



**Family Handbook
2026-2027**



Table of Contents

Introduction	1
The School Year	5
Financial Information	6
Getting Started at CAI	8
Parent Role for Student Success	13
Communication & Coordination	24
CAI Supporters	35
Student Responsibilities	38
Excellent and Stellar Activities	41
Student Rights	43
Student Privileges	44
School Rules	45
Student Dress Code	46
Beyond Academics	52
Conclusion	55





Introduction

This handbook contains Clearwater Academy's 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 is committed to providing every student with a strong foundation of knowledge and skills, effective study habits, and a dynamic educational experience filled with opportunities for growth. By following the principles and policies outlined in this handbook, students, parents, and staff work together to support student success.

Because not every situation can be anticipated or addressed in this handbook, school administration reserves the right to exercise reasonable judgment when responding to circumstances not specifically covered by these policies.

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.



Mr. Anthony Scherrer - Head of School



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 at CAI is providing an education that supports each student in achieving their life goals. When academics are aligned with a student's personal purpose, learning becomes more effective, meaningful, and engaging. Every student at CAI has a unique program that includes all core academic subjects while also emphasizing their individual interests. We call this **Goals-Oriented Education**—an approach designed to bring learning to life.

To complement this, we offer a wide range of electives, activities, and school-sponsored events that allow students to explore their interests and talents. Electives vary each semester and may include music, art, sports, rock climbing and more. In addition, students enjoy monthly field trips, hands-on science classes, the annual Science Fair, dances, art exhibits, and drama or musical productions. These experiences enrich the academic program and help students grow as well-rounded individuals.

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.

Who owns Clearwater Academy International?

CAI 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, 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 Statement

To maximize each student's unique abilities through excellent academics and a high dynamic experience for the ultimate benefit of the student and society.



The School Year

Holidays and Breaks

Clearwater Academy's school year runs from August through July, with scheduled holidays and breaks. Families should refer to the annual school calendar for specific dates.

Daily Schedule

Pre-K, Lower and Middle School

The regular school day runs from 9:00 a.m. to 5:00 p.m., with dismissal at 4:00 p.m. on Fridays.

- Students may be dropped off beginning at 8:30 a.m.
- Afternoon pickup begins at 5:00 p.m.
- All students must be picked up no later than 5:30 p.m.

High School

The high school schedule runs from 9:00 a.m. to 3:30 p.m., Monday through Friday.

- Students may be dropped off beginning at 8:30 a.m.
- Pickup begins at 3:30 p.m.
- Students may also stay and attend Study Hall until 5:00 p.m.

Summer Adventure

Clearwater Academy's Summer Program runs from early June until Summer Break in July, combining academics with engaging activities like art, music, pottery, sports, and more. Weekly field trips and special outings, further enrich the experience.



Financial Information



Tuition and Payments

Enrollment at Clearwater Academy is for the full 12-month school year. Tuition is charged on a yearly basis, and families may choose from several payment options to best meet their needs.

- Annual Payment – full tuition paid at the start of the year.
- Semi-Annual Payment – tuition divided into two payments.
- Monthly Payment Plan – tuition divided into ten installments, due on the 1st of each month.

This structure allows flexibility while ensuring that tuition for the full academic year is covered.

Additional fees

Additional fees include a one-time registration fee, field trip uniform tops (purchased for students in grades K-8), fees for any tutoring needed and athletic fees for sports teams. Also, students in grades 4 and above will need dictionaries. Books produced by Applied Scholastics are purchased when needed.

Late fee

If the monthly tuition installment payment is not received by the 5th of the month, a \$30 late fee will be applied.

Early withdrawal

If a student withdraws before the end of the school year, a contract breakage fee applies, to reflect the impact on school resources and planning.

State of Florida Scholarships

The State of Florida's Step Up Program offers scholarships to help families with private school tuition. Clearwater Academy is an approved school, and our students are eligible for these scholarships. For eligibility details, applications, and program information, visit www.StepUpForStudents.org.

Keeping our tuition as low as possible

While tuition covers our day to day operation costs, it is through many generous donations that we have been able to improve and expand our facilities and campus.

Parents can help by paying the monthly tuition promptly every month. We work hard to keep tuition as low as possible and your prompt payment assists us in this.



Getting Started at Clearwater Academy



Standards for Acceptance & Continued Enrollment

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

- Low test scores.
- Unhandled unethical situations.
- The student is unwilling to attend 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, our Standards Department interviews the student and designs individualized academic program which will assist the student to:

- (a) transition to Clearwater Academy,
- (b) fill in any gaps in the student's prior education,
- (d) align with the student's goals, and
- (e) get the student successfully through his or her grade.

30-day trial period

The first 30 days at CAI are considered a trial period. This allows both the school and the family to ensure that the program is a good fit. During this time, enrollment may be ended by either the school or the parent without any contract breakage fee.

While most students do very well, a student may be dismissed within this period for reasons such as:

- Involvement in major unethical situations
- Parents not following required agreements
- Frequent tardiness or absences.
- Unacceptable academic progress —despite routine actions to help the student with any difficulty in their studies.

Supplies, uniforms, dictionaries and books

Uniforms: Uniform tops are only required for field trips and can be purchased at the School Store in reception or online at LandsEnd.com.

Supplies: Each classroom has 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. 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: Most textbooks and workbooks are included in tuition. However, the following books must be purchased separately:

<i>Learning How to Learn,</i>	<i>Grammar and</i>
<i>How to Use a Dictionary,</i>	<i>Communication,</i>
<i>The Heron Derivation</i>	<i>The Ethics Book,</i>
<i>Dictionary,</i>	<i>Basic Study Manual</i>
<i>Study Skills for Life,</i>	

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

Additional work

Students who have academic gaps to fill must do more work than average, including tutoring and homework. 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

At CAI, tutoring is one of the most powerful tools for student success. Many new students join us with gaps in their education, and our tutoring program quickly identifies and fills those gaps. The results are remarkable—students gain confidence, discover enjoyment in subjects they once disliked, and often begin performing at “A” level.

Tutoring doesn’t just help students catch up—it accelerates their progress, often shortening the time needed to complete a grade.

Parental use of Study Technology

We encourage parents to become familiar with Study Technology and apply it at home. Supporting your student in this way—by explaining concepts at the right level and ensuring unfamiliar words are clearly defined—greatly increases understanding.

If you are not familiar with Study Technology, it is strongly suggested that you learn it for yourself. Please stop by Reception for help with acquiring the information you need.

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

Upon enrollment, tutoring is often recommended to help new students to catch up and may be needed again later. Arranging this quickly ensures your child continues making steady progress.

Sometimes we also work with families on simple home agreements—like reducing screen time, setting earlier bedtimes, or adjusting homework routines. These suggestions are made thoughtfully, always with your child’s success and well-being in mind. We truly appreciate your support and ask that you stay in close communication with us if any of these agreements are difficult to follow through on.



Parent Role for Student Success

300% Responsibility

To achieve our educational purpose, we follow a principle we call “300% Responsibility.” When a difficulty arises involving a student, we believe that the school, the parents, and the student each have 100% responsibility for addressing it.

100% School

The school takes 100% responsibility by ensuring that our educational and ethical tools are applied fully, consistently, and correctly.

100% Parents

Parents take 100% responsibility by maintaining open communication with teachers and staff, honoring school agreements, and following the daily requirements and guidelines outlined in this handbook. A strong partnership between home and school is essential to student success.

100% Student

Students are also 100% responsible for their choices, actions, and conduct. While circumstances and the actions of others may influence a situation, excusing inappropriate behavior or placing responsibility solely on others does not serve the student.



Helping students recognize and take responsibility for their own actions is an essential part of their growth and education.

Here are some simple but important ways for parents to contribute to their child's success.

Provide Adequate Sleep

Adequate sleep supports academic performance, concentration, and overall development. The National Sleep Foundation recommends:

- **Children ages 5–12:** 10–11 hours per night
- **Teenagers:** 9–10 hours per night

Establish a consistent bedtime and, when possible, maintain a similar schedule on weekends. Limiting TV, video games, computers, and other screen use close to bedtime can also help ensure restful sleep. Well-rested students are more likely to arrive at school alert, prepared, and ready to learn.

Provide a Good Breakfast

A nutritious breakfast can support concentration, memory, mood, and academic performance. We recommend choosing foods that provide sustained energy, including whole grains, protein, and fresh fruits or vegetables, while limiting highly processed and sugary foods.

Examples include:

- **Whole grains:** oatmeal, whole-grain cereal, toast, or a muffin
- **Protein:** eggs, cheese, peanut butter, meat, or milk
- **Fruit or vegetables:** oranges, berries, or other fresh produce

Pack Nutritious Food and Plenty of Water

Providing your child with enough nutritious food and water throughout the school day helps support energy, focus, and learning.

Snacks & Lunch

- Provide enough food for both morning and afternoon snacks.
- Lunch may be purchased through a lunch app or packed from home. Reception can assist with the app if needed.
- Choose foods that include whole grains, protein, and fresh fruits or vegetables, while limiting added sugar and high-fructose corn syrup.

Water & Hot Weather

Send plenty of water. Filtered water fountains are available for refilling bottles. During hot weather, use insulated containers with ice packs to keep food and drinks cool. Electrolytes may also be included if desired.

Heating Food

Microwaves and toaster ovens are available. To help keep lunch efficient for everyone, we encourage foods that require minimal heating, long heating times slows down lunch for everyone.

Vending Machines

Vending machines are available for light snacks and accept both cash and cards.

Ensure the student is dressed appropriately

All students are expected to follow the dress code. (See the section called “Dress Code”) Each morning, check that your student has dressed in alignment with the requirements for school.

Leave toys and other personal belongings at home

Please keep toys, games, and trading cards at home. Except for on “Show and Tell” days.

The following items are also prohibited: skateboards, scooters, rollerblades, roller shoes, weapons, matches, fireworks, and

cigarettes (including e-cigarettes). This is not a complete list—please use good judgment in deciding what is appropriate to bring to school.

Electronic Devices

Personal electronic devices—including cell phones, tablets, and smart watches—are **not allowed at school** except under the following circumstances:

- **4th–8th Grade:** Students may bring devices but they must be turned in to the teacher at the start of the day; devices will be returned at dismissal.
- **9th–12th Grade:** Devices may be used only during breaks and not during class.
- **Preschool–3rd Grade:** No devices are permitted at any time.

Urgent messages or essential items may be delivered to students during the school day via Reception. Routine messages should be handled outside of school hours.

If you need to reach your student during the school day, please contact Reception rather than the student directly by cell phone. School staff can quickly and efficiently relay important messages while minimizing disruptions to learning.

Arrive at the school by 8:55

Please drop off your child **by 8:55 a.m.** to allow enough time to put away belongings and be ready for class.

Punctuality matters. Each morning, teachers take attendance and hold a class meeting to review the day's plans, announce schedule changes, and help students get settled and prepared to learn.

Arriving late can mean missing this important start to the day and can make it harder for students to feel fully prepared and included.

Consistent, on-time arrival helps students develop good habits, confidence, and a positive start to each school day.

Please Note: Staff are not on duty before **8:30 a.m.** Students should not be dropped off before this time.

Pick-up on Time

Monday–Thursday, Pre-K–8th grade classes end at 5:00 p.m., with pick-up between 5:00 and 5:30 p.m.

On **Fridays,** dismissal is at 4:00 p.m., with pick-up between 3:45 and 4:15 p.m.

High School dismisses at 3:30 p.m., though extracurricular activities may extend pick-up times.

After the designated times, parents are responsible for their child, even if staff are present. Late pick-ups at the front gate will incur a \$1 per minute fee.

At pick-up, please remember to collect your child's lunch box, homework, jackets, personal belongings, and any communication from your parent box.

Drop-off and pick-up can be busy. Please help keep traffic moving by not blocking lanes and completing drop-off or pick-up promptly. If you would like to speak with another parent or staff member, please park first.

Traffic & Parking

- **Drew Street:** Enter from Drew Street only. Do not enter from Knights Alley.
- **Pre-K:** Parking next to the driveway near Reception is reserved for Preschool–K1 parents.
- **High School:** Enter from Booth Avenue and exit onto Cleveland Street.

If you have questions about drop-off, pick-up, or parking, please contact Reception.

Parent Communication

Please see the Communication & Coordination section of this handbook for details on communication channels and expectations.

Student Absences and Lateness

Attendance & Punctuality

Regular attendance and arriving on time are important to your child's success. Being at school each day allows students to complete their work and participate in lessons and activities that may be difficult to make up. Even a few absences each month can add up to significant missed learning over the course of a school year.

Truancy

Under Florida law, a student with 15 or more unexcused absences within 90 days may be considered a habitual truant. Private schools are required to maintain accurate attendance records and provide them to authorities when requested.

Tardiness

Students are marked late if they miss roll call, including after breaks, electives, PE, art, or other classes. Frequent tardiness can result in missed instruction, announcements, practice, and study time.

Being on time supports student success and a productive learning environment for everyone.

Unexcused latenesses include:

over sleeping	missing your ride
shopping trips	turned back for forgotten items
pleasure trips	

Bringing a student to school late

Students arriving late to school must check in at Reception to receive a late pass. If the student was previously signed out, they must be signed back in upon arrival.

Early Sign-Out

Once students arrive on campus, they may not leave without prior permission. Requests for early release are first made through the student's teacher, who will forward it to the Dean (or other Executive) for approval.

Pick up during school hours

If you need to pick up your child between 9:00 a.m. and 5:00 p.m. (3:30 for high school):

1. Follow directions for Early Sign-Out
2. Check in at Reception

3. Sign out your child.
4. The receptionist will call for your child to be dismissed.

This process ensures student safety and minimizes classroom disruption.

Unexcused Early Sign-Out

The same criteria used to determine unexcused absences or tardiness apply to early sign-outs. Early departures are disruptive to the student and the class, as important academic time is missed.

Absences

If a student accumulates **more than 5 absences in a calendar month**, parents will be contacted to schedule a meeting to address the situation and offer support.

Excused Absences

An absence may be considered **excused** under the following circumstances, when properly communicated to the school:

1. **Student Illness** – including contagious illness or injury that prevents attendance for 5 days or less.
2. **Medical or Dental Appointments** – with prior notice whenever possible.
3. **Family Emergency** – such as a serious illness or death in the immediate family.
4. **Religious Observances** – recognized religious holidays or ceremonies.
5. **School-Sanctioned Activities** – including field trips, competitions, or other approved events.
6. **Other Pre-Approved Absences** – any absence, properly communicated, approved in advance by an Executive.

All other absences are unexcused.

Extended or Planned Absences

If a student is frequently ill and repeatedly absent, a doctor's note is required to excuse absences beyond the number allowed by the excused absence policy.

Whenever possible, schedule appointments in coordination with the teacher to avoid missing important lessons.

Requesting an Excused Absence

- **1–4 days:** Contact the teacher in advance (by phone or email) to explain the reason, plan for make-up work, and discuss any group lessons.
- **5 days - 3 weeks:** Complete a **Student Leave of Absence (LOA) Routing Form** from Reception at least one week prior. Include the reason, dates, and a plan for make-up work. Discuss with the teacher whether the student can still graduate on time and how group lessons will be handled. The LOA Form must be fully completed before the absence. Only under extreme circumstances will an LOA longer than 3 weeks be approved.

Make-Up Work

Students are responsible for completing all missed work to stay on track with academic progress.

Unforeseen lateness

If there is an unforeseen situation, call the school's main number by 9 a.m. Explain the situation and let us know when the student will arrive.

Get any Homework Done

Homework may be assigned depending on the class, age, and student progress. Parents are responsible for reviewing assignments and ensuring they are completed.

General Student Support

Stay in regular communication with your student and their teacher regarding academic progress. Supporting your child at home—rewarding achievements, providing space and time for homework, limiting excessive TV or video games, and monitoring internet use—helps foster an ideal learning environment.

Encourage Extra Reading

Encourage your child to read for enjoyment outside of school. Regular reading strengthens reading skills, supports academic success, and broadens a student's knowledge.

Parents can help by providing access to books, visiting libraries or bookstores, limiting excessive screen time, and creating a quiet, inviting place to read.



Parent Role for Student Success—Summary

- Provide a healthy breakfast, a nutritious lunch, and two snacks.
- Ensure your student is properly dressed and groomed according to school requirements.
- Arrive on time every day (by 8:55 a.m.).
- Pick up your student on time, remembering lunchboxes, homework, and communications.
- Regularly check parent boxes and chats for school communications for student-specific and school-wide communications.
- Ensure all assigned homework is completed.
- Provide a supportive home environment for academic development.
- Encourage extra reading outside of school.
- Ensure your student gets adequate sleep each school night.



Communication & Coordination



At Clearwater Academy, we believe that a strong partnership between home and school is the key to student success. Open communication and timely coordination help us best support your child.

Please don't hesitate to reach out—no concern is too small. If you notice a difficulty, share it with your student's teacher first, as most matters can be resolved there. If additional support is needed, you may make an appointment with the Dean or complete a Service Alert form (available at Reception).

For routine updates, ask your teacher about their preferred method of communication (text, email, etc.).

You may also need to coordinate with us about attendance, special arrangements, academic support, health matters, or upcoming activities. Advance notice is always appreciated, as it allows us to provide the best possible support for your student.

We ask that you bring any concerns directly to us so we can work together toward a solution.

Communication to the School

Whenever coordination is needed, please:

1. **Keep us informed.** Share important information that may affect your child's progress, schedule, or well-being.
2. **Use the right channels.** For most matters, start with your child's teacher. For larger needs—such as extended absences, health issues, or academic planning—contact the Dean or Reception.
3. **Plan ahead when possible.** Advance notice helps us provide the best support for your student and minimize disruption to learning.

We are committed to working with you so that together we create the best possible experience for your child at school.

Illness

If your child is ill, please keep them at home. Call the school by 9:00 a.m. to let us know the absence is due to illness.

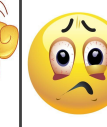
When your child returns, check in at Reception first. A staff member will meet with your student to ensure they are cleared and ready to rejoin class.

If a student has a fever of **100.4°F or higher**, they must be fever-free (without fever reducer medication) for at least 24 hours before returning to school. Please see our illness chart on the following page for information on other illnesses.

If an illness lasts 5 or more days, a doctor's note is required before the student may return.



I NEED TO STAY HOME IF I HAVE

FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL
						
Temperature of 100.4 °F or higher.	2 or more occurrences within the past 24 hours.	2 or more occurrences within the past 24 hours.	Obvious Rash.	Nits (eggs) or live bugs.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER visit.



I AM READY TO COME BACK TO SCHOOL ONCE I AM . . .

Fever free for 24 hours without the use of fever-reducing medication (i.e. Tylenol, Motrin).	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash and/or have been seen by doctor with note stating it is not contagious.	Must be treated with lice solution, free of live bugs and nits, and have a signed clearance form from CAI.	Free of symptoms and/or has been evaluated by doctor and have a note stating it is not contagious.	Released by medical provider to return to school.
--	----------------------------------	----------------------------------	--	--	--	---

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.

The student has difficulty at school

If your student begins experiencing a difficulty at school, please let their teacher know right away. Concerns are best resolved quickly before they have a chance to grow.

If the issue is not resolved to your satisfaction, you may make an appointment with the Dean or complete a Service Alert form (available at Reception).

Who to communicate to:

Your student's teacher is generally the first point of contact for any questions or concerns. The grid below outlines specific situations and the recommended next steps. If you are ever unsure, please contact Reception for guidance.

Situation:	Action:
I would like to commend a staff member or a student at the school.	Write your commend and give or email to Reception. 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.	Contact Reception or email finance@ClearwaterAcademy.org for an appointment with 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.	Contact Reception 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 or email Reception for it to be correctly routed.
I need to re-enroll my student for the next year.	Contact Reception to set up an appointment of email admissions@ClearwaterAcademy.org
I have a friend I'd like to get more information for about the school.	Call or email Admissions@ClearwaterAcademy.org .
I would like to work at Clearwater Academy.	Call or email HR@ClearwaterAcademy.org

Situation:	Action:
I would like to share my successes regarding Clearwater Academy.	Write your success and give or email it to Reception
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.	Communicate to the 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.

Communication From the School

Keeping parents informed is essential to supporting your student's success. We use several communication channels to share announcements and updates—please be sure you are connected through at least one of them. Staying connected helps us work together as a team for your child's benefit.

Parent Box (preschool - 8th)

Parents of students in Pre-K through 8th grade will receive updates about their child, as well as general information on upcoming events and activities at CAI, in their parent box. Please check this box once a day—either in the morning or evening.

High school parents will receive communications through email.

Electronic Notices

We provide updates via email, text, and *WhatsApp*. To receive these notices, please visit Reception to register.

We maintain an all-school parent WhatsApp group for general announcements. In addition, each classroom has its own WhatsApp chat, where teachers post updates and information specific to that class.

Using Classroom Chats

Classroom chat groups are intended for general class information and updates, not for discussing individual students or specific problems.

If you have a concern or issue regarding your child or the school, please contact the school directly—through the teacher, Dean, or Reception—rather than posting in the chat. Other parents may want to help, but they may not have the correct information and cannot resolve school-related matters.

Using chats appropriately ensures that communication stays accurate, helpful, and respectful for everyone.

Student Progress Reports

- **Kindergarten through 12th grade:** Weekly reports show the work your student completed during the week, keeping you updated on their progress.
- **All students:** Monthly progress reports include completed work and overall progress in their program, issued shortly after the end of the month.

Both weekly and monthly reports will be emailed to parents.

Automated Calls

The school uses an automated call system to send recorded messages to parents. All parents are added to the call list upon enrollment.

This system is used for emergency notifications and for important, mandatory events or very special announcements.

Illness and Accidents

If your student becomes ill at school, they must be picked up immediately. You will be called to pick them up. Please ensure the school has a current phone number where you or an alternate contact can be reached for immediate pickup.

For minor accidents or incidents handled at school, you will receive an Incident Report for your information.

For more serious accidents, you will be notified immediately. All students are covered by a school-time insurance plan. This is secondary coverage, meaning claims should first be submitted to your personal insurance, then the school's plan. Please see Reception for more information.

Ethics Reports

If a student breaks a rule, a teacher or staff member may submit an Ethics Report. If you receive a copy, it is for your information—the matter has already been addressed at school.

If a more serious issue arises, or if unethical behavior continues, you will be called in for a parent meeting to coordinate efforts in resolving the problem.

School Cancellation due to Weather Conditions

The safety of our students, families and staff is our top priority when severe weather is threatening our community. In the event of severe weather, we generally follow the Pinellas County School System regarding school closures but not always.

We will notify parents through all available communication channels to keep you informed. Please make sure the school always has your current contact information so you can receive timely updates.

If a significant number of academic days are missed, the school has designated make-up days on the yearly calendar that may be used to ensure students don't fall behind.

Parent Guidelines During a School Emergency

At Clearwater Academy, the safety of our students and staff is always our top priority. As you know, there are times when an emergency could happen. We believe that the best defense is a good offense. That's why we have written protocols in place, every staff member has their own emergency pack, and we conduct drills with both staff and students.

Some of these drills may feel a little unsettling, such as lockdown drills. To help you stay informed, we will notify parents whenever a school-wide lockdown drill is scheduled. Please know these are important practice sessions to ensure everyone is prepared.

We also work closely with the Pinellas County Sheriff's task force for private school campus security. They conducted a thorough inspection of our campuses and provided a 96-page report with both suggestions and affirmations of our safety practices. As a point of pride, they told us that Clearwater Academy is the standard they hold other private schools up to — GO KNIGHTS!

In the event of a real emergency, here's what we ask of our parents:

1. Stay Calm and Informed

- Remain calm so you can make clear decisions for your child's safety.
- Look for official updates from the school through text, or phone notification.
- Do not rely on rumors or social media for information.

2. Wait for Official Instructions

- The school will communicate when and where it is safe to pick up your child.
- Information will be provided about reunification if students are moved off-campus.

3. Do Not Rush to the School

- Extra traffic can make it harder for emergency personnel to do their jobs.
- Students will not be released until it is safe.

4. Do Not Call Your Child's Cell Phone During an Emergency

- Calling or texting can distract students and staff and may draw attention in unsafe situations.
- Trust that the school is keeping your child as safe as possible.

5. Keep Contact Information Updated

- Ensure the school has your current phone numbers and emergency contacts.
- Only those listed on the emergency contact form will be allowed to pick up your child.

6. Follow Reunification Procedures

- Bring a photo ID when picking up your child.
- Be patient as safety checks and sign-out procedures may take extra time.

7. Support Your Child After the Event

- Encourage your child to talk about the experience.
- Reach out to us if additional support is needed.



Support CAI



Thanks to the support of our parents, community, staff, and alumni, Clearwater Academy has been able to accomplish many successes in recent years. We strongly encourage your active participation in school activities, as your involvement plays a key role in enriching our students' experience and supporting the school community.

Ways to get involved include:

- **Volunteering** at school events, classrooms, or extracurricular activities.
- **Attending school functions** such as assemblies, performances, and community gatherings.
- **Fundraising and donations**, which provide essential resources for programs, materials, and special projects that enhance student learning and opportunities.
- **Supporting school initiatives** by spreading the word and helping build connections with local organizations and alumni.

By participating, you help continue our tradition of excellence and directly contribute to the success and growth of our students and school community.

Parent-Teacher Association (PTA)

Our PTA coordinates many fun and engaging activities for our students throughout the year, including ice cream socials, the Halloween Festival, and more.

Every Clearwater Academy parent is a member of the PTA and is encouraged to participate and contribute to support these events and enrich the school community.

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



To help everyone succeed and make the school a great place to learn, students are asked to follow a few simple rules. These guidelines apply in all classes and activities—academic subjects, electives, art, PE, etc.

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.

Ask when you don't understand something

Ask your teacher questions whenever you do not understand something. Asking questions builds understanding.

Work together with your teacher and other students

Follow the directions of your teacher. Work together with other students. The classroom is a team working together to get everyone educated.

Use good communication

You are expected to communicate respectfully with teachers, staff, and fellow students. Rude or disrespectful behavior, name-calling, verbal bullying, physical aggression, swearing, and racial slurs are not permitted.

Students should use good communication to resolve any concerns. When help is needed, students should seek assistance from a teacher or staff member.

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, you are expected to always apply it to your studies.

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 every day.

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, 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

At Clearwater Academy, checksheet completions are the primary measure of student productivity.

- 2 or fewer per week: Inadequate — the student is falling behind. Continued low production may affect eligibility for CAI.
- 3 per week: Acceptable, but not sufficient for long-term success.
- 4 per week: Very good.
- 5 per week: Excellent production!
- **6 or more per week: Outstanding — stellar student performance!**

Production Rewards

Student of the Week: 4 checksheet completions in one week.

Dean's List: 5 completions in one 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. (This reward is often referred to as Dean's Lunch).



Student Rights

At Clearwater Academy International, students have certain rights designed to support honest, ethical learning and personal growth—not to protect unethical behavior.

Students have the right to:

- Receive a quality education.
- Access to support and good service from all staff.
- Ask for help when needed.
- Set a good example without ridicule or being diminished.
- Learn in a safe and respectful environment.
- Be treated with decency and respect.
- Do well and have high production without being undermined.
- Take constructive actions to help improve the school.
- Right to request recourse.



Student Privileges



A privilege is not automatically granted to all students—it is earned through good behavior, attendance, and academic progress.

Privileges may include participation in:

- Field trips
- School events (dances, parties, etc.)
- Clubs
- Sports teams
- Off-campus activities
- Electives
- Non-uniform days
- Head of School's (Dean's)Lunch
- School productions
- Off-campus lunch privileges (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.**

For guidance, here are a few of our rules:

Be on time for roll calls.

Do not swear or use offensive language.

Do not chew gum at school.

Do not use or take another person's things.

Play safely on the playground.

Do not engage in any dating activities on campus.

Do not leave class without permission.

Do not joke about or degrade students or staff.

Do not post inappropriate things on social media.

Do not leave the campus without permission.

Do not damage or destroy property.

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 use racial or religious slurs.

Do not engage in activities that give people a bad idea of the school.

Do not use or deal in illegal substances.
—and more.

Student Dress Code

At Clearwater Academy, we want school to be a positive and professional place to learn. Just like adults dress for their jobs, we ask students to dress in a way that reflects respect for themselves, their classmates, and the learning environment. The dress code allows flexibility while maintaining a neat and appropriate appearance. CAI Land's End polo shirts are welcome but are no longer required daily for K–8th grade.

Parents and students share responsibility for ensuring students arrive at school appropriately dressed. If a student is not in dress code, staff may provide a reminder, ask the student to change, provide alternative clothing, or require the student to go home and change, depending on the situation.

Because not every clothing style or item can be specifically addressed, CAI staff will make the final determination regarding appropriate attire. The dress code applies during the school day and at all school activities.

Acceptable Attire

- Blouses, collared shirts, polos, neat T-shirts, and hoodies
- Chinos, slacks, non-ripped jeans, or leggings
- Leggings must be dark-colored, non-see-through, and worn with a top that covers the bottom
- Skirts and shorts must be fingertip length or longer
- Closed-toe shoes, clean sneakers, or loafers
- Sneakers or athletic shoes are required for PE

Not Permitted

- Ripped or torn clothing
- Crop tops, tank tops, revealing or see-through clothing
- Clothing with offensive graphics, images, or slogans
- Pajamas, sweatpants, or joggers
- Flip-flops, Crocs, or sandals
- Hats or hoods worn indoors, except for religious or medical reasons

Grooming & Appearance

- Hair and personal hygiene should be neat and clean.
- Accessories should be simple and not distracting.

Field Trip Attire

Students must follow the dress code on all field trips.

- **K2–8th Grade:** Navy CAI Land's End polo shirt
- **Preschool & K1:** Special-color CAI T-shirt as designated by the teacher
- **Summer Field Trips:** CAI T-shirts may be worn as designated

Special Events

Adjustments to the dress code may be approved for themed days, special events, or other school-approved activities.

Drug Policy

Clearwater Academy recognizes that the use, possession, or distribution of drugs or intoxicants seriously impairs judgment, decision-making, and performance, and can result in accidents, unsafe behavior, and diminished academic or athletic achievement.

Clearwater Academy has a policy regarding recreational drug use. This means that any known instance of drug use will not be tolerated. Students are fully accountable for any involvement with drugs. The school maintains strict investigatory and disciplinary procedures to:

- Ensure a safe and orderly learning environment
- Prevent illegal activity on campus
- Protect the health and well-being of all students and staff

Violations of this policy may result in disciplinary action, up to and including suspension or expulsion, in accordance with school procedures and applicable law.

Drug Testing

The purpose of drug testing is not to punish, but to maintain a safe environment and to help students make better choices for their future. Students may be tested randomly or if there is probable cause. Refusal to test will be considered a positive result.

First positive test:

- The student will call their parent with a Student Advisor to inform them of the result.

- The student will be placed on probation with a program from the Student Advisor.
- If the student is on a team, they will notify their coach with the Student Advisor; the coach may have additional disciplinary actions.
- The student will be subject to unannounced retesting.

Second positive test:

- Parents will be notified and the student will be immediately expelled.

This policy is designed to protect the health, safety, and success of all students at Clearwater Academy.

Bicycles, Scooters & E-Bikes

Students who ride bicycles, scooters, or e-bikes to school must secure them at the designated bike racks. These items may not be brought onto the building grounds and must be locked at all times. Students are responsible for providing their own locks and a weatherproof cover if needed.

Students are expected to operate bicycles, scooters, and e-bikes safely and in accordance with all applicable local laws and safety requirements. The school is not responsible for any stolen bikes, e-bikes, etc.

Taking Responsibility

While every rule cannot be listed, all students are expected to act **ethically, respectfully, and responsibly**. Students should:

- Treat others with respect and kindness.
- Follow school and classroom instructions.
- Help maintain a safe, positive learning environment.
- Demonstrate honesty and integrity.
- Take responsibility for their actions.

The **Student Advisor Office** supports students academically, personally, and socially. Early communication is important when a student begins experiencing difficulties. Students may be guided through appropriate **steps or “gradients”** to help them recognize, correct, and take responsibility for their actions. Depending on the situation, steps may be adjusted or bypassed.

Clearwater Academy Ethics Gradients

1. Ethics Report

A written report is sent home to inform parents of a behavioral concern. (Up to 3 notices for the same behavior may be sent.)

2. Student Check-In

The student meets with the Student Advisor to discuss the situation and receive an appropriate consequence or guidance.

3. Student Commitment Agreement

The student helps create and signs a plan to improve behavior and take responsibility for their actions.

4. Supportive Ethics Program

A structured program is assigned to help the student better understand the ethical standards expected and develop positive habits.

5. Parent Collaboration Meeting

A meeting is held with parents to align on the best strategies for support both at home and school.

6. Time Away

The student may be sent home for the remainder of the day.

7. Structured School Day (6th grade & up only)

The student spends the day in a supervised setting focused on completing academic tasks, and doing physical work as a way to take responsibility and make amends for breaking school rules.

8. Second Parent Meeting and At-Home Strategies

Parents and school staff meet again to review progress and coordinate additional steps to support the student from home.

9. Temporary Suspension

A short time away from school is given to emphasize the seriousness of repeated concerns, with a plan for re-entry.

10. Behavioral Probation

The student remains enrolled with a clear improvement plan and close monitoring to ensure success moving forward.

11. Enrollment Review (Expulsion)

In cases where all prior steps have not led to needed changes, the student’s continued enrollment is reviewed with parents.

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 – Reading, Writing, Arithmetic and other subjects. 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 accomplish their goals, whatever that goal 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 work successfully in a group. This takes many forms. Learning the right way to handle any 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.

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



© 2026 Clearwater Academy International. All rights reserved. Clearwater Academy International is a non-profit, tax-exempt corporation and admits students of any race, color, nationality, or ethnic origin. Clearwater Academy International is licensed to use Applied Scholastics™ educational materials and services. Applied Scholastics and the Applied Scholastics open book design are trademarks and service marks owned by Association for Better Living and Education International and are used with its permission. License #C98082

Grateful acknowledgement is made to L Ron Hubbard Library for permission to reproduce selections from the copyrighted works of L. Ron Hubbard.