Family and Scholar Handbook
2026-2027

St. Johns Classical Academy

Learn the True. Do the Good.
Love the Beautiful.

Rev. And board approved 07/23/2026
Rev. and board approved 09/25/2025
Rev. and board approved 08/28/2025
Rev. and board approved 07/24/2025
Rev. and board approved 04/25/2024
Rev. and board approved 03/28/2024
Rev. and board approved 02/22/2024
Rev. and board approved 06/22/2023
Rev. and board approved 02/23/2023
rev. 07/01/2021

AFFILIATION WITH HILLSDALE COLLEGE

St. Johns Classical Academy (SJCA) has an Agreement with Hillsdale College that establishes SJCA within a family of schools that are a part of Hillsdale's Barney Charter School Initiative (BCSI). The following extract from our Hillsdale agreement is provided to help faculty and staff understand SJCA's relationship with Hillsdale:

CONSULTATION WITH HILLSDALE COLLEGE

SJCA shall look to Hillsdale College as the first and primary source of models, resources, and guidance on the development and operation of SJCA's academic program, including, without limitation, the academic mission, academic policies, curriculum, and teaching practices, consistent with the terms and conditions of Charter School's approved charter application. In all instances, the terms and conditions of Charter School's approved charter application shall control. Hillsdale College may, at Hillsdale College's discretion, provide advice to SJCA with respect to strategies for the operation of Charter School (including, without limitation, with respect to improving the performance or progress of scholars attending Charter School); provided, however, the decision whether to implement any particular strategy (whether suggested by Hillsdale College or not) shall be made solely by SJCA, and SJCA shall not be required to implement any strategy suggested by Hillsdale College.

DEVELOPMENT OF CURRICULUM

Hillsdale College shall provide to SJCA a general model for a curriculum of a charter school. Hillsdale College shall provide assistance with the development of the curriculum of Charter School by supplying sample statements of principles, course outlines, suggesting resources, and reviewing and commenting on the proposed curriculum and teaching materials prepared by Charter School. All decisions with respect to the curriculum and teaching materials of Charter School shall be made solely by SJCA and shall be consistent with applicable laws and regulations and with the approved charter application for the Charter School.

This handbook is subject to change by action of the Governing Board of SJCA at Board discretion.

Table of Contents

Our Mission 7
Mission 7
SJCA Motto 7
Completing SJCA Course of Study 7
Fulfilling the Mission 7
Respect and Pluralistic Sensitivity 8
Core Principals 8
Role of Head of School / Headmaster 8
Teachers 8
School Culture 8
SJCA Standards of Virtue 9
Academics 10
Parents/Guardians and Scholars 10
Enrollment 10
Overview 10
Non-Discrimination 10
Open Enrollment Period Purpose 11
Notice 11
Requirements for Submission of Application 11
Kindergarten 11
First Grade 11
Exceptions 11
Submission of Lottery Application 12
Electronic Signature 12
Parent / Legal Guardian Responsible for Ensuring Information is Current 12
Lottery 13
Process 13
Florida State Statute Enrollment Guidelines 13
Guidelines 14
Preference Categories 14
For preference purposes, "sibling" is defined as: 14
Registration 15
Offer to Attend 15
Acceptance / Declination of Offer to Attend 15
Completion of Registration Paperwork to Finalize Registration 15
Waitlist 15
Applications Received After Open Enrollment Period 15
Applications Not Selected during Lottery 16
Parents/Legal Guardians Responsible for Keeping Contact Information Current 16
Re-Enrollment for Current Scholars 16
Applicants Accepted During the School Year 16
Fundraising 17
Parent Grievances 17
Grievance Related to the Classroom 17
a) The Teacher 17
b) The Dean of Academics and/or Dean of Students 17
c) The Head of School / Headmaster 17
d) The Governing Board via the Parent Liaison 17
e) The Governing Board – The grievance can be submitted to the Board in writing. 18

Grievance Related to an Administrator 18
Importance of Following the Grievance Procedure 18
Academic Policies 19
Academic Expectations 19
KG-12. 19
Homework and Classwork 20
Grading Policy 22
Teacher Conferences 22
Academic Textbooks and Supplies 23
Study Materials. 23
Scholar Planner 23
Literature Consumables. 23
Report Cards/Gradebooks 23
Promotion 24
Promotion Criteria for Kindergarten, First, and Second Grades 24
Kindergarten through Fifth Grade 24
Middle (Grades 6-8) & High (Grades 9-12) School Scholars 24
Schedule Changes 24
Special Events and Parties 25
Special Events – Guest Speakers 25
Special Events – Field Trips 25
Extended Field Trips 25
Eligibility for Sports and Extra-Curricular Activities 25
Extra-Curricular Activities by Non-Enrolled Scholars 26
Teaching Controversial Issues 26
Teaching Topics Related to Religion 26
Teaching Evolution 26
Role of Parents and School in Relation to Human Sexuality 27
Teaching Human Sexuality 27
Video Viewing Policy 28
Parent Review of Records 28
Respect and Pluralistic Sensitivity 29
School Life and Environment 29
Scholar Welfare Policy 29
Attendance Guidelines 29
Excused Absences 30
Tardiness Guideline 31
Proof of Excused Absences 31
Guidelines for Scholar Behavior 32
General 32
Cell Phones 33
SJCA Honor Code 34
Discipline 35
Suspension and Expulsion 36
Plagiarism 36
Cheating 37
Bullying/Harassment 37
Athletic Code of Conduct 38
Physical Education and Athletics Program Mission Statement: 38
Athletic Code 39
Requirements for Participation 39

100% Commitment 39
Physical Examination 39
Parental Acknowledgement of Athletic Policies 39
Scholastic Eligibility 40
Equipment/Uniform Responsibilities 40
Athletic Training Rules 40
Philosophy of Winning and Participation 42
Elementary School: 42
Middle School: 42
Junior Varsity (JV): 42
Varsity: 43
Resolving Athletic Issues 43
Rosters 43
Dual Participation 44
Uniform Policy 44
Parent Volunteer Expectations 44
Acknowledgement 45
Physical Education and Participation 45
General Policies 45
Bus Policy 45
Scholar Publications Policy 45
Scholar Fees and Supplies 46
Off-Site Extra-Curricular Activities 46
Chaperone Policy 46
Unpaid Meal Charge Policy 47
Health Medicine 47
Medicine Administration 47
Scholar Medical Records 48
Medical Operations 48
Medical Records and Enrollment 48
Food Allergies 48
Sick Scholars 48
Health Room 49
Parents and the Community 49
The Lions Council, Inc. (Fleming Island Campus) 49
Campus Security 50
Parent Communication 50
Expectations for Parents 51
Operations 51
Emergency Operations Plan 51
Threat Management Policy 51
Security Checks 52
Use of SJCA Resources 52
Use of the Production Color Printer/Copier: 52
Drop-off/Pick-up 52
Designated Parking Spaces 52
Scholar Parking 52
Communicating with Parents with Joint Custody 52
Mass Communication Policy 53
Video Surveillance 53

Privacy 53
Family Educational Right Privacy Act (FERPA) 53
Personally Identifiable Information (PII) Policy 54
Scholar Information Release 54
Scholar Uniform and Dress Code Policies 55
Uniform and Grooming, (See examples pictures located on the school website (www.stjca.org)) 55
Toileting 57
Formal Uniform Requirements 58
KG – 6th GRADE SCHOLARS 58
7th -8th Grade Scholars 58
9th – 12th GRADE SCHOLARS 59
Everyday Uniform Requirements 59
RULES FOR ALL GRADES 59
KG - 6th GRADE SCHOLARS 59
7th – 8th GRADE SCHOLARS 60
9th – 12th GRADE SCHOLARS 60
PE Uniform Guidelines and Ordering 60
Tops 60
Bottoms: 60
Shoes and Socks: 61
Uniforms and Financial Assistance 61
Used Uniform Store 61
SJCA Approved Spirit Day Attire 61
Fleming Island Campus: 61
TOPS 61
BOTTOMS 61
SHOES 61
JACKETS 61
Orange Park Campus: 61
TOPS 61
BOTTOMS 61
SHOES 62
JACKETS 62
Spirit Day Participation Policy 62
SJCA Dress Code for School Dances – ALL CAMPUSES 62
Middle School Dances 62
High School Dances 62
General Family and Scholar Handbook 63
ADMINISTRATION COMMITMENTS: 63
TEACHER COMMITMENTS: 63
PARENT COMMITMENTS 64
SCHOLAR COMMITMENTS: 64

Our Mission

Mission

The mission of SJCA is as follows:

To develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.

SJCA Motto

SJCA's motto that scholars will recite every morning is *"Learn the True, Do the Good, and Love the Beautiful."*

Completing SJCA Course of Study

Scholars completing SJCA course of study will be well-established on the path to developing scholarly habits and noble virtues. They will receive a comprehensive foundation in language through stories, poetry, and music; in thought and expression through grammar, composition, mathematics, and visual art; and in knowledge of the world around them through science and history. As a graduate of SJCA the scholar is prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, a SJCA graduate is ready to live a lifetime of learning that is possible for a human being.

Fulfilling the Mission

SJCA will fulfill its mission by the following means:

- Service to a content-rich, core liberal arts curriculum rooted in the Western tradition that is the same for all scholars.
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character.
- Detailed scholar evaluation.
- Regular and meaningful homework assignments that offer practice of introduced material rather than address new material.
- High standards of personal conduct and polite behavior of scholars.

Though the curriculum is content-rich and expectations for scholars are high, SJCA is not an exclusive academy. We provide an environment that allows every scholar who is curious and diligent the opportunity to fulfill his or her potential.

Respect and Pluralistic Sensitivity

SJCA is a public, non-sectarian institution serving a diverse population. All members of the SJCA community— the administration, teachers, parents, and scholars—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at SJCA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

SJCA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources.

Core Principals

Role of Head of School / Headmaster

- The Head of School / Headmaster will implement a traditional, classical, liberal arts and sciences curriculum.
- The Head of School / Headmaster makes final decisions on curriculum, subject to the approval of the Governing Board and in accordance with the affiliation agreement with Hillsdale College's Barney Charter School Initiative (BCSI).
- The Head of School / Headmaster, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial oversight of SJCA.

Teachers

- The Head of School / Headmaster employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- SJCA teachers are treated as professionals. Their professional development consists of required training sessions throughout the school year, to be coordinated by the Head of School / Headmaster.

School Culture

- Employees will uphold and encourage scholars to uphold SJCA's Standards of Virtue as follows: Citizenship, Courage, Honesty, Humility, Integrity, Perseverance, Respect, Responsibility, and Wisdom.

Core Principals, Continued

- SJCA is an open enrollment academy with no enrollment criteria outside of statutory and contractual requirements.
- SJCA practices require a small K-12 atmosphere with a closed campus. This conscious choice ensures that all scholars are known and educated by our faculty and staff.
- The Head of School / Headmaster is accountable for the well-being of every scholar. Faculty members personally know each of their scholars.
- Scholars and employees will adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.

SJCA Standards of Virtue

Citizenship	We honor rules and laws and respond to authority in obedience. We give of our time and abilities to serve others. We uphold liberty and social equality through respect for individual differences and knowledge of our democratic system.
Courage	We always do what we know to be right despite fear, hardship, and opposition. We resist negative peer pressure, defend our rights and the rights of others, and encourage others to do the same.
Honesty	We never knowingly induce another to believe what is false. We are always truthful in what we say and do, regardless of the circumstances or consequences.
Humility	We do not brag or compare ourselves to others. We always strive to do our best whether we are recognized or not.
Integrity	We are individuals of strong ethical values, who make consistently good choices in keeping with our knowledge of right and wrong. We seek the wisdom of others in cases of moral uncertainty.
Perseverance	We spurn despair and strive to complete tasks to the best of our abilities, regardless of the difficulty. We respond creatively to overcome obstacles and ask for help when necessary.
Respect	We regard others and ourselves as deserving of kind and just treatment. Our conduct is considerate and polite. We look for the good in others and demonstrate compassion. Our attitude toward others and their property reflects the way we wish to be treated.
Responsibility	We accept obligations related to our own good and the good of others, and we act on those obligations in a manner suitable to their timely and satisfactory fulfillment. We are willingly accountable for what we do and say, and we seek to learn from our mistakes.
Wisdom	We learn from our mistakes and think before we act. We look to the great thinkers of the past for guidance on making good choices.

Core Principals

Academics

- Scholar Support and Special Education provide services for all scholars with academic and behavioral needs. Interventions utilized to achieve SJCA's expectations are targeted and specific to each individual scholar.
- SJCA resists grade inflation and social promotion. Mastery of core subjects always takes priority.
- Latin is a key element of our classical academic model. Latin is introduced and taught explicitly to all scholars in middle school and high school.
- Scholars will be academically prepared to pursue multiple post-secondary options. While SJCA hopes that the majority of graduates will go on to college, scholars who do not intend to attend college will also benefit from the education provided by SJCA.
- Literacy is taught through an explicit phonics program. Math is taught conceptually.
- Teachers frequently employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

Parents/Guardians and Scholars

- Parents and guardians' (hereafter referred to as "parents") support of SJCA's academic and moral mission is essential. Parents are encouraged to learn more about SJCA's philosophy and curriculum in order to help support and guide their scholars.
- To thrive at SJCA, scholars must be polite and attentive in class and have a strong work ethic and willingness to learn.

Enrollment

Overview

St. Johns Classical Academy is committed to enrolling a diverse scholar population. This enrollment policy ensures that all eligible scholars in the community will be informed about the school, and each eligible scholar will be given an equal opportunity to attend the school.

Non-Discrimination

St. Johns Classical Academy will not discriminate on the basis of race, national origin, gender, marital status, ethnicity, or disability. The school strives to achieve a racial/ethnic balance reflective of the community the school serves. The Enrollment Policies and Procedures of St. Johns Classical Academy comply with Florida charter school laws, including but not limited to Fla. Stat. 1002.33(15)(c) and Fla. Stat. 1002.33(7)(a)(8); Part B of the Individuals with Disabilities Education Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.

Open Enrollment Period Purpose

The purpose of the Open Enrollment Period is to allow every family an equal opportunity to enroll in the school.

Notice

The dates for the Open Enrollment Periods will be publicly noticed on the school's website with delineated beginning and ending dates. All applications submitted within the Open Enrollment Period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of Open Enrollment. The lottery date for each grade will be noticed on the school's website.

Requirements for Submission of Application

Age Requirements for Kindergartners and First Graders

Kindergarten

Scholars entering kindergarten must be five (5) years old on or before September 1st of the school year. If a scholar attended a private school or was homeschooled for kindergarten and will not be six (6) years old on or before September 1st, then the scholar will be eligible for kindergarten only.

First Grade

First graders who will be six (6) years old on or before September 1st shall be eligible for admission to the 1st grade. Scholars who have completed kindergarten at a private school or were homeschooled for kindergarten and who are 6 years old on or before September 1st shall be eligible for admission to the 1st grade. A letter/report card from a private school or a homeschool evaluation in compliance with Florida law stating satisfactory completion of kindergarten must be presented at the time of registration.

Exceptions

Exceptions to the age requirement for admission to first grade for children attending kindergarten out-of-state will be permitted if the scholar meets the age requirement for public kindergarten admission from the transferring state and has successfully completed kindergarten.

Submission of Lottery Application

An online Lottery Application will be available on the website for submission electronically. Only parents or legal guardians can fill out a Lottery Application. If a parent or legal guardian lacks access to the internet, they can access the Lottery Application via phone. A lottery application must be completed for each child.

Applications for multiple children or incomplete applications will not be accepted. All deadlines for the Open Enrollment Period must be met.

Electronic Signature

The creation of a SchoolMint (or school's current applicant software) account by a parent or guardian indicates that the person has read, understood, and agreed to all of the terms and conditions required for enrollment and that all information provided on the application is true and correct. In addition, the person is verifying that he or she has the legal authority to make educational decisions for the scholar. Any incorrect or false information provided in reference to the Lottery Application will be grounds for terminating the application.

Processing Applications after Open Enrollment if Grade is not at Capacity.

If capacity is not reached after the established Open Enrollment Periods, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

Processing Applications after Open Enrollment if Grade Is at Capacity

If grade level capacity is reached, applications are accepted on an ongoing basis and placed at the bottom of any existing waitlist until the waitlist is archived.

Parent / Legal Guardian Responsible for Ensuring Information is Current

Once a Lottery Application is turned in and prior to registration, parents and legal guardians are responsible for ensuring that all information included in the Application is up-to-date, including all contact information. If there is a change, please update your SchoolMint (or school's current applicant software) account to reflect such changes.

Lottery

Pursuant to Fla. Stat. 1002.33(10)(b), St. Johns Classical Academy shall enroll an eligible scholar who submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through the random selection process detailed below.

Applications **will** be accepted each year during the Open Enrollment Period and continuously to maintain capacity in each grade level. The number of seats available will be determined by the number of scholars who recommit minus the capacity. This is in compliance with 1002.33(10)(b).

Process

The lottery will be system generated by a third-party contractor. All applicants with completed applications will be entered into the lottery. The available slots for each grade level will be filled in the order generated. When all open slots for each grade are filled, each remaining scholar will be assigned a waitlist number.

Florida State Statute Enrollment Guidelines

St. Johns Classical Academy is a Clay County Public Charter School of Choice governed by Florida State Statutes 1002.31 and 1002.33 with regards to enrollment guidelines. PLEASE NOTE: These eligible scholar enrollment guidelines can change at any time by St. Johns Classical Academy policy or by Florida State Statute. Excerpt from FSS 1002.33 Charter Schools:

(10) ELIGIBLE SCHOLARS

(b) The charter school shall enroll an eligible scholar who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process.

(d) A charter school may give enrollment preference to the following scholar populations: Please note, there are seven (7) scholar populations listed in the statute. Per St. Johns Classical Academy policy, we give enrollment preference to the following:

1. Scholars who are the children of a founding member of the governing board of the charter school.
2. Scholars who are the children of an employee of the charter school.
3. Scholars who are siblings of a scholar enrolled in the charter school.

Guidelines

All preference categories shall be published prior to the lottery being conducted.

All applicants entitled to receive a placement preference shall be identified PRIOR to the lottery.

Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.

Each applicant will be granted preference twice during the lottery process for each school year. If an applicant with a preference category forfeits a spot for any reason, on two separate occasions, the ability to use a preference category in any subsequent lotteries will be denied and the applicant will be added to the waitlist in the same manner as an applicant with no preference category.

All applicants (scholars not currently attending St. Johns Classical Academy) participate in the lottery irrespective of preference status. Siblings of current St. Johns Classical Academy scholars must submit a lottery application and be offered a seat through the lottery process.

Preference Categories

All preferences shall be considered in the following hierarchy:

1. Applicant child of a founding board member.
2. Applicant child of an employee of the school.
3. Applicant sibling of a currently attending scholar.
4. Applicant sibling of an accepted and confirmed applicant applying for the same academic year.

For preference purposes, "sibling" is defined as:

1. Siblings by birth,
2. Step-siblings,
3. Adopted and foster siblings; and
4. Scholars who have the same legal guardian as an existing St. Johns Classical Academy scholar. Legal documents confirming the relationship may be required by the school as proof.

Sibling preference is offered only if the sibling resides in the same primary legal residence/household as the currently enrolled scholar.

Registration

Offer to Attend

Parents or legal guardians will be notified per their SchoolMint (or school's current applicant software) notification preferences with an offer for the applicant to accept a space at the school. The offer will be sent to the phone number and/or email address that was provided to the school upon submission of the Lottery Application.

Acceptance / Declination of Offer to Attend

Once an offer has been extended, an accepted applicant will have three days, starting from the date the offer was made, to respond to the offer via SchoolMint (or school's current applicant software) either confirming their plans for attendance at the school or declining the offer. If the applicant fails to respond to the offer, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list. Should the applicant decide to accept the offered seat, they will receive confirmation within 24-48 hours of their response.

Completion of Registration Paperwork to Finalize Registration

Registration will open for the county on approximately May 1st. Once registration opens the applicant will have ten (10) days to complete the registration and upload the necessary documents. If these specified registration items are not submitted within the ten (10) business day window, the applicant will lose their seat and will need to reapply to the lottery. Any applicant accepted after May 1st will have five (5) business days from the date the seat was confirmed to complete and submit the required registration and necessary documentation. If these specified registration items are not submitted within the five-day window, the applicant will lose their seat and need to reapply to the lottery.

Waitlist

Applications Received After Open Enrollment Period

If an application is received after the Open Enrollment Period and there are no open spots for that particular program, class, or grade level, the applicant will be placed on the current waitlist.

Applications Not Selected during Lottery

Scholars who do not receive placement during the random public lottery will be placed on a waiting list to enroll should space become available. Parents will be notified per their SchoolMint (or school's current applicant software) notification preferences. Waitlist ranking will be assigned in the order selected. Scholars may be placed in any newly available seats even after the new school year begins.

Parents/Legal Guardians Responsible for Keeping Contact Information Current

Parents and legal guardians of scholars on the waitlist are responsible for ensuring that contact information is current in their SchoolMint (or school's current applicant software) account. Applicants that cannot be reached via email or phone will be removed from the waitlist.

Re-Enrollment for Current Scholars

Parents of currently enrolled scholars will be notified in advance of the Re-enrollment period, which will take place throughout the month of December. During the re- enrollment period, parents must confirm their intentions to have their child(ren) attend St. Johns Classical Academy for the following school year. If a parent does not complete the re-enrollment process during the given time period, their child's seat will not be reserved for the following school year. Any child that does not have a seat reserved during the Re-enrollment period will need to go through the lottery process to gain admission to St. Johns Classical Academy for the following school year if they wish to attend. Siblings of currently enrolled scholars do not apply through re- enrollment. They must complete the lottery application process during Open Enrollment and be given the applicable preference per these Policies.

Once current scholars have registered for the next school year, class size will determine the need for subsequent marketing efforts. Communication with prospective scholars will be generated as appropriate.

Applicants Accepted During the School Year

During the school year, once enrollment paperwork is submitted to St. Johns Classical Academy staff, the newly enrolled scholar must begin attending classes at St. Johns Classical Academy within five (5) business days. If the five (5) day period extends through a period of time that school is not in session, the newly enrolled scholar must attend class at St. Johns Classical Academy on the first day that school is in session after the initial five (5) day period. Failure to do so will result in the child's seat being revoked and offered to the next applicant on the waitlist.

Fundraising

Fundraising

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the Head of School / Headmaster. Scholars of SJCA will not engage in door-to-door sales.

From time to time, parent volunteers may support the Governing Board and/or Head of School / Headmaster's fundraising efforts.

Parent Grievances

Grievance Related to the Classroom

SJCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed with the teacher first since the teacher always has more direct knowledge of the scholar than anyone else.

a) The Teacher

Parents should schedule a meeting by phone to address concerns. If a phone meeting does not resolve the issue, an in-person meeting can be scheduled. Except in emergency circumstances or situations involving imminent danger, parents shall not confront a teacher about an issue with scholars present, including his/her own. If the teacher and parent agree that it is in the best interest of a scholar to have a discussion in the presence of the scholar, they may do so. Note: Grievances or information involving an ongoing or imminent threat to a scholar's well-being should skip this stage and be immediately directed to the Head of School / Headmaster.

b) The Dean of Academics and/or Dean of Students

If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the appropriate Dean of Academics and/or Dean of Students by sending an email and request for a phone conference. In some situations, an in-person conference may be necessary.

c) The Head of School / Headmaster

If the grievance is not resolved by the Dean of Academics or the Dean of Students, the parents should email their concerns to the Head of School / Headmaster.

d) The Governing Board via the Parent Liaison

If the grievance cannot be resolved after addressing his or her concerns with the teacher or the administrators, then a parent must submit their grievance in writing to the Parent Liaison of the Board.

The Parent Liaisons can be contacted at FIparent.liaison@stjca.org for the Fleming Island Campus and OPparent.liaison@stjca.org for the Orange Park Campus.

If a resolution is not achieved through the process listed above, the other option is available:

e) The Governing Board – The grievance can be submitted to the Board in writing.

Grievance Related to an Administrator

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

Importance of Following the Grievance Procedure

The practice of following communications with SJCA on matters concerning particular scholars encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of SJCA regarding their scholars. SJCA understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of SJCA.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after seeing the Head of School / Headmaster, then the parent should go to the Board's Parent Liaison.

The Governing Board members are not the first point of contact and, therefore, will refer communications that seek response or action to the appropriate members of the administration.

The reason for this procedure is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can the Head of School / Headmaster or board member. We understand that some parents are "conflict averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Academic Policies

Academic Expectations

Though the curriculum is content-rich and expectations for scholars are high, SJCA is not an exclusive school. A scholar's desire to learn, in short, his or her curiosity, is the key to success and fulfillment at SJCA. While SJCA understands that some scholars are more talented than other scholars in certain subjects, every scholar who has passed the appropriate prerequisites, is genuinely curious, and applies him or herself diligently on a daily basis, will succeed at SJCA. Success is measured as a scholar's growth in maturity, accomplishment, and understanding over the course of his or her years at SJCA and will finally be demonstrated in his or her character as a SJCA senior and graduate, a truly impressive young man or woman.

As a key philosophical assumption, SJCA holds that every scholar can learn. As human beings, we are equal in that we all have the capacity to learn and grow. However, this equality cannot be confused with equality of capacity, and certainly not with equality of academic results. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. SJCA is committed to helping each scholar achieve as much as he or she can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

At SJCA, we believe that every scholar deserves to have access to the richness of the curriculum, not just the gifted and talented children. Therefore, our teachers teach the class as if all of the scholars are "gifted and talented." Not every scholar will absorb information at the same capacity, but they all should receive the best in terms of critical thinking and deepened learning.

The curricular content is organized in the following way:

KG-12.

The KG-12 curriculum will follow the BCSI Scope and Sequence. Occasionally, SJCA will diverge from the BCSI Scope and Sequence in order to raise the standards in teaching a particular skill or subject. The Head of School / Headmaster will determine these instances. The Head of School / Headmaster will ensure that all skill areas in the K-12 BCSI Scope and Sequence are taught at some point in grades KG-12. Teachers must develop their courses under the direction of the Head of School / Headmaster, who is the chief academic leader and accountable to the Governing Board.

Homework and Classwork

Homework is a fundamental part of our general academic program. It prepares scholars for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. Homework's immediate educational purpose is as follows:

- To reinforce skills and concepts and knowledge learned in class.
- To develop good skills and habits of study.
- To practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom.
- To work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention.
- To prepare for the following day's work so that the most can be made of class time; and
- To inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each younger child to read, or be read to, daily. As cited in A Nation at Risk, "the single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a goal for everyone but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one's lifetime. We believe that becoming a competent reader is critical to being a good scholar and the first step to being able to explore the world. Reading to a child encourages the child's growth and elevates and informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

Study habits are being developed during a scholar's time at SJCA making it difficult to estimate the amount of homework time for any one scholar. The expected homework time allotment for each grade is as follows:

Grade	Homework Time Allotment
Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6 -12	60 minutes plus reading time

Homework and Classwork, continued

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the scholar's organizational skills and study habits, the varying abilities of the scholars, and the nature of the assignments. Scholars are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments well enough in advance, and scholars will be encouraged to work on those longer assignments steadily, so that scholars are able to manage their homework along with other activities and adequate sleep. Weekends and breaks will, for the purposes of homework, be considered one day rather than two or more.

It is the responsibility of the scholar to make up missed homework after any absence, planned or due to illness, in a timely manner. If a scholar is unable to attend school and seeks his or her assignments, the parent or scholar should contact the teacher for that information, not SJCA's office. For each excused absence, one day missed translates to one day allowed for makeup.

An absence on the due date of a major assignment or exam may not extend the due date of that assignment. The scholar should expect to submit the work and/or makeup the exam on the day of his or her return. Likewise, absences during the preparation time of a major assignment may not extend the due date. Please contact your child's teacher regarding make-up work following absences.

For poor or incomplete work, teachers may require scholars to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher.

Grading Policy

Grading is not the endpoint of education. The grade a scholar receives in a class is subordinate to the knowledge the scholar acquires. Still, grades are a useful tool to evaluate the extent to which a scholar has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. SJCA will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In relation to the scholar's performance, the following letter grades have these meanings for grades 2-12:

A:	Mastery
B:	Proficiency
C:	Sufficiency (Competence)
D:	Insufficiency
F:	Failing

In addition to these general parameters, SJCA uses a 4.0 grading scale. Parents and scholars should be regularly informed of the scholar's progress. The letter and numerical grades for this system are listed below.

A:	90-100%	4.0
B:	80-89%	3.0
C:	70-79%	2.0
D:	60-69%	1.0
F:	0-59%	0.0

The grades used for primary scholars (K-1) measure academic performance and are used as a means of reporting achievement relative to Florida Standards and other curriculum objectives. Scholars in kindergarten through first grade are assessed using the following grading scales:

Kindergarten and First Grade:

S:	Satisfactory
N:	Not Demonstrated
U:	Unsatisfactory

Teacher Conferences

Arrangements for conferences may be made with your child's teacher. Teacher contact information is located on the SJCA website.

Academic Textbooks and Supplies

Scholars will receive a variety of books and materials. All books will have a SJCA barcode on the back in the upper right-hand corner. Materials that are loaned or given to scholars are to be treated appropriately. Scholars are responsible for these materials. If materials given or loaned to a scholar are lost or damaged the scholar must pay for any needed replacement.

In the case that reimbursement has not been made to SJCA for lost or damaged materials, no further materials will be issued to that scholar until the past due fees are paid.

Study Materials.

In order to do well at school, the scholar must be prepared with the proper tools. Supply lists are available for each grade level on our website. Scholars should not bring any materials or supplies to SJCA that are not specified on the grade level supply list. This includes such items as toys, pens, and so on.

Scholar Planner.

Organization is an important part of self-government and is woven into our curriculum. To help scholars manage their assignments, scholars will purchase a "planner" or agenda within the first two weeks of the school year. This planner will allow scholars to write down assignments and encourage teachers and parents to communicate regularly. The planners should go home every night and provide parents with a convenient method to monitor their scholar's work. All scholars must have a planner.

Literature Consumables.

Your child's class will utilize classic works of literature during the upcoming school year. At SJCA, it will be the tradition for scholars to develop a personal library of books that they annotate, keep and return to during their time at SJCA, and treasure for years to come. Your child's class will utilize these classics during the upcoming school year. For families who do not purchase the texts, their scholar will be given access to a copy of these books as part of their curriculum. Scholars should not annotate school-provided books and will be asked to return the books in good condition once their class has finished working with the book.

Report Cards/Gradebooks

Parents have access to their scholar's grades through the District Parent Portal. Parents are encouraged to monitor their child's grades on a regular basis. If a scholar is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.

Promotion

Literacy

Promotion Criteria for Kindergarten, First, and Second Grades

Solid literacy is the foundation of all learning. Without the ability to read well, a scholar cannot advance in English, history, the sciences, the arts, or mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy. The ability to read, particularly in the early grammar school grades, will therefore be a requirement for promotion. SJCA will follow the criteria of reading competency set forth in the Literacy Essentials program.

Since scholars in kindergarten, first and second grade will advance in literacy over the course of the year and all will be given explicit phonics instruction throughout the year, the inability to read at the outset should not be a cause of concern. Promotion will be determined based on the minimum guidelines established by the authors of Literacy Essentials. Parents will be informed well in advance if their child may need to be retained.

Kindergarten through Fifth Grade

In addition to literacy, K-5 scholars must have attained competence in all the core subjects (English—including reading, spelling, grammar, composition—history, math, and science) over the course of the year and attained at least a "D" average to pass. Competence is attained by knowing the material and completing assigned work. Completion of work demonstrates the ability of the scholar in the various subjects as well as the mastery of study skills necessary for academic and personal achievement. Scholars whose grades or skills fall below the requirements of their grade level will be retained.

Middle (Grades 6-8) & High (Grades 9-12) School Scholars

It is our goal for parents, teachers, and scholars to work together during the year to ensure that scholars are developing responsible work habits and attaining a sufficient level of understanding in their courses. A scholar must earn a "D" or higher to be awarded credit, or the scholar may be required to retake that class. Failing a core course will require the scholar to re-take the class.

Schedule Changes

There will be no class schedule changes during the semester unless it is deemed in the best interest of the scholar by SJCA as determined by the Head of School / Headmaster. SJCA does not accept scheduling requests for specific teachers.

Special Events and Parties

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Special Events – Guest Speakers

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the scholars should be studying the given topic at the time of the presentation.

Guest speakers must be approved by the Head of School / Headmaster prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Special Events – Field Trips

Field trips will be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Extended Field Trips

All scholars attending an extended field trip must have the approval of the administrators of SJCA and the scholar's parents. All extended field trips must have liability insurance protecting all the trip attendees and SJCA. Any liability insurance not covered by SJCA's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees of trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the administration, faculty, and staff to ensure that all procedures are followed.

Eligibility for Sports and Extra-Curricular Activities

Eligibility is determined only in August and December. In order to be eligible, scholars must maintain a 2.0 GPA, at all times. Ineligible scholars will remain ineligible until the next GPA check. Two (2) level I or II disciplinary referrals in one (1) quarter or three (3) in one semester will render a scholar ineligible for any extracurricular activities for the remainder of that quarter. Four (4) level I or II disciplinary referrals will render a scholar ineligible for all extracurricular activities and functions for the remainder of the school year. The Head of School / Headmaster may deem a scholar ineligible for the following season or for off-campus field trips based on repeated misconduct. Any scholar with any level III or IV disciplinary referrals will be automatically exempt from all athletic and extracurricular activities for the remainder of the year.

Extra-Curricular Activities by Non-Enrolled Scholars

Participation in extra-curricular activities by non-enrolled scholars must be approved by the Head of School / Headmaster.

Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions often run high. When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing.

Teaching Topics Related to Religion

In the course of exploring the liberal arts and in the process of developing cultural literacy, scholars learn about world religions from a historical, cultural, and a literary perspective. These religions include Islam, Christianity, Judaism, and a number of others both ancient and modern. In a mature way, the school will present topics related to religion promoting an understanding of and not a belief in these religions. In accordance with the law, faculty members will not preach or proselytize, nor will they endorse religious figures or customs. Kindergarten through 12th grade uses a content-rich, coherent curriculum published by BCSI.

Teaching Evolution

SJCA embraces a content-rich program in the natural sciences. In biology, SJCA will teach the theory of evolution as found in the standard high school biology textbooks and as also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to scholars briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God. SJCA recognizes a clear distinction between science and scientism.

Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief that science is the only means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion.

Teaching Evolution, Continued

Keeping in mind this distinction, the teachers at SJCA will leave matters of faith up to scholars and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion. Teachers, scholars, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

Role of Parents and School in Relation to Human Sexuality

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

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

Teaching Human Sexuality

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will be discussed in relation to the reproductive system and the menstrual cycle, and therefore it will be discussed in the context of a monogamous relationship between two people of opposite sexes.

Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In middle and high school, themes that deal with sexuality may emerge from the reading of a serious text, such as Anna Karenina or Brave New World or The Scarlet Letter. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way.

Teaching Human Sexuality, Continued

In the higher grades, scholars may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Head of School / Headmaster or a faculty member who has the full confidence of the Governing Board in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out.

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

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

Video Viewing Policy

From time-to-time videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers are responsible for previewing videos to ensure that they are appropriate.

Parent Review of Records

Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level. Scholars to whom the rights have transferred are "eligible scholars."

- Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by SJCA. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a fee for copies.
- Parents or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If SJCA decides not to amend the record, the parent or eligible scholar then has the right to a formal hearing. After the hearing, if SJCA still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.
- Any parents wishing to review their child's records may submit a request in writing to the front office and an appointment will be scheduled to do so.

Respect and Pluralistic Sensitivity

SJCA is a public, non-sectarian institution serving a diverse population. All members of the SJCA community, the administration, teachers, parents, and scholars, should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at SJCA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

School Life and Environment

Scholar Welfare Policy

The policy on Scholar Welfare for St. Johns Classical Academy, adopted and effective September 25, 2025, is implemented to comply with the requirements related to House Bill 443 (2025) and §1002.33(16)(b)(17), Florida Statues, and Rule 6A-6.0791, Florida Administrative Code, reflects the rights of parents and the obligation of the School relating to scholar welfare. [1]

Attendance Guidelines

Regular attendance is important to ensure achievement in school. SJCA discourages vacations and trips taken during the school year. SJCA also discourages doctors' and other appointments when avoidable. When those appointments are unavoidable, scholars are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and SJCA, will be reflected in scholars' grades. It is helpful to both the scholar and teacher to make prior arrangements to meet that requirement.

Fleming Island Campus Grades	School Day Begins (Monday-Friday)	School Day Ends (Monday, Tuesday, Thursday, Friday)	School Day Ends (Wednesday Only)
K-5th	8:00 a.m.	3:00 p.m.	1:00 p.m.
6th-12th	7:30 a.m.	2:30 p.m.	12:30 p.m.

[1] Revised and board approved 2025.09.25

Orange Park Campus Grades	School Day Begins (Monday-Friday)	School Day Ends (Monday, Tuesday, Thursday, Friday)	School Day Ends (Wednesday Only)
K-6th	8:00 a.m.	3:00 p.m.	1:00 p.m.
7th-8th	7:30 a.m.	2:30 p.m.	12:30 p.m.

The entrance to car line closes at 7:55 a.m. to give scholars and teachers time to be in class and ready to teach. Parents who arrive after 8:00 a.m. must park and walk their scholar inside the Reception Building or designated area to sign them in. For the Fleming Island Campus, in order to avoid being marked as tardy, Kindergarten to 5th grade scholars must be in their classroom by 8:00 a.m. and 6th-12th grade scholars must be in their classroom by 7:30 a.m. For the Orange Park Campus, in order to avoid being marked tardy, Kindergarten to 6th grade scholars must be in their classroom by 8:00 a.m., and 7th and 8th grade must be in their classroom by 7:30 a.m. Three (3) unexcused tardies will be considered one (1) unexcused absence in Focus (or current CCDS SIS software program). Similarly, scholars are expected to remain at school for the entire day. Three (3) unexcused early dismissals will be considered one (1) unexcused absence in Focus. All Scholars may NOT be checked out after 2:00 p.m. each day (12:00 p.m. Wednesdays).

Scholars who arrive after 11:00 a.m. will be considered absent for the day. Scholars who depart before 12:00 p.m. will be considered absent. Scholars are not expected on campus earlier than 7:15 a.m. Scholars are expected to be picked up promptly as school ends. Parents who pick up their scholars up after 3:25 p.m. (1:25 on Wednesdays) will be charged $16 per child.

Scholars in grades 6th-12th must be picked up by 2:50 p.m. (12:50 p.m. on Wednesdays) unless they have a younger sibling in K-5th. Parents who are late must wait off campus until the grammar school car line is complete.

Parents may excuse three (3) absences in a quarter, any other absence in that quarter requires one of the stated reasons below for the absence to be excused. For any absence to be excused, an excuse note should be submitted within three (3) days of the scholars' return to school.

Excused Absences

The following will be considered excused absences:

Religious holidays
Medical reasons
Mental or emotional disabilities
(See following page for additional excused absences)

Excused Absences, Continued

Pre-arranged absences of an educational nature that are approved by the Headmaster / Head of School
Attendance at any school-sponsored activity
Bereavement (Notify the school if absence will extend beyond three (3) days)

Due to the intensity and richness of the curriculum, scholars are expected to arrive to school on time and have very few absences. **If a scholar receives more than nine (9) unexcused absences in one school year, they may be immediately dismissed to their zoned school at the discretion of the Head of School / Headmaster.**

Tardiness Guideline

At the beginning of each school day, scholars will recite the Pledge of Allegiance, SJCA's motto, and observe a moment of silence. Additionally, teachers will check uniforms during this time. Teachers provide directions and organizational activities at the start of the class and missing these may be a detriment for the entire class. It is equally important that scholars remain at school for the entire day. A scholar who is late or is dismissed early is at a serious disadvantage, loses precious organizational and instruction time, and causes disruption to the other scholars.

Scholars who arrive after the beginning of the school day will be considered tardy. Scholars must make it not only to SJCA but to class on time to avoid being tardy. Scholars who are either tardy or returning to school from an appointment must be signed in at the front reception desk by a parent. The scholar will be issued a tardy slip and will be required to deliver this slip to their teacher when they enter the classroom. In middle and high school, tardy scholars may be held out of class for the period affected to keep from disrupting the class. Repeated tardiness may result in disciplinary action and may affect his or her eligibility for promotion.

Proof of Excused Absences

SJCA requires suitable proof of excused absences which may include, among other forms of documentation, written statements from medical professionals. Scholars may turn in an illness letter from a parent three (3) times prior to requiring a doctor's note, at the Head of School / Headmaster's discretion. If a scholar does not provide legitimate, written documentation, within three (3) days of return to school, the absence will be considered unexcused. More than nine (9) unexcused absences may result in retention at the discretion of the Head of School / Headmaster.

SJCA-Orange Park: op_attendance@stjca.org
SJCA-Fleming Island: attendance@stjca.org

Guidelines for Scholar Behavior

General

Scholar self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in SJCA climate and culture, and from the habitual practice of the virtues.

The aim of SJCA is to teach scholars. Scholar derives from the Latin word studēre, which means "to give attention to," "to take pains with," "to apply oneself to," "to strive after," "to pursue," "to desire." Scholars, then, are by definition diligent in, attached to, zealous for, their studies. The teachers of SJCA will work hard to prepare their lessons. These lessons are designed to teach scholars nothing less than who they are and what the world offers them. All policies regarding scholar conduct and discipline flow from the following general principle: Scholars must fully engage themselves in the education SJCA offers them; therefore, scholars will conduct themselves in the following ways:

- Be polite and attentive both inside and outside of class.
- Attend SJCA consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class.
- Follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, assistants, custodians, and any other people working at the school.
- Open-container drinks, including energy drinks, canned sodas, coffee beverages, and similar beverages, are not permitted on school campus during the school day unless specifically approved by administration. Scholars may bring water in a sealed or reusable water bottle. Any prohibited beverages brought onto campus may be confiscated and discarded.
- Chewing gum is not permitted on campus unless approved by a teacher or administrator for academic or medical purposes. Improper use or disposal of gum may result in disciplinary consequences.

- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, fieldtrip, lab, and individual classroom rules.
- Follow school rules when participating in SJCA-related events.
- Adhere to the uniform policy.
- Do not use threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
    - In matters involving drugs, alcohol, vaping devices, weapons, or dangerous items, SJCA may follow the policies and disciplinary procedures established by the Clay County District Schools.
- Be dismissed by the teacher, not the bell or the clock.
- Do not leave the SJCA premises without signing out in the main office.
- Do not bring electronic game devices.
- Do not bring anything to SJCA that could be used to harm another or that is illegal.
- No public displays of affection (PDA). This includes, but is not limited to, handholding, kissing, excessive hugging, or inappropriate physical contact, etc. This includes all genders (male/female, male/male, female/female).

Cell Phones

The policy on Wireless Communications and Other Electronic Devices of St. Johns Classical Academy, adopted and effective September 25, 2025, is implemented to comply with the requirements related to House Bill 1105 (2025) and §1006.07(2)(n), Florida Statues, which establishes rules for scholar use of wireless communication devices to promote a safe and distraction-free learning environment. [2]

Cell phones will be powered off and stored in the scholars' backpacks <u>regardless of the time-of-day</u> Cell phones are prohibited from being carried in pockets (including pants and jacket pockets) or purses. Scholars are not permitted to bring a phone into the bathroom. A cell phone used during the school day will be confiscated and held by the administration until the end of the day, at which time a parent may pick up the phone from a school administrator. On occasion, the use of cell phones may be permitted for specific purposes at the discretion of the Head of School / Headmaster. This rule applies to any device (such as an Apple watch, tablet, Kindle, etc.) that can access the internet, take photos, record, etc. Apple watches that are needed for a heart condition may be approved by administration.

School administrators may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of scholars, faculty, or staff may be endangered.

[2] Revised and board approved 2025.09.25

SJCA is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their children. Fines will also be levied for lost or damaged SJCA property. Scholars may also be required to be involved in the maintenance or repair of damaged property.

SJCA Honor Code

The objective of SJCA Honor Code (HC) is to build trust among scholars and to maintain an academic community in which a code of values is shared.

SJCA Honor Code is given below:

As a scholar and citizen of SJCA, I agree to the following:

- When taking a test, I will not look at other scholars' answers or use other materials unless given permission by the teacher.
- When taking a test, I will not provide answers or assistance to anyone else.
- When doing my homework, although I may receive help from my parents, a tutor, or other scholars, the words I write will be my own words, in my own handwriting, and will not be copied from someone else's work.
- When helping another scholar with their homework, I will not give them the answers but will help them to better understand the assignment.
- When writing a report, I will use my own words. I will not copy words and thoughts from other sources, including the internet, without giving credit to the source.
- I will always be honest about my work and behavior with my teachers, parents, and the Head of School / Headmaster.
- I believe that everyone should have an equal opportunity to learn. I will not do anything that will prevent someone else from learning.

I join the entire scholar body of SJCA in a commitment to this Honor Code. The faculty on its part manifests its confidence in the honor of its scholars by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

On some occasions, teachers may ask scholars to write "HC" (SJCA Honor Code) on the heading of their assignments to remind them of the details and spirit of this honor code.

Please see the Discipline Section for information on how violations of SJCA Honor Code are addressed by teachers and the administration. Since academic dishonesty is viewed as a serious offense, even first offenders may be punished with a suspension. SJCA Honor Code is typically reviewed in class with scholars during the first week of school each year.

SJCA Honor Code, continued

Discipline

The activity of learning requires scholars to be attentive and polite. Scholars are expected to adhere to the school's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others.

In accordance with this policy, SJCA has adopted the following procedure for disruptive behavior that requires an office referral (see following page):

Referral	Action
First	Administration may meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian will be notified.
Second	Administration may meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian will be notified.
Third	Administration may meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian will be notified. Parents may be requested to attend school with the scholar for the day, as scheduled by administration.[3] The Disciplinary Committee will meet with the parent or guardian to discuss the behavior policies at SJCA including the possibility of future dismissal.
Fourth	Administration may meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian will be notified. Parents may be requested to attend school with the scholar for the day, as scheduled by administration.
Fifth	Administration may meet with the scholar after the referral is written to discuss the behavior and the consequence. The parent or guardian will be notified. The Disciplinary Committee will meet with the parent or guardian to discuss the behavior policies at SJCA including the possibility of dismissal.

* Parents who attend school with their scholar due to a referral will be seated in or near the classroom (location assigned by Administration). Cell phones and/or electronic devices are strictly prohibited while in the presence of scholars.

** The Head of School / Headmaster may choose alternative disciplinary actions as he or she deems appropriate. Additionally, the Head of School / Headmaster may choose to have a parent immediately pick up the scholar after a referral.

*** After the 3rd referral, the following applies to each subsequent referral: The scholar may not return to school without the parent attending school for the entire day, as scheduled by administration.

[3] Revised and board approved 2025.08.28

Discipline, continued

Scholars who have been suspended will not be on the honor roll for that quarter. Scholars may be suspended for reasons other than receiving the fourth Discipline Referral Form, as outlined in the Clay County District Schools' Scholar and Family Handbook and Code of Scholar Conduct.

At no time will a scholar's disciplinary record be discussed with another scholar or parent. However, other scholars or parents may be consulted regarding an incident in order to discern the truth. Administration may discuss specific scholars with unrelated parents /guardians if they feel that their scholar is a danger or threat to other scholars.

Suspension and Expulsion

The Head of School / Headmaster or designee has the authority to suspend scholars as appropriate.

Suspensions last from one to 10 days depending on the severity of the infraction. Lengthy suspensions will require a conference between the parent(s) and Head of School / Headmaster. The conference will occur before the scholar is readmitted to class.

Suspensions will be treated as an unexcused absence. Scholars will be able to make up the work missed during the period of suspension and assignments will be provided by the school. The loss of class time due to repeated suspensions may be grounds for retaining a scholar at the current grade level for the following year.

For especially serious violations of SJCA order and safety or for habitually disruptive behavior, SJCA will pursue expulsion through the Clay County District School. SJCA will follow the Clay County District Schools' Scholar and Family Handbook and Code of Scholar Conduct with regard to scholar conduct policies not listed in this handbook.

Plagiarism

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

Plagiarism, continued

Whenever a scholar has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the scholar's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the scholar.
- The teacher will inform administration of the plagiarism.
- Either the teacher or an administrator will inform the scholar's parent of the plagiarism.
- The scholar will receive an "F" on the assignment if it is the first offense.
- For a second offense, the scholar will fail the entire course.
- Instances of plagiarism may be placed in the scholar's permanent record.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a scholar uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One scholar copying off another, a scholar using a "cheat sheet" to answer questions on a test, and a scholar trying to pass off another scholar's work as his own are examples of cheating. The same process outlined for plagiarism should be followed for instances of cheating. A scholar who knowingly allows others to copy his work will also be held accountable in the same fashion.

- The teacher will discuss the matter with the scholar(s).
- The teacher will inform administration of the cheating.
- Either the teacher or administration will inform the scholar's parent of the cheating.
- The scholar will receive an "F" on the assignment if it is the first offense.
- For a second offense, the scholar may fail the entire course.
- Instances of cheating may be placed in the scholar's permanent record.

A disciplinary referral will be issued if plagiarism or cheating has occurred.

Bullying/Harassment

SJCA follows the Clay County District Schools' Scholar and Family Handbook and Code of Scholar Conduct regarding Bullying and Harassment.

In response to state law the "Jeffery Johnson Stand Up for all Scholars Act," the Clay County School Board adopted a policy that prohibits bullying and harassment. The policy defines harassment as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a scholar or employee that places a scholar or

employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a scholar's educational performance, opportunities, or benefits, has the effect of substantially disrupting the orderly operation of a school.

Parents, please contact SJCA's administration if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying, remember bullying behavior is repeated, intentional and involves an imbalance of power. If you think your child has been the victim of bullying or harassment, please contact the school administrator.

Athletic Code of Conduct

The Athletic Code of Conduct is designed for scholar-athletes and their parents to help define the role of educational athletics at SJCA. The basic goals of Interscholastic Athletics are defined, and the policies and regulations necessary to achieve these goals are presented. It is imperative that scholar-athletes and parents have knowledge of this material.

The athletic program shall be conducted in accordance with existing SJCA policies, rules, and regulations. While the school takes pride in fielding successful teams, it does not condone winning at all costs. SJCA discourages any and all pressures that might lead to neglecting good sportsmanship and good health. At all times, the athletic program must be conducted in such a way that it is an educational activity. School **success, unity,** and **pride** are greatly enhanced by proper scholar participation in school-sponsored activities.

Physical Education and Athletics Program Mission Statement:

At St. Johns Classical Academy, our mission in Physical Education and Athletics is to extend the school's mission by inspiring scholars to reach their full potential through a commitment to integrity, perseverance, and sportsmanship. We aim to cultivate a culture where courage and hard work are celebrated, encouraging individuals to strive for excellence on and off the field. By fostering a supportive and challenging environment, we empower scholars to develop lifelong skills and values that will guide them in all their endeavors. [4]

[4] Revised and Board approved 2025.08.28

Athletic Code of Conduct, Continued

Athletic Code

Participation in SJCA athletics is regarded as a privilege and not a right. All athletes shall abide by the Athletic Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, team, or school will not be tolerated. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic program.

When a scholar voluntarily participates in interscholastic athletics, he/she agrees to abide by the Athletic Code of Conduct throughout his/her athletic career. This code of conduct begins with a scholar's first day of participation in interscholastic athletics and continues through their date of graduation and is in effect during vacation breaks, summer recess, and off-season times.

Requirements for Participation

100% Commitment

When a scholar joins a school team, the expectation is for that team to be that scholar's primary extracurricular commitment for the duration of the season. The baseline of "100% commitment" includes being on time for and staying for the duration of all official team activities as designated by the coach. There are three (3) acceptable forms of "excused absences" from team events:

1. School event conflicts that are mandatory for credit or college admission,
2. Personal illness or family emergency, and
3. When the time or day of the team event has changed with less than two (2) weeks' notice.

In each case, excused or unexcused, the correct procedure is to notify the coach directly as soon as the conflict becomes apparent. The penalty for an unexcused absence varies team-to-team but generally becomes more consequential as the level of competition increases from middle school to Varsity.

Physical Examination

A yearly physical examination is required and must be submitted to the office before a scholar can participate in any practice or competitions, including try-outs. The best time to get a physical is the last two weeks of May, as this ensures the athlete will be covered for summer camps and the entire school year. If a physical is set to expire during a season, the scholar will be permitted to try-out, but a new physical must be procured and submitted before officially joining the team. Under Florida's "Second Chance Act" (SB 1070, effective July 1, 2025), high school athletes (grades 9-12) are also required to complete an electrocardiogram (EKG) as part of the sports clearance.

Parental Acknowledgement of Athletic Policies

Each parent/guardian and athlete shall read the Athletic Code of Conduct and certify that they understand the athletic eligibility rules and policies of SJCA.

Athletic Code of Conduct, Continued

Scholastic Eligibility

In order to participate in SJCA athletics, each athlete must meet the school and athletic league's academic requirements. When grades for an academic quarter are finalized (1st through 3rd quarters), any scholars who have below a "C" in any class or subject will be ruled ineligible for school athletics for the following quarter. Scholars who are academically ineligible are not permitted to dress out for or participate in team competitions, nor are they granted early release for team events.

Some leagues may require additional eligibility requirements. If this is the case, it will be communicated at the beginning of the season.

Equipment/Uniform Responsibilities

All athletes are responsible for the proper care and security of equipment and uniform issued to them. SJCA furnished equipment and uniform is to be worn only for team competitions. All equipment or uniform not returned in a timely manner and in good condition at the end of the season will be subject to a financial penalty." In an effort to keep the cost of uniforms, uniforms will not be allowed to be worn to school on SJCA spirit days.

If your sport provides an athletic bag, that bag should only be used for that designated sport and not for schoolbooks and supplies. Any uniform or equipment that is not returned or is returned in an unsatisfactory condition, will be subject to a financial penalty. Any fines that are not paid will not be able to participate in the next sport they play until the fine is paid. All parents and scholars will be required to sign a uniform and equipment agreement upon making an SJCA athletic team.

Athletic Training Rules

- **School Discipline:** Any scholar-athlete referred to the office of the Head of School / Headmaster for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the Head of School / Headmaster and/or Athletic Director.
- **Coach's Rules:** Coaches may establish additional rules and regulations for their respective sport with the approval of the Athletic Director. These additional rules will be stated in writing and explained fully by the coach during a parents meeting at the start of the season.
- **Fighting or Flagrant Unsportsmanlike Conduct:** Fighting, taunting, bullying, locker room misconduct, harassment, or displaying any sort of poor sportsmanship will not be tolerated. Any athlete that receives a technical, red card, or ejection must meet with the Coach to discuss the behavior.

Athletic Code of Conduct, Continued

Athletic Training Rules, continued

- **Dropping from a Team:** Scholars who do not finish a season damage their team and affect their potential future participation. However, on occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case the following procedure must be followed:
  a. Consult with the coach.
  b. Consult with the Athletic Director.
  c. If the final decision is to stop participating, check-in all equipment immediately.
- **Travel:** Athletes must have transportation to and from away games. This is the responsibility of the parent. Athletes will remain with their team under the supervision of the coach until the end of the sporting event. Unless there is an exceptional situation, athletes are not to leave a sporting event early.
- **Alcohol, Tobacco, Drugs:** Any scholar using and/or possessing alcohol, tobacco, or drugs shall be in violation. This rule is in effect twelve months of the year.
- **Penalty for Violation:** The Head of School / Headmaster and Athletic Director shall meet to determine the penalty according to the degree of the infraction. Other consequences may be implemented due to the seriousness of the infraction.
- **Grooming and Dress Policy:** An athlete shall dress presentably at all times, such as on trips, at assemblies, and banquets. Only uniforms issued by the school will be worn for contests. Athletes must follow sport-specific jewelry and uniform rules.
- **School Attendance:** Scholars must be in attendance at least four periods in order to participate in a contest or practice, unless the absence is excused. Scholars leaving school early for athletic events must follow school procedure for early dismissal. All missed work should be made up at the discretion of the teacher. If a detention is assigned on the day that conflicts with a game or practice, the scholars may request to move the detention, but there is no guarantee their request will be granted.
- **Reporting of Injury:** All injuries should be reported to the coach. If the injury requires medical attention by a doctor, the athlete must obtain the doctor's written permission to return to the activity.
- **Social Media:** All school or personal use of social media should be conducted in a responsible and respectful manner, as it reflects on the athletic program and school as a whole.

Athletic Code of Conduct, Continued

Athletic Training Rules, continued

Philosophy of Winning and Participation

Character development and scholar growth take precedence over competitive success.

SJCA Athletics is committed to promoting the mental, emotional, and physical well-being of all scholar-athletes. Scholars are expected to demonstrate sportsmanship, respect, self-control, and integrity toward teammates, coaches, officials, opponents, and spectators at all times. Athletics should build confidence, resilience, leadership, and character while fostering a positive and supportive team environment where scholars are encouraged to grow both as athletes and individuals. SJCA will make every effort to provide every scholar a chance to participate on a school team. Being awarded a roster spot on any team should be seen as a privilege, and playing time is a reward earned through commitment and effort, along with ability and skill.

Elementary School:

Participation in Grammar athletics is an introduction to interscholastic sports. Skill development, sportsmanship, and team philosophy are important goals at this level. SJCA will attempt to provide an opportunity for all scholars to participate. Coaches will do their best to create equal playing time for all eligible team members during each contest.

Middle School:

Participation in middle school athletics is an introduction to interscholastic sports. Skill development, sportsmanship, and team philosophy are important goals at this level. SJCA will attempt to provide an opportunity for all scholars to participate. Coaches will do their best to create playing time for all eligible team members during each contest, but not equally.

These situations will only occur when it appears to be in the best long-run interests of the scholar and the program, after discussion and agreement by parents, coaches, and the Athletic Director. The final decision to allow a middle school scholar to "play up" rests with the Athletic Director and will be an infrequent occurrence.

Junior Varsity (JV):

When conditions allow, SJCA will create transition teams between the middle school and varsity competition. The level of intensity at practice as well as in contests will be increased over middle school teams, thus, the commitment and dedication to the team and sport also must increase. The athlete will be given the opportunity to earn playing time through the demonstration of increased skills at practice and dedication to the team. Coaches will attempt to give each eligible team member playing time but playing time will not be equal for each player, and situations may arise when the coach cannot play everyone.

Varsity:

Varsity-level athletic teams represent the highest level of competition within the SJCA athletic program. Participation at the varsity level is both a privilege and an opportunity for scholars to demonstrate integrity, perseverance, sportsmanship, teamwork, and commitment. While coaches strive to help all athletes grow and contribute to the program, playing time at the varsity level is not guaranteed and may vary based on the needs and competitiveness of each contest. Varsity athletics are intended to challenge scholars to pursue excellence while representing SJCA with character and pride both on and off the field, court, track, or course.

Resolving Athletic Issues

If an athlete or parent has a concern to discuss with a coach:

1. The athlete is encouraged to solve his or her own problems first with the coach.
2. Call/email the coach to set up an appointment. Please allow up to 24 hours for a response.
3. Do not attempt to confront a coach immediately before or after a sporting event. These can be emotional times for both the parent and the coach, so a minimum of 24 hours is required to have passed after a contest before a parent can speak with a coach about it.

If the meeting with the coach did not provide a satisfactory resolution:

1. Set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Appropriate Concerns:

- Athletic safety
- Academic support
- Behavior concerns
- Clarification of team expectations

Inappropriate Concerns:

- Playing time
- Team strategy
- Other athletes

Rosters

It is the goal of SJCA to provide as many quality athletic opportunities as possible within our resource constraints (coaches, gym space, funding, etc.). Occasionally, when interest in a sport exceeds roster constraints, try-outs will be necessary.

In these cases, try-out information will be published publicly through our newsletter and website, and multiple coaches will be present during the evaluation process. Final authority for all team rosters lies with the Athletic Director, regardless of whether try-outs were held.

Athletic Code of Conduct, Continued

Dual Participation

In certain cases, scholars will be allowed to participate in multiple school sports in one season or make the roster for an upcoming season while the previous season is wrapping up. When considering this, the scholar should contact the Athletic Director first, then meet with both coaches to discuss and approve the practice/contest schedule for the athlete. The basic arrangement should be as follows: scholars will make as many practices for both teams as possible but will not be required to participate in more than one practice per day. Ball sports (such as volleyball and soccer) rely more on live in-person practice with teammates than more classical sports (such as cross country and track & field), therefore practice time should be weighted toward the ball sport. A sporting event for one team trumps a practice for another team, but if both teams have a sporting event on the same day, the decision should not be case-by-case, but rather by:

1. which commitment was entered into first, i.e. if basketball season overlaps soccer season, the scholar should play out their commitment to basketball before prioritizing soccer, or
2. by designating a "primary" and "secondary" sport at the beginning of a season, i.e., committing to a cross country meet over a volleyball match (or the opposite) if the contest schedules were to conflict.

Uniform Policy

All athletes are responsible for the proper care and security of equipment and uniform issued to them. SJCA furnished equipment and uniform is to be worn only for team competitions. All equipment or uniform not returned in a timely manner and in good condition at the end of the season will be subject to a financial penalty." In an effort to keep the cost of uniforms, uniforms will not be allowed to be worn to school on SJCA spirit days. If your sport provides an athletic bag, that bag should only be used for that designated sport and not for schoolbooks and supplies. Any uniform or equipment that is not returned or is returned in an unsatisfactory condition, will be subject to a financial penalty. Any fines that are not paid will not be able to participate in the next sport they play until the fine is paid.

Parent Volunteer Expectations

SJCA Athletics values the partnership and support of our families in creating a successful athletic environment for all scholar-athletes. To help ensure smooth operation of athletic events, at least one parent or guardian of each scholar-athlete will be required to volunteer for a minimum of one (1) home game per season. Volunteer responsibilities may include, but are not limited to:

- Operating the concession stand
- Running the scoreboard or game clock
- Assisting with gate admission or event setup/cleanup, if needed
- Game entry ticket sales

Volunteer sign-ups and instructions will be communicated by the coach, team parent, or athletic department during the season. Families who are unable to fulfill their volunteer requirement should communicate with the Athletic Director or coach in advance to discuss alternative arrangements.

Parent involvement plays an important role in supporting our athletic programs and providing a positive experience for all scholars, families, and guests.

Acknowledgement

When a scholar-athlete accepts a position on a team in the SJCA athletic department, specifically by signing the team registration document, the athlete and his/her family agrees to abide by the policies and processes laid out in this Athletic Code of Conduct. The administration of SJCA is responsible for the interpretation of this document and holds the authority to enforce it in a manner that is deemed best for the long-term success of the athletic department and school as a whole. Prior to formalizing a position on a team, coaches and athletes should bring any questions regarding this Athletic Code of Conduct to the attention of the Athletic Director.

Physical Education and Participation

All scholar-athletes who are in PE must participate in all activities during class, regardless of after-school practices or game commitments. If a coach or scholar would like modifications to be made, the coach or scholar should speak with the PE teacher in advance, then abide by the teacher's decision.

General Policies

Bus Policy

Scholars will use buses for field trip purposes. On the bus, scholars should behave with the same decorum as they would in the classroom. Misbehavior on the bus will be reported to the school and may result in disciplinary action and loss of bus privileges.

Scholar Publications Policy

Scholar publications must uphold SJCA mission, philosophy, code of conduct, and Board policies. The purpose of such publications is to inform the SJCA community of school-related events, achievements, and business. In addition, scholar publications are a way for scholars to learn and to practice responsible writing and journalism. Scholar editorials are permitted in the scholar newspaper subject to prior review of the Head of School / Headmaster. Employees of the school or parents may not use scholar media to proselytize their own views on controversial issues. The Head of School / Headmaster acts as the final editor in all cases.

Scholar Fees and Supplies

From time-to-time, the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, band, orchestra, art, elective courses, activities, field trips, etc.

Off-Site Extra-Curricular Activities

The logistics of all SJCA's off-site extra-curricular activities must be approved by the Head of School / Headmaster. All adults assisting with these activities must be registered as approved SJCA volunteers. A list of all sanctioned SJCA off-site extra-curricular activities will be maintained and updated by the administration, and copies will be made available for SJCA parents.

Chaperone Policy

SJCA will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individual(s) other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the scholar's fee for the event. If fees are not submitted by the date due, another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the SJCA Standards of Virtue. This policy adopted and effective, February 23, 2023, is implemented to comply with the requirements related to Senate Bill 2524, 435.12 Florida Statutes, as it pertains to Background Screenings for Employees, Vendors, and Volunteers/Chaperones to conduct background screenings using the Clearinghouse with the Agency for Health Care Administration.

Those required for level two background screenings:

- Anyone who will or has the potential to be unsupervised by a staff member.
- Volunteers/chaperones on campus and coaches outside of school hours when scholars are present as well as class chaperones off site.

Volunteers/chaperones and vendors are responsible for paying the fee associated with the clearinghouse and are not subject for reimbursement by the school. All fees for the level II background screenings are the responsibility of the volunteer/chaperone with the agency where the fingerprints are taken. No fees will be paid to SJCA or any parent volunteer board (e.g., Lions Council).

Unpaid Meal Charge Policy

If a scholar's food service account balance becomes negative, up to three (3) grace period meals will be served. The scholar's parent or guardian will be notified via email of the negative balance and given an opportunity to put funds back into the account.
After three (3) grace period meals have been served with no restoration to a zero or positive fund balance, the scholar will be served up to two (2) cold meals until the account has been restored. These cold meals are reimbursable under the National School Lunch Program. If after the three (3) grace period meals and two (2) cold meals have been served and the account balance is still negative, the scholar will not be served a cafeteria meal until the account is restored.

Scholars approved for free meals will not be denied a meal, even if they have a negative balance on other cafeteria purchases. Scholars will not be overtly identified by their eligibility status, regardless of whether they are approved for free, reduced price, or paid meals. Scholars scan the barcodes on their scholar IDs and the approved software program (currently MySchoolBucks) will automatically connect to that scholar's account as each scholar goes through the food service line.

Children receiving free or reduced-price meals will be provided with one (1) free or reduced-price meal per meal service. Any subsequent meals received during the meal service will be charged to the scholar's account at full price.

Health Medicine

Medicine Administration

SJCA is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school Head of School / Headmaster, his/her designee or self-administered by the scholar per written physician's orders and written parent and/or guardian authorization. The parent and/or guardian must complete and sign the Administration of Medication and/or Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. The school heath room or office will make this form available to parents/guardians.

School certified employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the scholar, whether or not such scholar has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a scholar in such circumstances shall be immune from civil liability, pursuant to Florida statute. SJCA does not carry a stocked supply of epinephrine. A parent must bring in a supply of epinephrine with a signed Parental Authorization for Administration of Medicine (PAAM) form.

Scholar Medical Records

Scholar health records will be maintained in locked or password-protected files in order to maintain confidentiality.

All health records will be managed by administration any appropriate, designated staff (such as the school nurse) and will only be released to service providers as allowed and dictated by Clay County District Schools (CCDS) and state regulations.

SJCA provides a health room on campus. Further, SJCA will:

- participate in workshops, in-services and/or training offered by CCDS regarding scholar health;
- use CCDS forms for health services require part-time volunteer nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training.

Medical Operations

Parents will be informed when a scholar reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any scholar with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee.

If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Medical Records and Enrollment

In order to complete the enrollment process, parents shall submit all required immunization records and health forms.

Food Allergies

SJCA is not a peanut-free school. The school will; however, establish a peanut-free zone, and teachers/monitors will ensure that this peanut-free zone is enforced.

Sick Scholars

Sick children should not be in school. Any scholar who has a fever or is contagious (i.e., with pink eye, strep, the flu) should be kept home. Before a scholar may return to school, fevers must resolve and be symptom free without medication for 24 hours from the onset.

Health Room

- Loose baby teeth: health room staff cannot pull baby teeth.
- Splinters/Slivers: health room staff can only attempt to remove if not embedded.
- Minor cuts: Teachers can wash/dry the area and apply band aids. Antibacterial ointment is not permitted per the Florida Department of Health without a written physician order.
- Sore Throats: If a scholar does not have a fever and/or spots on their throat, the health room will offer a saltwater gargle and send them back to class.
- Fever: A scholar presenting to the health room with an oral temperature of 100.0° or higher may not remain in school. A parent will be called to pick up the scholar. Scholars with a fever are to remain home until they are fever free for at least 24 hours, without the use of a fever-reducing medication.
- The health room is unable to diagnose or treat injuries that occurred off-campus.
- SJCA does not carry a stocked supply of epinephrine. A parent must bring in a supply of epinephrine with a signed PAAM form.
- Per the Florida Department of Health, SJCA will need a physician's order and then it needs to be kept in the health room. The health room is unable, by law, to dispense medication of any kind, including over-the-counter medication such as acetaminophen, aspirin, ibuprofen, without a physician's order on the PAAM form, a parent/guardian's signature, and a supply of the medication (unopened, unexpired, sealed container) provided by the scholar's parent/legal guardian.

Parents and the Community

The Lions Council, Inc. (Fleming Island Campus)

SJCA's Governing Board established a parent involvement team to support the school's mission. The Lions Council is designed to help the school meet its mission.

All parents, teachers, and staff are encouraged to join the Lions Council and attend regular meetings. The Lions Council meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The Lions Council serves as a fundraising arm of the school and is a stand-alone, tax exempt, non-profit organization. SJCA itself is a non-profit organization with a 501(c)(3) status as well.

SJCA Board reserves the right to create, remove, or dissolve parent involvement teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

More information for the Lions Council, including membership fees, can be found on SJCA's website.

Campus Security

SJCA administration will maintain accurate records to confirm security requirements are met. SJCA will also utilize a Volunteer and Visitor check in system to add additional security to the campus. All visitors to the campus are required to check in at the front desk and present a valid Florida driver's license or Florida identification card. Visitors will be screened, and a background check will be run for each visit.

Parent Communication

SJCA values the conversation that takes place between parents and teachers about the education of children.

Nonetheless, this conversation should follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with administration, faculty, and staff of SJCA.

- Email faculty and staff members via SJCA email accounts, which are posted on SJCA's faculty and staff webpage https://www.stjca.org/faculty--staff.html
- Leave a message with the school secretary
- Leave a voicemail
- Hold a face-to-face meeting (which must be scheduled in advance using one of the means above)

During the school day and both immediately before and after school, teachers are focused on teaching or impending meetings and extra-curricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather try to communicate through an impromptu "five-minute" chat. Parents who are in the building for another reason should not use their access to faculty in order to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

SJCA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or Head of School / Headmaster within 24 hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

Expectations for Parents

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

- Model good character and insist that their children cultivate good habits and virtues.
- Help their children develop effective study skills.
- Read to their children, especially those in the early grammar school grades.
- Oversee regular reading and writing and mathematics skill development.
- Stimulate discussion and exploration of ideas and events with scholars.
- Support the school goals through familiarity with the Family Handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the scholar's success.
- **Adhere to carline rules and procedures at all times** – violation of the procedures will be considered a major violation to the safety of others.
- Any parent that violates the safety of others while on campus will be issued a No Trespass Warrant by the Clay County Sheriff's Office or via certified mail from administration.
- Parents should display the SJCA Virtues while on campus and in the presence of scholars. Failure to do so may result in the parent being excluded from volunteering.

Operations

Emergency Operations Plan

The administration shall maintain a standalone Emergency Operations Plan.

Threat Management Policy

The policy on Threat Management for St. Johns Classical Academy, adopted and effective September 25, 2025, is implemented to comply with the requirements related to §1006.07(7), Florida Statues, to minimize the risk of violence on campus. [5]

[5] Revised and board approved 2025.09.25

Security Checks

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

Use of SJCA Resources

Use of the Production Color Printer/Copier:

SJCA resources, the resource room, and the equipment therein are to be used solely in support of the Head of School / Headmaster and faculty.

Drop-off/Pick-up

Administration will establish and communicate drop-off and pick-up procedures, giving priority to the safety and security of all scholars. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

SJCA will release scholars only to parents, legal guardians, or adult designees. Adults should always have a valid ID or placard when picking up scholars as those unrecognized by staff will be required to produce identification before scholars will be released.

Designated Parking Spaces

SJCA will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan, digitally provided maps, and/or posted signs.

Scholar Parking

Eligible scholars may pick up a parking permit application in the Receptionist Building. Both scholar and parent/guardian must sign the application. All completed applications must be turned in with a valid driver's license, vehicle registration, and proof of insurance. Additional information will be provided in the Scholar Driver Packet.

Communicating with Parents with Joint Custody

SJCA will recognize and communicate with parents with joint custody upon written request, signed by both parents and/or a court order. In the case of school forms, SJCA encourages one of the parents to complete the forms so that the school does not receive conflicting information.

Mass Communication Policy

The Head of School / Headmaster or designee must approve all letters and bulletins, including email (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

Each communication must be submitted to the office in an electronic format, print-ready, three (3) days prior to the date it needs to be communicated.

Video Surveillance

To protect scholars, faculty and staff a video surveillance system has been installed for the purpose of security for the premises. The video surveillance device that is installed in such a manner that the presence of the device is clearly and immediately obvious.

Privacy

Family Educational Right Privacy Act (FERPA)

FERPA affords parents and scholars over 18 years of age certain rights with respect to the scholar's education records. These rights are:

The right to inspect and review the scholar's education records within 45 days of the day the school receives the request for access. Parents or eligible scholars should submit to the school Head of School / Headmaster or appropriate school official a written request that identifies the record(s) they wish to inspect.

The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate or misleading. Parents or eligible scholar may ask SJCA to amend records that they believe is inaccurate or misleading. They should write to the Head of School / Headmaster or appropriate official and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If SJCA decides not to amend the record as requested by the parent or eligible scholar, SJCA will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to SJCA officials with legitimate educational interests. A SJCA official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or

Family Educational Right Privacy Act (FERPA), continued

company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another SJCA official in performing his or her tasks. A SJCA official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, SJCA discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Personally Identifiable Information (PII) Policy

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as social security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of SJCA that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The IT Department will determine whether an encryption method is suitable or not. Physical PII (i.e., paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, SJCA-related duties.

Scholar Information Release

Certain "directory information," including the scholar's full name, address, and telephone number, will not be released without parental consent.

Scholars' names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by school occasionally are photographed

or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you do not wish to have your scholar(s) photographed or video-recorded for these purposes, you must notify the office in writing.

Scholar names and pictures will be included in the school yearbook unless permission is revoked in writing. Scholar names will not be listed with their pictures on the school website or in SJCA advertising publications.

No identifying information regarding a scholar will be given via any avenue of communication without parent permission, unless required by law

Scholar Uniform and Dress Code Policies
ALL CAMPUSES

Uniform and Grooming, (See examples pictures located on the school website (www.stjca.org))

At SJCA, scholars wear uniforms to eliminate distractions, to level the playing field, and to remind ourselves that we are doing important work.

The spirit of the uniform policy is that scholars will dress and groom themselves in a manner that is traditional, not obstructive, and not distracting.

Scholars must be in uniform in order to attend class. Scholars who are not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or scholars will be sent home. These absences are not excused.

The uniform and dress code policy is that scholars will dress according to the mandatory and optional items listed on the Board-approved uniform policy for boys and girls, respectively, plus the following series of directives. All uniform criteria are in this Family and Scholar Handbook.

Scholars may wear their own outerwear (coats, sweaters, vests) outside of the school building and on the playground. If they are cold in the classroom, they must wear one of the approved long sleeve uniform items, or one of the approved uniform outerwear items. All jackets and sweaters must either be worn or carried and not tied around the waist.

- **New scholars must be in full uniform within three (3) weeks of the date of their enrollment. During this grace period, scholars must wear clothes that are similar in color and style. Any extensions must show proof of delayed shipping. Uniform pieces from prior years will no longer be permitted after June 30, 2024. New pants, shorts, skirts, and skorts must include the small SJCA logo on each item.**
- All scholars must be in approved uniforms at all times (unless approved by administration). The uniform must be worn properly according to uniform guidelines while on school grounds, including the parking lot. No other clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, bottoms, or outerwear are permitted in the building.
- Shoes should not have more than half an inch (1/2") sole. Heels should not be more than one inch (1"). Stilettos are not permitted.
- Shoes and belts are to be completely black or brown. Boots, thick soled shoes, and heels are not permitted.
- Light-up shoes are not permitted.

Scholar Uniform and Dress Code Policies, ALL CAMPUSES Continued

Uniform and Grooming, continued

- Uniform guidelines are updated and posted in this Family and Scholar Handbook and on the school website.
- All shirts must be tucked in at all times while on school grounds, including the parking lot.
- All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned.
- Girls are not permitted to wear their socks above their knees.
- Girls may wear opaque navy-blue tights. No pantyhose or leggings.
- Shorts and skirts shall fall no more than two inches (2") above the top of the kneecap as measured when the scholar is standing. Pants must not be too tight.[6]
- Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- Scholars may use any backpack as long as it is clean and tasteful.
- Rolling backpacks are discouraged due to the congested hallway traffic. They must be approved by the appropriate Dean of Academics and/or Dean of Students.
- Hair must be clean, neat, and styled. Only natural colors are allowed. Fairy hair is considered an unnatural hair color. Hair may not be partially shaved in any way. Boys' hair must be neatly groomed, not touch the shoulders, and may not be worn in a ponytail. Hair must not cover the eyes.[7]
- Girls may wear neat bows, barrettes, headbands, and "scrunchies" are permissible so long as they coordinate with the uniform (white, blue, yellow or light blue) and are smaller than 2" in diameter.
- Bows should not be excessively large and distracting. Headbands must not have objects protruding from them (i.e., cat ears, happy birthday, etc…)
- Hair must be natural-looking and conservative in its color and style. (See photo).[8]
- Modest jewelry is allowed such as one to two bracelets and/or one small necklace with neutral colors (beige, gray, navy, white, gold, silver, or pearls) and limited in length to the neckline (see photo) so that it will not get caught on anything and become a hazard. The necklace and/or bracelet must not be thicker than the width of a pencil. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., chains or collars). Girls may wear up to two earrings per ear on the bottom of the earlobe, and the earrings must not be larger than a dime. Piercings are not permitted on any other part of the body. No stretched piercings (gauge) or holes may be visible. Boys are not permitted to wear earrings but may wear one small necklace with neutral colors and limited in length to the neckline. One or two bracelets may be worn in good taste on the wrist. No scrunchies may be worn on the wrist.

[6] Revised and board approved 2025.07.24
[7] Revised and board approved 2025.08.28
[8] Revised and board approved 2025.08.28

Scholar Uniform and Dress Code Policies, ALL CAMPUSES Continued

Uniform and Grooming, continued

- Watches are approved but they must be neutral in color.
- Tattoos must not be visible, including but not limited to, temporary tattoos and writing on ones body..
- Makeup must look natural and is not permitted in grades K-5. The following is not permitted: dark shades of lipstick, eyeshadow or blush, dark eyeliner or cat eyes, penciled eyebrows, or anything else that does not look natural.
- Nail Polish: Girls may wear colors as long as their nails are neat and trimmed (faded and chipped polish must be removed). Excessively long fingernails are not permitted. Nail polish should not be flashy and distracting, nor should it contain any writing. Boys are not permitted to wear nail polish.
- No hats or sunglasses inside the building. Hats include visors and bandanas. Religious headgear is authorized.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.
- Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- All items should be labeled with scholar's first and last name.
- Lost and Found is located in the cafeteria or another designated area on campus. It is the scholar's/parent's responsibility to search for items in these areas. Unclaimed items are donated quarterly.
- When in question parents and scholars should refer to the photos in this handbook.

** Any questionable uniform or grooming issues must have the final approval of the Head of School / Headmaster.

Toileting

All scholars of SJCA must be independent in toileting unless there is a documented medical condition. On occasion, scholars may have "accidents." When an "accident" occurs, it is the responsibility of the parent to assist your child and to provide clean clothing.

If there are repeated "accidents," a meeting with the parents and an administrator will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all scholars and the school.

Any scholar that is uncomfortable using a group bathroom may request their teacher to use a designated private restroom. A private restroom is available in the SJCA health room or another designated area on campus.

Formal Uniform Requirements

All uniform items must be purchased from the Lands' End site. All pieces of the formal uniform are required for Formal Dress Uniform Day. There may be other events requiring formal uniform during the year with advanced notice.

RULES FOR ALL GRADES

- Socks for girls - navy blue knee-length socks or navy stockings. Girls may wear opaque navy-blue tights. No pantyhose or leggings
- Socks for boys - navy crew-length socks
- A black or brown belt must be worn with pants and shorts (KG-1st grade excluded)
- Dresses, skirts and skorts must be to the knee; we recommend purchasing below the knee for longer use
- Shoes- **NO** canvas for formal days- solid black with solid black soles or brown with solid brown soles- the soles may be slightly lighter, but they must be the same color. No Sperry's (including any boat or Hey Dude shoes) allowed with the formal uniform
- Blue or black shorts must be worn under all dresses and skirts. The shorts are not permitted to show below the hemline of the dress or skirt
- The length of the skirt to be no more than two inches (2") above the top of the kneecap as measured when the scholar is standing[9]

KG – 6 th GRADE SCHOLARS

Girls KG – 3rd

- Light blue button-down short or long sleeve top
- Clear Blue plaid jumper

Girls 4th – 6th

- Light blue button-down short or long sleeve top
- Clear Blue Plaid Skirt
- Navy cross tie
- Optional sweater vest or long sleeve sweater is permitted over the light blue button-down shirt.

Boys KG-6th

- Light blue button-down short or long sleeve shirt
- Solid navy necktie
- Navy pants (shorts may not be worn with formal uniform)
- Optional sweater vest or long sleeve sweater is permitted over the light blue button-down shirt.

7 th -8 th Grade Scholars

Girls

- White button-down short or long sleeve shirt
- Classic Navy plaid skirt
- Classic Navy plaid necktie
- Optional sweater vest or long sleeve sweater is permitted over the white button-down shirt.

Boys

- White button-down short or long sleeve shirt
- Navy necktie
- Khaki pants (shorts may not be worn with formal uniform)
- Optional sweater vest or long sleeve sweater is permitted over the white button-down shirt.

[9] Revised and board approved 2025.07.24

Formal Uniform Requirements, continued

9th – 12th GRADE SCHOLARS

Girls

- White button-down short or long sleeve top
- Navy necktie
- Classic Navy plaid skirt
- Optional sweater vest or long sleeve sweater is permitted over the white button-down shirt.

Boys

- White button-down short or long sleeve shirt
- Striped (navy and gold) necktie
- Khaki pants (shorts may not be worn with formal uniform)
- Optional sweater vest or long sleeve sweater is permitted over the white button-down shirt.

Everyday Uniform Requirements

All uniform items must be purchased from the Lands' End site. If the item is shown for your scholar's grade level, it is grade-appropriate for the scholar.

**Formal uniform items are not permitted on non-formal days (plaid bottoms are not permitted on non-formal days).*

RULES FOR ALL GRADES

- Socks – Navy blue or black crew-length 3" (or higher) socks or stockings- no leggings or ankle socks. Girls may wear opaque navy-blue tights. No pantyhose or leggings.
- A black or brown belt must be worn with pants or shorts (KG-1st grade excluded)
- Dresses, skirts and skorts must be to the knee; we recommend purchasing below the knee for longer use
- Shoes – solid black or brown, leather/canvas, solid black or brown soles- the soles may be slightly lighter, but they must be the same color
- Blue or black shorts should be worn under all skirts and dresses and must not be visible below bottom hemline
- The length of the skirt to be no more than two inches (2") above the top of the kneecap as measured when the scholar is standing [10]

KG - 6th GRADE SCHOLARS

Girls

- Light blue polo tops
- Navy blue bottoms – dress, jumper, pants, shorts, skirts, or skorts
- Optional sweater vest or long sleeve sweater is permitted over the light blue polo top only (not over dress or jumper)

Boys

- Light blue polo shirt
- Navy blue bottoms – pants or shorts
- Optional sweater vest or long sleeve sweater is permitted over the light blue polo shirt

[10] Revised and board approved 2025.07.24

Everyday Uniform Requirements, continued

7th – 8th GRADE SCHOLARS
Girls

- Royal blue polo tops
- Khaki or navy bottoms – pants, shorts, skirts, or skorts

Boys

- Royal blue polo shirt
- Khaki or navy bottoms – pants or shorts

9th – 12th GRADE SCHOLARS
Girls

- Navy blue polo tops
- Khaki or navy bottoms – pants, shorts, skirts, or skorts

Boys

- Navy blue polo shirt
- Khaki or navy bottoms – pants or shorts

Addition of navy-blue shorts and pants for Grades 7-12 as approved everyday items for both girls and boys. Khaki pants (no shorts) remain the only approved bottoms for formal days for boys and girls will continue to wear the proper plaid skirts on formal days for Grades 7-12 [11]

Scholars may embroider their names on uniform outerwear only – sweaters, cardigans, jackets, etc. The font should be Times New Roman or Georgia, printed or cursive, thread to match the gold in the SJCA crest and letters no more than one inch tall. The embroidery may contain first or last name, full name, or initials.

PE Uniform Guidelines and Ordering

Tops
(KG-6th Fleming Island & KG-6th Orange Park):

- SJCA PE Short or Long Sleeve Shirt- Gray only
- SJCA PE Sweatshirts

Sixth Grade Only at Fleming Island Campus
Due to limited locker room space, sixth grade scholars will not dress out for PE. Instead, they should bring a pair of athletic shoes to change into for class. Sixth grade will also have a designated PE Uniform Day each week, just as they did in Grammar School. There is no need to purchase a new PE uniform, the gray top and navy bottoms will remain the same

7th – 12th Grade only at Fleming Island Campus:
PE Fitness Program Shirts. The program consists of five levels and consists of five shirt colors: 1. White, 2. Light Gray, 3. Dark Gary, 4. Heathered Navy, and 5. Solid Navy

7th – 12th Grade only at Orange Park Campus:
PE Top: Yellow Shirt

Bottoms:

- SJCA PE Uniform Shorts
- SJCA PE Sweatpants

[11] Revised and board approved 2025.08.28

Shoes and Socks:

- Must be solid black, navy, or white. The style must be ankle cut, crew, or any SJCA approved uniform sock. No designs permitted on socks.
- Scholars should wear athletic shoes that are not flashy or distracting in color. Light-up shoes are not permitted.

All PE top and bottom items must be purchased through the approved vendor Stryker Custom Designs: https://strykercustomdesigns.com/

Uniforms and Financial Assistance

The school will not allow financial need to limit access to SJCA, and this includes access to uniforms. At minimum, SJCA will facilitate the use of SJCA's used uniform exchange.

Used Uniform Store

When it is practicable, the school will facilitate a used uniform store/exchange.

SJCA Approved Spirit Day Attire

At the discretion of the Head of School / Headmaster additional dress down/spirit days may be permitted and rules for clothing will be emailed to families ahead of time.

Fleming Island Campus:

TOPS - You can wear tops purchased from one of our approved vendors. Links to these vendors can be found on our website, but you can also wear:

- PE shirt
- Upper school house shirt
- SJCA-sponsored club/sport shirt
- SJCA polo shirt

BOTTOMS - On spirit days, you can wear jeans or jean shorts that reach the knee. Jeans may not have any rips, tears, holes, or patterns. No jeggings, no overalls permitted. You can also wear uniform shorts PE shorts, or any khaki or navy-blue shorts to the knee.

SHOES - Scholars may wear their choice of shoes except for flip flops, Crocs, or sandals. No open-toed or backless shoes permitted.

JACKETS - SJCA jackets, spirit hoodies, or house hoodies are allowed.

Orange Park Campus:

TOPS - You can wear tops purchased from one of our approved vendors. Links to these vendors can be found on our website, but you can also wear:

- SJCA-Sponsored Club shirts (Safety Patrol, Chess, Etc.)
- Lions Have Heart shirts

BOTTOMS - On spirit days, you can wear jeans or jean shorts that reach the knee. Jeans may not have any rips, tears, holes, or patterns. No jeggings/leggings

permitted. You can also wear uniform shorts or any khaki or navy-blue shorts to the knee. No athletic shorts unless you are in K-5 and have PE that day.

SHOES - Scholars may wear their choice of shoes except for flip flops, Crocs, or sandals. No open-toed or backless shoes permitted.

JACKETS - SJCA jackets and sweaters are allowed.

Spirit Day Participation Policy

If scholars do not follow the spirit day guidelines as outlined above, they will lose the privilege of participating in the following spirit day. They may be eligible to participate again in the month after.

If a scholar fails to follow the guidelines for a second time, they will lose the privilege of participating for the remainder of the year.

Please note: No refunds will be issued for payments already made.

SJCA Dress Code for School Dances – ALL CAMPUSES

Middle School Dances

- "Casual"- Spirit wear, jeans, and t-shirts. Scholars may change to wear casual non-SJCA clothes, but they must still follow Spirit Day Guidelines. Skirts/dresses may not be shorter than 4" above the knee.

High School Dances

- Homecoming- Usually a "themed" dance. Attire that fits the theme is appropriate and fun. However, all scholars must adhere to the guidelines stated on the dance permission slip.
- "Semi-formal"- Dances such as the Sweetheart Ball, Father/Daughter Dance, etc. are considered semi-formal. Appropriate attire is nice, but not formal. One would wear what is expected at a recital or church function.

  Boys - slacks, button-down shirt, tie. A jacket is optional.
  Girls - Dress/skirt no shorter than 4" above the knee, no low-cut styles in front or back.

- "Formal"- This is the proper attire for Prom.

  Boys - Tuxedo or suit/tie/jacket
  Girls - Formal gown or dress

**For all dances, please refer to the SJCA Dance Guidelines and Permission Form for further clarification and photo examples.

For visual examples of uniform approved pieces; please visit www.stjca.org (Uniform Guideline)

General Family and Scholar Handbook Acknowledgement and Commitment

This Family and Scholar Handbook is an important document intended to help you become acquainted with St. Johns Classical Academy. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because SJCA's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of the Administration and the Governing Board of SJCA.

Please read the following and sign below, along with your scholar(s) to indicate your receipt and acknowledgement of this Family and Scholar Handbook and Commitment to SJCA.

ADMINISTRATION COMMITMENTS:

1. We will provide a school of which you can be proud to send your child.
2. We will hire the most capable employees to ensure success.
3. We will listen to your concerns/input.
4. We will stand for only the highest expectations.
5. We will be equally fair to all scholars.
6. We will attend Board of Director meetings and/or equivalent Parent Teacher Association meetings (e.g. Lions Council) when possible.
7. We will keep scholars first in every decision we make.

TEACHER COMMITMENTS:

1. We will maintain a safe, positive learning environment for scholars.
2. We will equally treat all scholars with respect and fairness.
3. We will serve as a role model for positive character development for our scholars.
4. We will hold conferences with parents/guardians as needed.
5. We will attend Professional Development and Learning Communities to help strengthen and expand my educational knowledge.
6. We will attempt to return parent letters, emails, and telephone calls within 24 hours of my receipt of the request.
7. We will strive to attend all St. Johns Classical Academy campus functions.
8. We will assist and support the volunteer program.
9. We will support the adopted homework policy.
10. We will plan thoroughly for all subject areas taught.
11. We will teach the Hillsdale curriculum with fidelity.

PARENT COMMITMENTS

1. I will support SJCA's code of behavior, dress, and discipline and follow them while on campus.
2. I will uphold scholar confidentiality while volunteering in the classroom or anywhere on campus, including chaperoning. I will refrain from using an electronic device in a way that contradicts my commitment to uphold scholar confidentiality.
3. I will ensure that my child comes to school on-time, clean, neat in uniform, and prepared to learn.
4. I will provide my child with appropriate supplies throughout the year.
5. I will be available for conferences by request.
6. I will make every effort to attend the regularly scheduled Parent Teacher Association meetings (e.g., Lions Council).
7. I will volunteer for Athletic and/or Fine Arts events, depending on my child's participation.
8. I will provide a written explanation of my child's absences within three (3) days of his or her return to school (Attendance@stjca.org).
9. I will utilize the current information system (e.g., Focus, or current CCDS SIS software program) to timely update pertinent information (e.g., telephone numbers, emergency contact information, and/or address changes) when changes occur.
10. I will abide by SJCA's tardy and attendance policies.
11. I will abide by SJCA's drop off and pick up procedures.
12. I will make arrangements to have my child taken home from school during the school day if I am asked to for illness or for disciplinary reasons. This includes making advance standing arrangements with a third party in the event I cannot provide immediate pick up myself.
13. Scholars and Faculty/Staff deserve to learn and work in an environment free from disruption, threat, or intimidation. Family members and other adult visitors will display appropriate and professional behavior with all forms of communication (written and in-person) at all times.
14. I understand that my child may be returned to his/her district school should these commitments not be fulfilled.

SCHOLAR COMMITMENTS:

1. As a St. Johns Classical Academy scholar, my behavior and academic effort will be a reflection of my commitment to the high expectations set by the SJCA faculty and staff in all locations (classrooms, restrooms, recess, field trips, and after-school activities/sporting events, etc.).
2. I will engage in appropriate behaviors that promote a positive and impactful learning environment.
3. I will use acceptable language and will speak respectfully to any adult or child by modeling good citizenship and sportsmanship.
4. I will be responsible for completing classwork and homework assignments on time.

5. I will be engaged and will meet the academic and behavioral expectations of my teacher in my classroom. I will move from one area of the school to another in an orderly manner.
6. I will be responsible for bringing any notice from my teacher, parents, or guardians to or from the school.
7. I will care for all school property including books, furniture, lockers, and equipment. I will leave them in good condition.
8. I will abide by the school dress code as it is explained in the Family and Scholar Handbook
9. I will abide by SJCA's Use of Technology expectations and will conduct myself with the same high standards in any online situation.
10. I understand that these commitments will provide me with the opportunities necessary for success and that I may be returned to my zoned district school if these commitments are not fulfilled.

I hereby acknowledge and have read a copy of SJCA's Family and Scholar Handbook. I understand that the policies and rules described in it are subject to change at the sole discretion of SJCA Administration and the Governing Board at any time.

PARENT / GUARDIAN:

Signature: _____
Printed Name: _____

Date: _____

SCHOLAR:

Signature: _____
Printed Name: _____

Date: _____

For copies of signatures of administration and staff, please email HR@stjca.org.

Please note that a physical signature is not required for this Acknowledgement and Commitment form. This form is available on the school's website, which was approved by the Governing Board on September 25, 2025.