



Student and Parent Handbook

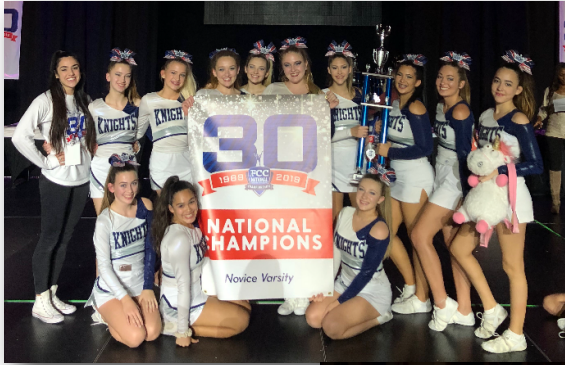


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Introduction

This handbook contains the Clearwater Academy guidelines and rules.

The purpose of these guidelines is to provide a school environment where students find it easy to study and achieve their goals.

Clearwater Academy gives each student a superb foundation of knowledge and skills, the ability to study and a dynamic educational experience with many activities and opportunities. By using the principles and rules laid out in this handbook, we work together to more rapidly achieve this with our students.

Sometimes new situations or circumstances not covered specifically by this handbook will occur. School executive personnel reserve the right to exercise their administrative judgment in responding to these situations.

This handbook becomes, in essence, part of a contract between parents, students and Clearwater Academy. It should be used as a reference manual.

What is Clearwater Academy International?

Clearwater Academy International (CAI) is a private, non-religious school that educates students from preschool (age 2) through high school. We welcome students of all ethnic and religious backgrounds.

Several things make Clearwater Academy unique. Firstly, the school utilizes an effective and proven study methodology developed by L. Ron Hubbard. This results in students who can effectively study and whose academic achievements far exceed the norm. It culminates

in high school graduates who are well-prepared to succeed in the college of their choice or to succeed in whatever life pursuits they choose.

Secondly, a key philosophy of the school is an education that helps a student achieve his or her life goals. Our professional youth development staff work to discover the unique skills, interests and goals of our students. Then academics are aligned to this and education becomes more effective and valuable to the student. Students at CAI have their own unique programs which include all of the core academics as well as an emphasis on the student's interest. We call this Goals Oriented Education. It is an approach which helps to bring the subjects alive for the student.

Complementing Goals Oriented Education, the school has a system of electives, activities and school-sponsored events so that students can participate in activities of their choice. Electives vary from semester to semester and include such things as music, art, a variety of team sports, dance, martial arts, rock climbing, robotics, cooking, aviation and so on. Activities also include monthly field trips, special science classes, Science Fair, dances, art exhibits, drama and musical productions.

An emphasis of the school is to teach students about the world around them and instill in them a sense of purpose and responsibility for their environment.

A final emphasis is that instruction is done so that students learn to use information in their own life. They learn to find information, to study independently, to think for themselves, to form their own conclusions and solutions and to achieve things in the environment around them.

History

In 1997, three distinct and successful private schools—Jefferson Academy, A to Be School and Renaissance Academy—came together to form Clearwater Academy International. Jefferson Academy was founded in 1984, A to Be School in 1990 and Renaissance Academy in 1992. While the three schools had all been successful and expanding on their own, the founders and key executives of the three schools

determined that combining their financial efforts, experiences and best practices would actualize all of their individual dreams for the ideal school and educational experience.

The present land on Drew Street was purchased and the school was built from the ground up in 1998. Since that time, the school has experienced highest-ever enrollments and graduating students.

Accreditation

CAI is a fully accredited school with the National Private Schools Accreditation Alliance. We are also fully licensed by Applied Scholastics International, an educational organization established by American educators in 1972 to promote and develop effective education using Study Technology™.

Clearwater Academy Int'l is also an award-winning school with awards from the Mayor of Clearwater, the Governor of Florida, Applied Scholastics International, Concerned Businessmen of America, as well as other organizations.

Who owns Clearwater Academy International?

Clearwater Academy Int'l is a non-profit organization. It is licensed as a school by the State of Florida and run by a Board of Directors who ensure that the educational mission of the school is being fulfilled. Clearwater Academy consists of a group of people who have decided to make a great education available.

Clearwater Academy, then, is not owned by profit-seeking individuals. It is basically *our* school. Our wonderful staff, parents and students work together to continuously improve and expand it.

Our Mission

We believe in the dignity, the rights and the spirit of the child and young adult. We believe that the human spirit has great potential when given the chance and that with encouragement, a good environment

and a well-applied methodology, our students can and will achieve far beyond the norm and the expectations of the society we live in.

It is the purpose of the school to create a great environment where students can flourish and prosper and to help students, each step of the way, toward graduating from school with a high level of skill and competence.



Mr. Jim Zwiers - Head of School





The School Year

Holidays and Breaks

The school year generally starts in the second week of August and ends the third week in July. Following is the list of holidays and breaks:

MLK Day

Presidents Day

Spring Break (1 week in mid March)

Memorial Day

Independence Day (if on weekday)

Summer Break (2 weeks—last week in July and first week in August)

Labor Day

Thanksgiving Break (3 days)

Winter Break (2 weeks)

Schedule

The daily schedule is 9:00 AM to 5:00 PM. **On Friday school is dismissed at 4:00 PM.**

Students may be dropped off as early as 8:30 AM and picked up no later than 5:30 PM.

Summer program

CAI has a stellar summer program. It starts at the beginning of June and continues until Summer Break in July. Academics are done in the mornings, while afternoons are spent in practical activities, such as art, music, pottery, sports and a variety of other activities. The program includes weekly field trips and outings. Activities include, among other things, camping, extreme sports, a houseboat river adventure, a talent show, an ice cream social and a three-day “Color War” where the school is divided into two teams (white and blue) which then compete in a variety of sports and contests.



Financial Information

Yearly tuition

Students are signed up for the full year (12 months.) Tuition can be paid all at once, in two payments, or on a monthly payment plan consisting of ten monthly payments. Monthly installment payments are due on the 1st of each month.

Temporary students

Students who are only in the Clearwater area for a short time may be signed up on a temporary basis at a higher temporary rate.

Additional fees

Additional fees include an annual registration fee, the cost for uniform tops (purchased for students in grades K-8), and fees for any tutoring needed. Also, students in grades 4 and above will need 1-3 dictionaries. Books produced by Applied Scholastics are purchased when needed. (See section called “Supplies, uniforms, dictionaries and books.”) There are also athletic fees for our interscholastic sports teams.

Late fee

If the monthly installment payment or tuition (for temporary students) is **not received by the 5th of the month, a \$30 late fee must be paid.**

Early withdrawal

An annual student who withdraws early affects the school’s budgeting, resources and prediction. In that case, a termination fee must be paid and the rates for the time period the student was here is reassessed at the higher temporary rate.

Keeping our tuition as low as possible

Factually, though tuition covers our day-to-day operating costs, it does not cover all our expenses, such as improving facilities, expansion and many of our special activities. We have gained these things through many generous donations, through PTA projects and through our Circle of Knights.

One way each parent can help us is by paying the monthly tuition promptly on time every month. We work hard to keep tuition as low as possible and your prompt payment of fees owed assists us in this.



Getting Started at Clearwater Academy Int'l

Forms and records

You must fill out all forms completely—information is required by us to fully help your child.

The State of Florida requires an immunization record, a physical exam and proof of age (birth certificate or passport).

High school students may leave campus during lunch, but only with written parental permission. In this case, you must fill out a parental permission form.

For high school students who have done high school courses in a previous school(s), you must have a transcript sent by each previous school. International students must provide an official certified transcript translated into English prior to acceptance.

Initial testing

New students receive comprehensive testing. This gives us an overview of the student's skills so that their program of study can be tailored specifically for that student. You may set up an appointment with the Head of Standards to go over these results.

Acceptance at CAI

Most students are accepted at Clearwater Academy, however, a student may be ineligible to attend CAI for the following reasons:

- Low test scores

- Unhandled unethical situations, such as illegal drug use, physical violence or anything else which would disrupt a classroom or cause an unsafe environment for our students.
- The student is unwilling to attend the school, to follow the rules of the school, to use Study Technology, to do work assignments or to cooperate with others.

Academic program

When accepted, the Head of Standards interviews the student and designs a specific academic program which will assist the student to:

- (a) transition to Clearwater Academy,
- (b) fill in any “holes” in the student’s prior education,
- (c) provide any special courses, such as a course on Study Technology,
- (d) align with the student’s goals, and
- (e) get the student successfully through his or her grade.

Supplies, uniforms, dictionaries and books

Uniforms: For students in grades K-8, please purchase plenty of uniform tops from the school store at reception.

Supplies: When your student starts, you will get a supply list for items such as pencils, erasers, paper, math flashcards, etc. (Math flashcards are available from the school store.) You will need to provide these school supplies.

Dictionaries: All students in Grades 4 and above should have 1-3 dictionaries at an appropriate gradient. The following are recommended and are available in the CAI School Store. Students in grades 6 or above must use a dictionary which contains derivations.

Grades 4-6: *Scholastic Children’s Dictionary*
MacMillan Dictionary for Children

Grades 6-8: *Longman Dictionary of American English*
Cambridge Dictionary of American English
Longman Advanced American Dictionary
The Heron Derivation Dictionary

Grades 9-12: *New Oxford American Dictionary*
Encarta Webster’s Dictionary of the English Language
Encarta Webster’s College Dictionary

Books: Almost all textbooks and workbooks are included in tuition. A few books, however, must be purchased. These are listed by grade below:

Grade 4 or above: *Learning How to Learn*
Communicating is Fun

Grade 5 or above: *How to Use a Dictionary*

Grade 6 or above: *The Heron Derivation Dictionary*
Study Skills for Life

Grade 7 or above: *Grammar and Communication*
The Ethics Book

Grade 8 or above: *Basic Study Manual*

Grade 9 or above: *Small Common Words Defined*

Grade 10 or above: *The New Grammar*

English as a Second Language (ESL) Students: ESL students in grades 7 and above may need to purchase separate books when enrolling.

Additional work

It should be noted that students who have “holes” to fill in must do more work than average. They must first do catch-up work and then they also do the standard school subjects for their grade. It requires tutoring and homework to make this work well. The student may be required to do study hall at school. Catching a student up is a cooperative effort between the student, parent and school. It must be done intensively in order to make the rapid progress needed to catch up in a timely manner.

Tutoring

Many students come to CAI with “holes” or gaps in their education. Tutoring is needed for new students where this is the case. Our tutors locate and clear up barriers to learning and bring students to full understanding of materials. We have seen fantastic results in tutoring, such as students now enjoying subjects they used to hate and students now attaining “A” level work who had been having difficulty previously. Tutoring is a key to student success.

Tutoring also accelerates the student, which means that it takes fewer months of tuition to get the student through a grade. That, added to the fact that our tutoring fees have been kept low for our students, makes it also the least costly way to approach the education of a new student.

Parental use of Study Technology

If you are not familiar with Study Technology, it is strongly suggested that you learn it yourself.

You are also strongly urged to use Study Technology with your student at home. Explain things to the student at his/her own gradient so there is real understanding. Ensure that unfamiliar words that are said to the student or around the student are defined. Even words in movies, games and TV can be troublesome, especially if the misunderstood words are in the title. Doing this will result in a student with more understanding.

Occasionally misunderstood words at home can interfere with study at school as well. Once in a while, a teacher will find a student not doing well and the difficulty traces back to a word in a movie or something else told to the student. As an extreme example, one student, bogged on math for years, came to our school. After intensive work, we found that he played a game every night which contained numerous misunderstood words. We then had him clear up the words at school (over 80 words) and his difficulties in math vanished. The point is that misunderstood words can come from many sources. The better a

parent is able to handle them when they come up, the better it is for the student and his or her education.

Adhere to any enrollment agreements or other agreements made with school personnel

On enrollment, tutoring often needs to be purchased and many times, additional tutoring will need to be purchased at a later time. This must be done promptly when needed so that your student can continue progressing at an acceptable rate.

Sometimes other agreements are made as well, for example, some students do poorly with too much TV or electronics and need this curtailed or eliminated on school nights. Other agreements might be made regarding amount of homework, amount of sleep, etc. Normally, these agreements are made because of the big difference it will make in your student's progress or well-being and they are not made lightly, so please do everything you can and if there really is a very big problem with it, stay in good communication with the person you made the agreement with.

30-day trial period

The first 30 days at CAI are a trial period. In most cases, students do well. A student may be dismissed, however, for the following reasons:

- The student is involved in a major unethical situation** such as taking illegal drugs, not willing to follow the rules, or is involved in any situation which pulls other students off study, upsets the class or continually involves excessive teacher time and assistance.
- The parent fails to follow specific agreements or requirements**, such as purchase of tutoring, assistance with homework or any other requirement.
- The student is often late or absent.**
- The student makes unacceptable academic progress.** A student averaging two or less academic completions per week is liable to be dismissed.

Getting Started at CAI—Summary

- Get all forms fully filled out.
- Get all required records—immunizations, physical exam, proof of age and any high school transcripts.
- If desired, make an appointment with the Head of Standards to go over the student's academic testing.
- Purchase adequate uniform tops (grades K-8).
- Purchase supplies needed.
- Purchase dictionaries and any other books needed (grades 4 and above).
- Purchase any tutoring needed.
- Use the Study Technology with your student at home.
- Ensure any homework assignments are completed.
- Adhere to any enrollment agreements or other agreements made with school personnel.



Parent Role Daily Requirements

Provide regular adequate sleep

A student needs adequate sleep to do well at school as well as for general mental and physical development. The National Sleep Institute, as well as others, generally recommend the following per night:

Children aged 5-12: 10-11 hours

Teenagers: 9-10 hours

This can usually be achieved by setting a bedtime that allows this. When the student has gotten enough sleep, he or she will wake up easily in the morning. Difficulty in getting to sleep and sleep disruption has been associated with use of TV, video games and computers close to bedtime, so avoid this if there is a problem.

Also please don't allow the student to go wildly off-schedule on the weekend. A student who only got a few hours sleep on Saturday night may still come in tired on Monday morning.

Provide a good breakfast

A good breakfast must be provided each morning. Studies have consistently shown that students with breakfast perform better academically and have fewer social and behavior problems than those who get no breakfast or a poor breakfast.

Studies show that highly processed sugary foods cause a steep drop in blood sugar about two hours or so after eating. A student, then, who eats highly processed foods at 7:30 is not any better off by 9:30 than a

student who eats no breakfast. Additionally, this affects concentration and memory, and with some children it also affects mood and hormones. For this reason, whole grains are recommended that do not contain added sugar. The USDA also recommends a good source of protein and a fresh fruit or vegetable. A good breakfast includes:

- A whole grain, such as oatmeal or whole grain hot cereal, toast or muffin
- A good source of protein, such as an egg, cheese, peanut butter, meat, milk
- Fruit or vegetable such as an orange, strawberries, blueberries, etc.

Pack plenty of good food and drinks for the day

Provide plenty of food for both a morning snack and an afternoon snack.

You may purchase lunch through the school or pack it yourself. If purchasing lunch through the school, fill out the lunch-order form by the 25th for the following month. If you don't get a form in your box, you can see Reception for one.

Recommendations for packing foods for lunch and snacks are similar to breakfast: Pack whole grains, good sources of protein, and fruit and vegetables. Omit any highly processed foods. Do not pack foods with sugar, high fructose corn syrup or artificial sweeteners—these are not allowed at the school.

Provide plenty of water and drinks. Especially in the hot times of the year, food and drinks should be packed in insulated containers with ice packs. Salt, potassium and tissue salts are advised in the summer season so pack those as well if desired.

We discourage the use of microwave ovens as we feel that microwaved food is not the most nutritious. Microwaves, however, are available in classrooms, as well as toaster ovens.

Ensure the student is dressed appropriately

All students in K-12 are expected to follow the dress code. (See the section called “Dress Code” for specifics.) Students in grades K-8 must be dressed in a uniform top. Each morning, check that your student has dressed in alignment with the requirements before bringing him or her to school.

Leave toys and other personal belongings at home

Have toys, games and trading cards stay at home. The following items are also not allowed on campus: skateboards, scooters, roller-blades, roller-shoes, weapons, matches, fireworks and cigarettes (including e-cigarettes).

The exception is that if a class has “Show and Tell,” an item may be brought in for that.

Cell Phones

Students from 4th through 8th grades may bring cell phones, but they must turn them in to the teacher at the beginning of the day and will then get them back at the end of the day or when they leave for the day. Students in 9th-12th may bring cell phones and may use them during their breaks only.

Students from preschool through 3rd grade are not allowed to bring cell phones or smart watches to school.

Please do not call or text your child's cell phone during academic hours. You can call Reception if you must get a communication to your child.

If there is any violation of the cell phone policy, the phone will be given to the Student Advisor for the rest of the day.

Arrive at the school by 8:55

Drop off your student by 8:55 at the latest so that he or she has time to put away a lunch box and get to class.

Being on time is more important than one might think at first. At the beginning of the day, each teacher does a roll call and then has a class meeting. This is where plans and goals for the day are made, any schedule changes are announced, and where students are generally gotten together for a small discussion to get them oriented and ready to start their day together. Students who come in late miss this and do not get the benefit of starting with their classmates.

Additionally, every student knows, when they come in late, that they have violated a rule and one for one, they do not feel good about it. By bringing your student on time every day, he or she will feel good about group participation and will do better at school.

Students in preschool and K-1 must be brought to the office in the morning by the parent instead of just getting dropped off at the gate.

No staff are on duty before 8:30 so do not drop off students before that.

Please assist with heavy traffic during drop-off and pick-up times

Since we currently have many students and parents, drop-off and pick-up times can be congested. Please help traffic keep moving by not blocking traffic and quickly dropping off or picking up your student. You are welcome to stay longer and chat if you've parked nearby out of the heavy traffic area.

Check your parent box

Each family at CAI has a box by reception for communications. You will receive communication about your student there as well as general information on upcoming events and activities at CAI. Check this box once a day—either morning or at the end of the day. Please do not depend on your student to keep you informed of school matters.

Student Absences and Lateness

Students must attend school *every* day and be on time. Students have a lot to do to get through their grade, so this is important. Also, students who are not here miss group lessons and classes which sometimes cannot be made up. Also, missed time adds up. One mother thought keeping her student out a couple of days a month wasn't so bad. Missing 2 days a month, however, adds up to 20 days—a *full month*—of school during the year!

Truant

Florida law defines “habitual truant” as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent or guardian, and who is subject to compulsory school attendance. All private schools are required to keep records of absences and lates and provide them to authorities if asked to do so.

Late

Any student who is not present at a roll call is counted as tardy or late. This includes not only morning roll calls, but also any roll call at school throughout the academic day. This would include after breaks, any elective, PE, art or anytime a student is expected at a roll call.

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Additionally, there may be school-based consequences for tardiness, such as missing important announcements, academic drilling and of course academic study time.

Unexcused lateness

over sleeping	car problems
missing your ride	heavy traffic
shopping trips	turned back for forgotten items
pleasure trips	

Early Sign Out

Once students arrive on campus, they may not leave without permission from the Dean, Business Manager or Head of school. Students who must leave school during school hours must have their parent request this release by phone or in person to the office in order to obtain pre-approval.

Unexcused early sign out:

The same criteria used to determine an unexcused absence and lateness will be used to determine if an early sign out is excused. Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early, as well as the student missing academic time.

Absences

If a student accumulates more than 5 absences in one calendar month the parents will be called to school for a meeting to help with any situation that is happening.

Unexcused absences

- out of school suspensions
- family vacations
- students without a completed certificate of immunization

Excused Absences

Tardiness and absences are only excused for the following reasons:

- A. A student is ill or injured
- B. There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living at home).
- C. There is a death in the immediate family
- D. The student attends religious instruction or there is a religious holiday in the student's own faith.
- E. The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the Head of School.
- F. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the Dean at least five days prior to the absence.

- G. The student has a scheduled medical or dental appointment.
- H. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Examples of communicable diseases and infestations include but not limited to: fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days for each infestation of head lice.

When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive an excuse. The doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by the excused absence policy.

Schedule unavoidable things, such as dental appointments and doctor appointments, in liaison with the teacher so that your student does not miss anything important.

To be counted as excused a parent must request the absence 5 school days in advance. If you do feel that your student has a valid reason to miss a school day(s), do the following:

A request to miss 1-4 days: Talk or write to the teacher first.

Explain the reason and how missed school work will be made up.

Discuss how any group lessons can be handled.

A request to miss 5 or more days: Get a Student Leave of Absence Routing Form from Reception at least a week ahead of time. As part of this, write up the reason, dates the student would be gone, and how school work will be made up. Discuss with the teacher whether (or how) the student could still graduate on time and if there is a way that group lessons can be handled. The entire LOA Routing Form must be completed before the student leaves.

Make-up work for absences

Make-up work for any time missed is required so the student does not fall behind in their academic progress. It is the student's responsibility to obtain the missed work.

Pick up the student by 5:30

Get to the school before 5:30. Ensure you get your student's lunch box, any homework as well as any communication in your parent box.

Classes end at 5:00 and students can be on school grounds until 5:30. After that, you will need to be responsible for your student, even if other staff happen to be around.

If you arrive to pick up your child after 5:30 p.m., you may pick them up at the front gate. A late fee of \$1 a minute will be charged for any students still on campus after 5:30 p.m.

Get any homework done

Depending on the class, the age and whether the student is on target or not, homework may be assigned.

If assigned, the parent's responsibility is to read over the assignment and ensure that it is completed by the target date (usually the next day).

General student support

It is advised that you stay in communication with your student's teacher and your son or daughter on how they are progressing.

Your general support, such as rewarding achievement, providing ample time and space to do homework, curtailing excessive use of TV and video games, and curtailing use of questionable internet sites, can go far toward fostering an environment that results in the ideal academic development of your student.

Tutoring is also an excellent tool that can be used. It has three basic uses: (a) to get a student's difficulties or educational gaps handled, (b) to get a student accelerated so that he or she can be quickly brought up to the level desired, and (c) to get a student who is doing fine accelerated. We have seen tutoring used, for example, with a student in his *favorite* subject (in this case math) in order to take him from an excellent level to a truly stellar level of skill.

Extra reading

With younger children, a proven way to support academic development is to read to your student every day. Make it fun and interesting! This is strongly recommended.

Once a student is up to reading independently, it is recommended that the student do extra pleasure reading. Our experience, corroborated by independent studies, is that the more outside reading a student does, the faster and easier it is for him or her to come up the gradients and excel in school. At the high school level, students who avidly read outside of school even score better on college entrance exams.

At least 1-2 books are recommended a month. Your support on this, such as providing trips to the library or bookstore, curtailing excessive use of TV and video games and providing encouragement and an environment conducive to reading, will go far toward developing your student's ability and improving the scope of his or her education.

Daily Requirements—Summary

- Give your student a good nutritious breakfast. Pack a good nutritious lunch as well as two nutritious snacks.
- Check that your student is properly dressed and groomed in line with school requirements.
- Get your student to school on time every day (by 8:55).
- Pick up the student between 5:00 and 5:30. Remember to take lunchbox and school work.
- Check your parent box daily.
- Ensure that any required homework is completed.
- Provide a generally supportive environment toward academic development.
- With younger children, read to them every day. With independent readers, encourage pleasure reading—1-2 or more books a month.
- Get your student to bed on time every school night so he or she has plenty of sleep.

Student Dress Code



The dress code helps create and maintain a professional environment—a place of work rather than just social time. All of us, including children, have different jobs in life. In the workplace, professional dress is normally required. Similarly, school is the student's workplace. It is their job from 9:00 a.m. through 5:00 p.m. and they should dress for the job.

Both the parent and the student are responsible that the student comes to school dressed in alignment with the dress code.

If the code is not adhered to, depending on the severity and whether it has happened before, the student may receive a warning, may be given clothing to wear, may receive an ethics chit, or will be sent home to change.

This written dress code will not be able to cover every example of clothing which is unprofessional or distracting to other students. In an instance of disagreement, the adjudication of the teacher or administrative personnel is final.

This code applies to *all* school activities unless specifically stated otherwise.

Dress Code

Clothing should be in good condition. It should not be stained, be torn or have holes (even when the holes are fashionable such as in jeans). Clothing should be hemmed rather than cut off.

Clothing should not be overly large or skin tight. It should adequately cover the body. Midriffs should not be showing. No undergarments should be showing—this includes boxers, bras and bra straps. No halters, strapless or backless clothing is allowed. Any see-through or mesh fabric clothing must have clothing underneath that covers the body. Boys' shirts need to have sleeves.

Form-fitting leotard/spandex type clothing (including sports bras) are not allowed as clothing. However, leggings are allowed that are dark in color, heavy material and no patterns.

Pants must be neat and clean, hemmed, without rips or tears and fit well—they should not be baggy and falling off or skin tight.

No clothes can be worn that show profanity, violence, suggestive phrases or pictures, gang related symbols, alcohol, tobacco, drugs or advertisements for inappropriate products.

Shorts and skirts (and dresses in high school) are allowed but they must be an appropriate length (minimally of the length of the fingertip held at the side). They cannot be skin tight.

Much teenage girls' clothing today is designed to be sexy. There is no evaluation here of what students wear outside of school, but sexy clothing is fairly universally considered to be non-professional in both the workplace and in schools. For school, clothing should not be tight or suggestive, or have a plunging neckline that shows a portion of the breasts.

Students should wear appropriate shoes. Beach-wear flip-flops are not allowed but sandals may be worn. For active students, sneakers are strongly recommended.

Students should be well groomed and bathed. Clothing must be clean.

Hair, Make-up and Accessories

Only conservative, non-excessive, make-up, hair colors, hair styles and accessories are allowed. Only conservative, non-excessive, body piercings or tattoos are permitted. No perfumes, colognes or other scents are allowed. No sunglasses can be worn inside. Hats and bandanas are not allowed inside the classroom during regular school hours unless approved by the Dean.

Uniforms Tops—Grades K-8

Students in grades K-8 must wear a solid colored polo uniform top from Lands' End with the school logo embroidered on the shirt. The school orders these and you can also order them online. Either short or long sleeve may be chosen, depending upon preference and the time of the year.

Uniforms should be washed according to label instructions. Do not use chlorine bleach or wash lights with darks. It is recommended that polos be hung up to dry to prevent fading. To be worn to school, the school logo should be bright and the shirt must substantially be the same color as when it was new.

For colder weather, Land's End jackets, sweaters and sweatshirts, with our school logo, are recommended along with Knights gear sweatshirts. There are many choices available—please check with the school store. Sweaters, sweatshirts or jackets without the CAI logo may be worn outdoors.

PE

For PE, *sneakers must be worn.*

Special Days

Free Dress Days for K-8

A free dress day is one when the uniform top is not required. Free dress days are a privilege that a student can earn when they make Student of the Week, when it is their birthday or when a special free

dress day is announced. If a student's birthday falls on a weekend day, then they may take a free dress day on the Thursday or Friday before.

Game Days

On the days when there is a football game or any home sports game, a student may wear a Clearwater Academy Knights t-shirt in place of the polo. These t-shirts are available at our school store and online.

Events and Outings

If special attire is required for an event or special outing, there will be a notice put in the parent communication box.

Summer

During the summer months—June 1 to October 1—students may wear CAI t-shirts (Knights, performing arts, etc.) as a uniform top. During this time, there may also be special summer shirts available which also may be worn in this time period.

Special Days

The dress code may be rescinded for special events, such as Halloween, Color War, etc.





When There's a Difficulty

Illness

In the case of illness, do not bring the student to school. Please call the school by 9:00 and let us know that the student will not be in to school due to illness. When bringing the student back to school, go to reception and wait until the student has seen a Standards personnel who ensures that everything is in order for the student to return to class.

If the student has a fever, (100.4°F or higher), he or she must be fever-free for 24 hours prior to returning to school (this is a Florida state requirement). If the student's illness becomes extended for 5 or more days, a doctor's note must be brought to the school.

Absence

Absences should be approved and scheduled for in advance. Please see *Student Absences and Lateness* on page 18 of this handbook.

Unforeseen lateness

The student is expected to always be on time, however, if there is an unforeseen situation, call the school main number by 9 AM. Explain the situation and let us know when the student will arrive.

The student has difficulty at school

If you become aware of any difficulty your student starts having at school, communicate this as soon as possible to your student's teacher. Difficulties are most easily handled when brought up and confronted promptly rather than allowing them to continue.

If communication with the teacher doesn't handle things to your satisfaction, make an appointment with the Dean or write a Service Alert (the forms are at reception).

Tutoring

If tutoring has been recommended or required, purchase it. Tutoring clears up difficulties from earlier schools, gives the student more wins, and accelerates his or her progress. It *prevents* more difficulties.

If you need to pick up the student during the day

When picking a student up between 9:00 AM and 5:00 PM: (a) go to reception, (b) sign out your student and (c) have the receptionist send for the student. This ensures that we know where the student is and provides the smoothest action in the classroom.

When bringing a student to school late or after an appointment

Students arriving late or being brought back after an appointment should go through Reception. In the case of an appointment where the student was already signed out, sign the student back in.

Lost and found

Lost and found is located at Reception. Items will only be held for a short time, please immediately check for any lost items.





Communication With the School

Communication From the School

It is vital that the school is able to get important announcements and updates to all of our parents. We have several channels that we use, please make sure that you are using at least one of them.

Parent box

You will receive communication about your student as well as general information on upcoming events and activities at CAI in your parent box. Check this box once a day (either morning or evening).

Electronic Notices

We offer email notices, texts and WhatsApp to brief you. To receive any of our electronic notices please see Reception.

Student progress reports

Student progress reports are issued monthly. They come out shortly after the end of the month. These will be emailed to you.

Group Calls

The school has a system that will call our parents with a recorded message from the school. All parents will be added to the call list upon enrollment.

Social Media

CAI is also active on social media. We have several public facebook pages where we post good news, photos and videos. These can be shared with family and friends.

We also have private Facebook groups for each classroom and you must be approved to be a member. The teacher will post information for just that classroom on this page.

You can follow us on Instagram and Twitter. Reception has a full list of all our social media accounts.

CAI website

CAI maintains a website at ClearwaterAcademy.org.

Illness and accidents

When a student is ill at school, you will be called to come and get him or her. You must have a phone number on file where you (or someone else) can be reached so that the student can be picked up immediately.

In the case of a minor accident or incident, which is then handled at the school, you will receive an Incident Report. This is simply for your information.

In the case of a more serious accident, you will be notified immediately.

Every student is covered by a school-time insurance plan. It is not a primary policy. This means that if a student is injured, a claim should be made with your insurance company first, and then the school insurance.

Ethics reports

When a student does something unethical, a teacher or other staff member may turn in an ethics report. If you get a copy of an ethics report on your student, this is for your information. It has already been addressed at the school.

If a more serious situation comes up or there is an unchanged pattern of unethical behavior, you will be called in for a parent meeting in order to coordinate efforts in resolving the problem.

School cancellation due to weather conditions

In the matter of school cancellation due to coming stormy conditions, we follow the decision of the Pinellas County School System. You will also receive a voice message on your phone letting you know if the school will be closed. Please ensure that we have a current phone number for you at all times.

Communication to the School

Communication is the heart and soul of Clearwater Academy. Please don't feel shy or embarrassed to communicate. We welcome your communication—anything that you have your attention on is fine to communicate.

Find out from your student's teacher what the preferred method is for routine communication—some teachers are fine on texting, others prefer email, etc.

Also, if you do have a concern, problem or upset, please talk to us first, rather than family or friends. They will not be able to help and they will probably not be there to see the resolution of the problem. It is our job to help tackle the problem to a successful resolution. We are a team and any badmouthing or faultfinding given to others will simply make any situation worse.

Messages to students

Messages and miscellaneous items (such as a forgotten book) can be delivered to students by staff during school time if they are of an urgent nature; however, routine communication should be handled off school time. If there is an important communication to get to your student, please go through Reception and not their cell phone. We have the ability to quickly communicate to our students.

Cell phones

Students are strictly prohibited from using cell phones during class time. Only High School students may use cell phones during breaks.

Who to communicate to:

In general, your student's teacher is the first person to talk to about your student. The following grid gives specifics for specific situations.

Situation:	Action:
I would like to commend a staff member or a student at the school.	Write this down and give it to the Receptionist. It will be greatly appreciated!
I need to purchase more uniform tops, a dictionary, math flashcards or a book on Study Technology.	See the Receptionist for all School Store items.
I need to handle a financial matter with the school.	Call or stop by Reception and ask for an appointment to see the Head of Finance.
I need to know when and where a sports game will be.	Call or stop by Reception.
I have questions about my student's academic program.	Call or stop by Reception and ask to set up an appointment with the Head of Standards. (Simple questions may be answered by the teacher.)
I need to report an ethics situation with a student or staff member at the school.	Write a report and give it to the Receptionist.
I need to re-enroll my student for the next year.	Request a meeting with Admissions.
I have a friend I'd like to get more information for about the school.	Call or ask for Admissions.
I would like to work at Clearwater Academy.	Call or ask for the Personnel Director.
I would like to share my successes regarding Clearwater Academy.	Write this down and give it to the Receptionist. It will be greatly appreciated!



Situation:	Action:
I need to know what my student needs for school or for a special field trip.	Communicate to the teacher.
I would like to report a service or study problem regarding my student.	Communciate to the student's teacher.
I talked to the teacher about the difficulty but don't feel it was successfully resolved.	Schedule an appointment to see the Dean.
Despite the above efforts, the difficulty remains unresolved.	Write a service alert. Forms are available at Reception. The service alert will go to the Head of School.
My child will be late.	Call Reception by 9:00 AM.
I need to request time off for my student.	Write up why and the dates well ahead of time. Discuss with the teacher how studies can be made up, any missed group lessons, and if it will cause a problem with graduating on time. If 5 days or longer, begin an LOA routing form.
My child is ill.	Call Reception by 9:00 AM.
I need to request a special temporary schedule.	Write up the reason with dates. Discuss with the teacher. Get approval from the Dean.



CAI Supporters

Overview

Because of the support from our parents, community, staff and alumni, we have been able to accomplish many things in recent years. We strongly urge you to support us in the following activities.

PTA (Parent Teachers Association)

PTA Meetings are held 3 or 4 times a year. See the school calendar for specific dates. These should be attended by all parents. PTA meetings coordinate special projects and events, provide opportunities for interaction and communication, and will also inform you on school plans and what your students are doing in class.

The PTA also creates and manages many fun-filled activities throughout the year—including ice cream socials, a golf tournament and other fundraisers, and they have raised thousands of dollars for the school in past years. This has contributed greatly to various school projects and expansion.

Circle of Knights

The Circle of Knights is a dedicated group of people who have the Clearwater Academy purpose for the benefit of current and future generations. It is composed of individuals who have contributed financially and in other ways to the school. Through the efforts of this very special group, we have been able to expand our campus and expand the services we are able to offer our students.

CAI Alumni Association

We have benefited from the support and assistance from CAI alumni. All CAI alumni are encouraged to participate in the CAI Alumni Association.

The Clearwater Academy team

There are many other ways to assist as well. You can help with special activities in the classroom, help with school field trips, and so on. We also encourage you to let others know about the school so that other children get the great benefits of the school as well. As a team, we can deliver a greatly enhanced experience to our students.



Student Responsibilities

For a school to work well and for the best results, certain rules are needed. These rules apply to all classes—academic classes as well as electives, art, PE, and so on.

Be a student

Your first job at Clearwater Academy is to be a student. A student is a person who studies. A student studies in detail in order to learn so that he or she can use what was learned. The student thinks about what he or she can do with the things learned.

Let others study

Part of being a student is allowing others to study as well. This is why part of the student's job is to not do things that disrupt or upset other students who are studying.

Work hard and learn a lot

The next part of your job is to work hard and learn a lot. You may have to do homework sometimes in order to get things done and make your targets. Take a professional attitude and get the most possible from your education.

Do your work to the best of your ability

Be as competent as you can in all that you do. This includes doing your writing assignments to a high standard.

Ask when you don't understand something

Another part of your job is to always ask your teacher questions when you don't understand something or you want to know something. By doing this, you will gain more and more understanding.

Work together with your teacher and other students

Follow the directions of your teacher. Work together with other students. This way, you will get the most done and so will other students. The classroom is a team working together to get everyone educated.

Use good communication

Use good manners and good communication with your teacher and other staff. Do not talk back in a rude way or in a way that does not show respect. There should be no name-calling, no verbal bullying, no physical roughness, no swearing and no racial slurs.

Use good communication to handle problems with your studies, with staff and with other students. If an upset occurs, handle it yourself with good communication, or if you need help, ask your teacher.

Be where you are supposed to be

Be on time for all roll calls. Do not leave the class without permission. Do not leave the campus without permission.

Use Study Technology

You will study the Study Technology in 4th grade and above. Once you learn this technology, use it when you study. This includes:

- Always study with your own dictionary(s) and your checksheet next to you, and a demo kit within reach.
- Clear up any misunderstood words that you see or hear.

Get all the mass that you need when you are studying.

- If the gradient is too steep, fix it yourself or get help from your teacher.

Keep your area neat and clean

Take care of your area and the school overall. Keep it neat and clean. Do your cleaning assignment to a teacher pass everyday.

Promote the school

Let others know about the school and about wins you have here. This allows others to get the benefits of attending Clearwater Academy also.

Follow the dress code

Follow the dress code every day. Be clean and neat.

Be well rested and well fed

Get enough sleep so that you are not tired on school days. Eat a good breakfast. Eat plenty of good food for snacks and lunch.

The Way to Happiness

The Way to Happiness is a list of general guidelines for ethical activity. This is used by Clearwater Academy staff and students. Follow this to the best of your ability.

Keep your agreements

If you have made an agreement with a CAI staff member, keep the agreement.

Do any homework assigned

Any homework assigned must be done by the due date.

Follow the school rules

Each classroom has rules. Learn and follow these.



Excellent and Stellar Activities

The policy of the school is to encourage and reward excellent and stellar activities. Our purpose is to build students up so that they become more able, more certain and more competent.

These are commendable student activities:

- A substantial improvement
- Extra effort
- Extra production or homework
- Real competence
- Setting an excellent example
- Excellent application of *The Way to Happiness*
- Any activity which contributes to the school or community

Student production

Student production can be measured in many different ways, but checksheet completions are used as the main yardstick at Clearwater Academy.

- | | |
|---------------------------------|---|
| 2 checksheets or below | Inadequate. The student is falling behind. If continued, the student may become ineligible for CAI. |
| 3 checksheets in a week | Okay, but not enough on a long-term basis. |
| 4 checksheets in a week | Very good. |
| 5 checksheets in a week | Extremely excellent production! |
| 6 or more checksheets in a week | Stellar, stellar student production! |

Production Rewards

Student of the Week: Student makes 4 checksheet completions in the following manner:

Grades 1-8: 1 each in reading, writing, math, science/ social studies

Grades 9-12: 1 each in English, math and reading with 1 more in any subject

If the student is on or ahead of target, he or she may make 3 checksheet completions following the above guidelines.

Dean's List: Student makes 1 additional checksheet completion in any subject—5 completions in all for the week.

Head of School's Lunch: Student makes equivalent of 1 completion a day for each school day in the month. For example; if the month had 18 school days, then the student would need to make 18 or more completions to qualify.





Student Rights

Students have certain rights at Clearwater Academy Int'l. The purpose of these rights is not to protect unethical behavior but to assist honest, ethical students.

- A student has the right to receive a good education.
- A student has the right to good service from teachers, word clearers, tutors, student advisors and other staff.
- A student has a right to get help.
- A student has a right to set a good example without being ridiculed or being made less of.
- A student has the right to a safe environment.
- A student has the right to be treated decently and with respect.
- A student has the right to flourish and prosper without being made less of.
- A student has a right to take actions to improve the school.
- A student has the right to request recourse:
 - If a student has a problem with a teacher, word clearer, examiner, tutor, ethics officer, etc., he or she should first talk to the person to try and solve it.
 - If this doesn't handle it, he/she can write down the situation and/or talk to the Dean.
 - If this doesn't handle it, he/she can write down the situation and/or talk to the Head of School.



Student Privileges

A privilege is something that is not automatically open to all students. Privileges are earned through good behavior, good attendance and good academic progress.

Privileges include participation in the following activities:

- Field trips
- School events (such as dances, Color War, parties, etc.)
- Clubs
- Sports teams
- Off campus activities
- Electives
- Non-uniform days
- Head of School's Lunch
- School productions
- Off campus lunch privileges for high school students





School Rules

The main purpose of rules at Clearwater Academy is to provide a school environment where it is easy to study and achieve your goals.

In general, rules are designed to handle:

- things that slow your study,
- things that slow others' progress,
- things that harm a student physically or mentally,
- things that harm the school or its reputation.

Penalties may be given for violation of rules. The purpose of penalties is simply to curb unethical behavior.

Exact rules vary by classroom. The most basic rules are listed here.

- Be on time for all roll calls.
- Do not swear or use offensive language.
- Do not disrupt the class or students who are working.
- Do any assigned homework.
- Do not chew gum at school.
- Do not have food items with sugar or high-fructose corn syrup in them at school.
- Do not use or take another person's things without permission.
- Do not go into another person's locker or area without asking permission.
- Follow the rules on the playground.
- Use school equipment correctly.
- Use school computers properly.
- Do not play games on school computers.
- Follow the dress code.
- Follow the rules on a field trip.
- Play safely on the playground.

- Do not play with toys in class when you should be working.
- Do not have a cell phone turned on during class time.
- Do not engage in any dating activities such as flirting, kissing, handholding, etc., at school. Maintain a working environment.
- Do not leave class without permission.
- Do not physically fight with or hit another.
- Do not physically hold, pull, spin, pick up, push or interfere with a student; no physical or verbal intimidation; no bullying.
- Do not joke about or degrade students or staff.
- Do not post inappropriate things on social media.
- Do not steal things.
- Do not leave the campus without permission.
- High school students may leave the campus at lunch if approved in writing by parent, you must return on time to retain the privilege. **You may not leave during breaks.**
- Do not damage or destroy property.
- Do not cheat. Do not falsify or alter a document.
- Do not turn in any work which has been plagiarized.¹ This is a form of cheating.
- Arrive at school every day. You may only be off if approved in advance.
- Do not bring a weapon to school—either toy or real.
- Do not hurt, harass or threaten another; no bullying; no sexual activity or harassment.
- Do not talk badly about the school or any personnel. Instead, if you have a difficulty, handle it with the person, or see someone else at the school who can help you.
- Do not use racial or religious slurs.
- Do not break the law.
- Do not engage in activities that give people a bad idea of the school.
- Do not use drugs, alcohol or cigarettes.

Playground Rules

All equipment should be used for the purpose it was intended.

Stay off the roof of all structures. If a ball or something goes on the roof, tell a teacher.

Do not jump off any of the equipment, such as the swings while you are swinging.

There should be only one person at a time on each part of the equipment.

Keep food, drinks, papers, etc., out of the playground area. Put all trash in the trash cans.

Remove any mulch from your body and clothes before leaving the mulch area.

Do not toss or throw the mulch.

Do not walk across the top of the horizontal bars or monkey bars or do handstands or flips off from either of them.

Do not walk or run under the horizontal bars or in front or back of the swings when in use.

Only one student is to be on a swing at a time. Also, no twisting, standing, jumping off or sideways swinging allowed.

Do not stand on the seesaws.

Do not climb or hop over the fence.

No team sports or balls are to be used during the morning playground time (8:30-9:00) and late afternoon playground time (5:00-5:30). These games can be played during lunch and other breaks during the day.



Zero Tolerance Drug Policy

Clearwater Academy recognizes that use of any drug can inhibit the ability of a person to operate at their top ability and make clear and right decisions. Even a single use of an intoxicating drug can affect a person's judgment and decision-making, resulting in accidents, poor performance in school or sports activities and unplanned risky behavior.

Clearwater Academy asserts that students must be held accountable for their behavior. Thus, we have investigatory and disciplinary procedures to maintain order among students, prevent illegal activity and avoid personal injuries that may occur when students possess, use or distribute drugs.

Drug Testing

Clearwater Academy reserves the right to do drug testing for our students, as we have a zero tolerance policy in regards to recreational drug use by our students. Zero tolerance means that every instance of known drug use will be addressed and not tolerated.

Our purpose in testing is not to punish, but to create a safe environment for everyone and help any student who tests positive to make better choices and chose a different route to their future.

We may test students randomly or if there is probable cause. If a student refuses a test, it will be considered a positive test.

1st positive test: Student will call their parent with the Student Advisor to inform them of the result.

He or she will be put on probation with a program which will include helping the school with cleaning.

If on a team, the student will inform the coach with the Student Advisor, who may have their own disciplinary actions.

The student WILL be tested again, unannounced.

2nd positive test: Parents will be informed and the student will be expelled immediately.



Beyond Academics

The academic development of our students is an activity we take very seriously at Clearwater Academy and we do it extremely well. When we look at education, however, there is a larger view – a view beyond the 3Rs (or in our case the 4Rs – Reading, Writing, Arithmetic and Research.) At CAI we are on a mission to graduate young men and women who are not only well educated but are prepared for a successful life.

In part, this means graduating students who are both knowledgeable about the world and who can use that knowledge effectively. This includes students graduating as young adults able to work well with others and who can get a product, whatever that product might be.

Contribution

The key to this and one of the key differences between children and adults is that an adult ideally should be contributing more to those around him than he is contributed to. A child generally receives more contribution than he or she contributes. This is where you can really draw the line between adulthood and childhood. Sometimes you see this childhood phase extending late into life and you see older people who should be adults who are really just big children.

Contribution takes many forms. In the work environment, smiling at another and wishing them a good day is a contribution. Being on time for an appointment is a contribution. Working hard is a contribution.

For our students, following the rules of the school, working hard on their programs and being involved in school activities are all forms of contribution because they make the school a better place. It is also a way of showing appreciation to their parents for sending them to a good school.

Monopolizing the time and attention of teachers and staff, upsetting others, failing to uphold obligations and treating others with disrespect are all actions which are non-contributive and undesirable.

Part of preparing students to be successful in life is getting them to operate successfully in a group. This takes many forms. Learning the right way to handle upsets with another student, adhering to the mores of the group, being involved and not withdrawn from the group, are all skills we strive to develop at Clearwater Academy. These are all skills that will make our students more successful in life.

School should be a place of expertly guided trial and error, where mistakes can be made without suffering the full consequences of real life. In this way, valuable habits can be formed which will last a lifetime.



300% Responsibility

In order to achieve the above purpose, we maintain a policy we call “300% responsibility.” In essence, this means that in any difficulty we are having with a student (or a student with us) 300% responsibility must be taken. More than a sports cliché, it breaks down as follows:

- 100% School
- 100% Parents
- 100% Student

As a school we take 100% responsibility by ensuring we are applying our tools of education and ethics fully and standardly.

You, as a parent take 100% responsibility by being in good communication with your student’s teacher and other staff in the school, by adhering to any agreements, and by following the daily requirements and other guidelines in this handbook. Your working with us and doing your part makes a huge difference in how successful we are with your student.

Finally, there is the student’s responsibility. It is both frustrating and admirable to what lengths some parents will defend unethical behavior on the part of their children. For them, it is usually another student’s fault, the parent’s own fault or the teacher’s fault. While other influences may be playing a part in matters, giving the student a free pass to wreak havoc just sets a bad precedent and is actually a disservice to the student. He or she too is 100% responsible for his life and actions.

Preparing for Life

We are on a mission to prepare our students for life. Excellent achievement in academics is only part of this preparation. You see, a person can be “well educated” but unable to be successful because he is unable to work well with others or is unable to create real products for one reason or another. Being able to be in-exchange and contribute more than one is contributed to is a part of that success.



Conclusion

Through a strong working relationship between staff, parents and students, together we provide the base of a successful school.

By using the principles and guidelines in this manual and by doing all we can to foster an ideal educational environment, we provide the best possible education for our children and young adults.

We are glad you are here and that your children are here. We are honored that you have entrusted us to educate them. We know that our working together will lead to happy, successful students who in turn are prepared to be leaders, to excel in life and to achieve their goals.



*“When children become unimportant
to a society, that society has forfeited
its future.”*

L. Ron Hubbard



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