or asked to clean a locker that becomes dirty or damaged because of his or her use of it.

Elevator Use

The elevator at Columbus Classical Academy is for adult use only, or approved use by a student with a temporary or permanent physical disability requiring such use. Students who use the elevator without express permission will be subject to disciplinary action.

Hallways & Common Areas

Decorum in the hallways and common area makes the school run smoothly and keeps everyone safe, therefore, there will be no running or shouting in any hallways or common areas.

Damage to Private & School Property

Students should always respect the property and privacy of others, whether students, parents, or staff. It is not appropriate to damage people's homes or yards, whether in a temporary or permanent way. Furthermore, damage to school property is also prohibited even as a prank. For example, the act of "toilet-papering" someone's home can require hours and hours of clean-up by the student, parent, teacher or anyone else involved. More serious destruction constitutes vandalism and is a serious offense. School disciplinary procedures and law enforcement are both options that are available to those who have been adversely affected by such "fun."

Uniform & Grooming

At Columbus Classical Academy, students wear uniforms to eliminate distractions, to demonstrate respect for others and ourselves, and to remind ourselves that we are doing important work and participating in significant learning.

Students must be in uniform from the time that they arrive on campus until the end of the school day. Students must follow the dress code to attend class. Students not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

The most up to date school-approved uniform guidelines will be posted on the school's website.

The uniform and dress code policy instructs that students will dress according to the mandatory and optional items listed on the school-approved uniform guidelines for boys and girls, respectively, plus the following series of directives:

- Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground.
- No other clothing except dress code may be worn in the classrooms, hallway, or lunch room.
- Dress code for out of school functions including but not limited to ceremonies, field trips, and/or dances will be announced and enforced.
- All shirts must be tucked in unless otherwise styled to not be tucked in (*i.e.* ladies' blouse)
- Skirts shall fall no higher than 2 inches above the knee as measured when the student is standing.
- All uniform pieces that can be removed (*e.g.*, sweaters, vests) should be labeled with the student's first initial and last name.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles are permitted.
- Hair accessories must be modest and match the uniform colors. Novelty hair items are not allowed.
- Any noticeable facial hair on boys is prohibited.
- Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (*i.e.*, chains, collars, leashes, ears or tails). Earrings are to be of good taste. Girls may be asked to remove earrings that pose any safety concerns for themselves or others. No stretched piercings (gauge) or holes may be visible.
- Boys will not be permitted to wear earrings.
- Facial piercings of any kind are not allowed.
- Tattoos must be covered at all times.
- Makeup must look natural.
- No hats, visors, bandanas, or sunglasses are permitted (religious headgear is authorized).
- Non-marking tennis shoes are required for physical education class and/or sports in the gym. K-4th grade students will not change out for gym classes (except for shoes). 5th-12th grade students will dress according to the approved uniform posted on the school website.

- Good personal hygiene is required. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.

Uniform Infractions

Uniform infractions will be monitored by the office and will be addressed by all faculty and staff. While dress code infractions are considered minor, repeated infractions are rebellious in nature.

Each time our student has a uniform infraction, the parents will be notified. Upon the 3rd infraction, the student will have to serve an after-school detention. Each infraction after 3 will result in a detention. Belligerence with the dress code can lead to suspension or expulsion.

Student Code of Conduct

Student self-government, the expression of Temperance, a Columbus Classical Academy virtue, and a sense of purpose, all develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues. We expect CCA to function in an orderly, yet joyful manner. The aim of Columbus Classical Academy is to teach students not only to practice virtue, but to desire it for themselves; not only to possess knowledge, but to love the truth.

The English term “student” derives from the Latin word *studēre*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” CCA students, then, should be diligent in, attached to, and zealous for their studies and the formation of their character. Simply put, we expect students to live up to their name.

The teachers of CCA work hard to prepare their lessons. These lessons are designed to teach students to know and to love what is best, about themselves and about the world they inhabit. Students must, in turn, take fullest advantage of these lessons and make the best use of this time of their lives, which is given to preparing their minds for the opportunities and challenges that await them. All policies regarding student conduct and discipline flow from this general principle: students must fully engage themselves in the education Columbus Classical Academy offers them. Therefore, students will:

- Be polite and attentive both in and outside of class.
- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class and follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working at the school.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, field-trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events.
- Adhere to the uniform policy.

- Not use threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
- Be dismissed from class by the teacher, not the bell or the clock.
- Not leave the school premises without signing out in the main office.
- Not bring anything to school that could be used to harm another or that is illegal.
- Follow the CCA Electronics Policy outlined in this handbook. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered. CCA is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Honor Code

Columbus Classical Academy was founded to develop students in both mind and character. CCA's core virtues are the guiding principles used to cultivate and nurture character: fortitude, prudence, justice, temperance, faith, hope, and charity.

The emphasis on virtue at Columbus Classical Academy is not primarily intended as a discipline policy: we aspire to excellence for its own sake, because it is good, and because we are made better as we aspire to it. We have bound our commitment to virtue into an Honor Code that we ask our families and students to sign as a common pledge.

The Columbus Classical Academy Honor Code is as follows:

A Columbus Classical Academy student is
honest in all things,
upright in conduct,
diligent in study,
dutiful in service, and
joyful in the face of difficulty.

Cell phones & Other Personal Technology

Electronic devices must be **powered off** and **may not be used** during the academic school day, including drop-off and pick-up. Students who need to call home, may use the office telephone at the permission of the Administrative Assistant. Students may not keep electronic devices on their person during the academic school day.

Such devices include but are not limited to laptops, portable audio devices, headphones, earbuds, air pods, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the Headmaster's discretion.

Any student who is in possession of a phone or other electronic device during the day will have that device confiscated until the end of the day. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Students who break this rule will be subject to disciplinary action.

Once a device has been confiscated, the following procedure will be used to return the device:

- 1st Confiscation: The device will be held until the end of the school day in the office and can be picked up by the student from the Office Secretary when school is dismissed -a parent will be contacted.
- 2nd Confiscation: The device will be held until the end of the school day and can be picked up by the parent and student from the Headmaster after the carline is finished.
- 3rd Confiscation: The device will be held for three days and can be picked up by the student from the Office Secretary after that time - a parent will be contacted.
- 4th Confiscation: The device will be given to the Headmaster and a parent meeting will be scheduled at least three days after the confiscation to discuss the habitual nature of the confiscations. Only after meeting with the Headmaster will the device be returned.
- Further Confiscations may result in suspension and/or expulsion from CCA.

Confiscations beyond three may result in additional disciplinary action, including possible suspension. Re-enrollment may be jeopardized based on belligerence.

Columbus Classical Academy is not responsible for the damage, loss, or theft of electronic devices left on campus.

Discipline

The main purpose of all discipline is to teach moral and intellectual virtue. Self-discipline arises from a desire for virtue, and without that desire, a student will falter when laws and rules are silent.

A secondary purpose is to foster an orderly and disciplined environment in which all students can learn and develop friendships. Order and discipline are the foundation for a thriving school culture. Any departure from proper decorum is liable to disciplinary action. Because not all students respond to the same arguments, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs.

The role of Columbus Classical Academy is to create an atmosphere conducive to learning. Further, the environment must be conducive to cultivating character. So that all members of the community may take part in the learning, due respect is given to teachers, staff, individual students, as well as to all institutional and private property. CCA recognizes that good conduct of students in school promotes their education on campus. School discipline also promotes good conduct off campus and prepares students for good citizenship in adulthood.

In-class

Columbus Classical Academy gives its teachers full authority to fulfill the mission of CCA in their classrooms. We expect teachers to set boundaries and create processes and systems that are explained to and easily followed by their students. We expect our faculty to have a set of simple, followable classroom rules and to enforce them consistently and courageously for the benefit of all the students.

Students are expected to follow the classroom rules and procedures in the classroom.

Teachers may use a system of warning, emails/calls home, and lunch time or recess detention. Should a student's behavior become such that it is belligerent to distraction, the teacher may issue an office referral (see Office Referral below).

In Common Areas

Students are expected to treat the common areas of the school respectfully. Students may be addressed by any member of the faculty or staff in these areas and the expectation is that the student will be polite and honorable.

For particularly egregious behavior, Office referrals (see Office Referral below) may be issued in common areas including but not limited to the hallways, playground, lunch room, stairwells, *etc.*

Disciplinary Action

Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well. But when a student misses the mark, it is an opportunity to learn and grow. Some of that growth will come from handling the consequences of choices made.

Overall, disciplinary action ranges from verbal warnings to detentions to suspension and expulsion, and will be used to promote both a student's self-discipline and an orderly environment for all. Even when more serious discipline like a suspension is necessary, ***the purpose is not to punish but to educate.***

Again, the vast majority of discipline issues are dealt with at the classroom level by individual teachers. When formal disciplinary action is necessary, it usually proceeds as follows.

1. Policy Reminder
2. Demerit
3. Detention (after school)
4. Suspension
5. Expulsion

To ensure uninterrupted learning, Columbus Classical Academy maintains a policy of demerits and detentions with parent notification. CCA's goal is to work closely with parents to uphold standards of courtesy, respect, helpful behavior, and general good will.

Policy Reminder

These are used for minor policy infractions including minor dress code infractions such as untucked shirts, beards, inappropriate jewelry, short skirts, etc., as well as minor decorum infractions in and out of the classroom. The faculty or staff member that issues the reminder will keep track of it. Should the same student receive the same reminder from the same faculty or staff member, the adult will turn in the Policy Reminders to the office and further action may be required.

All policy reminders are sent home and signed by the parent.

Demerit System

Demerits may be issued when a student displays conduct deemed by a faculty, staff, or member of administration to be unbecoming of a Columbus Classical Academy student in light of the mission, motto, and honor code of the school.

Detention Policy

When the 3rd demerit is issued in a given quarter, the student will serve a 30 minute after school detention in uniform that starts at 3:40 p.m. and ends at 4:10 p.m. The student must be picked up by a parent/guardian and if the parent/guardian is late, the student will be sent to After Care and parents will be charged accordingly.

Suspension & Expulsion

Suspension and/or expulsion is the last opportunity a school has to make sure students understand the seriousness of their actions. At the discretion of the Headmaster, a suspension may be in-school or out of school. The number of days will be decided by the Headmaster depending on the infraction that has led to the suspension.

Expulsion is the removal of a student permanently from Columbus Classical Academy due to infractions that have graduated to such action or possibly automatically upon such behavior that includes, but is not limited to putting any one in danger (whether real or insinuated) such as threatening verbiage (at the school, from home, or on social media), bringing a weapon to school, and/or partaking in or selling drugs and/or alcohol on school grounds or at a school sponsored event.

See also Prohibited Items below.

Office Referral

A student who is issued an Office Referral (OR) will meet with the Dean of Students, Academic Dean, or the Headmaster. The teacher will send an *Office Referral Slip* and disciplinary action will take place from there depending on the infraction for the invitation to leave the classroom. Beyond the disciplinary action taken for the Office referral, Office Referrals will be handled in the following manner:

- **First Discipline Referral:** The student is removed from class and is sent to the Dean of Students, Academic Dean, or the Headmaster. Parent is called and notified of the referral. The student will be given a Discipline Referral form that is to be signed by a parent and returned to the administrator. Depending on the infraction, a student may receive a policy reminder, demerit, an automatic detention (3 demerits), and/or be suspended.
- **Second Discipline Referral:** The student is removed from class and is sent to the Dean of Students, Academic Dean, or the Headmaster. Parent is called and notified of the referral. The student will be given a Discipline Referral form that is to be signed by a parent and returned to the administrator. This student may receive a detention (3 demerits) and/or be suspended.
- **Third Discipline Referral:** The student is removed from class and is sent to the Dean of Students, Academic Dean, or the Headmaster. Parent is called and notified of the referral. This student will be sent home for the remainder of the day and must return with the parent upon return to school. Parents may be asked to attend class with their student for a part or the entire day of return. The student may be suspended.
- **Fourth Discipline Referral:** The student is removed from class and is sent to the Dean of Students, Academic Dean, or the Headmaster. Parent is called and notified of the referral. The student will be sent home for the remainder of the day and must return with the parent upon return to school. Upon return to school, the student and parent will be given a behavioral contract to review and sign. Students will not be allowed to attend school-related events. The student may be suspended.
- **Fifth Discipline Referral:** The student is removed from class and is sent to the Dean of Students, Academic Dean, or the Headmaster. Parents are called and notified of the referral. The student will be sent home for the remainder of the day and must return with parents who will stay in or near their child's classroom for the school day. Cell phones and/or electronic devices are strictly prohibited while in the presence of students. Upon return to school, the potential expulsion process may be discussed and/or implemented. The student may be suspended or considered for expulsion. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in order to discern the truth.
- Re-enrollment may be jeopardized.

Operations & Safety

Prohibited Items

Any introduction of a weapon, illegal drug, tobacco, e-cigarettes, alcohol, or sexually explicit material may be grounds for immediate suspension or expulsion. Any use of the same either at school or outside school may be similarly treated with utmost gravity and may be grounds for immediate expulsion. All decisions are made at the discretion of the Headmaster.

Harassment & Sexual Harassment

Harassment

All students, administrators, and employees are responsible for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on School grounds immediately before, during, or immediately after School hours; in any School program or activity taking place in School facilities, on School transportation, or at other off-campus locations, such as at School-sponsored field trips or a training program. This policy also extends to the use of property or equipment provided by CCA, including School-owned computers and the School's computer network. Anyone who believes that a student has been or is the victim of harassment is encouraged to immediately report the situation to an appropriate staff member, such as a teacher, counselor, or administrator.

Sexual Harassment

Students shall not engage in any activity to harass an employee or student through conduct or communications of a sexual nature. "Sexual harassment" is defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment or education;
- Submission to, or rejection of, such conduct is used as a basis for academic or employment decisions affecting that individual;
- Such conduct has the effect of unreasonably interfering with the individual's academic or professional performance or of creating a hostile or offensive work or education environment;
- Denial of an employment or educational opportunity occurs directly because an individual refused to submit to unwelcome requests for sexual favors made by a supervisor or teacher;
- Such conduct is engaged in by volunteers and/or non-employees over which CCA has some degree of control of their behavior while on school property.

Examples of sexual harassment include the following:

- Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, making sexual comments or innuendoes, whistling or making other sexually suggestive sounds;
- Nonverbal conduct of a sexual nature such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual nature, staring

at a person's body or clothing, invading a person's space by standing closer than appropriate under the circumstances; or

- Physical conduct of a sexual nature such as touching, kissing, hugging, massaging, or brushing up against another person.

Security Matters

Columbus Classical Academy will take any measure necessary to keep the students, faculty, and staff safe while on campus including the use of surveillance cameras, key fob entry, fences, and monitored visitor policies.

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

The Administration shall maintain a stand-alone Emergency Operations Plan, which shall be available for reference in the Main Office.

Facility Use

The Headmaster will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the Administration who is capable of executing the school's emergency and security procedures.

Handbook Revisions

While not expected to occur frequently during the course of a school year, Columbus Classical Academy reserves the right to revise the Family Handbook at any time. When a change has been made to the Handbook, the change(s) will be specifically noted in the electronic copy of the Handbook available on CCA's website for the duration of the school year in which the revision was made. Families are encouraged to reference and rely upon the version of the Handbook posted on the website in order to ensure that they have the most up-to-date information.

Parent Partnership & Acknowledgement

CCA's ability to help students flourish depends in large measure on maintaining a vital partnership with parents.

We believe parents own the fundamental responsibility for their children's education and that CCA's role should be viewed as a supportive one. The school expects parents to:

- Model good character and insist that their children cultivate good habits and virtues;
- Help their children develop effective study skills;
- Read to their children, especially those in the early grades;
- Oversee regular reading and writing and mathematics skill development;

- Stimulate discussion and exploration of ideas and events with students; and
- Support the school goals through familiarity with this handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success.

Each family shall read the Parent Acknowledgement carefully, sign, and turn into the Main Office by the Tuesday after Labor Day each school year. Failure to turn in may lead to being unenrolled at Columbus Classical Academy, and your child's seat may be given to the next child in line on the Wait List.

Each CCA Upper School student will sign their own pledge along with the family pledge.

Documents follow.



Columbus Classical Academy Honor Code:

A Columbus Classical Academy student is *honest* in all things, *upright* in conduct, *diligent* in study, *dutiful* in service, and *joyful* in the face of difficulty.

Understanding the Code

Columbus Classical Academy was founded to develop students in both mind and character. CCA's core virtues are the guiding principles used to cultivate and nurture character: fortitude, prudence, justice, temperance, faith, hope, and charity.

Fortitude

There is much to fear in the world, but more important is the virtue with which we confront this fear with courage and overcome difficulty.

Prudence

This is wisdom in practical matters, the ability to see the good and attain it.

Justice

We act with justice when we give to each his or her due, and when we conform our will to reality. Augustine tells us that justice is the "supreme essential for government."

Temperance

This allows us to govern ourselves and our appetites in accordance with reason.

Faith

While we have no formal religious affiliation, we uphold the value of faith, for the most important things in this life and beyond are unseen.

Hope

We work diligently with hope not in ourselves but in our Creator.

Charity

Our happiness is found, paradoxically, in the outpouring of our love for others.

Columbus Classical Academy students are expected to act honorably. This means they will not lie, cheat, or steal and will discourage others from doing so. Honesty is the foundation of one's character. To lie, cheat, or steal is to seriously breach one's integrity. While it is only human to make mistakes or to show lapses in judgment, students are expected to own up to their actions. Lying, cheating, or stealing to cover things up is far worse than making the original mistake, and undermines trust in both peer-to-peer and student-to-teacher relationships.

In academics and scholarship, students must always do their own work, represent themselves truthfully, and only claim what is their own. Plagiarism is a serious violation of the honor code— and is defined as the use of someone else's words or ideas without proper acknowledgment. Plagiarism is deceptive and is cheating in that it is an attempt to gain an unfair advantage by appropriating someone else's work or ideas.

Guided by faculty, staff, and parents, students should seek to exhibit CCA's virtues and live by CCA's motto: *Veritas et Virtus*.



Columbus Classical Academy Parent Pledge

To be signed by all parents

I have carefully read the Columbus Classical Academy Family Handbook for this school year, and I understand what it means.

I have discussed it with my child. He understands what it means.

I have carefully discussed the Columbus Classical Academy Honor Code with my child, and he understands what it means.

I pledge to encourage my child to be virtuous in conduct, to help him grow in scholarship and learning, and to foster in him a commitment to civic responsibility.

I will hold my child to the highest standards of integrity and will discourage him from lying, cheating, or stealing.

Student Name(s) and Grade

_____	_____
_____	_____
_____	_____

Parent Signature(s)

Date



Columbus Classical Academy Student Pledge

To be signed by all Upper School students

I have carefully read the Columbus Classical Academy Family Handbook for this school year, and I understand what it means.

I discussed it with my parents.

I understand the Columbus Classical Academy Honor Code and have discussed it with my parent(s).

I pledge to be virtuous in conduct, to grow in scholarship and learning, and to pursue a commitment toward civic responsibility.

I will not lie, cheat, or steal, and I will discourage others from doing so.

Student Name and Grade

Student Signature

Date
